Minutes of the Library Council Meeting
November 13th, 2017
W.R. Coe Library

Present: Bob Sprague, Anne Marie Lane for Molly Marcusse, Barbara Logan, Tyler Stromberg, Debbie McCarthy, Cass Kvenild, Ivan Gaetz, Julian Zhou, Birgit Burke, Shaun Wulff, Andrea Burros, Melissa Hunter

1. Call to Order: The meeting was called to order at 3:05 p.m. Andrea welcomed the council, and asked the attendees to introduce themselves.

2. Review of Agenda: Andrea asked for any additions to the agenda. The Council would like Fair Use and Copyright added to a future agenda. Ivan announced that the Heath Sciences librarian candidates are interviewing on 11/14 and 11/20. If you have other suggestions for additions to the agenda, please email Andrea or Ivan.

3. University Senate Regulations – re: Library Council – Andrea and Ivan:
   a. Handout of regulation: Ivan provided a handout with the updated Unireg for Library Council. The text remains the same, however, the structure has changed. Ivan asked that in future Library Council agendas, a place be left for Library Council members to bring library issues to the council, per the directive in the UniReg.
   b. Discussion: The Library Council members agreed.

4. Issues from Library Council (as per Senate regs) – All:
   a. The Council asked about the $1000 for new faculty resource acquisitions policy that the libraries have had and how best to access information like that. New faculty are contacted by the liaisons for their area, and the information exists on the library webpage. Debbie showed a few tips and tricks on navigating the library's webpage and explained how to use the "suggest a purchase" function.
   b. The Library Council asked how to advertise our library resources in their faculty searches. Good libraries are an enticement for faculty and it was suggested that we make available some part of our assessment materials that library council members could then use to advertise our collections and services in the process of their job searches.

5. General UW Libraries: Updates - Ivan Gaetz, Dean of Libraries
   a. Library Re-Organization: Ivan talked about the process of our reorganization and provided handouts to show our old department/organizational structure and the new proposed structure. The provost is still looking at options but there is currently strong support for an external evaluation of the AHC and a possible outcome might be that the AHC is placed under the umbrella of the libraries.
   b. Report: Openings of Student Innovation Center, One Button, Studio Coe: There was a grand opening for our three new spaces on homecoming weekend. Ivan provided posters for each space and Cass gave a report on the numbers of students utilizing the spaces. Faculty are welcome to make use of these facilities as well. If you have questions, please contact Cass for more information.

c. Report: University Press of Colorado Information Session, next steps: Ivan reported on the information session. Utah State is also a part of the University Press of Colorado. Next steps include more targeted meetings with Darrin, the director of the press, including one-on-one meetings, starting with the Haub School. Library council members are welcome to talk to people in their colleges about the initiative and the libraries would be happy to set up meetings with the press. We are trying to assess if there is a level of interest in publishing monographic series or edited volumes in areas of specialization for UW. As a reminder, UW Libraries would be happy to publish conference proceedings in the UW repository.

d. Report: McMurry Reading Room makeover: the McMurry Room is currently closed for renovation. The Stickley furniture was sent to NY to be refinished and is back in place. The tables and anything with a flat top will be covered with a tempered glass top, currently on order. A set of folding chairs has been ordered to match the current furniture, and the back of each seat will be imprinted with "McMurry." The room will reopen at the beginning of next semester. Our intention is also to utilize the room for readings and special events.

6. Strategic Planning of UW Libraries:
   a. Assessment: Ivan put out a call to the library to any employees interested in assessment. The group met last Friday for a preliminary meeting to discuss normal assessment and assessment related to strategic planning and action planning, for library services and collections. A warehouse for the collected data is a potential goal so that anyone who needed to access it could, at any time.
   b. Development of Action Plan: Emerging Priorities – Ivan gave a little background on our action plan development and provided a handout.
      i. Digital Scholarship Center – Cass Kvenild: Cass asked the council members for input on what might be most useful to them in a digital scholarship center. The idea is to create a center that could be one front door for all digital projects. It might include a partnership between ECTL and the libraries to workshop how to add digital projects to your courses. It might also house grant data, research data, and any other data that needs to be public access. It could support data mining programs for digital humanities. The project proposal is incorporating student and faculty needs but could use more faculty input, so if you have further questions or ideas, please contact Cass. Currently the plan is to expand capacity for already – successful services offered by Digital Collections, Research and Instruction, Liaison librarians, and the Ellbogen Center for Teaching and Learning which include:
         - Open Education Resources: house and support OER, provide grant funding for open textbooks, could be more fully supported by the addition of an electronic resources librarian.
         - Digital repository, could be more fully supported by the addition of a programmer and/or a digital collection librarian.
         - Digitization: convert materials into digital format, consult of metadata/materials description and could be more fully supported by the addition of library specialist (working as a scan/digitization lab manager) and/or a metadata librarian.

- Studio Coe enhancement: partnership with ECTL to provide unified campus support for digital teaching and learning, could be more fully supported by the addition of an Instructional Designer/Instructional Design librarian.

Additionally, the plan would develop a suite of new services within a Digital Scholarship Center, including:

- Data management: Data Management Plan Review, data curation, data description, open data repository, which could be more fully supported by the addition of a data management librarian
- Digital Project Management: advising on developing project plans, appropriate tools, support for project implementation, support for faculty research including digital humanities, computational social science, text and data mining, visualizations, which could be more fully supported by the addition of a digital scholarship librarian, digital humanities librarian or professor, and/or graduate assistantships.
- GIS Services: could be more fully supported by the addition of a geospatial data and maps librarian, and/or GIS graduate assistantship.
- Open research: consultation on digital scholarship and digital workflow tools
- Publishing services: management and distribution of on-line publications including open-access journals, university press, could be more fully supported by the addition of a scholarly publishing librarian.
- Scholarly communication services: consulting/training/support for developing on-line scholarly identities, track and measuring research impact, OA and copyright education, could be more fully supported by the addition of a scholarly communication librarian.
- It is also possible that we could include a position from the AHC, such as a digital archivist, under this umbrella.

ii. Storage Facilities – Debbie McCarthy: Debbie described the situation in the library, that we are running out of space and shifting our collection constantly. We are proposing to create a storage facility for the libraries and other UW entities, such as the AHC which is also having space issues. In the interim, we are looking at withdrawing all the abstracts and indexes to gain some space. Debbie has volume counts but not measurements, but expects that withdrawing these volumes will be significant. Withdrawn volumes would be offered to the Western Regional Storage Trust and other partners, and if not wanted, would be recycled. These items are available electronically and are not being printed any longer. We do verify that the content is on-line before the volumes are withdrawn. The library council agreed this was a good interim measure. Some items will be moved to the Annex, depending on space and load bearing capacity at the Annex. The council asked how long it will take to retrieve materials from storage to campus. Using Request-It and the van run, it should not be that long. Frequently requested materials will be brought back to Coe. Lesser used materials are generally journals that we have electronically, and circulation data can tell us what physical

items haven't been checked out in a long time. The metric for determining use varies by genre and discipline and we will talk to departments before withdrawing any of their materials.

Ivan noted that these proposals are in a development phase still and as we figure out budgets, personnel needs, etc., we will bring them back to the library council. Other proposals will be presented at a subsequent library council meetings

7. Other: Our next meeting will be February 6th, 2018. If you have any items for the agenda, please send them to Andrea or to Ivan.

8. Adjourn.