Library and Media Advisory Meeting - November 19, 2015

Terri Fishel called the meeting to order at 12:05 p.m.

Attending:
Geoffrey Gorham <ggorham@macalester.edu>, - EPAG rep
William Hart <whel1@macalester.edu>, (Bill) - faculty (religious studies)
David Martyn <martyn@macalester.edu>, faculty rep (German)
Andrea Tange <akastont@macalester.edu>, - faculty rep (English)
Haihan Lin <hlin1@macalester.edu>, Angelica - student rep
Qiuhan Sun <qsun@macalester.edu> student rep
Jerry Sanders <sanderson@macalester.edu>, ITS
Rebecca Graham <graham@macalester.edu>, SAC rep
Angi Faiks <faiks@macalester.edu>, library, Access and Information Resources
Brian Longley <longley@macalester.edu>, library, Campus and Academic Media Services
Katy Gabrio <gabrio@macalester.edu>, library, Collection Development and Discovery
Jacki Betsworth <betsworth@macalester.edu>

1. Welcome & Introductions
All faculty members are new to the committee. This is the first time in two years we’ve had full faculty representation. Terri briefed all new reps on their roles and encouraged ongoing questions if anything is not clear.

2. Approval of minutes of last meeting distributed by email
Brian moved to approve, Andrea seconded. Motion passed. Minutes will be posted on the web site. See http://www.macalester.edu/committees/lmadvisory/

3. Review of the charge
Text is available at http://www.macalester.edu/committees/lmadvisory/charge/

a. Role of Library Representatives - Each faculty department has a representative. The library has hosted annual meeting in the spring in the past, but this may change in future because the timeline for campus budgeting is also changing. The representative works with the library liaison to deal with issues relating to journal subscriptions and departmental book/AV / other allocations.

b. Budget  Allocations to Library Representatives - Allocations may flex based on the needs of a particular department as the library looks for ways to best use budget funds. Journal costs increase 8-10% each year, yet our library budget grows by 1%. We will bring information to library reps as it becomes available. We do offer pay per view model for some journals, and are open to information that group members offer about creative solutions being implemented elsewhere.

4. Annual Report Discussion / Questions
Library staff highlighted several report highlights:
The AiA project - (Terri) We were involved with this initiative of the Association of College & Research Libraries that looked at selected senior capstone projects, the number of times students met with a librarian, and the impact the meetings appear to have on the quality of their citations.

Collection management project - (Katy) How can we work to maximize effective use of our space to hold our collection, and what should it contain? Staff worked with an outside vendor to identify 20+ year old materials that had experienced no use in 15 years, were held by 5 Minnesota and 100 other institutions in the U.S. They then created a list of these holdings and made the list available to faculty for review, so departments could let us know what on the list would be useful to current curriculum. Those items were kept, and will be reviewed again at a future date. Benefits - faculty awareness of collection holdings; library awareness of what’s happening in department curriculum. 75,000 titles have been reviewed. We partner with Better World Books to sell withdrawn books on our behalf or to donate to Books for Africa. Final review will be complete in January. Next step will be how to manage the collection going forward.

Discussion ensued among group members about the process and the criteria. Future discussions: oversize collection - integrate it? bound journals - shelve with books, since the collection is shrinking? change the arrangement of the collection? We don’t know how we will repurpose the space gained, and we welcome comment from committee members.

Ebook advocacy - Vendors have many different models of purchase for ebooks. Licensing traditionally does not allow us to lend them to other libraries, though this may be starting to change. What does that mean for us philosophically? We drafted an e-books advocacy document, committing ourselves to discuss this issue with vendors. Many other libraries have signed on. FFI, contact Katy Gabrio or view our statement at http://www.macalester.edu/library/changingebooksforlibraries/index.html. We are also involved with Knowledge Unlatched - 300+ libraries have contributed toward open access production of books by authors.

Ethnographic study of service desk consolidation (Angi) - A huge effort 3 years ago, with a follow-up ethnographic study by Dianna Shandy’s class. We are using the taped results of that presentation to inform discussion of possible future changes to make the library more accessible to students.

