

**MINUTES OF THE SCIENTIFIC LIBRARY ADVISORY GROUP**  
**February 23, 2015**  
**Building 549, Café Room**

**Members in attendance:** Randy Johnson, Ravi Ravichandran, Tommy Turbyville, Mukul Sherekar, Henri Tuthill, Howard Young, Andi Gnuschke, Tracie Frederick

**Absent:** Xiaoli Jiao, Andy Stephen, Lyuba Khavrutskii, Walter Hubert, Matt Fivash

**TOPICS:**

**User Committees Initiative**

Andi Gnuschke described the NCI at Frederick OSO-driven initiative to reinvigorate user committees that have died out over the years.

**Introductions**

Each advisory group member present introduced themselves and described their connection to and use of the Scientific Library.

**Charter**

Each section within the “NCI at Frederick User Committee Charter Template” was discussed amongst the advisory group, including Authorization, Background, Mission/Vision, Objectives/Responsibilities, Membership, Structure, Organizational Relationships, Meetings and Communication, and Terms of the Charter and Amendments. Andi Gnuschke took notes to document the advisory group’s position on each topic in order to edit the charter for the group’s review.

**Path Forward**

The advisory group agreed that the next step for the group would be to analyze how the library is currently being used. Some of the metrics and information to be gathered include; who are the primary users (both walk-in and online), all-encompassing list of services/resources offered, what services are most popular/least popular, and a listing of initiatives that have been desired but not initiated in the past. Tracie Frederick is taking the lead on pulling together information that can be analyzed by the advisory group at the next meeting.

*The next Scientific Library Advisory Group meeting will be held in mid to late May 2015 at the ATRF and will include a teleconference option as well. Andi Gnuschke will establish the meeting date using Outlook meeting request.*