

Library and Media Services Advisory Minutes - November 10, 2016  
Terri Fishel called the meeting to order at 11:45 a.m.

Attending:

1. Andrea Tange <[akastont@macalester.edu](mailto:akastont@macalester.edu)>, - faculty rep (English)
2. Angi Faiks <[faiks@macalester.edu](mailto:faiks@macalester.edu)>, library, Access and Information Resources Services
3. Terri Fishel <[fishel@macalester.edu](mailto:fishel@macalester.edu)>, library, Library Director
4. Brian Longley <[longley@macalester.edu](mailto:longley@macalester.edu)>, library, Campus & Academic Media Services
5. Jacki Betsworth <[betsworth@macalester.edu](mailto:betsworth@macalester.edu)>, library, Communications, Finance, Operations; minutes keeper
6. Jerry Sanders <[sanders@macalester.edu](mailto:sanders@macalester.edu)>, ITS
7. Katy Gabrio <[gabrio@macalester.edu](mailto:gabrio@macalester.edu)>, library, Collection Development and Discovery
8. Rebecca Graham <[graham@macalester.edu](mailto:graham@macalester.edu)>, SAC rep (MAX Center)
9. Bill Hart <[whart1@macalester.edu](mailto:whart1@macalester.edu)>, faculty (religious studies)
10. Sa In Chin <[schin@macalester.edu](mailto:schin@macalester.edu)>, student representative

Absent: Cynthia Kauffeld, David Martyn. To be appointed: one additional student rep.

Draft Agenda

1. Welcome and introductions. Terri Fishel reminded all that this group meets twice per year to discuss topics pertaining to the library and its services. Lunch is included. Approved minutes are posted on the [committee's web site](#).
2. Approval of [minutes of last meeting](#).
  - The draft was approved with no amendments.
3. [Annual report](#) - Print copies were previously shared with all members via campus mail. Terri called for questions or comment. Becky Graham particularly enjoyed the student comments section.
4. Discussion of Library Collection Development Pilot Proposal - [Google Doc](#) - Katy Gabrio.
  - The library would like to start this pilot as of 6/1/17. The issue has been how to get departments to spend more funds in a timely manner.
  - Proposal part 1: eliminate the role of the library rep as it currently exists. The department could still appoint someone to this role, but the library will not continue to send monthly reports to that individual. This will allow other interested faculty and staff to be part of the conversation.
  - Proposal part 2: discontinue departmental allocation formula for the budget. Historically (5 years of data), many departments do not spend their funds by the March 1 deadline. Instead, departments would select what they need as they need it, with a soft annual cap of \$8500, and if

those funds are not sufficient library staff will work with the department toward procurement of needed items. This plan will allow more proactive purchasing and relieve the purchasing crunch during the spring semester. In recent years, 50% of funds have been unspent on March 1.

■ Comments:

- Andrea values the distribution of funds based on size of department, rather than a flat amount.
- Concern that discontinuing reminders to department liaisons will reduce the number of requests because response will not be on their radar. This might also give the dept. less management of purchases; what if a single person orders a \$3000 item without centralization / knowledge by others in the dept? Response: It might be possible to tweak the seasonal newsletter to include custom info about the department's budget, as a reminder. Departments may have internal conversations to establish limits for individual book requests.
- The current system could be more user friendly: e.g., each faculty member could designate a list of LoC number books that would be emailed to the department rep, who could discuss with colleagues what is needed and then respond to the library with recommendations. Perhaps a hybrid model of our current system? More efficient. Response: Our system (Coutts) does not have the ability to auto-email, but there may be some ways to set up custom systems. "Slip notification profiles" might be able to be set up to push info to departments. Each dept can already put books into their shopping cart for future order. Everyone could be trained to use our current system, or a designated rep could be trained.

**ACTION:** Katy Gabrio will research with Proquest / Oasis whether emails can go to additional faculty besides the rep; and whether there can be sub-logins for areas of departments.

**ACTION:** Bill will contact colleagues at his former institution to discover the name of the system he used previously that offers a streamlined process, and will share the info with Katy.

