

**APPROVED Meeting Minutes - University Library Committee (ULC)**  
**Wednesday, September 23, 2020; 1:00 - 2:30 pm**  
**via zoom: meeting ID = 985 5237 2208**

Attendees:

- Alaa Abdalla (Graduate Student Assembly)
- Joseph Bedford (Architecture and Urban Studies)
- Sophie Bogers (Vet Med Library & Instructional Tech Committee)
- Kira Gantt (Agriculture and Life Sciences)
- Hannah Hudson (VTC School of Medicine)
- Creed Jones (Electrical and Computer Engineering) *chair*
- Eric Kaufman (Agriculture Leadership)
- Lisa Kennedy (Geography)
- Rita McCandless (VTC School of Medicine)
- Lina Ni (School of Neuroscience)
- Erin Smith (Library)
- Lisa Smith (Office of Dean of University Libraries) *ex officio*
- Steven Tatum (University Libraries)
- Phillip Thompson (Dept of Management)
- Tyler Walters (Dean of University Libraries) *ex officio*
- Zhiwu Xie (Library, Chief Strategy Officer) *ex officio*
- Hyesoo Yoo (School of Performing Arts)

All attended remotely via Zoom

1. Introductions - chair
  - a. Committee members introduced themselves.
  
2. Dean Walters gave a welcome and thanks to all. He then gave a brief thumbnail sketch of two things: how the libraries are adjusting to the COVID-19 pandemic, and the impact of the projected budget cuts.
  - a. COVID-19: About 25% of previous seats in common areas are now open (there were over 2000). The online seat reservation system has helped in providing services and has gotten good feedback from students. Previous in-person visits to the library was around 42,000 students per week – now around 6500. Even with social distancing measures, the library is not overwhelmed at this volume/ Special collections is open only by appointment, Mon-Thu. Technology loans and media design are open, but most other studios are either closed or open only by appointment (for example, 3D printing is done with no contact).
  - b. Budget cuts: We are waiting on final word but preliminary information is to expect a cut of roughly 7% - that's \$1.4M
  - c. Employees –  $\frac{3}{4}$  of the staff are working from home – required support staff are rotating their hours in the facility.
  - d. Q: how long can students keep a laptop? Same as before? Yes, normally two-week period.

- e. Q: is there any information about how faculty research is being impacted? Particularly around ILL, and/or collections. They have looked at usage data and direct faculty input to choose collections impact. Resources are still available through Ill. Has not seen any ILL taking more than 3-4 days. Had to cut serials. They typically were purchasing eJournal backfile packages, but not this year. Also, books will be impacted. When appropriate, moving from print to eBook versions where there's cost advantage.
  - f. Q: In Spring, there was an ILL backlog; is that caught up? Some requests just got canceled. A: Most backlogs were cleared up in June. The Virginia activity that coordinates ILL transactions sent a "stop physical requests" in March. This resulted in some disruptions.
  - g. Q: Can you share usage data and requests for materials? Perhaps greater requests for eBook resources during this period. It would be good to document this. A: In general, we are able to see this data for online journals and ILL requests. This may show some useful trends.
  - h. Q: what thoughts or comments do you have about opening up when things become safe? A: First steps would be opening up some studios. Common areas are already open. Some support staff would move back but many staff can continue to telework. Of course, home bandwidth is an issue.
  - i. Dean Walters: Thanks to the committee! Help us think through how to continue to respond to this, and what it will look like to move on from this.
3. Selection of recording secretary - all
- a. No one volunteered; the chair will take notes this time. The committee will consider possibly serving in this way.
4. Review of committee terms of reference - chair
- a. The chair briefly presented the committee's structure and reporting links. The document is posted in the VT governance section and in the ULC Sharepoint site.
5. Further updates from library: Zhiwu Xie answered further questions from the committee.
- a. Q: What is the average volume for book circulation? A: The numbers are low. Journals usage is mostly concentrated in a smaller number of popular journals.
  - b. Q: What's an update on the strategy of "Big Deal" for journal subscriptions? A: Journal providers have moved to "bundled" offerings which have high cost. currently the state institutions are dealing with Elsevier, and the others will follow. There is a forum on October 2<sup>nd</sup>, 9:30 to 11 on the Big Deal, and committee members are encouraged to participate. <https://lib.vt.edu/oa-big-deal/univlib-VRLsustainable-scholarship-forum.html>
  - c. Q: How does one find out if their college's faculty are having trouble gaining access? A: LibGuide: <https://guides.lib.vt.edu/?b=s> The designated library contact will know of faculty problems.
  - d. Q: Does the library have data on the AskALibrarian communication? A: Yes, it's collected. It can be difficult to discriminate between detailed research questions and things like "where's the bathroom"? This data can be shared, but it's probably a fuzzy metric. Zhiwu will share some metrics at the next meeting.

- e. Q: Will the names of canceled titles and subscriptions be shared? A: The cancellation list has been sent out to the colleges. Recall that cancellation doesn't mean past materials are no longer available; it means going forward, new issues won't be available. Remember that ILL is always available.  
<https://guides.lib.vt.edu/find/journals>

6. Meeting schedule

- all

- a. The committee would like to meet 2x per semester? Early Nov, early Feb and late March is proposed. The chair will create a doodle poll to choose the time of the week, and schedule the remaining meetings.

7. New business

- a. The CLAHS library committee generated a list of feedback items for the library; it's contained in the ULC Sharepoint site. The library staff (Zhiwu Xie) stated thanks for the feedback, and will work with others to draft a response.
- b. The committee had asked the library to host a short facility tour for the committee, but the pandemic has made this infeasible. The library is offering to create a virtual library tour. The committee voiced high interest. More on this at the next meeting.
- c. The university Commission on Research asked for input from the committee on any notable issues. The ULC will ensure to pass relevant feedback to them, and make sure they have access to our minutes.

8. Action Items

- a. Chair to send poll for next meeting times and schedule meetings
- b. Zhiwu prepare to present some metrics at next meeting
- c. Zhiwu formal response to CLAHS committee
- d. Zhiwu more forward on potential online tour
- e. Zhiwu to post cancellation email
- f. Entire committee is going to think about recording secretary.

9. Adjournment

Motion to adjourn: Phil Thompson, second: Joseph Bedford. There was no discussion, and no objection to unanimous approval.

Meeting adjourned at 2:10 PM.