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DALNET BOARD MINUTES

February 24, 1993

Children's Hospital of Michigan

**PRESENT:**

|               |     |                    |                 |
|---------------|-----|--------------------|-----------------|
| Jean Curtis   | DPL | Peter Spyers-Duran | WSU             |
| Margaret Auer | UDM | Michele Klein      | Children's Hosp |
| Kul Gauri     | MCC | Deborah Adams      | Botsford Hosp   |
| Dick Beer     | OLL | Sandra Martin      | Harper Hosp     |
| Judy Murray   | OCC | Joan Smith         | Beaumont Hosp   |
| Sue Frankie   | OU  | Theresa Shen       | WCC             |

**GUESTS:** Louise Bugg WSU/DALNET Systems Office  
 Bob Harris WSU/DALNET

**MINUTES:** Motion was made and seconded to approve minutes of December 15, 1992 meeting. Passed.

**BY-LAWS REVISION:**

Article IV Section 1 - Member Institutions: WSU staff will provide definitions of "DALNET Online System and NOTIS Library Management System" for clarification of this provision.

Article VII Section 2 - Voting: A discrepancy in the wording of this provision between the minutes and the last draft of the by-laws was noted. Motion to amend the by-laws to reflect the wording in the minutes was made, seconded and passed.

Motion to adopt the by-laws as amended was made, seconded and passed.

**COMMITTEES & TASK FORCES:**

Motion was made, seconded and passed that the six existing committees and task forces be made standing committees of the Board; that each committee review and update its charge for currency; that each committee report its charge and identified issues to the Board by October 1, 1993; and that the committees continue to function during this review.

**PACLoan at DALNET:**

Motion was made, seconded and passed that the Draft Charges for the Collection Access Committee (Attachment D) be referred to the committee for review of PACLoan implementation issues and submission of a report on same to the Board by the end of August.

Members were asked to notify L. Bugg of committee member changes.

**NEW MEMBERS:** Walsh College is expected to sign a membership agreement next month. A request from Jordan College (Attachment E) was lodged.

**TRAINING ALLOWANCES:** Member contracts specify the number of training days for the five LMS modules. Training for new subsystems, as well as refresher training, is provided beyond that.

**ADMINISTRATOR'S BRIEFING:** The subcommittee presented a planning status report. The event is scheduled for May 4th. Members were asked to identify speakers for the library program segments. Members were asked to indicate the number attending from their institution.

**MDAS:** WSU staff met with H.W. Wilson - a. WSU asked that access via dial-up be unstricted by patron type; b. Wilson has extended free access through September of 1994 to the DALNET members that contracted for MDAS and the Hospital libraries; WSU and OCC will begin paying for Wilson files; c. Wilson is receptive to discussing consortium pricing and has asked for DALNET use statistics for a six month period; Wilson expects to lose revenue from print index subscriptions.

**NEXT MEETING:** Date was not set.

**ADJOURNMENT:** Meeting was adjourned at Noon.

Recorded by: Judith A. Murray



Macomb  
Community  
College

**DALNET BOARD MEETING**  
Wednesday, February 24, 1993, 9:30 A.M.  
Children's Hospital, Board Room C

**AGENDA**

1. Approval of agenda
2. Approval of minutes of Dec. 15 meeting (Attachment A)
3. Approval of By-laws (Attachment B)
  1. Retention and clarification of the role of the Finance Committee (Attachment C)
4. Training time allowances for member libraries
5. PACLoan and access/intra system loan/document delivery protocols of DALNET (Attachment D)
6. Status report on the Central Site
7. Administrators' briefing
8. Membership request from Jordan College (Attachment E)
9. MDAS - Cost allocation of commercial database and software license and negotiations with ~~conventional~~ *commercial* database vendors
10. New Business

It is important that all members attend the meeting to finalize and approve the By-laws.

Lunch to be hosted by the Children's Hospital at 12:30 P.M.

