

**ACPB Meeting
Minutes
13 October 2003**

Present: Lembke, McKelvey, Peters, Reed. **Guests:** Bryn Geffert, Bruce Anderson

Approval of Minutes

- Minutes from the meeting of 29 September were approved with amendment.
- Members should send electronic copies of approved minutes directly to Roberta Lembke for posting on the Web.

Announcements

- ACPB reviewed and approved a memo to be sent by the Director to the St. Olaf community regarding the increase in the number of SPAM and pornographic messages on email, an update on IIT's efforts to identify a good solution to this problem, and a list of suggestions that individual email users can follow to reduce or eliminate the chances of receiving such messages.
- The policy, adopted last academic year, to charge students a fee for additional laser printing on College printers after the first 400 pages, is now in effect. (*Policy: Students are allowed 400 pages/year of free laser printing. A student who reaches the 400-page limit has the option of buying additional 200-page blocks at \$15.00/block.*)
- Computer requests for Fall Semester are due by Halloween.

Discussion: The Library's "Electronic Reserve" Option

- Invited guests Bryn Geffert, College Librarian, and Bruce Anderson, Loan Services Coordinator, offered an overview of this service launched on a limited basis for the first time this Fall. Reserve reading for approximately eight courses this Fall is available in PDF format in a password-protected folder called "Library Materials" now available as part of the "Class folder" option on BRIT. Bruce oversees the scanning of this material by Library staff.
- Like photocopied materials placed on Reserve, electronic material is subject to the principles of "fair use." Everyone agreed that "fair use" guidelines are open to a range of interpretations and that it would be useful to have a standard understanding of "fair use" policies and practices among all members of the St. Olaf community. Currently, each item posted by the Library on electronic Reserve carries the following paragraph:

WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

Any faculty member wishing to use a scanned item for more than one semester as part of the Library's "electronic Reserve" must first obtain copyright permission.

- It is an “open question” as to whether the Library would have sufficient staffing if it were to provide “electronic Reserve” service for a large number of courses each semester. Bryn and Bruce noted that it is not the Library’s intention to make this service a campus-wide one; they have no wish to supplant the practice of individual faculty members independently providing scanned reading material to students in their courses. Rather, they view this initiative as a service provided to those faculty who may not be comfortable preparing electronic course readings.
- Bryn and Bruce are not certain how many faculty will use this service; they intend, for the moment, to rely on word of mouth to extend the service. At some future date it may become necessary for the Library to reconsider the availability of this service, given the extent of campus use of scanned reading in courses and the staffing available for scanning.

IIT Policy Statement on System Down-time

- ACPB unanimously approved the following statement outlining conditions and considerations related to shutting down the College’s network and computing systems:

IIT is responsible for the management and maintenance of the St. Olaf College network and computing systems. To maintain the highest level of reliability, functionality, and security, IIT must perform maintenance on existing equipment and must routinely upgrade and/or replace those systems. This work requires that the IIT take the systems or network off-line, thus making the systems or the network unavailable for use.

When possible, IIT will schedule system and network downtimes in advance and will provide one week of notice to the community. In many cases the downtime will be scheduled during off-hours (before or after the normal work day). At times it will be necessary to schedule downtime during normal work hours so IIT staff can have access to technical assistance from our vendors. IIT staff will work with the community to find the least disruptive time for this work, but IIT cannot guarantee that some users will not be inconvenienced.

Major downtimes for systems upgrades and replacements will be scheduled during the summer months, normally on Friday afternoons, or during college breaks during the academic year to minimize the inconvenience to the community.

Systems and network resources also may be taken off-line for emergency repairs, security patching, and essential maintenance work with little or no notice.

The Director will disseminate this statement the St. Olaf community via email.

Respectfully submitted,

Dolores Peters
ACPB Chair, 2003-04