

March 27, 2009

Present: Keith Kuwata, Chair; David Martyn, Lynn Hudson, David Tomporowski, Dave Collins, Brian Longley, Sara Suelflow, Angi Faiks, Terri Fishel

Absent: Jerry Sanders

1. Approve minutes of last meeting. Two additions – concern was raised about the pay per article project and no longer having ownership of information and participation in the Google project as long as it didn't impact print books. Minutes approved as amended.

2. Budget for 2009-10 - Terri reported that the Provost's line has a 5% reduction in our budgets for next year. We are doing everything to protect journals, and books as best we can. Cuts will be made in travel budgets, supplies, and other areas in order to keep journal dollars protected. Our overall annual serials price increase with our major single vendor was 5.8% which is the lowest it has been in over 20 years. Terri mentioned the Chronicle of Higher Ed article on serials prices, "Publishers Face Pressure From Libraries to Freeze Prices and Cut Deals." The question was raised as to library hours being impacted by the budget, so Terri provided a background on why no staffing increases means a request to reduce hours.

3. Library Hours – Our proposal was to reduce library hours for Sat. and Sunday mornings, and to close to the outside public on Friday night at 6 p.m. as we do on Sat. nights. That means from 6 to 10 only student managers are in the building on Fri. and Sat. We further would propose that the weekend before finals we would open earlier on Sat. and Sunday for this one weekend only. This reduction in hours is being proposed because we are not able to hire additional staff to help us cover the open hours and by reducing hours we can reallocate existing staff so that Sunday through Thursday evenings are covered. Statistics of building use were shared with the group. David T. felt that the reduction in hours on Sat. and Sunday would be better if we opened at 11. We negotiated to agree to open at 11:30 which would allow our student employees to eat before coming to work. David T. did not see a problem with the Friday night change, which doesn't reduce hours. We agreed to proceed with the hours change and monitor reaction.

4. Update on Web projects with a preview of changes in Arts and Events Calendar. Sara demonstrated changes that we hope to implement this summer. Changes in the A&E calendar were in response to two issues: concern over number of simultaneous events, and the ability to better integrate the calendar with the Campus Programs scheduling software. The project to improve the A&E Calendar is a collaboration of Web Services, College Relations, and Student events. New features:

- Featured Events – high profile events on campus
- What's Going on Today
- Integration with Google Calendar – add event one at a time to my Google calendar
  - David T. asked about single event add into iCal; Sara is going to check with Zac
- Ability to see Campus Events calendar in Google calendar – see the entire events calendar within Google calendar and functionality with iCal
- List view format for Campus Events
- Integration with Daily Piper – in process for submission form to both Piper and Calendar

Overall goal is to increase use and awareness of calendar on campus. The group felt the enhancements were all valuable changes.

## 5. Digital Collections

a. Faculty Minutes - we have a digital version available on the web. It was decided by the group that we should make the minutes accessible via the web with a password protection and should look to

reformat the pdfs to lock down access and ability to print. A future project is to make the minutes searchable across all the minutes.

b. Honors Projects – A proposal was made to include a faculty signature on the submission form for those students who didn't want to submit their projects to the Digital Commons . The proposal was approved. Revised form attached to these minutes.

6. Textbooks - the proposal is to start a pilot project for 2009-10, working with Carey Starr in textbooks, to purchase one copy of some of the big ticket items and placing that copy on reserve. We would need to do a survey of the students after the initial year's pilot and see if this is helping. The following additional suggestions were made:

- Identify most expensive textbook and identify how many students taking the class
- Contact faculty about examination copies that they might be able to donate
- Confer with faculty who teach the course before putting the book on reserve
- Make sure the edition matches the edition faculty are requiring (which should be confirmed when we confer with faculty)

7. Wasteless Wednesday report – Dave Collins reported on our one day of no printing in the library. The planning began with a mid-February meeting with library, ITS, and Sustainability office to discuss printing issues. The library is the largest producer of printed pages on campus. The idea developed to turn off printers for one day from 8 to 4:30. The library Sustainability Committee consists of two student: Kaija Bergen and Elly Rogers and library staff: Jacki Betsworth, Dave Collins and Terri F. In addition to the day long event, we planned a conversation over noon hour in the Harmon Room. Results included:

- 3000 sheets less were printed, 4500 hundred that day – normal 7500
- Strange silence with no printers
- Discussion at noon included a nice mix of students, faculty, staff – 25 attended

Next step is to market some ideas that were discussed during the conversation and with feedback from students. We've set up a tracking system for printing, and are working with sustainability students ITS to develop tips for printing. David M. asked what kind of printing is being done – reserve readings, fulltext articles, articles, copies of papers for class. David M. requires his students to do proof reading from a print copy. Regarding reading documents online, comments we heard included the fact that students find it distracting to read online – chat windows pop up, eye fatigue, etc. We also don't want to put a stress between students and faculty requirements. We did give other labs on campus a heads up, but did not hear back that any other lab was overwhelmed with printing for the day. Overall, we felt we started a conversation. Other items to note:

- Facebook was used for the first time and word got out so fast we didn't have time to notify our staff before students were asking questions
- "Free" printing is not free. The library budget covers printing and this past year we've exceeded \$15,000 to cover "free" printing
- Suggestion was made that copy cards with a limited amount of "free" copies be used and then students would be charged

The library continues to work with ITS and Sustainability Office to find workable solutions for reducing printing.

