

2014-2015 Year-End Committee Report Form

Committee: University Library Board

Chair: Daryl Eggers

Chair-Elect for 2015-2016:

To be elected at beginning of F15 semester; two of the top candidates are awaiting a re-appointment decision.

Number of Meetings held:

13 full ULB meetings, plus 8 policy subcommittee meetings.

Items of Business Completed 2014/2015

1. Nearly the entire academic year was devoted to discussing the University Library Policy and writing an updated policy document to present to the Academic Senate (AS 1557). A policy subcommittee was formed, consisting of three faculty

"... = k u ... [NMC Horizon Report: 2014 Library Edition](#), examines key trends, significant challenges, and emerging technologies for
See pages 20-21 for

clear that ULB would like there to be two readings of the policy, the 1st an open discussion with speaker presentations (e.g., Library Dean), the 2nd reading would be a debate (that anyone interested could attend).

Agenda for August 25, 2014
ULB 2014/15 Roster
ULB 2014/15 Schedule of Meetings
Academic Senate Policy S04-9
Academic Senate Policy S03-5

Next meeting is September 8th from 2-4pm in the University Library Boardroom.

Minutes
University Library Board
September 8, 2014
2-4pm
Library Boardroom

Attendees: Ann Agee, Asha Agrawal, Bernd Becker, Joni Bodart, Daryl Eggers, Beverly Grindstaff, Sue Kendall, Ruth Kifer, Mary Nino (Guest), Galina Owens, Bethany Shifflett and Michael Stephens (via WebEx).

Absent: Grinell Smith (sabbatical)

Transcriber: Bridget Kowalczyk

1. Approval of minutes from August 25, 2014
2. Announcements
3. Update on recruitment for vacant positions on ULB t Eggers

Minutes
University Library Board
October 20, 2014
2-4:00 pm
King Library Boardroom

Attendees: Ann Agee, Bernd Becker, Daryl Eggers, Beverly Grindstaff, Sue Kendall, Ruth Kifer, Mary Nino (Guest), Sam Obi, Galina Owens, Vicki Park (for Grinell Smith), Bethany Shifflett, Michael Stephens (via WebEx), and Joni Bodart

Absent: Asha Agrawal

Transcriber: Ann Agee for Bridget Kowalczyk

1. Approval of minutes from September 8, 2014

Daryl reported that everyone who could approve the minutes voted to approve.

2. Welcome Introductions

Three new members were welcomed to the ULB:

Vicki Park, College of Education (sitting in for Grinell for one semester while he is on sabbatical)

Sam Obi, College of Engineering

Galina Owens, Associated Students (Galina is taking the place of Gary Daniels)

3.

the first week in December. Shawn Spano, Camille Johnson, Rona Halualani, and Dorothy Poole are all possible facilitators and from past experience can be expected to remain neutral with all participants in regard to sensitive topics raised concerning the library policy. The library boardroom or the IRC ground floor meeting room are both possible locations to hold 4-7 focus groups of 60-90 minutes each with 8-10 participants. It was felt that a ULB member should be present at each meeting to gather feedback. In addition, it was suggested that there be two open hearings for the campus as a whole and structured so that there is 45 minutes of working in groups and 45 minutes of open discussion. For students and any others interested, we should have an online session. Ruth will discuss the faculty-Office to get their support.

For the forums, a discussion guide should be created by the library board subcommittee in consultation with the facilitator and vetted by the ULB and used consistently for all of the campus meetings. The discussions will have the same format for faculty as for students. Within the discussion guide, the opening question could be about what the role of the library could be and use that as a springboard to the discussion. How well is the library accomplishing that role? How poorly? We can also draw some of the issues raised in the library policy into the discussion guide and questions about the use of print versus electronic resources. Bernd, Sue and Ann will look to see if there are currently existing guides that could be adapted.

An online resource will also be created to provide a place for anyone from campus to post their comments and feedback. Bethany will also look into finding a faculty member with experience in designing surveys so that information can be gathered from the campus this way.

Survey responses will be summarized by group so the committee can take into consideration the source (e.g., student - faculty). A data analysis from the survey and a report from the discussion facilitator will come back to the ULB. Then the committee will decide on the public format that will make the responses available for everyone to view.

