TO: Rosann, Sha Li, and Kathy

FROM: Mary Jane

RE: Dept. of Interior Architecture Resource Room

CC: Anna Marshall-Baker

DATE: Feb. 21, 2008

On Feb. 13 I talked with Anna Marshall-Baker and three others for more than an hour about the Interior Architecture Resource Room and possible ways to organize it.

The room is a lovely welcoming room with current periodicals displayed along one wall, books shelved in a somewhat random fashion along another wall. There are approximately 130 titles in the book collection, about a fourth of that duplicates what is in Jackson Library. Another wall is devoted to various types of sample books. There are also many file cabinets filled with other samples.

Student assistants are currently keeping an excel spreadsheet with the books and periodicals they have.

Dr. Marshall-Baker indicated that there may be two more significant gifts of books added to the collection in the next year.

She also indicated that they wanted whatever way they organized the materials to be accessible on the web.   The resource room is open only when it can be staffed by a student assistant although she hopes to get a part time staff position to allow the room to be open more often.

My suggestions:

- use an access database to have more flexibility in arranging and finding materials
- thought an access database could be migrated to a web page but was not sure, they will contact someone about this
- provide a web site along with listing of sample materials
- enter date of when received the sample materials could run a report to find the oldest and replace with newer samples and information
- could put book and periodical information into access database as well

Discussed how to arrange books and whether to interfile sample materials with book collection. Talked about pros and cons of using a standard classification number. Persuaded the group that going with Library of Congress classification was the best way to go. Standard classification is

constant, doesn't depend on one person's scheme. Can find a call number for most books in CIP or on WorldCat.

Started to discuss what their long term goals were for the collection. The more we talked the more I realized they probably needed some kind of library software. I use something fairly inexpensive for my church library collection of about 6,000 items that works well and is available on the web. That would also allow them to generate call number labels.

As we talked I kept referring to what had been done in the Chemistry/Biochemistry Library, Multicultural Resources Center, Teaching and Learning Center and Teacher Research Center. Knowing the problems we had with incorporating TLC into our online catalog because of uneven data in their records, asked if the group thought at some point in the future they would like to have their information in our catalog.

After some discussion the answer was yes. At that point I indicated that making that decision was not in my purview, but that I would draft this memo asking you to consider their request. I did indicate that if their material was in our catalog, that the Cataloging Dept. would be the ones doing the cataloging. I knew that TLC had provided some financial support to get their materials into our catalog. One item they provided was a student assistant that was paid from their budget but worked in our department for 20 hours a week.

I talked to Terry to get some information about cost from a Sirsi/Dynix point of view. It cost TLC $1,500 to have a separate library in our system. Since Dr. Marshall-Baker indicated Interior Architecture Resource Room is not a circulating collection, it would be possible to add them as another external library the way Chemistry/Biochemistry reading room is done and avoid the separate library fee.

You probably will want to talk with Anna Marshall Baker to ask more questions. If the decision is not to have the collection in the University Libraries catalog I will be happy to pursue with them the other two possibilities for organizing their materials.