Enclosures: Attachments  
Map  
Free parking ticket

**DALNET BOARD MINUTES**

December 15, 1992

Wayne State University

**PRESENT:** Jean Curtis DPL Peter Spyers-Duran WSU  
 Margaret Auer UDM Michele Klein Children's Hosp  
 Kul Gauri MCC Deborah Adams Botsford Hosp  
 Dick Beer OLL Sandra Martin Harper Hosp  
 Judy Murray OCC Joan Smith Beaumont Hosp  
 Sue Frankie OU

**GUESTS:** Louise Bugg WSU/DALNET Systems Office  
 Bob Harris WSU/DALNET

**MINUTES:** Motion was made and seconded to approve minutes of September 25, 1992 meeting. Passed.

**BY-LAWS REVISION:** Members reviewed and discussed Dean Frankie's paper "By-Laws Issues" an analysis of membership definition vis-a-vis minimal level participation in the online system, and votes with binding fiscal implications.

Points made were that membership status, if elected by an institution, by definition imposes a fiscal obligation. Currently, "Member institutions, at a minimum, shall participate in the online public access catalog and the circulation subsystems of the Online System." Member definition, as well as approval of the budget, requires a 2/3 vote of the Board which has representatives from each member institution. Member participation beyond this is optional and therefore, does not impose a fiscal obligation.

Point also made: additional NOTIS products or those of other vendors are reviewed by Board as part of approving the financial obligation for same. Case in point: all DALNET members agreed to acquire and prorate the cost of NOTIS Quik Reports. With 2/3 approval it (they) can become part of the definition of minimum level of participation. Such modification thereafter applies to new members and subscribers.

**Article IV Section 1 - Member Institutions:** With these points in mind, the last sentence was changed to read "Each Member Institution shall pay an appropriate share as determined by the DALNET Board, of the costs of managing and operating the *NOTIS Library Management System*."

**Article VII Section 2 - Voting:** Last sentence was revised to read "However, no decisions having a major fiscal impact on any member institution shall be binding on that institution without its prior consent, *except for those decisions that are associated with definition of minimum level participation as defined in Article IV Section 1.*"

DALNET Board

- 2 -

2/9/93

**Article VI Section 5 - Corporate Secretary/Treasurer:** Was corrected to read "The Corporate Secretary/Treasurer shall be responsible for filing the organization's annual report, preparing financial reports and the *proposed* annual budget..." as approved at the last meeting.

**Article VIII - Committees:** Delete designation Section 1 as there are no subsequent sections.

Discussion of this article indicated that member participation was originally defined as using the OPAC and circulation modules of the online system with the goal of developing a library resources access program and policies among the participants for the benefit of the DALNET user community. Members agreed that at this point, DALNET has in place the basic automated systems for such a program. The Board's Access Committee has been doing some work toward this goal. Members affirmed their intent to pursue this goal.

**MDAS:** Additional institutions, DPL, OU, UDM, have agreed to participate in the second license with the Hospital and OCC libraries bringing the number to 5. At \$17,000 per institution, DALNET now has a full second license at \$85,000. Other members may also still opt to participate in MDAS. How that will impact the per institution fee for those already committed is not clear.

**DATABASE VENDORS:** H. W. Wilson offers all second license participants free access to the files loaded by WSU for one year from participation date. Thereafter, continued access to these files is the contractual obligation of the participant. Each vendor's fee structure is based on different factors especially for Academic institutions i.e., varying measures of enrollment or book budget and the number of files loaded. Some of these licenses also restrict access to specific categories of patron affiliation such as student, employees etc.

Peter Spyres-Duran offered to have WSU negotiate with H. W. Wilson and other database vendors for consortium level fees. A request was made that WSU also seek quotes for unrestricted access to the institutional or consortium "community".

**MRLT GRANT REQUEST:** WSU, MSU and U of M, the MRLT, is submitting a Title IIA grant proposal to fund NOTIS PACLink installation among them as a pilot to a state-wide system. This module will allow seamless searching of the respective catalogs. With this in place, the inter-institutional PACLoan module could be implemented. DALNET members were asked to submit letters of support to accompany the grant to L. Bugg or Bob Haley.