5. Discussion of Revision of Lib

Minutes
University Library Board
October 27, 2014
2-3 P.M.
Library Boardroom

Attendees: Ann Agee, Asha Agrawal, Bernd Becker, Joni Bodart, Daryl Eggers, Beverly Grindstaff, Sue Kendall, Ruth Kifer, Mary Nino (Guest), Samuel Obi, Galina, Owens, Vicki Park, Bethany Shifflett and Michael Stephens (via phone).

Absent: N/A

Transcriber: Bridget Kowalczyk

1. Approval of minutes from Oct. 20, 2014

Bridget reported that everyone present at the last minute voted for approval.

2. Announcements

The Annual Author's Event is today at 3 P.M. in King 225.

3. Library Policy Subcommittee: SURVEY –

~~It was recommended that the wording be changed. If this is done, the survey might be usable for both the current and a student version. A need to be created.~~

Beverly recommended changing the order of items later in the survey. The order recommended was Print/Electronic Resources, Satisfaction Items, Mission, Communication Items, Security and Safety. This will help guide the library user through library services that impact the library's mission.

It was recommended that a No Opinion column be added to the survey.

Mission

- . Since faculty may view the questions from two perspectives, the questions need to clearly differentiate between how they view the importance of the library for their own research versus how they view it in regard to their students and assignments.
- . It was recommended that "acquire" and "access" be separated.

Evaluation

- . Beverly volunteered to reword to have more specific language.
- . Add a row labeled "accurate, up-to-date information."
- . Change "past usage" to "how often it's used."
- . Separate faculty/curricular needs into 2 lines: Faculty needs (research & interests) and Curriculum.
- . Perhaps change "number of duplicate copies/editions in the collection" to "the library has duplicate hard (print) copies."
- . Add "The Library has stable, access to electronic copies."

4. Next Meeting

- . Darryl will invite everyone to come to the Nov. 3rd & 10th subcommittee meetings to continue working on the survey. Changes will be sent out to the group for comment. Send out by Nov. 17th.

5. Adjourn

Handouts:

- . Oct. 27, 2014 ULB Agenda
- . Draft Items for Library Survey document

Minutes
University Library Board
November 17, 2014 (y)1390

4. **Next Meeting**

- . ULB agreed to meet as scheduled next Monday, November 24, 2014.
- . The following full ULB meeting is January 26th. Joni will not be in attendance.

5. **Adjourn**

Handouts:

- . Nov. 17, 2014 ULB Agenda
- . Survey Item for revision

Minutes
University Library Board
November 24, 2014
2-4 P.M.
Library Boardroom

Attendees: Ann Agee, Asha Agrawal, Joni Bodart, Daryl Eggers, Beverly Grindstaff, Sue Kendall, Ruth Kifer, Samuel Obi, Galina Owens, Vicki Park and Bethany Shifflett.

Absent: Bernd Becker and Michael Stephens

Transcriber: Bridget Kowalczyk

1. Approval of minutes from November 17, 2014

Bridget reported that everyone present at the last meeting voted for approval of the revised minutes.

2. Announcements

December 7th starts all night study for finals at King Library.

Rae Ann Stahl has been appointed as the SJSU Library Associate Dean for Digital Initiatives.

Bethany asked that the Dean, Chris Laxton and a faculty member (Daryl) meet with the Provost to discuss increasing the capacity of IRC's free services to accommodate requests for audiotaping of University related events that support instruction – such as the focus groups and open forums conducted in relation to the library policy. At present, the only recourse available is to use the Event Center whose costs are prohibitive.

3. Library Policy Subcommittee

Last Tuesday faculty received the student version of the email inviting them to take the survey. However, it did contain the correct link to the survey. On Thursday, the error was fixed and faculty received a revised version.

The faculty survey was sent to SJSU instructional faculty and the SJSU librarians.

Tonight from 7-8 P.M. is the online focus group.

Daryl will send out a Doodle poll for a debriefing on either December 11 or 12

. Daryl will email Rona's written report to ULB when he receives it.

. The subcommittee will meet on January 21st from 1-3 P.M. in the Boardroom to work on edits to the policy. Those who cannot attend in person should contact Bridget before Dec. 21st, so that she can set up the Web Ex meeting. All of ULB is invited to attend.

. The subcommittee will meet during the regularly scheduled ULB meeting on Feb. 2nd to work on edits of the policy.

