

## UNIVERSITY LIBRARY COMMITTEE (ULC) MINUTES

4/10/09; 4:00 – 5:30 p.m.

### PRESENT:

C. Baxter, CHAIR; K. Flowers, *ex officio*; K. Austin, A. Holland, T. Letzring, P. Park, C. Whitaker, D. Beard, N. Devine, V. Kantabutra.

Guests: Sandra Shropshire, Library's AUL for Technical Services; Leonard Hitchcock, Emeritus AUL for Collection Development.

Excused: S. Christelow, L. Erickson, L. Smith.

### APPROVAL OF MINUTES:

It was moved and seconded to approve the minutes of the March 13, 2009 ULC meeting, with corrections. Motion approved by unanimous vote.

### BUSINESS:

#### ULC BYLAWS:

Committee examined N. Devine's reformatted and updated ULC Bylaws, which were altered in order to comply with and fit into the Faculty Senate's new template; amendments from this discussion will be included in the new format, sent to C. Baxter, distributed to ULC, and voted upon by next meeting (votes sent to Sue Roth, administrative assistant for the library). ULC's default position is to follow *Robert's Rules of Order*.

#### ELECTION OF CHAIR FOR FY 2010:

C. Baxter offered to check with several members who were not in attendance to verify their interest in running for Chairperson for FY2010. Once he has sent out a ballot, ULC can vote by email for next year's chair, or will hold the election at the final meeting of FY2009.

#### ALLOCATIONS/BUDGET:

Discussion regarding the potential reallocation of subject-based library funds was led by Flowers and Shropshire, who presented information and handouts pertinent to the library's attempt to create an equitable and logical formula.

#### FINAL ULC MEETING, FY2009:

April 24, 2009 4:00 p.m. Library room 268

### ADJOURNMENT:

It was moved and seconded to adjourn the meeting. Motion approved by unanimous vote. Meeting was adjourned at 5:30 p.m.

Respectfully submitted,  
Kristi N. Austin

Documents distributed: Agenda for 4/10/2009; minutes from 3/13/09 for approval. Bylaws as revised and reformatted by N. Devine; current bylaws, rev. Jan. 18, 2008. "University Library Committee Allocation Formula Discussion Document" dated 4-10-09; "SERIES II," Tables A-D.

# **BYLAWS OF THE UNIVERSITY LIBRARY COMMITTEE (ULC) IDAHO STATE UNIVERSITY**

April 2, 1984

Revised and Approved: **DATE**, 2009

## **ARTICLE 1: NAME AND REPORTING CHAIN**

The official name of this committee is the "University Library Committee."

This committee is a subcommittee of the Curriculum Council, which is a Council of the Faculty Senate.

## **ARTICLE 2: PURPOSE**

The functions of this committee include the following:

1. Approve distribution of book budgets for all campus units and provide recommendations.
2. Encourage timely expenditures for books.
3. Discuss and make recommendations concerning policy for reduction or expansion of Library budgets for all campus units.
4. Discuss and make recommendations concerning policy for setting Library departmental budgets for books.
5. Discuss and make recommendations concerning policy for periodical purchase and review of use.
6. Act as University Library Committee policy reporters to departments and colleges. Establish contact with departmental liaisons and report to committee on suggestions or problems.
7. Establish communication with departments and help engender positive attitudes toward the Library. Help explain internal workings of the Library to departments.
8. Support Library and Library staff in working for budget increases and other matters of mutual concern.
9. Act as an advisory group for the University Librarian

## **ARTICLE 3: MEMBERSHIP, SELECTION, AND RECALL**

The committee is composed of eighteen (18) voting members from the following constituencies:

Business (1), Education (1), Engineering (1), Health Related Professions (1), Humanities (2), Natural Science (1), Pharmacy (1), Physical Sciences (1), Research Centers (1), Social Sciences (2), College of Technology (1), Library Faculty (1), Undergraduate Student (1), Graduate Student (1), Council of Professional Employees (1), Classified Employees Council (1).

A constituency is defined as the permanent members of the unit or organization.

The University Librarian is an ex-officio, non-voting member.

Faculty members are elected or appointed by the faculties of the designated constituencies during the spring semester. The length of a faculty member's term is three

(3) years. Since terms are staggered among the membership, approximately 1/3 of the members retire each year. In constituencies with multiple representation, only one member of a department may serve at any one time. Mid-term vacancies will be filled by appointment of the Dean for the remainder of the unexpired term. Such appointments are to be made from the faculty of the constituency suffering the vacancy.

A formally selected faculty member may serve a second term. Additional terms are permissible once the faculty member is off the committee for a minimum of one year. Exceptions can be made at the college level.

