

**Library Council**  
**Meeting: Monday, April 6, 2020**  
**3:15 p.m.**  
**Via Zoom**

Council Members Present: Melissa Hunter (Chair), Andrea Burrows, Kaijsa Calkins, Dana Caulton, Rachel Crocker, Ivan Gaetz, Cass Kvenild, Jihyun Lee, Debbie McCarthy, Taylor Olson, Amy Pearce, Ed Sherline, Kerry Sondgeroth, Bob Sprague, Shaun Wulff

Support Staff: Rochelle Hayes

**1. Call to Order:**

Melissa Hunter called the meeting to order at 3:15 p.m. Library Council members were welcomed and introductions made. Rachel Crocker, Albany County Library, representing the non-UW position was welcomed as the most recent member to the Library Council. It was noted that all member positions that will be cycling off will be missed.

**2. Review of Agenda:**

The agenda was reviewed without further discussion.

**3. Review of Previous Minutes:**

The Council minutes from the previous meeting were approved without further discussion.

**4. Issues from Library Council (as per Senate Regs.):**

Melissa reminded Library Council members that an opportunity to present issues from their respective departments will be provided as a standard agenda item.

**5. General Library Updates:**

a. Closure of UW Libraries:

In light of Covid-19, Ivan discussed the closure of the UW Libraries with the approval of UW Interim President Neil Theobald and the Emergency Executive Policy Group (EEPG), a managing emergency response group at the University. All library resources have been in the process of transitioning to an online platform. Most printed materials are available online and scanning is available. The EEPG and University leadership will most likely be the persons that will determine the duration of the closure of the Libraries.

b. Specific concerns addressed by the Library Council members:

i. *Studio Coe and One Button Studio:*

Students in need of assistance with digital recording issues may call the Help Desk, email the CoeRef email, or contact Studio Coe directly, which has a readily available employee. See Kaijsa Calkin's update below for more information.

ii. *Inter Library Loans (ILL):*

ILL is operating and busy scanning and recording materials. See Debbie McCarthy's update below for more information.

iii. *Student employees:*

Due to the closure of campus, most student employees have been encouraged to not return to work; however, all student employees will still be able to receive their paychecks. Those remaining are to practice social distancing and maintain levels below ten persons.

iv. *Precautions when entering or leaving UW buildings:*

Library Council members were asked to advise fellow UW employees to take safety precautions when entering and exiting their prospective buildings as well as to remain alert to any individuals who may be attempting to enter without access.

c. User Services – Cass Kvenild:

The search for the Assistant Dean of User Services is nearly complete with an expected offer to happen in the near future.

Preparations for Covid-19 prior to the Libraries shutting down were well underway. Overdue notices were voided, and proactive measures were made to allow for social distancing as well as closure of the doors. In addition, print materials and existing books held on reserved shelves for instructors were scanned in advance. At the current time, Prospector is not accepting physical lending but e-lending access is still available for sharing.

Safety measures are in place for all Libraries employees with most employees working from home. A couple of employees are still available to empty the book drop and assist with shelving.

A question was asked regarding the suspension or allowance of copyright rules during Covid-19. The response was that emergency fair use does exist but doesn't come from a copyright office, but rather it comes from copyright lawyers and other experts. Staff has been mindful and consistent with appropriate use of materials when working with faculty. For more information, you can contact Cass or the ECTL.

d. Resource Discovery & Management (RDM) – Debbie:

Shipping from publishers and other sources have ceased with the exception of material that has already been in the system. Only E-books are currently being purchased. Streaming options and other online selections are also occurring. For ILL requests, specific chapters are preferred and will be scanned to patrons, or if the entire book is needed then RDM will obtain the e-book version. Due to the complete closure of other libraries and the lack of access to physical books, ILL are scanning for these libraries as well.

Rochelle Hayes will send links to Library Council members of a library guide and a crowd source guide that will help assist patrons with navigating information from publishers.

e. Research and Instruction – Kaijsa:

Education and Research Services (ERS) are still offering research assistance, consultation, and online library instruction. Questions sent to the general library email [CoeRef@uwyo.edu](mailto:CoeRef@uwyo.edu) will get triaged. Chat services are available weekly, 8:00 a.m. to midnight and on weekends, noon to midnight. Staff in Studio Coe are available via phone or email and are still available to assist with Adobe software and/or video assistance. In addition, they can walk people through Cloud based software. Digital Collections is continuing to run the OER grant program and currently accepting applications. Access to special collections is by arrangement only. Rochelle will send links to Library Council members of tangible resources that can be sent to assist students.

**6. More updates:**

a. Emergency Student Fund:

The Libraries have allocated \$10,000 out of the Deans Discretionary Fund, which will be applied towards the Emergency Student Fund. The UW Foundation will match the funds by an additional \$10,000.

b. Author Readings and Future Events:

A joint author reading by local authors: Brad Watson and Joy Williams will be put on hold and potentially resume in the fall or spring semester.

Other prospective initiatives being discussed will be put on hold which include a Libraries supported Literary Arts Festival as well as a UW Reads program. Both initiatives have the potential to include the involvement from the Albany County Public Library for a possible partnership.

c. Current Projects within the Libraries:

Closure of the Libraries have allowed for custodial staff to perform a deep cleaning of the Libraries as well as construction projects to take place, such as soundproofing the podcast studio inside Studio Coe.

d. Open Education Council (OEC) Initiative:

The OEC initiative will be on hold until the ability to proceed in a virtual environment becomes feasible.

e. Sabbaticals:

All sabbaticals will still be taking place; however, faculty requiring travel will need to obtain clearance from Academic Affairs. Currently, one person is on sabbatical but does not require strenuous travel.

f. Nomination of 2020-2021 Chair:

Library Council members discussed the need to select a new Chair to serve on the Library Council for the academic year 2020-2021. Bob Sprague nominated Melissa for a second term as Chair, which was seconded. By acclamation, Melissa will be the Chair for 2020-2021.

g. Closing Remarks – Melissa:

Kudos to Library support of the Innovation Center lending 3-D printers to Engineering's Makerspace for the production of safety masks.

Kudos to the Libraries for remaining open (virtually) and providing much needed support to faculty and staff. Also, kudos for those who have converted their teaching and classroom structure to an online platform. A recommendation was made for Library Council members to contact their respective colleges and inform them of available Libraries resources along with the links that Rochelle will send out.

**7. Meetings for 2020-2021:**

The next meetings will be held at 3:15 p.m. (via Zoom unless notified) on the following dates:

- October 5, 2020
- December 7, 2020
- February 1, 2021
- April 5, 2021

**8. Adjournment:**

The meeting adjourned at 4:08 p.m.