**NEXT MEETING:** Will be at 9:30 AM Wednesday, February 24th at Children's Hospital including lunch.

**ADJOURNMENT:** Meeting was adjourned at Noon.

Recorded by: Judith A. Murray

12/15/92

DRAFT

**DETROIT AREA LIBRARY NETWORK  
BY-LAWS**

**ARTICLE I - NAME**

This organization shall be an incorporated, non-profit, non-stock association. Its name shall be the Detroit Area Library Network (DALNET)

**ARTICLE II - PURPOSE AND OBJECTIVES**

This organization shall function to promote and to develop cooperative programs using shared library automation applications, and to determine policy for DALNET and the DALNET Online System.

**ARTICLE III - HOST INSTITUTION**

Wayne State University shall serve as the host institution for DALNET, manage the day-to-day operations of the DALNET Online System according to signed member Agreements, and act as the fiscal agent for DALNET and the DALNET Online System.

**ARTICLE IV - MEMBER INSTITUTIONS**

Section 1 - Member Institutions. Member Institutions shall be comprised of Wayne State University and those institutions who have been approved by the Board and have a signed and valid DALNET Online System Agreement with WSU. Member institutions, at a minimum, shall participate in the online public access catalog and the circulation subsystems of the NOTIS Library Management System. Each Member Institution shall pay an appropriate share, as determined by the DALNET Board, of the costs of managing and operating the NOTIS Library Management System.

Section 2 - Subscribers. Subscribers shall be those institutions who have contracted to participate in programs other than contributing to the online public access catalog. Subscribers shall be approved by the Board, have a signed and valid DALNET Subscriber Agreement with WSU, and pay fees determined by WSU.

## ARTICLE V - BOARD AND OFFICERS

Section 1 - Composition. The Board shall consist of one representative designated by each of the DALNET Member Institutions. Alternates with proxy shall be appointed by each Member Institution as needed.

Section 2 - Officers of the Board. The officers of the Board shall be Board members holding the offices of Chair, Vice Chair, and Secretary. The Chair, Vice Chair, and Secretary shall be elected by Board membership vote, each DALNET Member Institution having one vote. The terms of office shall be one year, commencing October first.

Section 3 - Corporate Officers. The Corporate Officers shall include the President and Secretary/Treasurer. These officers shall be appointed by the Host Institution upon consultation with the Board. A Corporate Officer may concurrently hold a Board seat and/or office.

## ARTICLE VI - DUTIES OF OFFICERS

Section 1 - Board Chair. The Board Chair shall be the representative of the DALNET Board in the activities of DALNET. The Board Chair shall preside at all meetings of the Board.

Section 2 - Board Vice Chair. The Board Vice Chair shall act in the absence of the Board Chair, and shall perform such other duties as the Board or Board Chair may assign.

Section 3 - Board Secretary. The Board Secretary shall be responsible for all minutes and records of Board meetings. The Board Secretary shall also be responsible for other duties as assigned.

Section 4 - Corporate President. The Corporate President shall be responsible for the administration of DALNET Online System and the administration of legal contracts in accordance with DALNET policies. The Corporate President shall report regularly to the Board.

Section 5 - Corporate Secretary/Treasurer. The Corporate Secretary/Treasurer shall be responsible for filing the organization's annual report, preparing financial reports and the proposed annual budget, and for such other duties as shall be conferred upon the office from time to time by the Board. The Corporate Secretary/Treasurer shall report regularly to the Board.

## ARTICLE VII - BOARD

Section 1 - Authority. The policies of DALNET shall be determined by its Board.

**Section 2 - Voting.** Each Board member shall have one vote. A two-thirds majority of the total votes shall be necessary to carry actions. However, decisions having a major fiscal impact on any member institution shall not be binding on that institution without its prior consent, except for cost increases associated with minimum level membership as stated in Article IV.

**Section 3 - Regular Board Meetings.** Regular meetings of the Board shall be held as the Board deems necessary, with a minimum of one meeting per year.

