University Library Committee
Minutes
December 1, 1998

PRESENT: Lucy Lynch, Gary Meyer, Jeffrey Ostler, Gordon Sayre, Brad Shelton, James Schombert, George Shipman (ex officio), Ray Weldon.

GUEST: Deborah Carver, Associate University Librarian for Public Services & Collections; Mark Watson, Associate University Librarian for Technical Services.

The meeting was called to order by Jim Schombert, chair, at 8:30 a.m.

ANNOUNCEMENTS
Jim Schombert announced that two student representatives have been appointed to the ULC - Selena Brewington and Elliot Dale. They will be contacted regarding next term's meetings.

Gary Meyer asked what action is required of the ULC throughout the remainder of the year and what time commitments should be expected of its members. Shipman responded that the committee can decide what topics to address. This year, there are some issues to discuss that are a result of the library's program review conducted last spring, for example, graduate carrels. He added that Library Administration will be discussing the library's overall budget and possible courses of action with respect to the drop in enrollment. These would be discussed with the ULC. Ray Weldon asked if the change in enrollment changes the demand of library services. Shipman responded that the library does not see a decrease in transactions with a drop in enrollment; in fact, we have seen increases when there is a drop in enrollment. Weldon suggested that this argument be presented to University Administration when budget issues are being discussed. Shipman stated that the Provost has been very supportive of the library needs. The Governor's budget proposal is expected today, so that may help us to position ourselves for any transition we need to make for next year.

Jim responded to Gary's question that outside of the meeting times, he listens to faculty members comments regarding the library and presents them to the ULC. The time commitment consists primarily of only the meetings. The one action item that the committee addresses every fall term is endorsing the acquisition budget.

Carver gave the following report on faculty searches:
The search committee for Director, Media Services has had its first meeting and there is a good pool of applicants; the MAP/GIS Librarian search committee is conducting telephone interviews to help narrow the pool; and two candidates have interviewed for Business/Economics Librarian. That committee is in the process of presenting its recommendation to Shipman. She added that the library currently has about 10-12 vacant positions. It is not known when those positions will be filled, due to budget constraints.

CARRELS
A memo was sent the ULC prior to this meeting with suggestions from library administration on creating carrel use for graduate students. This was in response to the ULC suggestion at their Nov. 3 meeting. Jim Schombert stated that he thinks it is a good plan, but that we should require the graduate

student's advisor to sign off on the application form.  It was suggested that, instead of the advisor signing off, the "chairman of the department" should sign.  Shipman also suggested that the guidelines for room use include a statement that study rooms are not meant to be substitute offices.

Gary stated that at the Nov. 3 meeting, the ULC discussed keying several study rooms with the same lock and letting graduate students purchase those keys for using the rooms on a first come basis.  This "open" space option is not mentioned in the memo.  He suggests that before it is decided to not offer the "open space" option, we should solicit feedback from current faculty study users and graduate students.  Deb stated that Marian Friestad, Dean of the Graduate School, recently held some meetings with a group of graduate students representing a variety of disciplines.  Several students brought up the issue of getting carrel space in the library.  The Program Review also mentions that graduate students who participated in the review discussed this.  The Librarian's Office receives several requests each term from graduate students.  Deb reported at a recent Graduate Council meeting that the library is considering implementing a policy that would allow graduate students access to some study rooms.  She said that everyone at that meeting was very receptive to the idea.  There are many graduate students who would like to have storage and study space.  But given the space constraints, a way to narrow the pool of applicants is to limit use to those graduate students working on their thesis or dissertation.

Shipman prefers to have a controlled environment where graduate use is concerned - with high priority given to students writing their dissertations.  He is concerned with providing open study rooms - primarily with having to issue a large number of keys, problems in getting keys returned in a timely manner, having to change locks for keys not returned, billing the students for rekeying rooms, etc.

Brad Shelton agrees that it is important to determine which system (closed vs. open) will utilize the rooms most efficiently.  He feels it would make more sense to assign 40-60 specific students to individual rooms rather than offering the open policy.  Gordon Sayre agreed that the open policy could be difficult to administer - having a large number of keys issued would mean a higher chance of misplacing them and that theft could be a problem with students leaving their items in the rooms unattended.

Deb believes that the students would use the rooms very effectively with the closed policy.  There are a number of group study rooms that students can reserve and are also numerous quiet study spaces in the building.

