Minutes University Library Committee
Date: **September 28, 2006**

Time: **4:00-5:00 p.m.**

Location: **Library Board Room**

Chair: Douglass Berry, II
Members Present: Eileen Hitchingham, Ross Edmonds, Irene Glennon, Werner Kohler, Joe Loferski, Bill Newton, Dawn O'Dell
Guests: Lesley Moyo

Welcome New Members
E. Hitchingham opened the meeting with introductions and welcomed new committee members.

Introduction and Welcome of Lesley Moyo, new Director of Instructional Services
E. Hitchingham introduced the new Director of Instructional Services, Lesley Moyo.
Lesley is a native of Zambia and brings an international perspective to library service. She attained her MLIS from UC Berkeley. She first taught library studies at the University of Zambia and then moved on to the University of Zimbabwe Library, where she held various public service positions, including science and technology librarian, and later became the head of reader services. She then moved to the University of Botswana, where she was a lecturer in library and information studies, and was involved in national technology infrastructure assessment through the Botswana Information Technology Society. In 2000, Moyo joined Penn State University, and later became head of the Gateway Libraries – Penn State's electronic libraries.

Ms. Moyo explained that she comes to Virginia Tech with an agenda that includes, among other items, reaching out to the academic community and various user constituencies with tailored library services and programs that support research; collaborating with other faculty and staff to build resources and strengthen existing library research and instructional services. In an effort to increase research support, she and Dean Hitchingham will be visiting each college to talk about the vast growing resources that the library has to offer.

Mission and Reporting Structure of University Library Committee
E. Hitchingham discussed the mission and reporting structure of the University Library Committee. The charge of the University Library Committee is to disseminate knowledge and make recommendations concerning policies, services, and development of the University's libraries.

The University Library Committee reports to the Commission on Graduate Studies and Policies, the Commission on Research, and the Commission on Undergraduate Studies and Policies.

The University Library Committee membership consists of the following representatives:
- The Dean of University Libraries (also representing the Commission on Graduate Studies and Policies)
- One faculty representative from each of the academic colleges (8) nominated by the faculty in each of the colleges (three-year term)
- One faculty senator nominated by the faculty senate (three-year term)
- Library faculty representative on CUSP (concurrent with CUSP term)
- Library faculty representative on COR (concurrent with COR term)
- One classified staff representative nominated by the Staff Senate (three-year term)
- One representative from the Graduate Student Assembly nominated by the Graduate Student Assembly (one-year term)
- One representative from the Student Government Association nominated by the Student Government Association (one-year term)

Hitchingham also distributed informational charts pertaining data regarding operational funding and circulation trends over the last decade.

Library Mold
E. Hitchingham discussed the status of the current mold problem in the Library.
Last Friday, she met with all the Directors to brainstorm on issues that could immediately address in regard to what we may need to do after discovering significant mold in the A-D part of the second floor. This collection includes: archeology, psychology, philosophy, religion, general works, and world history. All the units have pitched in to help make this an issue that presents the least inconvenience possible to our users.

Collection Management and Shelving have been coordinating with Environmental Health and Safety and is working with Purchasing and EHS to prepare a bid for a company to restore the collection, RIS has been assisting with communications to our clientele. Technical Services has modified almost a 100,000 records in Addison so our users could be directed to ILLiad to get the materials that have been sequestered. Circulation has worked with Shelving to assure that items in the affected call number range returning to the collection are relocated to the treatment area. Shelving has circulated mold pictures so any staff seeing mold in other parts of the collection can let them know immediately

It appears that we may be able to see an end to the clean-up by late November. The university has been extremely responsive since we first discovered some mold and is working closely with us.

Minutes University Library Committee
Date: October 12, 2006

Time: 4:00-5:00 p.m.

Location: Library Board Room

Chair: Douglass Berry, II
Members Present: Doug Berry, Werner Kohler, Ross Edmonds, Joe Loferski, David Ratcliffe, Larry Freeman, Audrey Kemp, Eileen Hitchingham
Guests: Kyrille Goldbeck

1. **Replicating University of Washington Survey Spring 2007** (Don Kenney)
Kenney distributed a draft for a user survey the University Libraries is planning for Spring 2007. The draft survey is a replication of a one conducted by the University of Washington. The survey focuses on library use and satisfaction as well as user needs and library priorities. Kenney asked committee members to review the document and email comments to him at Kenney@vt.edu

2. Concept Designs for Graduate Study Area (Don Kenney)
Kenney explained that the projects on display in the Library board room are concepts to give us an idea of what we could potentially do to convert the old Systems Office on the 4th floor into a graduate study area. Professor Matt Lutz's Senior Interior Design class started working on the design project this semester. Professor Lutz is very familiar with the library and has been involved with several projects. He was instrumental in the design of the group study/lounge area on the 4th floor, most notably the curved glass wall which he designed.

