

Minutes of the Library Council Meeting  
October 15th, 2012

Technical Services, Coe Library 635

Present: Ed Janak, Maggie Farrell, Tamsen Hert, Anne Marie Lane, Mary Henning, Fred Schmechel, Birgit Burke, Cheryl Goldenstein, Debbie McCarthy, Deb Person, Lori Phillips, Michelle Jarman, Janis Leath, Sandy Barstow, Margareta Stefanovic, Brenda Alexander, Kaijsa Calkins, Robert Ayleward, Jamie Kearley, Julia Proctor

Library Council Chair Ed Janak called the meeting to order at 3:15 p.m. Ed welcomed the council, and introduced himself. Attendees then introduced themselves. He asked the council members to look at the list of topics suggested for this year and asked if anyone had anything to add. No one had any additions to the list.

#### AGENDA ITEMS

Tour of Technical Services (Debbie McCarthy, Head of Technical Services) Debbie explained the purpose of Technical Services, some of the process undertaken by that department and explained terms Technical Services use. Recent accomplishments in Technical Services include the serials holdings conversion project, which involved creating statements of journal holdings for about 124,000 active and ceased journal titles. Someone asked the definition of a serial. Technical Services work with 1) monographs which are defined as a something only published once and complete, such as a book or a DVD, although it may be multi-volume. 2) Serials are publications issued under the same title in a succession of discrete parts, usually numbered or dated and appearing at regular or irregular intervals that are intended to continue indefinitely. At UW we define periodicals as serials which come more frequently than annually and they usually look like a journal/magazine issue. We call serials those materials that come annually or less frequently or they look like a book. Series may be treated as monographs or serials, depending on the subject area, the physical format, and the intent of the publisher. 3) Standing orders, which are a request to a publisher or a society to send all publications issued may contain a combination of monographs and serials. 4) Memberships - the libraries maintain memberships in some scholarly organizations as the journal they publish is only available to members. The complexity going on behind the scenes will, hopefully, not show on the front end where patrons interact with the catalog. Debbie then gave a tour of the Technical Services department. 40,000 pieces move through this department yearly, 20 boxes of physical books a week, up to 40 boxes some weeks. Debbie explained the ultrasonic welder that is used to protect maps and documents. She gave a tour of the processing room where books are readied for the shelves, and damaged books already in the collection are pulled and repaired to be replaced on the shelf. Tech Services outsources a lot of the cataloging so that we don't have a backlog. It used to take 6 weeks from receiving a book to getting it on the shelf. We now average a 2 -day turn-around for books coming in shelf ready. The backlog used to be a significant concern but since Debbie took over as head of Tech Services, that backlog has been reduced significantly. Due to a combination of automation, selective outsourcing, increased efficiencies and hard work Tech Services has tripled the work throughput over the last several years with ever fewer staff, while undergoing major remodeling

including changing book locations in the catalog while transitioning to a new ILS (Integrated Library System). Maggie added that the department has worked very hard and deserves high compliments for their work.

FY13 Collection Budget (Sandy Barstow, Head of Collection Services) Sandy presented an overview of the Collection Development budget for FY13. The handout was part of the packet that Maggie provided. The budget doesn't include the digital initiative funds. The budget is split into on-going obligations and one time obligations. Ongoing obligations include periodicals, serials, and access fees to databases that aren't journals. For example, the e-journal packages are replicas of the physical journals including the illustrations. Articles in databases may come and go. E-journals are generally available. The one-time publications include the approval plans. Approval plans are profiles that we generate and tweak to reflect the needs of the academic departments, that the vendor then interprets to send us books that fit the profile, that come pre-approved, pre-cataloged, and ready to go on the shelves. If you have a good approval plan with a good profile, you save time and money. We are planning on the 8% budget cuts, trying to make sure it doesn't hurt us worse than it might. Maggie explained some of the discrepancies between budget sizes between departments. We are currently participating in a demand driven purchase model for e-books, and to some extent these potential purchases may overlap with the approval plan profile, resulting in some variations in purchasing patterns. We are also considering participating in Elsevier's evidence-based e-book purchasing program. We as a university will need to come back to the budget to deal with inflation. There was a question about export control. It is handled by the vendor, generally. This is just the budget for collection, not for any personnel.

