NCES Academic Library Survey
Advisory Committee Meeting
Friday, January 9, 2004
8:30-12:30 a.m.
San Diego, CA
San Diego Marriott, Irvine Room
Agenda

1. Preliminaries
   a. Introductions
   b. Logistics (breaks, other)
   c. Minutes of Meeting in Toronto
   d. Agenda review

Information Items

2. Status of 2002 data report (Jeff Williams and Patty O’Shea)

3. Other surveys and projects that do or could have an impact on NCES/ALS
   a. ACRL (Hugh Thompson)
   b. ARL (Martha Kyrillidou)
   c. Oberlin Group (Leland Park)
   d. NCLIS (Bob Molyneux)
   e. NISO (Denise Davis)

Action Items

4. 2004 Form and definitions: confirm changes decided on in Toronto – see #5 in Minutes
   - Expenditures, Bullet 3
   - Collections, Bullet 3, Line 22
   - E-books, Bullet 3, Line 23
   - Audiovisual, Bullet 3, Line 24
   - General circulation, Bullet 5, Line 34a
   - Reserve circulation, Bullet 5, Line 34b
   - Gate counts, Bullet 6, Line 38
   - Part G, Bullet 7

5. 2004 Form and definitions: clarify matters left open in Toronto. Also in Item 5 of minutes.
   - Survey eligibility, Bullet 1. See Attachment 1.
   - Hours open, Bullet 6, Line 37. See Attachment 3.

6. 2004 Form and definitions: resolve (again) two things that continue to haunt us. Also in Item 5 of Toronto minutes.
   - Staff count, see Item 5, Bullet 2. A note from Mary Jo Lynch in the Toronto minutes asks
     if we need to revisit the matter of reporting salaries for FY02 and number of staff as of
     Fall 02 (start of next fiscal year) because respondents question it every two years. In a
     conference call to plan this meeting Jeff, Denise, and Mary Jo decided that the logic of
     our instructions makes sense and should not be changed. Instead the Help Desk staff
     should be told how to handle respondents who question it.
   - Government documents, see Item 5, Bullet 4, Line 22, note at end.

Note from MJL: Here’s the problem as I see it. First we tell them to exclude uncataloged
items, but two sentences later we define catalog very broadly. Then we tell them how to
count item as in the old days when uncataloged items were reported. This is ARL’s
definition, so it must work for them. But every year we get at least one call or email from
someone who gets tangled up in the definition. I'd like to suggest that we stop after the
fifth sentence. Also instruct the Help desk that government documents are counted only if
they are accessible from the library’s catalog.

7. 2004 Form and definitions: consider adding item(s) on Information Literacy
NCES sent a draft list of items to the committee in October. Based on the feedback received,
NCES will bring a revised proposal to Midwinter.

8. Consider for 2006
   - Information literacy. See attached of items in the ACRL survey for 2000-2001. I looked
     at the ACRL report and saw that most respondents answered most questions.
   - ARL changes for 03-04. See attached letter from Duane Webster, list of items, and
     instructions at the three URLs given below:

     http://www.arl.org/stats/arlstat/changes.html


     http://www.arl.org/stats/program/2003/Att_6c_instr.pdf