The students were given an overview of the library's vision for the area and were given five weeks to complete the project. They were also informed that the competition would be judged and three would be selected as the outstanding designs.

The Interior Design Program is now housed in Sandy Hall where the Graduate School was once located. Offices that once housed graduate school functions now have labs that overflow with student projects, models hanging from lights fixtures, and posters plastering the walls. In talking with the students who worked on these projects, many of them worked throughout nights in the labs to complete the assignment.

Kenney, along with Connie Stovall and two other professors in the department, judged the 22 projects and chose the best three. The students whose projects were selected will be recognized by receiving a copy of John Lobell's *Between Silence and Light* which is a classic in architecture and design.

3. Special Collections Dedication –(Eileen Hitchingham)
The library will be hosting a grand opening celebration for the newly renovated Special Collections with special guest President Steger. The ceremony will be held on the first floor of Newman Library on Wednesday, November 15th from 2:00-3:00 p.m.

4. Annual Report (Eileen Hitchingham)
Hitchingham related that the Libraries' Annual Report is being finalized and will be posted electronically on the library webpage.

The Libraries' Annual Report is now posted at: http://www.lib.vt.edu/services/annrep/AnnRep2005-2006.pdf

5. IMLS Grant (Eileen Hitchingham and Kiri Golbeck)
LibX is a browser tool developed by Annette Bailey and her husband Godmar Back. It is a Firefox extension that provides direct access to Newman Library resources. Users have the ability to search for library resources while still in the browser environment without having to go to the library home page to search the catalog. Many other libraries including MIT and Cornell have adapted the tool for their own users.

The Institute of Museum and Library Services (IMLS) has awarded the University Libraries a grant for $165,364, with Bailey as Principal Investigator, to further their work with LibX as an open source product. Hitchingham introduced Kiri Goldbeck who will be working with Bailey and Back on the project.

Kiri Goldbeck discussed how LibX works and gave a demonstration on how to search Addison directly from the LibX toolbar and also by using the contest menu with the right-click method.

Minutes University Library Committee
Date: November 16, 2006

Time: 4:00-5:00 p.m.

Location: Library Board Room

Chair: Douglass Berry, II
Members Present: Doug Berry, Eileen Hitchingham, Werner Kohler, Ross Edmonds, Caryl Gray, Mayuresh Patil, Joe Loferski, David Ratcliffe, Larry Freeman
Guests: Elizabeth Moore

1. Special Collections Dedication (Eileen Hitchingham)
The grand opening celebration for the newly renovated Special Collections went very well with a good turnout. Elizabeth Moore, Director of Development for the University Libraries, gave an opening statement and introduced guest speakers Dr. Charles Steger, Dr. Mark McNamee, and Hitchingham. After each of the speakers said a few words, a plaque was presented in appreciation of the following major contributors for project:
- C. E. Richardson Benevolent Foundation
- Dr. R. Blaine Thomas Bequest
- Philmore Anderson

2. Mold Update (Eileen Hitchingham)
CCI, the company that was contracted to clean the mold from the collections completed the cleanup on Friday, November 3rd. CCI did a tremendous job and the A1-D843 area (second floor Newman old wing) is now publicly accessible and item records have been updated. Health and Safety has also indicated their satisfaction with the procedures followed.

No books were lost, and none require rebinding. The external surfaces of each book were vacuumed with a HEPA vacuum and wiped with a biocide. The shelves, walls, and floors were also cleaned.

It is the nature of some mold to come back and we remain aware that investments in the library air handling will be required to prevent a reoccurrence.

3. Library in the Capital Plan (Elizabeth Moore)
Elizabeth Moore, Director of Development for the University Libraries, provided handouts and discussed the University Libraries position in the Capital Campaign. The development position which she now holds was vacant for 8 months during FY 06 before she was hired however it has been a successful year.

Accomplishments for the fiscal year included:
- Closed the fiscal year with greater that 67% of its preliminary campaign goal achieved
- Successful recruited volunteer leadership for its public phase campaign steering committee
- Presented a successful proposal to the Class of 1957 for a reunion funding project in support of campaign priorities

Additionally, gift highlights included:
- A $100,000 pledge for the Children's Cookbook Collection and Nutrition Literature Archive endowment
- Inducted one new member into the Ut Prosim Society
- Dr. R. Blaine Thomas Bequest

University Library Committee Minutes
Date: January 18, 2007

Time: 4:00-5:00 p.m.