The Council of Professional Employees (COPE) and the Classified Employees Council (CEC) representatives are appointed by those organizations to serve one-year terms with eligibility to serve a second term. The Graduate and Undergraduate representatives are chosen annually by the ASISU Student Senate.

Regular attendance at meetings is strongly encouraged. Excessive absences may subject a member to recall.

**Consider adding a member: representative from the Curriculum Council**

#### **ARTICLE 4: OFFICERS AND MEETINGS**

A Chair is elected annually in the last meeting of the spring semester. The previous Chair conducts the election of officers in the last meeting of the spring. The duties of the Chair are to prepare agendas, to call meetings and to conduct the business of the committee between meetings. The Secretary (library staff member) keeps records and circulates minutes and notices of meetings.

A minimum of two (2) meetings is to be held each year, one in the fall for evaluation of expenditure of the departmental book budgets, the other in the spring for approval of departmental book budgets and election of the new chair. Additional meetings are held when appropriate. Any two (2) members may request a meeting within 15 working days of the request unless the 15<sup>th</sup> day falls during a regularly scheduled break for summer session or Christmas holidays. Then the next regularly scheduled meeting must consider the substance of the request.

A quorum consists of one-half of the voting membership. Only informational meetings shall be held without a quorum.

#### **ARTICLE 5: MINUTES, QUORUM, AND VOTING**

Minutes are kept for each meeting and prepared in accordance with the format set by the Faculty Senate and are submitted in a timely manner to the Curriculum Council for review and approval/acceptance. The Curriculum Council forwards accepted minutes to the Faculty Senate for its review and approval/acceptance.

#### **ARTICLE 6: STANDING SUBCOMMITTEES**

None

#### **ARTICLE 7: BYLAWS AMMENDMENT PROCESS**

These bylaws may be amended by a majority vote of the voting membership.  
(ADD: No amendment to the bylaws may be introduced and voted upon in the same meeting.

# of votes needed to amend the bylaws

The Faculty Senate may override Council and subcommittee bylaw changes in accordance with the Faculty Senate Bylaws (Article VII, Section II).

## **ARTICLE 8: BUSINESS ITEMS**

# BYLAWS OF THE UNIVERSITY LIBRARY COMMITTEE (ULC), IDAHO STATE UNIVERSITY

April 2, 1984

Revised and Approved: January 18, 2008

## **Name, Role and Mission**

The name of this group is the University Library Committee. Its role and mission is as follows:

1. Approve distribution of book budgets for all campus units and provide recommendations.
2. Encourage timely expenditures for books.
3. Discuss and make recommendations concerning policy for reduction or expansion of Library budgets for all campus units.
4. Discuss and make recommendations concerning policy for setting Library departmental budgets for books.
5. Discuss and make recommendations concerning policy for periodical purchase and review of use.
6. Act as University Library Committee policy reporters to departments and colleges. Establish contact with departmental liaisons and report to committee on suggestions or problems.
7. Establish communication with departments and help engender positive attitudes toward the Library. Help explain internal workings of the Library to departments.
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## **Membership**

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Regular attendance at meetings is strongly encouraged. Excessive absences may subject a member to recall.

### **Officers and Their Duties**

A Chair is elected annually in the last meeting of the spring semester. The previous Chair conducts the election of officers in the last meeting of the spring. The duties of the Chair are to prepare agendas, to call meetings and to conduct the business of the committee between meetings. The Secretary (library staff member) keeps records and circulates minutes and notices of meetings.

### **Meetings**

A minimum of two (2) meetings is to be held each year, one in the fall for evaluation of expenditure of the departmental book budgets, the other in the spring for approval of departmental book budgets and election of the new chair. Additional meetings are held when appropriate. Any two (2) members may request a meeting within 15 working days of the request unless the 15<sup>th</sup> day falls during a regularly scheduled break for summer session or Christmas holidays. Then the next regularly scheduled meeting must consider the substance of the request.

A quorum consists of one-half of the voting membership. Only informational meetings shall be held without a quorum.

### **Amendment of Bylaws**

These bylaws may be amended by a majority vote of the voting membership.

# University Library Committee Allocation Formula Discussion Document

4-10-09

- 1) Another meeting this semester?
- 2) Instruction/Undergraduate Core based solely on supply factor, i.e., industry output and cost. Includes books figures only. Use Blackwell North America figures. Undergraduate Core journals cost to be assumed by Library, i.e., General Collection.

Challenge: Determine level of industry output to use.

- 3) Research/Graduate/Faculty Core based on combination of supply factor and local factors. Includes books and journals figures. Use Ulrich's periodicals figures, average pricing published in 4/15/09 *Library Journal*.

