

Library Advisory Committee
October 29, 2009

Present: Doug Harms, Jinyu Liu, Brooke Cox, Kathryn Millis (recorder), Julia Bruggemann, David Harvey, Rick Provine, Katherine Walker.

- Introductions
- Picked a new chair. Brooke was asked to chair.
- Rick Provine gave an update on recent libraries activity:
 - DePauw Digital Library - gave a brief overview of content such as *The DePauw* student newspaper, *Alumni* magazine, descriptions of folders (papers, letters, minutes) that have not been scanned, science images, Ralph Taylor local photography, etc.
 - Budget cuts. The libraries are not dropping subscriptions of databases and periodicals, and are not doing general collection development, but continue to purchase for courses and replacing lost or broken materials.
 - Concern was expressed that print copies stay ours, but if we drop online we lose access permanently.
 - Some products are similar cost for print or online, but online includes all years even if we didn't originally get them. Also, if we drop online for a year but pick it up, we get the whole range again, including years we skipped.
 - We have dropped databases and periodicals in recent years.
 - This is a one time quick fix due to changes in the budget over summer, because of a significant increase in financial aid need for upper class students.
 - Roy O's main floor is being rearranged to accommodate group study, allow light in, remove furniture not used, etc.
 - Librarians are trying to work with education dept. to move selected Curriculum Materials Collection to the main collection and reclaim that space. The materials are dated and little used, due to changes in the department's emphasis.
 - There was a small staff reorganization in August. It moved activity on digital resources into public services from technical services. Branches are reporting to the Associate Director (Caroline Gilson) to free Rick's time for chairing COA, PALNI, and other leadership roles.
 - COF has asked to discuss librarian reviews. David explained that COF discussed this extensively last year, but has not discussed it much yet this year. During his previous term on COF there was ongoing concern that without the librarians' committee report individual members of COF are not able to assess the file and judge the work. COF wants to be sure review is not solely administrative, but that faculty are involved, and is not attempting to change librarians' nominal rank.
 - There were questions about the process at other schools. This varies significantly by place; size has a big impact on method, and on the activities being evaluated.
 - Doug asked if library hours have changed. Rick replied that branch hours were cut, but some were added back at Music after students expressed concern.
 - Brief discussion of hours, when it's busy, 24 hour access during finals.
 - Doug asked if students are ok with hours cuts. Katherine replied that students did give feedback, which helped get back Saturday

hours. Student workers in music, like Misti and Terry, have rearranged their schedules to help with Saturday staffing.

- Jinyu mentioned problems reading ebooks. She can't read some on her computer, and students have said they can't read some on computers in Roy O. Kathryn will look into this.
- Next meeting December 3, at 11:40 a.m.

LAC Minutes
December 3, 2009

Minutes approved

Present: Doug Harms, Jinyu Liu, Brooke Cox, Kathryn Millis, Julia Bruggemann (recorder), David Harvey, Rick Provine, Katherine Walker

Research skills for CAPP subgroup:

- Foundational skills discussion started a discussion among librarians
- Later could be connected to senior capstone experience conversation and advanced research skills
- How can this info be disseminated to the students
- In the SOM this happens in FYS
- In CLA, this happens a lot in FYS and English 130 as well and introductory disciplinary classes (Psych 100), but there is no required library class and students often don't show up for tours

MISO survey:

- Merged information services organization survey
- Created by Bryn Mawr in its 5th year
- Collect data from faculty, staff, students
- Measures skill level of incoming students and satisfaction with library performance
- Gives library a sense of what's done well and what not
- First year of DPU participation
- Really useful info for library/technology services
- Developing some local custom questions
- Comes out in February/March
- 700 students and all faculty and staff
- results will come back this spring

Can the library think about disseminating info about library services?:

- Maybe email
- Librarians in the HUB
- Colorful flyer in every mailbox
- Flyers to faculty

Pick a day/time for next semester – first Thursday 11:40 of the month
send agenda items to Brooke

LAC minutes
2010 02 11

Present: Julia Bruggemann, Katherine Walker, Doug Harms, Tiffany Hebb (guest), Kathryn Millis (recorder), Rick Provine, David Harvey, Brooke Cox (chair).

Minutes of December 2009 were approved.

FYS and libraries

Tiffany Hebb briefed the committee on possible support teams for FYS classes. Members might include ARC/S/W/Q, IT, and FITS, though all of them say they may not have sufficient staff. The librarians are positive about stronger connections with FYS. Questions for librarians include what we're going to do with classes, as assignments (etc.) vary substantially, so this doesn't mean students get any consistent introduction to research, and how to logically divide - only librarians who do instruction? by liaison? if so, does this tie to other new responsibilities, as 'liaison' currently largely consists of communication, not reference, instruction, collection development, etc. Provine noted that personal contact is most likely to increase good student use of the libraries. Katherine notes that multiple contacts are vital. One contact has far less impact.

COF

Rick reports that librarians are discussing various review methods to address COF concerns with reviewing librarians, and are working on a list of suggestions. Possibilities include external reviewers, revise what info the files should include, establish a 'career' rank after which librarians don't have to do same level review every 5 years. Discussed librarians' desire for COF involvement in librarian reviews - this varies somewhat.

Release time

Rick reports that librarians have been offered possibility of contracts less than 12 months, as method of saving money. Because the number of users (and the services they use) decreases during summer, we may be able to adjust, just as departments accommodate leaves, FMLA, sabbatical, etc. We are not overstaffed!

Budget

Have cut substantially to reduce overlap. Acquisitions are currently processing backlog of books, using money saved at periodicals. Julia says the scuttlebutt is don't order, because there is not enough money, so people are using fellowship, department, and other funds to buy books and keeping them in their offices. We discussed language for Rick to use faculty meeting to encourage ordering appropriate to academic needs.

Building

Rick reported on work being done to make Roy O. have a better vibe, such as removing most books from the 1st floor, moving things from in front of windows, and having the window film removed. Discussed buying new cheap furniture vs. waiting to buy durable furniture.
