

UNIVERSITY LIBRARY COMMITTEE: Minutes

Friday, September 24, 2010

The meeting was called to order at 3:35pm by Chair Kathleen McCulloch with the following in attendance: Martine Beachboard, Nancy Devine, Cathy Gray, Andrew Holland, Linda Leeuwrik, Sandra Shropshire, Jean Thomas, Neil Tocher and guests Leonard Hitchcock and Jim Teliha. Vitit Kantabutra came when his class ended, about 3:50pm.

The minutes for the April 17, 2010 meeting at Elmer's were presented for approval, and Jean Thomas moved they be approved, the motion was seconded by Linda Leeuwrik, and the minutes were approved unanimously.

New member Martine Beachboard, from the Mass Communications department, was introduced. It was also noted that Josephine Garibaldi of Theatre/Dance is new to the ULC. Vitit Kantabutra of Engineering will continue on the ULC.

Sandra Shropshire provided updates on the status of the library. She noted that Kay Flowers left ISU in June, and that Sandra is the interim dean of the library. Also, with the reorganization of the university colleges, the function, purpose and representative structure of the ULC is being reviewed, as are many other university committees. However, the ULC will continue to meet and proceed as normal until further notification from the Faculty Senate.

ERM and LOCKSS/PORTICO—Shropshire

Sandra Shropshire explained the ERM and LOCKSS/PORTICO systems and asked for the support of the ULC in the library's purchase of these systems. ERM stands for Electronic Resource Management and this software manages electronic resources by recording trial information, collecting statistics, means of authentication, vendor contact information, etc. ERM subscription rates are based on the number of resources managed, and this system will format all our electronic resources into one system. LOCKSS/PORTICO software automates the process of getting the electronic version of various items in the permanent library collection. This is especially useful for libraries with special collections, to electronically store the text of rare and limited resources. The system is purchased with an annual subscription and secures an investment in the collection using the electronic format. These two systems would cost about \$18,000 and would be paid for with the overhead account, which usually has about \$80,000-100,000. Andrew Holland moved the ULC endorse the purchase of these products, Nancy Devine seconded the motion, and it passed unanimously.

Goals from Last Year—Shropshire:

Sandra Shropshire reviewed the goals that were discussed at the April 17 meeting for the ULC and the library. First, the library needs to be more aggressively included in the faculty orientation for new faculty. This year the agenda was already full, but Kay Christensen promised that there will be orientation sessions throughout the year and the library may encompass the whole agenda for the October session.

The establishment of an eight-week library / research course might be included in the ACAD programs, but is pending further inquiry. Although the General Education requirements are currently being pared down, it is hoped this would at least be offered as an elective. The members of the ULC strongly advocate this course be taught, for graduate research as well. Nancy Devine moved this course be pursued to be included in the course offerings, and Martine Beachboard seconded the motion, which passed unanimously.

Journal adoption has been suggested to pay annual subscription rates for both print & electronic journal formats. Donations don't need to be for a specific journal, or even cover the cost of an entire journal. Linda Leeuwrik encouraged ULC members to advocate for journal support to their departments. The "I Love ISU" campaign might include a box to check to earmark donations to the library.

The foundations office occasionally wants a “wish list” from each department, to be prepared for when a donor approaches them. Karen Kearns, Jim Teliha and Sandra Shropshire met with the foundation officer about the library wish list, and they suggested the library partner with the athletic department to jointly promote the university. As a result, Benny the Bengal came to the library and several video spots were filmed and a video clip of Benny the Bengal checking out a book has been developed. The video will be aired at the homecoming game and eventually be used in various promotional venues.

The bibliographers are visiting with their departments about other items to be included on the library wish list. It has been noted that, while new courses and programs go through the Curriculum Council approval process that requires Library review, there is no similar process when existing in-person courses are converted to online courses. This can be a concern if the Library resources needed to support these online courses either are not subscribed to by the Library in electronic form, or, if the subscriptions do exist in electronic form, they are not licensed to support the anticipated increase in use. The ULC members were concerned and felt that this issue should be a consideration when departments plan to modify these courses.

Budget Update

Sandra Shropshire said the budget is still being revised. The library spent half of the year without a financial technician. We still have a temporary UBO (University Budget Officer), and hope for a permanent one, although it will probably be half-time, shared with another department. We anticipate an eight percent increase in periodical subscription rates that has not been budgeted, so cuts may be coming in the spring. More details will be presented in a future meeting.

Formula Update

Sandra Shropshire presented handouts with the information presented to the Dean’s Council in June noting the material costs, quantity of publications in each discipline, faculty and graduate students in ISU programs, undergraduate enrollment that have been used to develop a formula in consultation with university statistician, Teri Peterson. However, Sandra is not comfortable with the resulting allotments, as there are several departments that have become accustomed to larger allotments than the formula provides. At the Dean’s Council, their response was that “mission critical departments should not suffer,” and a resolution is needed. This means that about half of the departments (those considered non-critical) will be cut extremely. Dr. Vailas suggested we keep working on the formula and develop something more acceptable.

Sandra asked for additional suggestions from the ULC. Andrew Holland suggested that the “mission critical departments” be weighted somehow, and Sandra will work on that. Another suggestion was to use the overhead funds to temporarily balance the funds for carrying subscriptions. It was also noted that e-courses increase enrollment levels, which increase those subscription rates that are based on enrollment. Some databases can be renewed for longer periods with lower increases. The Dean’s Council may be able to get more overhead funds to cover subscription increases.