Meyer stated that his main concern is making better use of the spaces and finding a way to allow the largest number of people as possible.  Again, getting input from graduate students would be beneficial.

Jim suggested that the policy refer to "reserved" spaces and not specifically graduate or faculty rooms.  The policy would basically be the same for graduate students and faculty, except for possibly the time limits for keeping a key.  Shipman added that we may want to consider time limits for faculty, as well as the graduate students.

Lucy raised a concern that 3 students to a room may be too crowded if the students are actually going to be storing items.  Shipman suggested that we may want to assign two people per room.

Ray Weldon believes there are primarily two issues to be addressed - how to provide better access to graduate students and how to handle the perception that faculty are not using their carrel spaces efficiently.

It was suggested that when soliciting feedback from the faculty, we should present to them a couple alternatives for room use and ask for comments. They should also be told we are looking at beginning this new system fall 1999.

Jim Schombert said that he will put together a proposal on carrel use to be presented to the various groups (graduate students who were involved in the program review and who serve on the Graduate Council, and current faculty users). He will email the ULC the draft proposal for their comments over the holiday break. The final version will be sent to the groups in January.

SHIPMAN 5-YEAR REVIEW
Shipman reported that he is currently going through his five-year decanal review. Gordon Sayer is the ULC's representative on the review committee. Gordon stated that the review committee will be meeting soon to go over the details on what is expected of the ULC. He will send to the ULC members via campus mail a summary of the review committee's discussion. He will also provide more details at the ULC meeting in January.

MATH LIBRARY
Jim Schombert stated that the Program Review report included a recommendation that the Math Library be merged into the Science Library. His question is whether this is a good idea. Shipman responded that he prefers having branch libraries, but only if the libraries have adequate resources, space and staff to support them. The Math Library has served the Math Department well. It has probably not served other disciplines as well, e.g. computer science, business, statistics, etc. He added that currently, we cannot absorb the math collection in the Science Library. There is no available space. Jim asked that if there were the space in Science Library, should Math Library be moved? Brad Shelton responded that the Math Department would not allow the library to move the Math Library into Science, even if it were possible. He added that there definitely are some changes that should be made to the existing Math Library. Security is a real concern. Gary suggested that because math is so central to many disciplines, it might be useful to have the collection merged into Science Library - there would be more staff and longer hours for the campus community to access it. Even though most computer science material has already been moved to Science Library, there are still some items that are housed in Math Library. Jeff asked Brad why Math Department faculty would not want to have the Math Library move to the Science Library. Brad replied that proximity/immediacy to the collection is very crucial.

Carver stated that the Program Review did not discuss relocating Math Library into Science Library at length. Their primary focus was concern with the funding levels of the Math Library. The Math Library lost its math librarian position due to Measure 5. The collection itself is quite good. Accessibility for students and non-math faculty is the main problem. Only math faculty are issued keys for after hours. Brad estimates that there are only about five faculty that use keys regularly.

Shipman asked Brad if he thinks the math faculty would be willing to turn in their keys if Math Library hours were changed to the same hours as Science Library. Brad responded that he thinks that would be

a workable solution to security concerns.  Gary agrees that if the Math Library were to operate the same as the other libraries, non-math faculty might feel more comfortable with respect to security concerns and accessibility.

Lucy suggested that if there is going to continue to be after hours access by math faculty, a more secure system should be in place, e.g. having to swipe a card so that it is known who is in the library at what time.  She added that she hears complaints of missing items.  Carver said that the withdrawn rate is not any different than what the other libraries experience.  It has been 10 years since the library has done an inventory of the math collection.  At that time, there was a 20% loss rate in the QA76's. Gary added that until at least an electronic security system is installed, he personally would not make a suggestion for purchase of new material for its collection.  Deb added that the cost for a security system similar to the other libraries is $12-$14,000.  It was suggested that another inventory be taken of the math collection to see what the loss rate is now.  Shipman replied that it is very labor intensive and expensive to take an inventory of a collection that size.  Carver said it could be possible to take an inventory of a portion of the collection.  Brad added that part of the perception that things are missing is because the shelves are not being read consistently.

Shipman suggests that library administration put together a cost analysis of what it would take to make the Math Library operate similar to the Science Library - by adding hours and services and rekeying the doors.  This may be something we could pursue since moving the library is not an option at this time.

The meeting was adjourned at 9:50 a.m.

FUTURE AGENDA ITEMS
1.      Furnishings
2.      Shipman five-year review