

## **AGENDA**

### **UNIVERSITY LIBRARY COMMITTEE**

**Friday, October 11, 2013**

**MEMBERS:** G. Jean Thomas, CHAIR, Karlee Blanscett, Karl Bridges (Ex-officio), Stephanie Christelow, Kevin Cleveland, Elizabeth Damstrom, Todd Davis, Debra Easterly, Susanne Forrest, Ann Hiller, Beau James, Regina Koury, Vitit Kantabutra, Melissa Norton, Patrice Pratoomratana, Tara Stewart.

**APPROVE MINUTES: April 6, 2013**

#### **ANNOUNCEMENTS:**

- 1. Introduce new members—Jean:**

#### **BUSINESS:**

- 1. Future meeting dates—Jean:**
  - a. Friday, Nov 8, 4 PM**
  - b. Friday, Jan 17, 4 PM**
  - c. Friday, Feb 14, 4 PM**
  - d. Friday, Mar 14, 4 PM**
  - e. Friday, Apr 11, 4 PM OR Saturday, Apr 12, 9 AM (Retreat)**
- 2. New Library hires—Karl:**
- 3. ULC ByLaws—Jean:**
- 4. Extended hours—Karl:**
- 5. Service desk merge update—Karl:**
- 6. Miniature Golf in the Library—Jean:**
- 7. Development—Karl:**
- 8. Other**

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Sue Roth at rothsusa@isu.edu.**

## University Library Committee

Minutes, Saturday, April 6, 2013

The meeting was called to order by Neil Tocher (Chair). Others in attendance were Martine Beachboard, Stephanie Christelow, Kate Christiaens, Debra Easterly, Anna Hiller, Vitit Kantabutra, Regina Koury, Melissa Norton, Jenny Semenza (special guest), Sandra Shropshire and Jean Thomas. Kevin Cleveland, Elizabeth Damstrom, Todd Davis, Marjanna Hulet, Taylor Jensen and Patrice Pratoomratana were excused.

**APPROVE MINUTES:** Minutes from February 8, 2013 were approved and there were no minutes for March 8, 2013 meeting, as it was spent setting up mini-golf event.

### **ANNOUNCEMENTS:**

Welcome to new ULC member: Anna Hiller - Humanities B, Language & Literature representative – term 2013 – 2016.

### **BUSINESS:**

#### **1. Review ULC recommendations that came to be—Sandi:**

**Info Lit class:** LIB1115, a 3 credit course will have 5 sections (1 online) in the Fall 2013. Thank you ULC for endorsing and encouraging library to push for it.

**Begin open access awareness:** Open Access policy has been adopted by big name universities, ISU faculty needs to adopt it too. Office of Research (Deb Easterly) and Library (Sandi, Karl) are working on an OA Repository for theses, publications, etc. A suggestion was made to email faculty (approved by ULC committee members first) about OA initiatives: SPARC, Jeffrey Beals, NIH policy, etc. Ask SPARC officers come to campus to talk more about it. Sandi was in contact with University of Utah Scholarly Communication Librarian, who suggested that based on their experience, educating faculty first is the key. Adopted in 2008, NIH Public Access policy (if you get government funding, you need to make research results OA within a year) was a great success for OA. In February 2013 White House stepped in for the rest of the agencies to adopt similar policy.

**Adopt-a-Journal:** Library offers an opportunity to donate money to support a particular journal subscription: <http://www.isu.edu/library/coldev/adoptajournal.shtml>

**Golf 2013:** Was a fun day. Thank you for the help with baked goods, bottled water (Neil) setting up, directing people, signing people in, etc. Students helped a lot with promotion of this event. Lower price might have affected attendance this year. Next year will need more large golf clubs. First hour (10:00-) was slow, might be due to the great weather day. Suggestions were made to: move mini-golf to earlier in the month, or change hours: 11:00 – 3:00 pm or 11:00- 4:00 pm, invite teams from each college, ask for baked goods from each department, involve Recreation Center, assemble teams, price for holes? Pocatello mayor brought his family to participate.

#### **2. Budget—Sandi:**

Library will be held to 2.9% budget cut: losing a staff position and 3 index databases: Inspec, Biosis and PsycINFO. In addition to that library planned for a 13% across the board journal cut. Library subject bibliographers populated journal lists with usage stats, alternative availability, rankings for journal cuts recommended before. Library hopes not to do it, but we will work with all departments. Mr. Fletcher asked to postpone faculty notifications (plan was to do so after the Spring Break) pending actions by SBOE.

