

UNIVERSITY LIBRARY COMMITTEE

Minutes: Sept 18, 2009

Call to Order

The meeting was called to order at 4:05 by Chair Stephanie Christelow in the library conference room, Library 112. This was a change from the normal meeting place of Library 268 so we could include a faculty member representative from the ISU-Meridian center via speaker phone, although connections were never made. Introductions were made, and those in attendance also included Nancy Devine, Lance Erickson, Kay Flowers, David Beard (in place of Peter Frischmann), Cathy Gray, Andrew Holland, Vitit Kantabutra, Pamela Knight, Linda Leeuwrik, Kathleen McCulloch, Pamela Park, Shalene Summers, and Charles "Rick" Williams. Guests included Sandra Shropshire, AUL for Technical Services & Collection Development, Jim Teliha, AUL for Public Services; and Leonard Hitchcock, Emeritus AUL for Collection Development.

Approval of Minutes

The minutes from the April 24, 2009 meeting were reviewed. David Beard moved to approve them, and Pamela Park seconded the motion, and all voted in favor.

Business

Meeting Schedule: Kay brought up the issue of having a meeting on Friday afternoons, and suggested the time be changed to earlier, however scheduling conflicts limited the options, and 3:30pm is the earliest most can attend. The meetings will tentatively be scheduled at 3:30pm for this year. The list of proposed meeting dates were reviewed, and although there was a conflict for a couple individuals in November, the dates were approved as submitted: Sept 18, Oct 15, Nov 13, Dec 11, Jan 22, Feb 19, Mar 12, April 16.

By-Laws: The by-laws were revised last spring, but there was quite a bit of discussion and it was shelved for the 2009-2010 ULC to deal with. Kay presented the history, that several committee memberships were reformatted as requested by Faculty Senate to include other factions of the university. In addition to faculty, there should be representation from students, university staff, and the research centers which are independent organizations within the university. The proposed changes are to have one undergraduate and one graduate student; staff council elects one representative from COPE or CEC (rather than one representative from each); and one representative from the research centers collectively. David Beard made a motion, which Vitit Kantabutra seconded, although the ULC could not vote on this motion today, it will have to be voted on at the October meeting, per the by-laws. This motion also changes the quorum to nine voting members, and any motion needs nine votes to pass.

Budget: Kay presented the budget spreadsheet she reviewed with Administrative Council on Monday, Sept 14. She will provide a copy to everyone. Kay explained that material allocations are part of capital funds, so that when the capital funds were cut, for most departments that meant no purchasing of furniture and equipment. However, for the library that meant no funds for purchasing books and periodicals, and they were able to change that ruling for the university library.

Sandra Shropshire distributed a handout which explained that in April 2008, President Vailas asked the library to review the allocation process for collection development by departments, and see if there was a formula that could be used, rather than just following the previous years' examples. In most library literature, the collection budget focuses on book purchases, yet journals should be factored in. Every department has a base level of support for general study, and additional amounts for degree programs at the undergraduate level, and more for graduate level programs. Bibliographers have worked with department liaisons to develop or update profiles for

each department, and we are still working on developing a formula which will be applied to the 2010-2011 budget and proposed in the budget process next spring. Leonard Hitchcock clarified that the numbers of graduate students and faculty in a department, and the percentage of undergraduates in a program will also factor into this formula. It is problematic to assess circulation statistics of the collection by discipline for many reasons, especially with so much available in electronic formats. Journal prices are growing fast, and most undergraduate journal funds are going to aggregate database and electronic journal sets. These electronic resources are separate from the department allotments, and currently total \$1.1 million in subscriptions for faculty and graduate research.

Sandra added that research productivity of a department and the types of research will be factored. ISU does not have a central campus repository for publications to actually determine evidence of research levels, although the College of Business has a database system to record faculty research, which can be sorted and retrieved as needed. Possibly other departments have something in place as well, so this information may be available. *Web of Science* does have this information for journals included in its index. Other factors such as various lengths, number of authors, etc. make judging research productivity difficult also.