Challenges:

- Isolate factors, assign weights
- Address extreme disparities in pricing for subjects. Consider use of price ranges with varying weights
- Address weights for different types of faculty, i.e., clinical, research, adjunct,
- Include journals titles in subject-based packages in calculations:
  - American Chemical Society journals
  - ADIS journals
  - Computing Reviews
  - GeoScienceWorld (American Geophysical Union) journals
  - Institute of Electrical and Electronics Engineers package
  - MDConsult Clinics
  - PsycArticles (American Psychological Association journals)

- 4) Special Research. Grant-driven funding. Research Overhead

Challenge: Persuade administration to increase library overhead award, devise tracking/award mechanism

- 5) Process.
  - a. Implement this year's cuts, adjusting allocations accordingly.
  - b. Begin 09/10 year with each departments at one-half revised post-cancellation allocations.
  - c. Assign subject-based journals packages to relevant departments.
  - d. Apply results of formula to other half of post-cancellation allocations.
  - e. Consult faculty as needed in Fall 09 to finalize details.
- 6) Review initial books figures for Instruction/Undergraduate core and for Research/Graduate/Faculty Core.

## SERIES II

TABLE A: CALCULATION OF UNDERGRAD CORE ALLOCATIONS

Subject/Dept.	Pub. 07-08 # Bks	AvBkCost	5% of Pub. # of Bks	5% of Pub. Alloc.	6% of Pub. # of Bks	6% of Pub. Alloc.
<b>Arts &amp; Sciences</b>						
English	4366	\$45	218.30	<b>\$9,824</b>	261.96	<b>\$11,788</b>
History	3838	\$72	191.90	<b>\$13,817</b>	230.28	<b>\$16,580</b>
Economics	1887	\$89	94.35	<b>\$8,397</b>	113.22	<b>\$10,077</b>
Political Science	1607	\$69	80.35	<b>\$5,544</b>	96.42	<b>\$6,653</b>
Art	1402	\$69	70.10	<b>\$4,837</b>	84.12	<b>\$5,804</b>
Biol.	1355	\$126	67.75	<b>\$8,537</b>	81.30	<b>\$10,244</b>
For. Lang.	1245	\$86	62.25	<b>\$5,354</b>	74.70	<b>\$6,424</b>
Philosophy	1020	\$64	51.00	<b>\$3,264</b>	61.20	<b>\$3,917</b>
Math	899	\$96	44.95	<b>\$4,315</b>	53.94	<b>\$5,178</b>
Theatre / Dance	842	\$70	42.10	<b>\$2,947</b>	50.52	<b>\$3,536</b>
Physics	637	\$121	31.85	<b>\$3,854</b>	38.22	<b>\$4,625</b>
Music	601	\$61	30.05	<b>\$1,833</b>	36.06	<b>\$2,200</b>
Mass Comm.	508	\$48	25.40	<b>\$1,219</b>	30.48	<b>\$1,463</b>
Psychology	497	\$76	24.85	<b>\$1,889</b>	29.82	<b>\$2,266</b>
Anthropology	439	\$66	21.95	<b>\$1,449</b>	26.34	<b>\$1,738</b>
Sociology	401	\$66	20.05	<b>\$1,323</b>	24.06	<b>\$1,588</b>
Geosci.	320	\$128	16.00	<b>\$2,048</b>	19.20	<b>\$2,458</b>
Mil. Sci.	300	\$51	15.00	<b>\$765</b>	18.00	<b>\$918</b>
Chem.	292	\$184	14.60	<b>\$2,686</b>	17.52	<b>\$3,224</b>
Com/Rhet.	70	\$39	3.50	<b>\$137</b>	4.20	<b>\$164</b>
				<b>\$84,037</b>		<b>\$100,845</b>



**TABLE B: CALCULATION OF GRADUATE CORE ALLOCATIONS**

Subject/Dept.	#Fac. In Dept.	# Grad Stud. MA/MS      Doct.	Fac.+ 1/2 Grads	Assigned % of Pub.	# of Bks w/ A	Cost of Bks w/ A (Alloc.)
<b>Arts &amp; Sciences</b>						
				<b>Scheme A</b>		
English	18	35	16	43.50	10%	436.60
History	9	5	0	11.50	4%	153.52
Economics	6	0	0	6.00	3%	56.61
Political Science	7	33	20	33.50	8%	128.56
Art	6	12	0	12.00	4%	56.08
Biol.	31	70	32	82.00	18%	243.90
For. Lang.	7	1	0	7.50	3%	37.35
Philosophy	5	0	0	5.00	3%	30.60
Math	19	10	10	29.00	7%	62.93
Theatre / Dance	5	9	0	9.50	3%	25.26
Physics	14	25	31	42.00	10%	63.70
Music	10	0	0	10.00	3%	18.03
Mass Comm.	7	0	0	7.00	3%	15.24
Psychology	11	5	32	29.50	7%	34.79
Anthropology	7	23	0	18.50	5%	21.95
Sociology	10	12	0	16.00	5%	20.05
Geosci.	10	42	0	31.00	8%	25.60
Mil. Sci.	1	0	0	1.00	3%	9.00
Chem.	1	0	0	14.00	4%	11.68
Com/Rhet.	5	10	0	10.00	3%	2.10
				419		
						<b>\$72,970</b>