- Under the proposed plan, could a department dip into another's unreached cap when spring semester arrives? Response: the library's hypothesis is that spending would not change greatly under the new proposal, and that is a possibility.

5. Classroom Updates - Brian Longley

- Classrooms. This past summer CAMS upgraded 17 classrooms, the most classrooms done in a single summer. The typical number of upgrades is 6 per summer. Only six remain on campus that don't have upgrades. Reasons for the amazing progress: Mac changed vendors 2 years ago. They and we made improvements and efficiencies to the process. The

vendor, Alpha Video, now knows all the buildings on campus, so experience has informed the newer projects.

- The Classrooms & Learning Facilities committee is working with Ted Wilder and Nathan Lief on a classroom design guide that will recommend standards for furniture, AV, carpet, other purchases. The guide will probably be done in the spring. It will be used as new classrooms are developed.
6. Future of the Library Conversations - Terri, Angi, Katy
- See [Director's Blog](#) - we are hoping through these conversations to discuss changes that have happened, will happen, or can be envisioned for the future by attendees. It is a time for the campus to talk and the library to listen. The dialogues will be open to faculty, staff, and students. Dates will be published on campus very soon.
  - Proposed Dates - Last Tuesday of the month, 11:30-1:00
    - January 31, 2017 - General Overview
    - February 28, 2017 - Spaces
    - March 28, 2017 - Collections
    - April 25, 2017 - Digital Projects - Digital liberal arts, what can we do to support people working on digital projects?
  - CST Spring Reading Group - Reimagining the Academic Library - Terri has submitted a proposal to Adrienne. The group would be open to faculty and staff.
7. Open Access Initiatives - Terri
- Open Textbooks grant proposal
    - A grant is in process to secure funds to prepare the first Mac project selected for publication. More updates soon.
  - Lever Press update
    - 40 liberal arts colleges have collaborated to create this born-digital press.
    - The editorial board consists of 12 liberal arts faculty.
    - Wrapping up the first year, and the first three books will go to press in March, 2017.
    - Information will be circulated more broadly to faculty in the winter/spring.
8. Updates on library activities
- Consultations and Class Instruction Sessions - Angi
    - To date, we have hosted 87 classes this fall; 43 first year, 43 course integrated. The number has gone down because we are working smarter, pushing information to students before their course so there is less need for the follow-up class.
    - Consultations are up - 169 consultations. Faculty are increasingly encouraging these to their students. During the same period in 2015, we logged 154 consultations..

- Instruction: During the fall of 2016 we expect to teach 87 classes (43 first year and 44 course integrated). Last fall we taught 117 classes--52 first year and 65 course integrated.
  - Space changes - 309 and Archives Space on Lower Level
    - Barbara B. Davis SPACE is open.
    - We acquired a collection from Louise Walker McConnell dealing with her 1970's experience working with business around race relations. A space was created two weeks ago in the lower level to accommodate the collection and to be used as a teaching space for this and potentially other collections.
9. Other topics/questions/concerns?
- Comment: The number of faculty in Humanities research who use the Mac collections is small because the checkout period is too short - too prohibitive. It is easier for them to purchase the books. For that reason, faculty are not familiar enough with our collection to recommend materials. A faculty member might need access to a book for 2 years. Would it be beneficial to have different circulation policies that extend times for faculty or flip the renew process to recall?
  - Question: Textbook reserves - how do they work? Student rep felt that the process and availability of needed items need to be improved. Response: With regard to the MCSG purchase project: faculty submit their book lists for the semester. Then MCSG selects which textbooks they will fund, typically the most expensive and widely used ones. Then library orders them and sets them up for 2 hr, 4 hr, 24 hr, 48 hr reserve periods. The number of copies depends on the class size and is determined by MCSG. Faculty also sometimes put copies of books on reserve. Some books that are needed for classes are not put on reserve at all.

Meeting adjourned at 1:00 p.m.

Respectfully submitted,

Jacki Betsworth