**Section 4 - Special Board Meetings.** Special meetings of the Board shall be called by the Chair, or by the Corporate President, or by two-thirds of the Board members. Written notice of the meeting and the agenda shall be delivered to Board members not less than five working days prior to the meeting date.

**Section 5 - Quorum.** A simple majority of the Board members shall constitute a quorum.

### ARTICLE VIII - COMMITTEES

**Standing and Special Committees.** Standing and Special Committees may be appointed by the Chair with the advice and consent of the Board. Committee actions must be approved by the Board.

### ARTICLE IX - PARLIAMENTARY AUTHORITY

Robert's Rules of order, revised, shall be followed, except as they may conflict with these By-laws.

### ARTICLE X - AMENDMENTS

These By-laws may be amended by a two-thirds majority of the Board, provided that notice and copy of the proposed changes has been given to the Board at least five working days prior to the meeting.

### ARTICLE XI - DISSOLUTION OF ASSETS

DALNET shall not liquidate, dissolve, merge, consolidate or sell its assets, if any, prior to approval of its Board. In the event of the liquidation or dissolution of DALNET, all assets shall be distributed in proportion to investment to such DALNET institutions as are qualified as tax exempt.

### ARTICLE XII - RESIGNATION OR TERMINATION OF AFFILIATION

Upon termination of its DALNET Online System Agreement with WSU, a member forfeits its membership in DALNET. The resignation or termination of any DALNET member or subscriber for any reason shall not relieve the member or subscriber from the obligation to discharge all obligations due and payable by it to WSU, including obligations undertaken for the period immediately preceding the effective date of the resignation or termination.



PROPOSED RESONSIBILITIES OF A FINANCE COMMITTEE

Monitor rate of inflation reflected in annual DALNET budgets with general rate of inflation to determine whether they are comparable and/or whether more efficiency should be brought to the operations.

Review charge back formula for services contracted for by some but not all DALNET members (e.g., non-catalog databases) for equity of distribution.

Review possible services which will provide a greater financial benefit for DALNET members than if contracted for separately (e.g., CARL document delivery system).

Review original formula (projected for 1995) for DALNET member fees to determine what, if any, changes need to be made.

memo:finance

**DALNET**  
**Charge for the Collection Access Task Force**

The DALNET Collection Access Task Force is responsible for formulating and recommending access policies and procedures to facilitate intrasystem loan and document delivery among cooperating DALNET libraries.

The Task Force shall review:

- Types of arrangement for access
  - Bilateral
  - Multilateral
  - Restrictive (e.g., hospital libraries)
- Mechanisms for access
  - Infopass
  - Inter-library loan
  - Reciprocal borrowing
    - Faculty/Staff
    - Students
- Processes for access
  - PacLoan
  - MDAS
  - Use of Fax
  - GAC/OCLC-ILL
- Institutional obligations
  - Absorb partially/fully all costs
  - Loss of materials
  - Overdues, Or
  - Reimburse all costs to lending institution
  - Transaction cost recovery
  - Net lender considerations
- Modes of document delivery
- System implementation by DALNET

These topics merit a thorough discussion for a comprehensive policy and are only suggestions for an open discussion.

The Task Force will comprise of Board members or their delegated representatives. Recommended policies and procedures should be submitted for Board approval after soliciting input from DALNET libraries by \_\_\_\_\_.

Encl:

Kul B. Gauri  
2/12/93

Draft 10-5-92

DALNET ACCESS PHILOSOPHY

The purpose of DALNET is to promote and develop cooperative programs using shared library automation applications... [DALNET Bylaws, Article II].

\*\*\*\*\*

The primary and essential purpose of DALNET is to share the costs of the NOTIS Online Library System.

A secondary and not essential purpose is the facilitation of access to members' collections.

\*\*\*\*\*

DALNET ACCESS GOAL

To facilitate DALNET member access to the collections of DALNET libraries.