<b>Scheme A</b>		
Fac+Grad	Recomm.	
Total	%	
0-10=	3%	46-50= 11%
11-15=	4%	51-55= 12%
16-20=	5%	56-60= 13%
21-25=	6%	61-65= 14%
26-30=	7%	66-70= 15%
31-35=	8%	71-75= 16%
36-40=	9%	76-80= 17%
41-45=	10%	81-85= 18%

**TABLE C: TOTAL BOOK ALLOCATIONS**

Subject/Dept.	Undergrad Core Alloc. @ 6%	Grad Core w/ Scheme A	Total Alloc.
<b>Arts &amp; Sciences</b>			
English	\$11,788	\$19,647	\$31,435
History	\$16,580	\$6,908	\$23,489
Economics	\$10,077	\$4,076	\$14,153
Political Science	\$6,653	\$11,442	\$18,095
Art	\$5,804	\$3,870	\$9,674
Biol.	\$10,244	\$16,829	\$27,073
For. Lang.	\$6,424	\$4,706	\$11,130
Philosophy	\$3,917	\$2,632	\$6,548
Math	\$5,178	\$4,028	\$9,206
Theatre / Dance	\$3,536	\$2,425	\$5,961
Physics	\$4,625	\$4,459	\$9,084
Music	\$2,200	\$2,182	\$4,381
Mass Comm.	\$1,463	\$930	\$2,393
Psychology	\$2,266	\$1,670	\$3,936
Anthropology	\$1,738	\$1,668	\$3,407
Sociology	\$1,588	\$1,323	\$2,911
Geosci.	\$2,458	\$1,690	\$4,147
Mil. Sci.	\$918	\$1,152	\$2,070
Chem.	\$3,224	\$596	\$3,819
Com/Rhet.	\$164	\$386	\$550
	<b>\$100,845</b>		<b>\$193,462</b>

**TABLE D: COMPARISON OF ALLOCATIONS**

<b>Subject/Dept.</b>	<b>Total Alloc.FY09 Incl. SOs (3/09)</b>	<b>Total Alloc. FY09 minus 20%</b>	<b>Total Alloc. Using Cores Method</b>	<b>Difference</b>
<b>Arts &amp; Sciences</b>				
English	\$27,556	<b>\$22,045</b>	<b>\$31,435</b>	\$9,390
History	\$26,896	<b>\$21,517</b>	<b>\$23,489</b>	\$1,972
Economics	\$6,406	<b>\$5,125</b>	<b>\$14,153</b>	\$9,028
Political Science	\$12,700	<b>\$21,517</b>	<b>\$18,095</b>	-\$3,422
Art	\$10,906	<b>\$8,725</b>	<b>\$9,674</b>	\$949
Biol.	\$25,806	<b>\$20,645</b>	<b>\$27,073</b>	\$6,428
For. Lang.	\$8,064	<b>\$6,451</b>	<b>\$11,130</b>	\$4,679
Philosophy	\$9,954	<b>\$7,963</b>	<b>\$6,548</b>	-\$1,415
Math	\$22,379	<b>\$17,903</b>	<b>\$9,206</b>	-\$8,697
Theatre / Dance	\$4,412	<b>\$3,530</b>	<b>\$5,961</b>	\$2,432
Physics	\$8,303	<b>\$6,642</b>	<b>\$9,084</b>	\$2,441
Music	\$10,660	<b>\$8,528</b>	<b>\$4,381</b>	-\$4,147
Mass Comm.	\$3,972	<b>\$3,178</b>	<b>\$2,393</b>	-\$785
Psychology	\$6,031	<b>\$4,825</b>	<b>\$3,936</b>	-\$889
Anthropology	\$5,102	<b>\$4,082</b>	<b>\$3,407</b>	-\$675
Sociology	\$12,568	<b>\$10,054</b>	<b>\$2,911</b>	-\$7,143
Geosci.	\$9,594	<b>\$7,675</b>	<b>\$4,147</b>	-\$3,528
Mil. Sci.	\$510	<b>\$408</b>	<b>\$2,070</b>	\$1,662
Chem.	\$6,076	<b>\$4,861</b>	<b>\$3,819</b>	-\$1,041
Com/Rhet.	\$1,744	<b>\$1,395</b>	<b>\$550</b>	-\$845
	<b>\$219,639</b>	<b>\$187,068</b>	<b>\$193,462</b>	