Grant funding also reflects research activity, and we can get numbers of grants and the dollar amounts awarded, but the two often don't correlate. Kay questioned if the high dollar grant awards are usually for departments that have more expensive journals.

At this point, Kay is anticipating allocations for FY 2010 will include ten percent cuts, including a ten percent cut on journals. Kay does have a slush fund, usually reserved for increased journal subscription rates, although it may not cover the high percentage of increases like last year. Reallocations will be at zero percent gain, which means the increase for any one department means a decrease of the same amount for other departments. There are attempts to move to an electronic arena for most collection purchases, for ease of access. Profiles and purchases need to be reviewed by faculty so the library can ensure we are addressing the needs, not just perceived needs. The library is the only department allowed to carry forward left-over funds from last year, to prepay for journal subscriptions. Budget cuts, in addition to the anticipated ten percent are imminent and may include personnel, collection, and other categories of funding.

Announcement: Kay invited all members to join FOOL (Friends of Oboler Library) group which is having a dinner on Tuesday, Sept 22. The guest speaker is Michael Halpern, a scientist who is going to talk about what happens when scientists find or discover something the government doesn't want the public to know or understand.

Adjournment:

The meeting adjourned at 5:20pm.

Respectfully submitted,
Catherine Gray

Documents distributed:

Agenda for Sept 18, 2009 meeting
Minutes for April 24, 2009 meeting
Subject Budget Reallocation: Status and Concept by Sandra Shropshire
FOOL's dinner brochure/invitation
ByLaws draft

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

April 2, 1984

Revised and Approved: **DATE**

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.

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 term of office for the Chair is 1 year.

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 15th 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.

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. The Secretary (library staff member) keeps records and circulates minutes and notices of meetings.

A quorum consists of 10 voting members. Only informational meetings shall be held without a quorum. Members must be present to vote; absentee or proxy votes will not be accepted. E-mail voting may be implemented for some topics if deemed necessary and appropriate by the Chair.

A majority vote is required for passing a motion.

ARTICLE 6: STANDING SUBCOMMITTEES

None

ARTICLE 7: BYLAWS AMENDMENT PROCESS

These bylaws may be amended by a majority vote of the voting membership. No amendment to the bylaws may be introduced and voted upon in the same meeting. At least 10 votes are needed to amend the bylaws. The Faculty Senate may override Curriculum Council and University Library Committee bylaw changes in accordance with the Faculty Senate Bylaws (Article VII, Section II).

ARTICLE 8: BUSINESS ITEMS

The membership initiates new business for the committee. Items and or policies not completed by the end of the academic year will be evaluated by the Chair of the committee to determine if they will be continued the subsequent year.

Subject Budget Reallocation: Status and Concept

9-18-09

Request from university administration in April 2008 to devise objective means of subject collection funds distribution

Plan to provide a model with next year's numbers for Dean of Libraries budget presentation in Jan. 2010

Work with University Library Committee, University Statistician, university administration has resulted in support for following conceptual formula. No guidance in the professional literature.

Undergraduate "Core" Collection:

- Independent of student, faculty headcounts, i.e., represents what a typical mid-size university library should have, in English.
- Corresponds with, but is not limited to, the curriculum
- Journals collection covered by full text databases such as Academic Search Complete, Lexis/Nexis Academic
- Monographic allocation based on academic publication rates for discipline
- Subject profiles reviewed Summer 2009 and presently being implemented by vendor

Graduate/Faculty "Research" Collection

- Reflects local situation, i.e., graduate student/faculty headcount, as representative of research demand
- Monograph allocation reflects academic publication rates for discipline
- Journals allocation a combination of five factors:
 - Masters and doctoral students and faculty weighted headcount
 - Ratio of local subject journals allocation to entire subject allocation
 - Evidence of research: Grants received, publications
 - Total cost of journals in field: Avg. price X number of journals in field