

Library and Media Services Advisory Committee Meeting
November 15, 2011

Attending:

Terri Fishel
Angi Faiks
Ann Warren
Brian Longley
Dave Collins
David Tomporowski
Jacki Betsworth
Lynn Hudson
Paul Fischer
Sidney Ainkorn
Patrick Schmidt (EPAG rep)

Chair Paul Fischer called the meeting to order. The group approved minutes from the October 4, 2011, meeting.

1. Update on library hours for the spring

- The library will expand its Monday-Thursday hours to 1 a.m. beginning spring semester
- Safe Walk already runs until 1 a.m., so they will not expand their hours. Library staff will promote Safe Walk in closing announcements each night.
- Staff schedules will be adjusted in order to cover the additional hours. Individual staff members' start times may be changed, or we may attempt to make a case for an increase of resources to cover additional staff funds. Details of the staffing plan and its costs will be worked out within library leadership and will be shared with L-M Advisory at a future meeting.
- Additional student hours needed will be covered by hiring additional students or increasing the hours of current employees.
- The recent MCSG survey supports students' perceived need for the additional hours and might be useful in making a case for additional staff funding.

2. Harmon Room Use Policy

- The issues:
 - Increased requests for library event space impact our custodial staff's ability to do regular library maintenance and cleaning. Our current custodial staff is already challenged to complete the workload.
 - The increase of our open hours will further impact our staff's ability to keep the spaces clean. When this building opened, we had 4 FT custodians. Currently we have custodial assignments to the library totaling less than 1.0 FTE. Three custodial staff maintain the building, but all split their time with other locations.
 - As the student body has grown, student use of the room as a group study space has increased.
 - Creation of the 4th floor emeritus office suite has increased custodial duties and decreased student study space.
- The proposed solution:
 - Though the library has tried for many years to expand public use of our large spaces, we plan to adopt a policy to limit event bookings in the Harmon Room: no weekends; evening use (4:30 p.m. and later) determined on a case by case basis and restricted to events with no food or setup needs.
 - Exceptions may be made for events sponsored by the library, the CST, the President's office, or the Provost's office.
- Discussion included the following points:

- The IGC faced similar issues with regard to the booking of Davis Court. The room's use is now managed by Reservations.
- Concern was voiced about whether faculty events that occur after 4:30 would be able to use the space under this new policy.
- With more students and orgs on campus and construction in the Fine Arts complex, there is simply less space available on campus for events and meetings.
- Suggestion: review this policy in 6 months or next semester to see whether it is making an impact.
- Question: How is the Harmon Room being used in comparison with the Weyerhaeuser Board Room?

3. Media Collection

The group discussed the document **Media Services Collection Location - Discussion Document 11/2011**. The document was emailed to all members before the meeting and outlines the competing needs of the users of the Media Services collection: students, faculty, and consortial colleagues. Library and Media Services staff members have differing opinions on the best solution for the location of the collection.

- Reasons to keep the collection where it is include:
 - According to users surveyed, 94% of users were satisfied or very satisfied with services. Of 466 surveys returned, there were only 3 negative comments from staff, 2 from students about the Media Services collection. The primary concern was Media Service's hours and checkout times.
 - Media Services should be split, and there is not room in the library to house the equipment portion of the department. The Humanities building is also the most convenient location for equipment check out by users.
 - The language depts. (64% of users, 70+% of checkouts) find it very convenient where it is;
 - Many of these materials are difficult to replace. Rights go in and out of existence. We cannot simply replace many of these assets if they are lost. The DVDs in the library popular collection are more easily replaceable. It's a good idea to have a second layer of security on these items, no matter where they are housed.
 - There is no current need to free up the space in Media Services' current area.
- Reasons to move the collection to the library include:
 - The collection currently resides in Media Services. The method of sharing items from the collection within the consortium is housed in the library. For borrowers, there is an extra layer of process for use of any of the Media Services collection.
 - The Media Services planning task force originally recommended that it be in the library in its entirety.
 - If the space should become available, it would be prime real estate for classroom space. Rooms 401/402 are often used as classroom space and are reserved by the registrar. We could advertise more aggressively that the rooms are available to faculty
 - Student users have reported being initially confused by the policy. The process seems backward (think of the old movie, then look it up), and the loan period is short. Students polled perceive that the library is a simpler, more direct location for the collection and service.
- Discussion outcomes:
 - No consensus was reached.
 - Recommendation was made that, unless this is a major problem or we have abundant time & staffing to make this move, we should not move forward in planning a move. We do not yet have a critical mass of factors.
 - We are in the middle of the pack concerning our lending policies. Brian would like to simplify our system to make checkout periods the same for students, faculty, and staff. Perhaps policies rather than spaces need change. Some campuses deliver by p.o. to faculty/students.

- Depending on the final solution, library and media services staff could address some of the issues by rethinking our workflow to facilitate smooth running of the process. Browsability should be a priority no matter what happens with the physical collection

4. Distribution of the Library Annual Report

- Terri distributed a copy of the 2010-2011 DeWitt Wallace Library annual report to each committee member.
- [The report](#) is also available online in Macalester's digital commons.

5. Announcements/Other

- There was a theft in the library Sunday – police are involved, but no weapons were involved. Some on campus may have confused the report of this incident with another about a mugging near campus.

6. Spring Advisory Meetings

- Clay Steinman will leave the committee. Terri will seek a replacement.
- Terri requests student schedules asap. She will set our two spring meetings.
- Meetings will be Feb/March; dates will be finalized in January.
- EPAG will work with our schedule and will find a member who is able to attend.

The meeting adjourned at 12:39 p.m.

[Note: post pdf of staff page from Ann.]