Access services might include, for example, on-site use of members' collections, the granting of reciprocal borrowing privileges and priority interlibrary loan services.

\*\*\*\*\*

PROBLEMS/ISSUES

1. Each DALNET institution has as their primary responsibility to represent the interests of their parent institution in forging cooperative/access agreements;
2. Cooperative programs of "unequal" members (in terms of type of library, authority, constituency demands and expectations, and resources) means that not all DALNET members are able to contribute equally to achieving the access goal, or are able to agree to provide the same kinds or levels of access services;

\*\*\*\*\*

**CONCLUSIONS**

1. DALNET members should be committed to the access goal and strive to provide a high level of collection access to DALNET members.
2. DALNET members will differ in their abilities to provide access to their collections.
3. DALNET members should consult with each other when actions are being considered that would restrict access to collections (e.g. limitations to borrowing and use, the imposition of fees or increase in access charges). When possible, DALNET members should be excluded from these restrictions.
4. DALNET cooperation must be built on trust, understanding, and commitment to improved library services through collective action.

## DALNET BOARD MEETING

## MINUTES

MARCH 22, 1989

Present: Debbie Adams, Margaret Auer, Louise Bugg, Jean Curtis, Jim Flaherty, Sue Frankie, Kul Gauri, Robert Harris, Michele Klein, Sandra Martin, Joan Smith, Peter Spyers-Duran.

Jean Curtis, Chairman, called the meeting to order.

1. Minutes of the Board Meeting of December 7, 1988 were reviewed, resulting in questions and comments on the following:

Minutes of December 7, 1988 meeting. Item 2.3. Keyword Boolean

In answer to members' concern about the status of Keyword Boolean, Louise Bugg reported that she had "verbal reinforcement" from Jane Burke that Keyword Boolean would be available by the end of 1989. She had no written confirmation, however.

Minutes of December 7, 1988 meeting. Item 2.6. New Members

Members were concerned about the impact of additional members on DALNET system response time. Margaret Auer suggested that a study of capacity load should be submitted to the Board every quarter.

Minutes of December 7, 1988 meeting. Item 4.1 Patron Access

Since there were many concerns about inter-institutional patron access, a discussion of Patron Access was made Item 5 on the Agenda of the present meeting.

- 1.1 Moved by Margaret Auer and seconded by Kul Gauri that minutes of the December 7, 1988 meeting be accepted.
2. DALNET Operating Budget 1989-90
 

Robert Harris had distributed the 1989-90 Operating Budget to the members prior to the meeting. He conducted a "walk-through" to explain how costs were allocated.

plan with target dates for priority items. Moved by M.Auer and and seconded by K. Gauri that the Board accept the recommendations of the Task Force and direct the appropriate staff at Wayne to implement it. Motion passed unanimously.

5. Patron Access

Since several DALNET institutions have now brought up their Circulation modules, questions of inter-institutional patron access, blocking of privileges, awareness of other institutions' policies etc. assume a new importance. DALNET needs a Committee to collect this kind of information and to assist in developing policies for the group. Since the Circulation Task Force exists to handle technical questions, it was decided to appoint a Committee of the DALNET Board to deal with Circulation and Access policy matters. Members of the Committee are:

Jim Flaherty, Chairman  
Frances Young  
Sandra Martin

6.

Progress Reports of DALNET members

|                                |   |
|--------------------------------|---|
| Oakland University             | Serials will be up by May. Tapes expected back March 24. Printer testing will start next week. Sent GPO profile tape to Marcive. Acquisitions is up and running well. |
| Botsford Hospital              | All modules running since the first of the year. Remote printing has been up for two weeks.   |
| Wayne County Community College | Circulation is up. Jim is also trying to work with a local WCCC network.  |
| University of Detroit          | OPAC is scheduled for April. Furniture is on order.   |

DRAFT

Charge to Circulation Module  
Task Force

The DALNET NOTIS Circulation Task Force is responsible for developing standards for the shared components of the circulation module, including:

1. the shared patron database;
2. use of linked and unlinked item records; and
3. shared printed notices and reports, including those in the Bill and Fine Module and those created locally using SAS.