Location: Library Board Room

Chair: Dr. Douglass Berry
Members Present: Eileen Hitchingham, Larry Freeman, Werner Kohler, Mayuresh Patil, Ross Edmonds, David Ratcliffe
Guest: Christopher Peters

1. Guidelines for responding to disruptive behavior in the Library (Christopher Peters, Shelving Supervisor)
Committee members were provided with a copy of the Newman Library – Virginia Tech Disruptive Behavior Guidelines. Christopher Peters, shelving supervisor, explained that during the summer the Library experienced several incidents of disruptive behavior from visitors and groups visiting the Library. In August Hitchingham introduced a charge for an ad hoc committee consisting of directors and supervisors who are most likely to see or hear such behavior. The committee was charged with developing guidelines and general sense safety practices that call for intervention occurring at the most immediate level of observation.

The committee presented a draft of the Guidelines for approval to the Library Advisory Council in December. Peters reviewed the final document and discussed the guidelines with the committee members.

2. Authentication – What university departments can do to provide qualified students with access to university resources such as software or library resources. (E. Hitchingham)
Hitchingham explained that Library databases are licensed for access by faculty, staff, and students of the university. Most individuals in these categories are in the Banner system. Those in the Banner system can be downloaded into what is called the Enterprise Directory.   The Enterprise Directory serves as the university database against which many university services can query to determine whether a particular individual is "VT" or "Not VT"

Like many other universities the number of special groups is increasing. Although they may be considered as faculty, staff, or students within a program, they may not be represented in Banner because Banner was primarily created to track funding related issues – people who pay tuition or people who are paid by the university.   An example of such a group would be some students in the School of Biomedical and Engineering Sciences (SBES). These students get a joint degree from Virginia Tech and Wake Forest, but they do not fit the traditional down from Banner scheme. The university's information technology staff have been working to develop methods to get groups like these into the Enterprise Directory while still observing security issues.

Right now the university has a "pretty good" solution for getting groups that would be recognized as "VT" but which are not in Banner into the Enterprise Directory so that authentication queries can be run against that Directory. If a department or unit has students in a situation equivalent to that of the SBES, they can:
- Contact Karen Herrington, Information Technology Security at kmherrin@vt.edu to ask that a special group be created in the Enterprise Directory. I believe that she will tell you how long the group will be active in the Directory and what you might need to do to update information.
- At the same time let Beth Lancaster of the Library, blancast@vt.edu know that you asked Karen to create a group.
- When Karen lets you know that a group for your students and or faculty has been created, tell Beth Lancaster what the name of the group is.   She can then add that legitimate group to a search string that queries against the Enterprise Directory. If your users are anywhere else but on campus they will need to access through the library proxy server. Everyone who uses a non-VT internet provider like Verizon needs to do this.   The information to use the proxy server is at http://www.lib.vt.edu/help/extended/proxyfaq.html

University Library Committee Minutes

Date: February 15, 2007

Time: 4:00-5:00 p.m.

Location: Library Board Room

Chair:

Members Present: Eileen Hitchingham, Catherine Morin, David Ratcliffe, Werner Kohler, Fleur Gooden, JonKoo Han, Caryl Gray

1. **Faculty Authors Day (Eileen Hitchingham)**
   University Library Committee members were invited to attend. The 2nd annual Faculty Authors Recognition Day on Thursday, February 22 at 4:30pm. The event is sponsored by the University Libraries, Office of the Vice President for Research, and Office of the Provost. A wine and cheese reception will be held on the 2nd floor of Newman Library.

2. **University Six-year Plan / Second Floor Services (Hitchingham)**
   Hitchingham showed the committee a layout for the projected renovations for the second floor. It is planned to move library service points to the second floor and re-open the original doors. This would be more convenient and organized for patrons. She also explained how these renovations tie into the University Six-year Plan for building and renovations. Part of the plan entails upgrading major equipment such as the HVAC systems. Due to the mold problems this year it is imperative to upgrade the Library's HVAC system to prevent future outbreaks of mold.

4. **Other Colleges and Constituent Groups (All)**
   Committee members discussed the survey which is planned to go out in March to undergraduate and graduate students.

   Interest was expressed in having another demonstration of LibX. Fleur Gooden indicated particular interest in a demonstration to the graduate student assembly.

   Members also talked about the idea of having an annual library symposium or some type of workshop focusing on library services. This would be a good venue for marketing the vast resources the library has to offer.

   It was also mentioned that the library's website homepage should have more prominent links to news and information such as the strategic plan.

University Library Committee Minutes
Date: March 15, 2007

Time: 4:00-5:00 p.m.