Special Events – King James Bible, Brian Leung, Author, and the Spring Author Event (Maggie Farrell, Dean of Libraries) Maggie gave an overview of current and upcoming special events in the Libraries. We are hosting the King James Bible exhibit *Manifold Destiny* in conjunction with AHC, Religious Studies, and ENGLISH?? The exhibit consists of a series of speakers and displays housed on 2<sup>nd</sup> and 3<sup>rd</sup> floor Coe, the AHC and a small one at the Albany County Library. The exhibit is up until Oct. 31<sup>st</sup>. Brian Leung is an author coming in on 10/25 for a presentation in conjunction with the MFA program. David McCullough will be our author for the spring author luncheon, Thursday, April 16th. We are hosting the event with the President's office. There will be a free public event during the day, and a private reception and ticketed dinner is also being planned.

GWLA Update (Lori Phillips, Associate Dean of Libraries) Lori gave an update on the GWLA visit. The site visit coincided with the Board of Trustees meeting and the GWLA team was able to have a full meeting with the Board. We've not received the full report but the site team seemed general positive. They had several concerns but were overall very impressed. Their concerns were 1) the size of our faculty/staff; 2) our merger with IT; 3) the separation of the Libraries and the AHC. UW values collaboration and interdisciplinary work and work closely with the AHC on many projects. We should have the report sometime early in November.

Staffing Plan Update (Lori Phillips, Associate Dean of Libraries) Lori provided a handout with our response to the planned staffing reduction. We did an exercise with the department heads to look at functional areas instead of departmental areas. Physical locations weren't as important as the core functions performed. Looking at the functions reinforces that the library is a cycle,

interconnected to the extent that if we do need to make staffing cuts, we have a framework within which to make difficult decisions.

Booksale Processes (Sandy Barstow, Head of Collection Services) Sandy broke down the book sale for the council. First, where do the books come from? Second, how do we decide what does into the collection and 3<sup>rd</sup> which to the sale. Gift books come from many sources, may come as large gifts (pallets full of books) or as small gifts, (boxes of books), or as extra small gifts, (single books.) Collection Development searches the book to see if it's one we have, then put the books up for the subject bibliographers to go through to review and decide if we want to keep the book, or use it to replace an existing copy we own that is in worse shape than the gift book. We don't add VHS tapes, cassette tapes, or vinyl. We tell donors that we will accept their gifts do what we want with it, or the gift will not be accepted. We don't sell materials in bad condition, or things that won't sell, or things that are marked NOT for RESALE. We do sell DVD movies and journal runs sometimes. We promote by leaving the books on the book sale shelves and we randomly stock the shelves to foil the book resellers. Free books week happens twice a year. We are accumulating a lot of more valuable books that we will put up for a one time book sale. There are some costs. Books that don't/won't sell go to Better World books who recycles/sells them elsewhere. A percentage of the sale goes to UW Recycling. The money goes into a revolving account that we use to buy books. There was some conversation about Better World Books and experiences different people have had with it. We add an average 25% of our gifts, depending on the subject. There was a discussion about gifting textbooks and why we don't collect textbooks, or whether textbooks are going by the wayside, due to electronic access. Electronic reserves are an alternative to having a textbook. We can help you set up this sort of thing to be in compliance with copyright law because there are a lot of restrictions. Finally, Sandy said if you have any questions about the book sale process to ask her.

Other Topics: No other topics were suggested.

Ed Janak, Library Chair, adjourned the meeting at 5:10. Our next meeting is November 19<sup>th</sup>, 2012.