. The final draft of the policy should be sent to the Academic Senate after the Feb. 16th ywh 0 Td [(t)2(o)0 Td [(t6)14(3)10(f)-8(i)6(n)7(s)1(t)2(B)17(e ad)6(ng)10(on1

Minutes
University Library Board
January 26, 2015
2-4 P.M.
Library Boardroom

Present: Ann Agee, Asha Agrawal, Bernd Becker, Daryl Eggers, Beverly Grindstaff, Sue Kendall, Ruth Kifer, Mary Nino (Guest), Samuel Obi, Galina Owens, Bethany Shifflett and Rae Ann Stahl (Guest).

Absent: Joni Bodart, Grinell Smith and Michael Stephens.

Transcriber: Bridget Kowalczyk

1. Approval of minutes from November 24, 2014

x Daryl reported that all who attended the meeting approved the minutes.

2. Announcements

x Daryl contacted Pat Backer. The College of Business has been asked to locate a replacement for Shailaja.

x Grinell should return this semester to the ULB. Daryl encouraged ULB members to locate students to fill the two vacant positions. There is a new Associated Student's President named Aaron Miller.

x Sam has a 3pm class this semester on Mondays. He will need to leave ULB meetings by 2:45pm.

x The fourth floor of King Library has been branded an SJSU student floor. King 455 will be a creative media lab for students with software, sound & video editing, high end Macs and software for creating games & animation. A video wall is being installed that students and faculty can reserve for special events. There is also a touch screen video table and interactive whiteboard that allows students to save information onto their USBs. Digital signage will be installed. The new furniture is equipped with additional power. The Wi-Fi in King was upgraded at the beginning of January. Other services on the fourth floor include Student Computing Services for

concerted marketing and public relations effort be made to educate faculty and students on library issues and practices and to ensure that accurate information is being disseminated.

b. Results of Student & Faculty Surveys

- ¾ The survey was sent to 3,000 students of which 546 students replied. Surveys were also received from 432 faculty, 17 staff and one administrator.
- ¾ It was recommended that data from the survey should be shared, but not the individual comments, as several comments were personal and easily linked to individuals.

4.

6. Adjourn

Handouts:

x January 26, 2015 ULB agenda

x Spartan Daily 12/10/15 article: "Reading between the lines of MLK book deselection"

MINUTES
University Library Board
February 16, 2015
Library Boardroom

Present: Ann Agee, Asha Agrawal, Bernd Becker, Joni Bodart, Daryl Eggers, Staff, Sue Kendall, Ruth Kifer, Mary Nino (Guest), Samuel Obi, Beth Platt and Michael Stephens

Absent: Galina Owens and Grinell Smith

Transcriber: Bridget Kowalczyk

1. Approval of minutes from January 26, 2015

x

the Academic Senate. The FAQ handout will not be included either. Members were asked to provide feedback on its contents to Daryl. It could then be revised and posted on the website at a later date.

- x The faculty and student ~~survey~~ will be included; however, the section entitled Written Comments will not. Ann volunteered to read through all the comments for the 3 main open-ended items on the survey & create a list of recurring themes (top three for each question asked) to include ~~at~~ the end of each survey.

4. Current version of Library Policy (Draft Revision V5)

- x Suggested changes to the draft of the library policy have been incorporated into the Google Document. During the meeting, the policy was revised and labeled as V6.

5. Discussion

- x Supporting the curriculum for teaching, learning & research is the purpose of the library – and that changes over time. The collection needs to change with it.
- x When making decisions about the library's collection, librarian liaisons work with their departments to determine the criteria for deselection. This is done before reports are run in GreenGlass, so that the data necessary for decision making is available.
- x When reshelving books that users have pulled from shelves, but have not ~~checked~~ out, shelvers count the number of items reshelved by floor. It was suggested that if books that are reshelved could be tracked through the system and counted as a return, that information would be useful to determine frequency of books used in house by title, but not checked out. This statistic seems critical as expanded study rooms and study stations encourage use of materials in house. This would give an indication of actual use similar to existing ~~References~~ tracking done through Sierra.
- x Added to discussion of eBooks was the economics of creating electronic books using images. A recent statistic from the 2015 College Art Association Conference panel noted production costs of including images in an electronic history of design textbook as prohibitive at \$250,000 ~~\$~~350,000; these costs are independent of ~~first~~ use copyright and ongoing copyright renewal fees. This is an important factor to be considered in the management of hardcopy illustrated books and especially those serving ~~arts~~ art, design and other visual arts.