Recommended standards should be submitted for Board approval after soliciting input from all DALNET libraries. After Board approval, procedures needed to implement and enforce the standards will be designed by the Task Force.

L. Bugg  
7-14-88



Cunningham Memorial Library

August 19, 1992

Emily Mobley  
Director of Libraries  
Purdue University  
West Lafayette, IN 47907

*Roslew:  
FFI  
West Lafayette*

Dear Emily:

Please find enclosed the July 30 minutes of the SULAN ILL/Document Delivery Ad Hoc Committee. These minutes contain nine recommendations from the Committee and serve to fulfill its charge from the SULAN Board given on May 19, 1992. The charge was as follows:

1. Review current ILL and document delivery practices and policies in all SULAN Libraries, in light of PACLoan implementation.
2. Recommend practices and procedures that the Board will need to address for students and faculty to be able to take full advantage of this new linkage. Some policies and practices which may require consideration include loan periods, turnaround time, monitoring of requests, and delivery mechanisms.

It is my assessment as Chairperson that the nine recommendations, if implemented, will result in a very fine document delivery system in Indiana, and I emphasized to the Committee that our charge was to view PACLoan as if funding were approved for carrying out its implementation. Dean Leach's May 19 letter which contained our charge stated "while the Board recognizes that additional funding will be essential, the charge to this ad hoc committee is to recommend policies and practices as though the necessary funding were available." Even though we kept our focus on meeting our charge, the issue of funding such a "resource intense" service was a major concern of the Committee. Without such support, I believe that most Committee members felt PACLoan would not be feasible.



**Detroit Area Library Network (DALNET)**

**Task Forces and Committees**

1990/91

**Budget and Finance Committee**

Robert Harris, WSU Libraries, Director of Business Operations  
 Jim Flaherty, Wayne County Community College, DALNET Treasurer  
 Jean Curtis, Director, Detroit Public Library, DALNET Chair  
 Peter Spyers-Duran, Dean, Wayne State University Libraries  
 Jean Houghton, University of Detroit *Mercy*  
 Judy Murray, Oakland Community College

**Collection Access Task Force**

*Theresa Shen*  
~~Jim Flaherty~~, Wayne County Community College, ~~Chair~~  
 Sallie Ellison, WSU Libraries *or Patricia Merritt*  
 Joseph Oldenberg, Detroit Public Library  
 Eric Condic, Oakland University  
 Frances Young, University of Detroit *Mercy*  
*Jerry Bosler* ~~James Doyle~~, Macomb Community College  
 Sandra Martin, Harper Hospital  
 Thomas Lewandowski, Oakland Community College

**Database Standards Committee**

Anaclare Evans, WSU Libraries, Chair  
 Ann Pogany, Oakland University  
 Theresa Shen, Wayne County Community College  
 Helen Ma, Detroit Public Library  
 Anne Sargent, University of Detroit *Mercy*  
 Chris Audia, Detroit Public Library  
 Karen Zinterhofer, Botsford Hospital  
 Charlene Wecker, WSU Systems Office Liaison  
 Audrey Bondar, Macomb Community College

**Circulation Standards Task Force**

Jeff Pearson, WSU Libraries, Chair  
 Helen Ma, Detroit Public Library  
 Eric Condic, Oakland University  
 Louise Bugg, WSU Systems Office Liaison  
 Frances Young, University of Detroit  
 Gerald Bosler, Macomb Community College

**Acquisitions Standards Task Force**

Barbara Heath, WSU Libraries, Chair  
 Alexis Salisz, Oakland University  
 Helen Ma, Detroit Public Library  
 Charlene Wecker, WSU Systems Office Liaison  
 Diane Paldan, WSU Libraries, Serials Consultant  
 Karen Zinterhofer, Botsford Hospital