SPARCS@Mac - A collaborative initiative - over 79 people volunteered in some capacity, including faculty, students, alums, industry partners, HS teachers, community college reps. Library staff had the opportunity to support young women interested in technology, and to engage in the broader mission of the college. This technology day camp, run by librarians and in the library, also helps connect the dots for young women that library is a viable career choice. Keeping it affordable was and is a goal. Assessment so far indicates that we are going in a good direction, and we have a good supporting partner in IT Minnesota.
5. Initiatives for this year
Highlights include:

a. OTN Open Textbook Network/Library (Terri) - an initiative to create more openly accessible textbooks. We will host a workshop for faculty in the spring.

b. Lever Press - initiative to create a press that focuses on open access textbooks. Some books are already available [see http://www.leverpress.org/] open access, online, multimedia, speaker coming in the spring.

c. SPARCS - see above.

d. Library Web site - focusing on updating our site.

e. Space planning

f. Classroom technology (Brian)
Campus Academic and Media Services has been busy upgrading classrooms from analog to digital. This summer we were funded to upgrade 17 classrooms, as opposed to 6 in previous summers. There are 19 remaining to be updated, and we hope to do them all in summer 2016. As we get fewer analog classrooms it becomes even more disconcerting to get one of them for a class. The committee is also involved in a space planning initiative, visiting those classrooms that are least and most requested to find out why each of these situations occurs.

Q: Is the space committee in tune with our goals? A: Terri does not know the outcome of any discussions but our own, so can’t predict. Brian feels the committee asked very good questions, appeared to capture conversations accurately.

g. CRL (Center for Research Libraries) - we just joined. We are a college library, but our goal is that our researchers should be able to have a research institution experience. CRL is a valuable resource that will allow users to discover these types of resources via our search feature.

6. Policy discussions

a. Print copies of Honors Projects - The library proposes discontinuation of library storage of print versions of Honors projects. Recommendation: that digital copies only be archived in our digital commons (our institutional repository). It is currently an opt-out by request only service; those who choose this option in future would have content kept in a dark archive.

Q: about keeping the hard copy of opt-outs: Would this change the way in which things are being archived in any way? A: On site access with permission from the author could be
coordinated via the archives, as it is now. Current bound copies will not be destroyed. This change will take place going forward. One hundred percent of projects are now created digitally. Students will still get their copies.

Policy was approved.

b. 1600grand library tab discontinuation - with changes in Banner, and because of some technical changes, we will discontinue a presence in 1600grand and will focus on our site.

Policy was approved.

c. New gift policy - (a draft was included in an attachment to the 11/18/15 email from Terri Fishel to committee titled “Re: Library Advisory Committee Meeting, Nov. 19, 12 noon, Room 206 in the Library”. Updated text appears at the end of these minutes.)

Q: would ephemera be included, e.g. or just books & journals?
A: Bulk of donations are books/journals. That is what we intend this policy to manage, not rare items.

Q: Where will this policy be posted?
A: When approved text changes are complete, the library will post and share the link with committee members.

Suggestion: Clarify second bullet to include ephemera, personal letters being reviewed and if not kept, given back to the donor. “Unique items, not limited to books” We will amend the policy.

With that change, policy was approved.

7. Questions, concerns, other?
   - Q: How do we help faculty get students to understand that Google search is not robust research? A: At spring meeting, liaison presentation to give faculty an overview of their services, including consultation service, so faculty can get the message out. Andrea praised Ginny’s recent instruction session for her students while she was at conference. Angi: we need your help in getting in contact with students in mid-stream of their college experience.

   - Might this committee be able to draft “5 things library liaisons can do to help you help your students research”?

   - The web site would be more helpful if ILL and My Library tabs were at top of the screen. Response - we just moved them! Thank you for the great suggestion.

   - First year course - stress specifically how to find a book! Library response: There may be a tutorial for this. We will follow up.
DRAFT Donation Policy
We are proposing an update to our current Library collection donation policy. The current policy can be viewed here: http://www.macalester.edu/library/collections/policy/donationpolicy.pdf

DRAFT proposal for updated Library donation policy:

DeWitt Wallace Library is no longer accepting donations of printed books or journals. There are three exceptions to this policy:

- The College Archives welcomes materials that document the origins, developments, activities, achievements and people of the College.
- Donations of unique and rare materials will continue to be accepted and reviewed by our Archivist and Special Collections Librarian.
- The Library welcomes donations of new books authored by Macalester faculty, staff and alumni.

This policy change is due to the high cost of storing, reviewing and processing donations. As a college library with a focus on a collection that supports our current curriculum, we have found that it is more cost effective to purchase new titles than to review older titles that too often duplicate existing copies in our collection.

For further information about donating items that fall under the above two categories please contact Ellen Holt-Werle at holtwerle@macalester.edu.

Other Options for Donating Books:

- Better World Books
- Goodwill
- Books for Africa

Updated per discussion at Nov. 19, 2015 Library Advisory Meeting.