

**Library Committee Annual Report
2005-2006**

Committee Members: Chris Brockman-Chair, Derek Gosma, Nick Honerkamp, Margaret Kovach, Bento Lobo, Gregory O'Dea, Joyce Smith, Robert Stanley, Anthony Steinhoff, David Young, P. Geevarghese, Anne Johnson, Robert Mebane, Katherine Rehyansky, Belinda Summers, Theresa Liedtka, Library Dean (ex officio member).

Regular Guest: Mike Bell, Library Acquisitions

Library Statistical Review

Each year the Library participates in the Association of College Research Libraries (ACRL) survey. This is a very comprehensive survey that includes questions regarding personnel, services, expenditures and holdings. Results of the survey for the past three years were distributed to the committee for review. Senate members reviewed the document and several questions arose as to the increase or decrease of several items.

Theresa Liedtka, Library Dean, addressed all concerns and explained the variances.

Below is a brief summary of some of these issues.

1. A significant increase in "professional staff wages" 2003/2004 and 2004/2005.

Part of the reason for the increase is when Sheila Delacroix stepped down as Dean and returned to Reference and Instruction this created a new salary line. When the new dean was hired funds needed to be available for that salary line.

2. A significant increase in "computer hardware and software".

The Library received one-time funds, via University grant processes (such as Student Technology Fee and UC Foundation grants) to convert room 208 to a classroom equipped with Smart Boards and a projector, and to purchase new public computers.

3. In regards to budgetary requests for next fiscal year the Library has asked for a total of \$450,000 which breakdowns as follows:

- \$175,000 to pay for Library database expenditures which are currently paid with funds from the Student Technology Fee account.
- \$50,000 for new resources for the Ed.D. program
- 15% increase to the baseline budget for Acquisitions. This figure will mostly cover inflation but will allow a modest amount to grow the collection
- \$15,000 for serials requested more than 40 times in the past 16 months.

The library is hopeful that they will receive \$50,000 to the baseline budget for inflation needs if student fees are increased by at least 9% or \$100,000 to the baseline budget if fees are increased by at least 12%. The latter scenario is improbable.

Second Floor Redesign

Last year a major focus for the Library was to redesign the first floor to make the space a more efficient and more attractive environment for library patrons. The next step is to redesign the second floor. Two options are being considered. One is a more conservative approach that would leave the bound periodicals in their current position and allow for some group study stations. The second is a more involved approach that would basically move the bound periodicals to the right side of the floor in a horizontal orientation. The other end of the floor would have group study spaces equipped with educational technology such as scanners, larger monitors and at least one PC with the availability for students to connect to more and an area of computer workstations similar to what is currently on the first floor. Both plans call for the information desk to be placed near the elevators, audio/visual materials currently located in room 207 to be moved to the first floor and for current issues of periodicals to be housed with the bound copies.

The Library Senate Committee agreed they prefer the second, more radical design.

Relocating A/V Materials to First Floor

Plans are underway to relocate the audio/visual materials located in room 207 to the first floor. CD's will be housed in display units in the area between the Administrative Suite and DocuSource. This will allow patrons to browse the collection by composers/artists. DVD's and VHS tapes will be relocated to the first two ranges of the Reference collection. Since the Library has allowed the A/V materials to circulate, use has increased significantly and there has been little loss or damage to the materials. Placing the collection where patrons can browse the collection will add to increased use. Materials have security strips. This initiative should be completed by the end of May.

Faculty Study Rooms-Window Inserts

The Library plans to install larger window inserts in the group study rooms. This decision was based partially on the fact that some inappropriate activity has taken place in these rooms. Safety and security are also major concerns. Some Senate members stated this would hinder faculty's ability to "hide" but overall the Senate agreed with the initiative. The Library plans to move ahead with the installation of window inserts once spring finals are over.

The Library Senate Committee agreed to support this initiative.

Reserves: Print and Electronic

The Library is considering two software options for reserves:

- 1) Reserves Direct-reserve package currently used by Emory. Library personnel visited Emory to discuss the pros and cons of this software. One nice feature is this can be used in conjunction with Blackboard.
- 2) Blackboard-discussions are underway with Karen Adsit to determine if this is a viable option

The library also plans to clean up the print reserves this summer. This has not been done in at least five years and ideally should be done annually. All personal books will be returned to faculty with a message explaining the new process. The Library will continue to maintain a print collection, as well as make electronic copies available. .

Library Collection Development/Library Liaisons

Currently the Library divides serials funds by allotting 70% to the academic departments to purchase books and other materials for their curriculums and the Library designates 30% for A/V and Reference materials as well as books for the circulating collection.

The Library is redrafting its collection development policy and implementing a new initiative in this regard. The academic departments will retain current allocations for departmental purchases and research. However, new funds that are not subsumed by inflation will be allocated within the Library to develop the collections for undergraduate and graduate programs.

In conjunction with the new collection development procedures, the Library will implement a Library Liaison Program. Liaisons will be assigned to each academic department based on subject expertise and background experience. Library Liaisons will select materials in the assigned subject areas as well as serve as a liaison regarding other library services, instruction, collections, general information, etc. This will give faculty a specific point of contact in the Library. Liaisons will be available for one-on-one or departmental meetings to discuss issues or concerns. These two initiatives are targeted for July implementation.

Shared UT Initiatives

There are two shared UT efforts underway.

- 1) The library has received approval to begin discussions for an integrated library system with UTK.
- 2) The second effort is to try to establish a UT System consortium for shared access among all UT campuses to database and full text serials collections. There is a

committee consisting of representatives from all the UT campuses that was established three years ago and has had one successful collaborative effort in licensing a database that would be beneficial for all campuses involved. Presently the committee is focusing on subscribing to a database in the health sciences curriculum. Once the decision as to which product to subscribe is made then the hope is that the focus of the committee will be establishing a true consortia model. Under this model instead of each individual campus processing contracts and payments there would be one contract that covers the subscription for the UT system. Tennessee is the only state in the southeast that does not have a consortium in place. President Petersen does recognize the benefit and is supportive of this endeavor.

Miscellaneous

Library Goals-A copy of the Library goals for 2006-2007 was distributed. This gives a snapshot of initiatives Library personnel will be focusing on for the upcoming year.

Library Enhancement Initiatives-The Library received requests from seven faculty members for the Library enhancement initiatives. The Library was able to fill all requests.

A/V Stats-There has been a significant increase in the circulation of audio/visual materials. Last year approximately 950 items were circulated. So far this year over 1700 items have circulated.

Microsoft Office Suite-This summer the Library plans to install Word, Excel and PowerPoint to all PC's on the public floors. This is one of the most requested services students responded about via previous Library surveys.

Interface-The Library is experimenting with a new OPAC interface. This interface will be implemented this summer and will be clearer and more user-friendly.

Library Survey-Theresa reminded everyone to participate in the Library survey. There will be a drawing for an IPOD at the end of the survey during the last week of April.

Outreach-The Library is striving to be more of a presence on campus. Recently the Outreach Committee distributed the first edition of the Library newsletter. They also encourage students, faculty and community members to utilize comment cards.