**LUIS Screens Committee**

William Kane, WSU Systems Office Liaison, Chair  
Helen Ma, Detroit Public Library  
Linda Hildebrand, Oakland University  
George Hicks, Wayne County Community College  
Debbie Adams, Botsford General Hospital  
Sue Homant, University of Detroit  
Tom Haug, Oakland Community College  
Jim Doyle, Macomb Community College  
Charlotte Liner, Oakland County Library - Law Division  
Joan Emahiser, Beaumont Hospital  
Michele Klein, Children's Hospital  
Sandra Martin, Harper Hospital  
Karen Bacsayi, WSU Libraries

Compiled by L. Bugg

January 23, 1991

LB91-110



Phone: (313) 577-4020  
Telefax: (313) 577-5525  
Alonet: ALA0841  
Bitnet: PSPYERS@WAYNEST1

Attachment E

Wayne State University  
Office of the Dean  
University Libraries  
Library Science  
Media Services  
University Press  
Detroit, Michigan 48202

January 13, 1992

James R. Whipple, Ph.D.  
Jordan College  
Tower Center D-1  
15400 Grand River  
Detroit, MI 48227

Dear Dr. Whipple:

Thank you very much for your letter dated January 7, 1993.

I will place your request on the agenda of the next Board Meeting scheduled late in February. We appreciate your interest exploring membership in DALNET.

You might like to know that each DALNET institution sets its own policies in regards to access to collections and facilities. Membership in the network does not mean free access to collections unless separate agreements have been reached by parties concerned. I thought this should be explained here because of your reference to this matter in your letter.

Sincerely,

A handwritten signature in cursive script that reads "Peter Spyers-Duran".

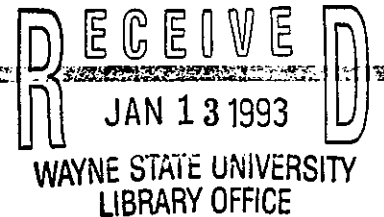
Peter Spyers-Duran  
Dean

PS-D/cjj

cc: Robert Harris  
Kul Gauri  
Louise Bugg



January 7, 1993



**Central Offices**

360 West Pine Street  
Cedar Springs  
MI 49319  
616-696-1180  
616-663-0330

**Berrien County  
Campus**

155 E. Main Street  
Berrien Springs  
MI 49307  
616-835-5100

**Detroit Campus**

15407 Grand River  
Detroit  
MI 48227  
616-835-5100

**Flint Campus**

3000 Lakes Road  
Flint  
MI 48504  
616-799-8500

**Grand Rapids  
Campus**

1925 Breton Road, SE  
Grand Rapids  
MI 49506  
616-767-9999

**Jordan Energy  
Institute**

14000 Van Meter Road  
Comstock Park  
MI 49321  
616-764-7686

**Newaygo County  
Campus**

6907 W. 48th Street  
Fremont  
MI 49412  
616-924-5480

**Thumb Area  
Campus**

6667 Main Street  
Clare City  
MI 48735  
616-372-4394

Dean Peter Spyrus Duran, Director  
Wayne State University Libraries  
Wayne State University  
Detroit, MI 48202

Dear Dean Duran,

In reference to our phone conversation of December 21, 1992, I am requesting that Jordan College-Detroit be considered for membership in the LUIS Consortium.

Jordan's Mission is that of serving the non-traditional student in a junior college setting. Our purpose is "two fold": that of preparing individuals to effectively participate in a chosen career and to provide a basic core curriculum to enable students to successfully transfer to a four year institution. Please see the enclosed copies of the college's Mission Statement, Statement of Purpose, and the Philosophy of the College.

Our Detroit Campus educates approximately 700 students, and the campus library contains about 12,000 volumes. Obviously, our collection is extremely limited, as indicated by the enclosed items from the 1992 visit of the North Central Association. We are currently in Candidacy status with them and expect to be granted full Accreditation this Spring. Much of our collection is more than 35 years old and was obtained from the defunct Shaw College. There are many current works in Business, Humanities, and Social Science which we do not have and which definitely limit our ability to serve the student desiring to transfer.