With time running out, we did not get to #8 - Library Space Changes Proposed for the Summer, subject to TEM approval. Terri will send out an update to the group after the TEM is approved.

9. Library Representative meeting in the Spring – the group said "yes" to having a meeting and Terri will let Angi know to plan something for April.

10. We agreed no next meeting for the year. Terri thanked everyone for their participation this year and thanked Keith for chairing. Lynn will be on sabbatical next year. David T. may be moving to the Web Advisory group, but elections for student reps for committees will be held in the Spring. Terri will send minutes out by email, and asked the group to respond with corrections and that we'd approve by email in order to post them to the web.

Brief announcement: **National Library Week is April 12-17<sup>th</sup>.**

Adjourned at 4:02

Respectfully submitted by Terri Fishel

Additional Documents:

Proposal for Honors Projects Submissions

Revised Submissions Form

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### **Proposal for Honors Projects Posting Submissions to DigitalCommons**

For the past four years the library has been posting completed Honors Projects that are voluntarily submitted by students to our open access digital repository, DigitalCommons. For the 2008 year we had 77 honors projects, of which 58 were either electronically submitted, or we had permission by the students to post the digitized version which is produced from the paper copies that are sent out for binding and digitizing.

The current form that students are asked to sign requires that students grant us permission to post their projects and make them available for interlibrary loan. A student can choose to sign the option that the Honors Project is not to be available for interlibrary loan nor loaded into the DigitalCommons.

We are asking the LMW Advisory group to review our proposed change that all Honors Projects beginning with 2009 projects *in which a student chooses not to submit to the DigitalCommons would require a signature by the Faculty Advisor*. For those projects which are not deposited in the DigitalCommons, the paper copy will be placed in the Archives and we will catalog the item as "in library use only". This means no use of the paper except within the library. Since it will not be available for interlibrary loan, we will not digitize the project.

Further, that as we look to cut costs in the library, we will no longer make a microfilm copy. This is a savings of approximately \$3800 per year.

Changes proposed are:

- Faculty signature in order to "opt out" of the DigitalCommons
- No longer make a microfilm copy
- Digitized copies for those in the DigitalCommons only

One additional change already approved:

The decision was made by the Provost and Director of Academic Programs and approved by EPAG that all Honors "papers" will now be labeled Honors "Projects" effective with 2009 submissions.

PERMISSION TO DEPOSIT HONORS PROJECTS  
DeWitt Wallace Library, Macalester College

Please read this document carefully before signing. If you have questions about any of these permissions, please contact Janet Sietmann (x6545) in the Library.

Title of Honors Project: \_\_\_\_\_

Author's Name: (Last name, first name)  
\_\_\_\_\_

The library provides access to your Honors Project in several ways:

- Each Honors Project print copy is available to members of the Macalester College community and the general public on site during regular library hours.
- Using the latest technology, we make a preservation copy of each Honors Project in digital form if the project is deposited in the DigitalCommons.
- Every Honors Project is cataloged and recorded in Macalester WorldCat Local and discoverable in Google Scholar.
- **To better serve the scholarly community**, a digital copy of your Honors Project will be made available via the Digital Commons @ Macalester ([digitalcommons.macalester.edu](http://digitalcommons.macalester.edu).)

The DigitalCommons@Macalester is our web based, open access compliant institutional repository for digital content produced by Macalester faculty, students, and staff. It is a **permanent** archive. By placing your projects in the Digital Commons, all materials are searchable via Google Scholar and other search engines. Materials that are located in the Digital Commons are freely accessible to the world; however, your copyright protects against unauthorized use of the content. Although you have certain rights and privileges with your copyright, there are also responsibilities. Please review the following statements and identify that you have read them by signing below. Some departments may choose to protect the work of their Honors students because of continuing research. In these cases the project is still posted on the repository, but content can only be accessed by individuals who are located on campus.

**The original signed copy of this form will be bound with the print copy of the Honors Project and a notice that this form exists will be included in the Digital Commons version.**

I have read the above statement and **agree** to make my Honors Project available to the Macalester College community and to the larger scholarly community in our permanent digital archive the DigitalCommons@Macalester or its successor technology.

Signed \_\_\_\_\_ Date \_\_\_\_\_

OR

I **do not want** my Honors Project available to the larger scholarly community. I want my Honors Project available only in the library, **NOT** for interlibrary loan purposes, and **NOT** through the Macalester College Digital Commons or its successor technology.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Approved by Faculty Advisor \_\_\_\_\_ Date \_\_\_\_\_

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By signing this form, I acknowledge that all work contained in this paper is original work by me or includes appropriate citations and/or permissions when citing or including excerpts of work(s) by others.

All students must sign here.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_