Future Meeting Dates

Future meeting dates for the ULC were announced, as listed below. All on Fridays at 3:30, Library Room B06 and Meridian 502.

October 15, 2010	January 21, 2011
November 12, 2010	February 11, 2011
December 10, 2010	March 11, 2011
	April 15, 2011

The meeting was adjourned at 4:50pm by Chair Kathleen McCulloch.

LOCKSS—Lots of Copies Keep Stuff Safe

www.lockss.org/lockss/home

“ LOCKSS, developed at Stanford University and in its eleventh year, provides libraries with the open-source software and support to preserve web-published materials and acquiring a copy of the assets they pay for, instead of simply leasing them. LOCKSS provides 100% post cancellation access. The ACM award-winning LOCKSS technology is an open source, peer-to-peer, decentralized digital preservation infrastructure. LOCKSS preserves all formats and genres of web-published content. The intellectual content, which includes the historical context (the look and feel), is preserved. LOCKSS

- collects content from the target web sites using a web crawler similar to those used by search engines.
- continually compares the content it has collected with the same content collected by other LOCKSS Boxes, and repairs any differences.
- acts as a web proxy or cache, providing browsers in the library's community with access to the publisher's content or the preserved content as appropriate. It can also serve content by Metadata (Open URLs) via resolvers.
- provides a web-based administrative interface that allows the library staff to target new journals for preservation, monitor the state of the journals being preserved, and control access to the preserved journals. “

ISU price--\$ 8,200.00/year. Based on Carnegie Classification

ERM Essentials—Electronic Resource Manager

<http://www2.ebsco.com/en-us/ProductsServices/ERM/Pages/index.aspx>

Proprietary software subscription to automate the management of electronic resources. It enables libraries to

- Review publishers' standard license details and terms of use, including links to licenses for reference; Confirm access and registration information as well as access models and restrictions
- Manage terms and conditions for collections of licensed e-resources
- Store access credentials (passwords) and other authentication and administrative details
- Enter and share notes among staff members for every resource
- Set statuses for tracking resource activation steps
- Generate reports showing current status of each resource with key details needed for establishing access
- Collect staff input to assist in evaluations
- Track trials and record decisions about purchasing
- Keep a history of trials for reference when evaluating the same or similar e-resources in the future
- Load standardized use reports from content providers
- Automate usage statistics gathering
- Report usage by platform, database or title
- Perform cost-per-use analysis
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ISU price--\$ 10,000.00/year. Based on number of resources managed.

Review of Charge to Library and Response

Sandra Shropshire

June 7, 2010

Dr. Vailas' charge to Library: Develop a rational method for distributing Library funds among the departments at ISU, identifying a "core" and a "research" collection

FY 08/09 Materials Budget			Percent of budget
Subject Areas Budgets (journals, books)	\$ 1,907,917.00		78%
General Budget (journals, books)	\$ 522,892.00		22%
Total Materials Budget		\$ 2,420,887.00	

Collection Management

- Faculty participation: subject journals subscription/cancellation decisions, 50% subject books budgets (subject books=\$ 328,383.00)
- Library staff participation: Assigned subject areas, responsible for 50% subject books budgets, liaison with departmental faculty. Oversight of General Budget
- University Library Committee as advisory body

General Budget

- Purchases encyclopedias, indexes, books for general audiences, multi-disciplinary electronic databases, recreational reading. Provides support for non-departmental "subject" areas, i.e., Women's studies, Native American studies, Hazardous Waste Management
- De facto support of Idaho Advanced General Dentistry (IAGD), Idaho Dental Education Program (IDEP), Family Practice Residency, Institute of Rural Health, Physician Assistant, as well as Division of Health Sciences departments through Idaho Health Sciences Library

Formula (see attached for resulting subject allocations)

- Applied to subject areas budget only
- Emphasis on research support
- Update data every year to reflect university changes. Increased investment of library staff time to collect regularly, expected time savings with full Banner implementation
- Four parts: Undergraduate Books, Undergraduate Journals, Graduate/Faculty Books, Graduate/Faculty Journals, although Undergraduate Journals cost absorbed by general budget.
- Collaboration with Teri Peterson, University Statistician, University Library Committee
- Supply and demand factors given equal weight, although this is adjustable
 - Supply: (titles/discipline x avg. cost/discipline)
 - Demand:
 - Undergraduate Books—demand derived from supply, i.e., publishers publish to meet demand across subject areas. Ideal of typical mid-sized academic library
 - Graduate/Faculty Books and Journals: faculty with research expectations weighted against book/journal dependence for subject area.
Academic/Research Faculty=1, Clinical Faculty=.5, doctoral students=.5, masters students=.25

Implementation Recommendations

- Review with Faculty Senate Fall 2010
- Option One: Staged Process to begin July 2011
 - Year One: Establish one of two phasing in options, i.e., 1) Cap and Floor or 2) One-Half, i.e., Allocation=one of half of last year's expenditures, apply formula to remainder of subject area total budget
 - Year Two: Implement fully
- Option Two: Continue existing allocations until new materials funds available. Prior to FY 2007/2008, the state provided extra-inflationary support for materials budgets for the four four-year institutions; academic library community in the state continues to lobby for the resumption of this dispensation.