6. Adjourn

Handouts:

- x February 16, 2015 Agenda
- x 2013-2014 Infographic of SJSU Collections and Usage
- x SJSU Circulation Statistics 2014
- x FAQ About Library Collection Management (Draft)

1. Approval of minutes from February 16, 2015

- x Bridget reported that everyone who could approve the minutes voted to approve.

2. Announcements

- x Ruth recommended a year end celebration for ULB. A suggestion was made that a Behind the Scenes Tour of the library would be good on the last meeting date, April 20th.

3. Library Policy Subcommittee Update

- x Daryl, Ann & Bethany worked this weekend to add all revisions to the draft version of the policy that were made by the current ULB. It will be sent to the entire Academic Senate once the required components are included: names of attendants, the numbers for the vote on the policy, the financial impact statement and the workload impact statement.
- x Daryl encouraged everyone who could attend the first reading of the draft policy at the Academic Senate to attend. It is on March 12th from 2-5pm in Engineering 285. Daryl will request a "time certain" early in the meeting so that he can still teach his class that day. It was recommended that as many of those who can come take notes as to recommended changes, as ULB will need the minute details to discuss at its next meeting. The Academic Senate minutes generally come out a few weeks after the meeting. Daryl asked Bridget to attend as well to take notes.

- x Daryl will send Lynda Heiden in advance a list of speakers with library expertise that could be called upon to answer questions that may arise from the reading. The speakers are Joni, Ann, Bernd and Sue. At the 2nd reading there will be a brief period for questions then debate begins.
- x Ruth, Bethany & Daryl met with the Provost last week. Daryl reported that the Provost recommended that during the Question and Answer period, it should be made clear that the CSU Libraries of the Future (LOFT) and the library policy are separate issues and the focus of the 1st reading is on the contents of the draft of the policy. Parts of the LOFT report are related to space utilization.
- x ULB crafted a financial impact statement and a workload impact statement that will be added to the policy. The financial statement uses the term audit, which is equivalent to conducting an inventory. Ruth and Ann will send Daryl an estimate for a library collections audit as this question might arise during the first reading.
- x ULB voted on the contents of the draft policy. The vote was nine approved, two opposed and zero abstained.
- x Daryl's PowerPoint presentation at the Academic Senate will be brief. Points covered will include the history of the policy, the number of meetings conducted to revise the policy, the names of the people on subcommittee, the number of people who did survey and attended the forums. Daryl will send the 2 versions of the policies to Eva ASAP. He will ask Lynda for an early time certain for his agenda item.
- x Daryl will send Lynda and/or Eva the two versions of the draft policy with the markups and one clean copy.
- x Ann will try to highlight the sections of the policy that were added in from previous amendments so that it's clear that they are not "new" changes.
- x It was recommended that Daryl should be given the statistics for the number of print books purchased during the past 5 years.
- x It was also recommended that Daryl mention that faculty are encouraged to place orders for books year round. If the budget cannot cover a request, it will be considered at the start of the next fiscal year.
- x Daryl asked Rae Ann to send him for PowerPoint the statistics for 10 years showing how much the public uses the SJSU collection. It was noted that public use of university holdings exceed that of the SJSU cardholders and includes community college students. A question how would we know someone is a CC student? Is this statement accurate?

4. Adjourn

Minutes
University Library Board
March 16, 2015
2-4 P.M.
Library Boardroom

Present: Ann Agee, Asha Agrawal, Bernd Berz, Joni Bodart, Daryl Eggers, Beverly Grindstaff, Sue Kendall, Ruth Kifer, Samuel Obi, Bethany Shifflet, Grinnell Smith and Michael Stephens

Absent: Galina Owens

Transcriber: Bridget Kowalczyk

1. Approval of minutes from March 9, 2015

- x Bridget reported everyone who attended the last meeting voted to approve the minutes with amendments.

2. Announcements

- x Bridget will send out a Doodle poll to gather the ULB together to work on final edits of the policy and to vote on whether the April 6th Academic Senate meeting will be second first reading or the second reading. The ULB meeting will be scheduled for one hour between 9am-5pm on either March 30th or April 6th. Those who can't attend in person, but would like to either phone in or participate via WebEx should let Bridget know by this Friday at the latest, so that arrangements can be made or WebEx booked.

