Minutes, Architecture Library Working Group  
Date: July 15, 2014  
Present: Brian Kelly, Don Linebaugh, Yelena Luckert, Cindy Frank

1. Communication  
Cindy Frank will be working with the above listed people to facilitate Library transition issues. She will email School Faculty a weekly update about the Library collections, and put a copy of the email on the School and Library website. Meeting minutes will be available as a PDF on the two websites as well. A Library status report at the school’s retreat is recommended and will be brought up with the Dean. Any announcements about Cindy’s availability for classroom library instruction, and various services will also be sent in brief emails to the School Faculty, and placed on the websites as well.

2. Course Reserves  
First, encourage faculty to put book and article titles in their Course Reserves space in ELMS. Cindy is available for assistance with ELMS course reserves. Professors are encouraged to have a conversation with Cindy about which location - kiosk or McKeldin – would be best. Arch Studio Kiosks will hold materials for the studios, in Studio. HISP Kiosks will hold materials for HISP in room 1117. URSP Kiosks will hold materials for URSP in room 1119. RDEV Kiosk needs a holding space. Studio Kiosks and other course kiosks will need to be coordinated based on availability. Bound periodicals may be placed on kiosks if specific issues are needed, otherwise periodicals will be available at McKeldin. Any course reserves in any program may also request McKeldin as the pick up location for the material. McKeldin has 24/5 and generous weekend hours, so that books are available for 2 hour or 24 hour borrowing privileges. McKeldin is recommended for the iSeries courses, and history courses.

3. Periodicals  
Bound and Current periodicals will be moved to McKeldin, where they are accessible 7 days per week. The goal is for this to happen before the semester starts.

4. Special Collection Room  
Books in the Special Collections room will remain, with the goal of assessment and weeding that collection. A group that includes School and library faculty will work together on this project. The oversize books in the Library main room will be moved to the Special Collection room as well.

5. Videos and DVDs that belong to the School  
It was discussed moving commercial DVDs to Library Media Services (LMS), and thesis DVDs need to find a home here in the School. LMS provides streaming media for in-class
and reserve viewing. Cindy will follow up with URSP (biggest users of video) to clarify this arrangement.

6. Lending Equipment that belongs to the School
Equipment had been reserved at the circulation desk in the library. Now that this will no longer be staffed, we need to find a better location for the large TV carts. The Technology Solutions Center was mentioned as a possible home, with the TVs being housed in the Studio space.