Our reasons for wanting to be considered for membership in the LUIS System are numerous. We wish to enable our students to effectively access holdings of larger local libraries in an efficient manner. We wish to allow our faculty and learners the opportunity to utilize more current and diversified materials. We also wish to give our pupils the opportunity to be welcomed at other libraries at local institutions of higher learning in the metropolitan area.

I can supply you with computer printouts of both our print, and our microfilm holdings if that would be of interest to you. Also, if there is any other information you wish provided, please do not hesitate to ask.

Sincerely,

James R. Whipple, Ph.D.  
Campus Librarian  
Jordan College-Detroit

Enclosures

REPORT OF A VISIT  
TO  
JORDAN COLLEGE

March 30-31, 1992

Commission on Institutions of Higher Education  
North Central Association of Colleges and Schools

EVALUATION TEAM

Marie A. Giacomelli, Vice President, Springfield Campus,  
Robert Morris College, Springfield, Illinois 62704

George Kidd, Jr., President, Tiffin University, Tiffin,  
Ohio 44883 (Chair)

Jennie Rucker, Professor, Business and Government Division,  
Community College of Denver, Denver, Colorado 80205

involved in program review and curriculum approval and in the development of assessment criteria.

Faculty are involved in teaching coping skills as well as traditional course content.

Extensive use of part-time instructional faculty generates problems with respect to program continuity and difficulties in scheduling. Low student enrollment in certain courses leads to difficulties in scheduling and in the ability of students to complete programs.

Low salaries and few fringe benefits, including a retirement plan, concerns and discourages faculty.

#### Library

The library system should be upgraded technologically to maximize budget appropriations for acquisitions. The collection should justify its existence as support for instruction and student achievement. A review of recent publications of high interest, low vocabulary, vocational and general education foundations levels of instruction, may require the cooperation of the entire faculty to make recommendations for acquisitions suitable to meet student and faculty needs. Additional professional or paraprofessional staff or faculty assigned to library duties will substantially increase support of the mission of Jordan College.

The Collection reflects support for programs and courses offered at Jordan. The physical facilities and the availability

## Philosophy of the College

An educational organization can be defined by the values and beliefs it holds important. The following statements provide the context for understanding and evaluating Jordan College within the mainstream of American higher education.

- We believe that postsecondary education can serve as both an avenue for discovery of human identity and vocation, and a practical tool for coping with and rising above life's many challenges.
- We believe that the process of learning can serve to give every person a vision of his/her unique creative potential and provide the skill and method for realizing that potential.
- We believe that in this present technological age, higher education will play an increasingly important role in providing career and vocational training, and that general education will continue to provide the critical underlying support structure upon which specialized training is built.
- We believe that self-esteem is critical to sustaining an interest in the benefits of education, and that accordingly, the learning process should include not only the gathering of new information but also a commitment to building human character, promoting the advantages of human diversity, and assisting in the process of identifying areas of specific individual potential.
- We believe that the manner in which education is advanced in an individual's life has a significant impact on the benefit received from that education. The more personal the educational experience and the more involved students become in their own education, the greater the probability that learning will take place and continue to be sought after.
- We believe that because of the highly diversified backgrounds from which potential college students come, not all can benefit equally from the rigors of a post-secondary education and, in fact, some are not prepared to receive the benefits of higher education. Nevertheless, we believe that questions of who shall have the opportunity to receive a college education ought to hinge not solely on previous academic performance, but also on evidence of "ability to benefit."
- We believe that one of the major challenges of higher education today is to meet the needs of persons who, while desiring to further their education, are unable to do so because of personal, economic, social, or cultural constraints.
- We believe that given the practical limitations of accessing higher education for adults in particular and nontraditional learners in general, Jordan College must bring educational opportunities within reasonable geographic proximity to consumers of its services.
- Finally, we believe that the process of educating people for their own edification and for the greater good of society is a high privilege, and carries with it a heavy responsibility which we gladly embrace as a natural extension of the College's Christian heritage and commitment to devote itself to service.