Location: Library Board Room

Chair: Dr. Steven Craig
Members Present: Steven Craig, Eileen Hitchingham, JongKoo Han, Caryl Gray, Werner Kohler, Mayuresh Patil, Fleur Gooden
Guest: Gail McMillan

1. Welcome and Introduction New Member / Chair (Eileen Hitchingham)
   Due to Dr. Berry's new job position and relocation out of state Dr. Steven Craig will be substituting as committee chair and representative for Veterinary Medicine.

2. Digital Library and Archives (Gail McMillan)

   The Digital Library and Archives (DLA) department in the University Libraries began in 2000 with the merger of the Scholarly Communications Project and Special Collections Department. The Scholarly Communications Project focus since 1991 has been to work with the University community to host born-digital works such as faculty-edited electronic journals and electronic thesis and dissertations (ETD's) completed by VT graduate students. Special Collections focuses on preserving and providing access to rare books, manuscript collections, and the University Archives.

   Additionally, DLA creates online resources such as the IAWA Biographical Database and hosts a growing number of faculty projects and VT publications. Virginia Tech Digital Imaging provides services for digital archival preservation, 3D scanning. CD duplication, document scanning, and archival quality color printing of research and other academic related material. Digital Imaging has already been scanning and digitizing architectural drawings and blue prints within Special Collections. Together with Digital Imaging, DLA also provides access to digitized Special Collections' materials such as photographs through the VT ImageBase.

   Last fall Digital Imaging purchased a book scanner and started scanning some of the culinary history books that are out of copyright. The efficiency and technology of this scanner greatly minimize the risk of damage to fragile books during the scanning process.

3. Faculty Searches (Eileen Hitchingham)
   Current faculty searches include:
   1. Science Librarian (Economics, Math, Statistics)
   2. Performing Arts and Foreign Languages Librarian (Foreign Languages, Music, Theatre Arts)

Minutes University Library Committee
Date: March 20, 2007
Time: 4:00-5:00 p.m.
Location: Library Board Room

Chair: Bill Newton
Members Present: Bill Newton, Eileen Hitchingham, Larry Freeman, Michelle Moseley-Christian, Nakhia Goulbourne, Osama Marzouk, Robert Brown
Guests:

MAJAX

Professor Godmar Back, Computer Sciences, gave a MAJAX demonstration. MAJAX, an application developed by Back and Annette Bailey from the University Libraries Technical

Marie de France and the poetics of memory / Logan E. Whalen.
Call Number: PQ1495 .W43 2008
Publication Info: Washington, D.C. : The Catholic University of America Press, 2008.
Status: 1 copy is available

Matador de brújulas / José Luis Ramos Escobar.
Call Number: PQ7440.R324 M38 2006
Publication Info: San Juan : La Editorial, Universidad de Puerto Rico, c2006.
Status: 1 copy is available

Migrant revolutions : Haitian literature, globalization, and U.S. imperialism / Valerie Kaussen.
Call Number: PQ3948.5.H2 K38 2008
Publication Info: Lanham, MD : Lexington Books, c2008.
Status: 1 copy is available.

My name is Gabito : the life of Gabriel García Márquez / by Monica Brown ; illustrated by Raúl Colón ; [translation by Luna Rising] = Me llamo Gabito : la vida de Gabriel García Márquez / por Monica Brown ; ilustrado por Raúl Colón.
Call Number: PQ8180.17.A73 Z613 2007b
Publication Info: Flagstaff, Ariz. : Luna Rising, c2007.
Status: 1 copy is due 06-17-08

Services unit, is a web tool that can feed "live" status information from the Library's Innovative catalog system into any web page that lists books and other materials available in the OPAC. With MAJAX a user checking the Library's web page for New Materials http://www.lib.vt.edu/services/newbooks/newbooks.php can tell right away whether the item is checked out or available- *without switching to do a catalog search.* Information about MAJAX is at http://www.libx.org/majax/version-20080402/majax.html

Graduate Study Room

Hitchingham noted that as part of Graduate Education Week events an opening of the Graduate Study Room on Newman's fourth floor, was scheduled for Tuesday, March 25th. University Library Committee members were invited to attend if they could.

Equipment Trust Fund

ETF funds were discussed. The Library does not receive funding from the ETF although many library applications would be eligible for support. The committee determined that it would support a letter from the University Library Committee requesting that the Library be considered as an eligible recipient from the pool of funding coming to the University as Equipment Trust Funds. This was considered especially important since it would provide some annual progress for bringing the Libraries to the goal of achieving the 30th percentile of overall library funding when compared to SCHEV library peers. The 30th percentile goal was forwarded from the University Library Committee and incorporated into the current University Strategic Plan when it was updated in 2005.