### **3. Service Desk Merge—Sandi:**

Library plans to merge Circulation Desk with Reference Desk with IHSI Desk to make more efficient use of staff and have one point of contact on the first floor. We'll have remodeling done over summer and will cross train staff and students. Special Collections will have their own service desk. Other universities have done this type of merge. Library kept student hours, but had to cut staff position of LAIII. We'll look into use of CPI students to address an ASISU request of keeping library open earlier in the morning and later at night (Rendezvous building is too noisy). Kate will send resolution to the ASISU for the library hours extension. Library extension of hours will happen in the Fall 2013 and will be assessed later with the gate count.

### **4. JSTOR Print Weeding Project—Sandi:**

Library is running out of space: we took in INL journals and we house medical + law materials. One of the solutions is JSTOR Collection: a non-profit organization, which digitizes journals and provides access from vol. 1 up to a 5 year ago (moving wall). Library has a number of JSTOR collections: online and in print. Print is being discarded following a rubric: nothing earlier than 1950, intrinsic value, art, background color, maps, fold outs, regional interest. If there is a quality problem, JSTOR will fix any quality scanning fast. Links to JSTOR collections with title lists are on the library page.

### **5. Elections—Neil:**

#### **Chair for 2013-14:**

Jean Thomas kindly agreed to be a new ULC Chair for 2013-14

#### **Announcement of end of terms:**

Martine Beachboard

Marjanna Hulet

Vitit Kantabutra

Neil Tocher

Kate Christiaens

Taylor Jensen

## University Library Committee

Minutes, Friday October 11, 2013

The meeting was called to order by Jean Thomas (Chair). Others in attendance were Karl Bridges (Ex-officio), Todd Davis, Debra Easterly, Beau James, Vitit Kantabutra, Regina Koury, Melissa Norton, Patrice Pratoomratana and Tara Stewart.

Karlee Blanscett, Stephanie Christelow, Kevin Cleveland, Elizabeth Damstrom, Anna Hiller, and Susanne Forrest were excused.

Minutes from April 6, 2013 were approved.

### **ANNOUNCEMENTS:**

Introductions of new and returning ULC members were made.

### **BUSINESS:**

#### **1. Future meeting dates—Jean:**

ULC will meet on the dates below. If you can't make it to the ULC meeting, you can send somebody in your place. That person won't be able to vote but can take notes back to you.

- a. Friday, Nov 8, 4 PM
- b. Friday, Jan 17, 4 PM
- c. Friday, Feb 14, 4 PM
- d. Friday, Mar 14, 4 PM
- e. Friday, Apr 11, 4 PM OR Saturday, Apr 12, 9 AM (Retreat)

#### **2. New Library hires—Karl:**

The Library hired Ellen Ryan as a Head of Special Collections; she started in August. Christopher Kowalczyk was hired as an Electronic Resources Librarian; he started on October 1<sup>st</sup>.

#### **3. ULC Bylaws—Jean:**

Jean will do research on reporting channels for ULC (Article 1, Article 3D, Article 5A, Article 7C, Article 8B). Additionally, Article 3A 8 was addressed and Deb Easterly (Research Center Faculty representative) was approved to continue on the ULC. For Article 4A, Jean will work on wording to address consultation with library staff for preparing agendas.

#### **4. Extended hours—Karl:**

Library administrators listened to student requests via ASISU to extend morning and evening hours starting in Fall 2013. This will be assessed in Spring 2014.

#### **5. Service desk merge update—Karl:**

The Library's plans to merge the Circulation Desk with the Reference Desk and with the IHSL Desk to make more efficient use of staff and have one point of contact on the first floor are on hold due to the cost. Library will have new carpet (will try to get it in without service interruptions), new heating system, new seismic bracing, and a new water fountain on the first floor. Also gift money from the Humberger Fund will be directed towards upgrading library student study rooms, art, etc.

#### **6. Miniature Golf in the Library—Jean:**

The event was a lot of fun and raised about \$1,672. Next time we may want to schedule it earlier in the year (when the weather is not warm yet), do different promotion, and more publicity. For example, we should contact physical education department, ask for sponsorship of the holes, invite a local celebrity, email faculty in the Fall with the information, etc. There is no limit for creativity for what could be a very

worthwhile fundraiser for the Library.