3. Approval of changes to Library FAQ sheet

- x Bridget will post the most recent version of the FAQs once finalized by the ULB, and Bethany will make it a link on the cover sheet.

4. Revision 1 of AS 1557 continue working on policy language (see Draft_V7).

- x Revisions were made and agreed upon to the policy. The ULB will focus on sections 8 and 9 next.

5. Adjourn

Minutes

University Library Board

- x It was recommended that written responses to questions be labeled commentary rather than rationale and be followed by an action item. Once completed, this document will also be sent to the Senate with the revised draft of the library policy.
- x It was also recommended that the preamble include a statement that the CSU LOFT Initiative is not the equivalent of the proposed revisions to the library policy. Members noted that there is a connection between the two the policy could provide a framework within which LOFT items can be considered.
- x Once the documents are posted on the Academic Senate website, they should be checked— as all links in the documents posted for the first reading were disabled.
- x For the second reading at the Academic Senate, Daryl will ask for the same four ULB members to be designated speakers.
- x Bethany stated that once the debate begins, only Senators (Bethany, Daryl, Beverly and Ruth) can respond to questions or clarify misconceptions.

5. Revision 1 of AS 1557

- x The entire committee worked through suggestions made at the first reading of the policy at the Academic Senate. The process will be continued at next Monday's meeting. The language still needs to be worked on in 7.2.2.

6. Adjourn

Handouts: March 9, 2015 ULB agenda

Minutes

University Library Board

April 1, 2015

12-1 P.M.

Librarybra1T [(1)1(a 6 Td [(Li)4(1T [(1 JAM19)4-Bv2
want to be on the Academic Senate (AS) agenda for

th, but instead for April 27th.

ULB voted for Option C and will vote on the revised policy at the regular April 13th meeting. The policy will be sent to the AS as soon as all documents are in final form. The final reading of the policy at the Academic Senate (AS) will be on April 27th. It is expected that the AS will vote on the policy on April 27th.

The subcommittee worked diligently on responses to the questions received from individuals across campus. The final copy of the Q&A is very thorough and includes references to the policy. It will be sent to the AS along with the revised policy. Ann will provide Daryl with a single merged version of the revised policy that includes the track changes. She will also give Daryl a final revised version of the policy without track changes that does include the line numbers. The cover sheet will include a link to the revised library FAQs.

At the April 13th meeting, UB will decide whether they would like a Behind the Scenes Library Tour from 2pm on April 20th at the final meeting. Snacks and light refreshments will be served on April 20th as well. Members were asked to think about the chair of the ULB for next year, as a vote will either need to take place on April 13th or April 20th.

4. Qis /T 05 -1A -1.4 0.00Tm (th)Tj 0()Tj(f)-40. -1Rev.00theinAS.0076(5076(504(7 /T 00.0003 0c

Minutes
University Library Board
April 13, 2015
2-4 P.M.
Library Boardroom

Present: Ann Agee, Asha Agrawal, Bernd Becker, Joni Bodart, Daryl Eggers, Beverly Grindstaff, Sue Kendall, Ruth Kifer, Samuel Obi, Bethany Shifflet, Grinell Smith (viaphone) and Michael Stephens (via WebEx)

Absent: Galina Owens

Transcriber: Bridget Kowalczyk

1. Approve 57dC(l7dC()-3(vf-3(v mp)-4dw(z)-4(y34dwk 1 .s(T2 e 0.003 Tw 0.222 0 T

University call for committees.

Al Sciences asked to speak to the library about
ended that it be members from ULB. Daryl,
m this Wednesday. They will be sent the link to
e the documents related to the April 27

th

reading will be posted once it is available. Grinell stated that at least one member

from the College of Education was also interested in talking to the library. He will follow up with the appropriate individuals in the College of Education, to see if they would also like a meeting with ULB.

3. Review and vote on final revision of AS 1557; see filename AS 1557_SJSU LibraryPolicy (Final Reading)_V2

- x A few minor revisions were made to the policy. ULB voted on the policy. Ten members approved and two voted against the revised policy. One member was absent.
- x Daryl will request a time certain for the April 27th final reading. The RTP policy will also be read at this meeting.