**7. Development—Karl:**

Karl realizes ULC is not a development group. He is working with the Office of Advancement and soliciting ideas (FOOLS, online store, etc.). Jean, an ISU alumna, knew Eli Oboler (founder of the library) and suggested doing something to honor his legacy.

**8. Other**

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Sue Roth at [rothsusa@isu.edu](mailto:rothsusa@isu.edu).**

**Bylaws of the University Library Committee (ULC)**  
**Idaho State University**

**ARTICLE 1: NAME AND REPORTING CHAIN**

- A. The official name of this group 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**

- A. The purpose, function, and mission of this committee are 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 ULC 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**

- A. The committee is composed of seventeen (17) voting members from the following constituencies:
1. Four (4) faculty representatives from the College of Arts and Letters (two each from fine arts/ humanities and social sciences).
  2. One (1) faculty representative from the College of Business.
  3. One (1) faculty representative from the College of Education.
  4. Three (3) faculty representatives from the College of Science and Engineering (one each from natural and physical sciences and one from engineering).
  5. Two (2) faculty representatives from the Division of Health Sciences (one from Health Sciences and one from Pharmacy).
  6. One (1) faculty representative from the College of Technology.
  7. One (1) faculty representative from the Library.
  8. One (1) faculty representative from the Research Centers.
  9. One (1) graduate student representative.
  10. One (1) undergraduate student representative.
  11. One (1) Staff Council representative.
- B. A constituency is defined as the permanent members of the unit or organization.
- C. The Dean of University Libraries is an ex-officio, non-voting member.

- D. Faculty members are elected or appointed by the faculties of the designated constituencies during the spring semester; however, Faculty Senate makes the formal appointments of faculty members who are elected to the committee. The length of a faculty member's term is three (3) years. Since terms are staggered among the membership, approximately one third of the members retire each year. In constituencies with multiple representation, only one member of a department may serve at any one time. Midterm 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.
- E. 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.
- F. The Staff Council representative is appointed by that organization to serve a one-year term with eligibility to serve a second term. Graduate and undergraduate representatives are chosen annually by the ASISU Student Senate.
- G. Regular attendance at meetings is strongly encouraged and excessive absences may subject a member to recall by this committee or his/her appointing constituency. A member may be recalled by two-thirds approval of voting members of this committee or the appointing constituency, but must be allowed an opportunity to appear before the committee or appointing constituency to explain his/her absences. If a member cannot attend a meeting, he or she must notify the recording secretary or the Committee Chair in advance to be considered excused. A member may send a non-voting substitute in his/her place.

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

- A. 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.
- B. The secretary (library staff member) keeps records and circulates minutes and notices of meetings.
- C. A minimum of two (2) meetings must 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.
- D. 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, fall, spring, or holidays. Then the next regularly scheduled meeting must consider the substance of the request.

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

- A. Minutes are kept by the recording secretary (library staff member) for each meeting, prepared in accordance with the format set by the Faculty Senate, and submitted in a timely manner to the Curriculum Council for review and approval/acceptance. They are then included with the Curriculum Council minutes for review and approval/acceptance by the Faculty Senate.

- B. A quorum consists of one-half of the voting membership. Only informational meetings shall be held without a quorum.
- C. A motion is passed with it receives a majority of the votes cast.
  - 1. Abstentions do not count as votes.
  - 2. Tie votes fail.
  - 3. The chair has a right to vote on all motions.
  - 4. No proxy or absentee votes are allowed. Electronic ballots are allowed with the approval of the chair.

## **ARTICLE 6: STANDING SUBCOMMITTEES**

- A. This committee has no standing subcommittees.

## **ARTICLE 7: BYLAWS AMENDMENT PROCESS**

- A. No amendment may be both introduced and passed at the same meeting.
- B. These bylaws may be amended by a majority vote of the voting committee membership.
- C. Faculty Senate may override Council and subcommittee bylaw changes in accordance with the Faculty Senate Bylaws (Article VII, Section II).

## **ARTICLE 8: BUSINESS ITEMS**

- A. Items or policy not completed in one academic year should be considered old or continuing business to be completed by the ULC in the next academic year.
- B. New business may be initiated by the committee by any of the following means: business referred to the ULC by the Curriculum Council or the Faculty Senate, items brought in by a member of the ULC, or items referred by the library faculty/staff or the university community.

Approved by University Library Committee: April 2, 1984

Revised and Approved by University Library Committee: April 17, 2010

Revised and Approved by University Library Committee: January 21, 2011

Approved by Curriculum Council:

Approved by Faculty Senate: