

These minutes were approved as submitted at the ULC meeting on October 27, 1993.

UNIVERSITY LIBRARY COMMITTEE MINUTES
September 15, 1993

PRESENT:

Susan Brooker-Gross, Provost's Off.	Pamela Percha, GSA
Darrell Clowes, Education	Cal Ribbens, Arts & Sciences (for E.Fox)
Joanne Eustis, Library	Mark Smith, Veterinary Medicine
Diane Kaufman, Staff Senate	J. D. Stahl, Faculty Senate
Gerald Luttrell, Engineering	Marie Wall, Architecture
Lori Marsh, Agri. & Life Sciences	James Yardley, Business
Ken McCleary, Chair, Human Resources	

GUESTS:

Earving Blythe, VP/Information Sys.	B. Litchfield, Library
Carol Eggleston, Off. of VP/Info.Sys	Marilyn Norstedt, Library
Don Kenney, Library	Frances Painter, Library

ABSENT:

James Smith, Forestry

The meeting was called to order at 3:00 p.m. The minutes of the April 14, 1993 were approved as submitted.

NEW BUSINESS:

UNIVERSITY LIBRARIAN SEARCH (E. Blythe, C. Eggleston):

J. Eustis has been Interim University Librarian since March 1, 1992. Dr. Carlisle, Senior Vice President and Provost, did not wish to fill the position until after the Vice President for Information Systems had been named. The search process is now ready to begin. A draft of the position announcement and of the makeup of the search committee was distributed (see attachments). E. Blythe requested that comments and suggestions be sent to him via e-mail. The committee membership and the advertisement must be submitted to C. Morton for approval before the advertisement is placed. If possible the ad should be placed by October 1 and committee consideration of applications should begin by December 1. E. Blythe sees the position as that of a partner to the Vice President for Information Systems in shaping the information resources and services to the university. The individual must have a vision for the future and proven ability to manage and lead change gracefully. In response to a question, E. Blythe informed ULC that as of the beginning of this academic year the University Librarian is a member of the Council of Deans, and represents all of Information Systems on the Council. A questioner asked who appoints the search committee. Three positions are designated; the presidents of the Library Faculty Association (LFA) and the Library Staff Association (LSA), and the chair of University Library Committee (ULC). College deans and others have been asked to suggest names of those to serve on the search committee, but E. Blythe is responsible for making the appointments. Suggestions were requested by Friday, September 24.

ESTABLISH MEETING TIME (K. McCleary):

After discussion it was decided to meet on the fourth Wednesday of the month, from 3-4 p.m., making the next meeting October 27. It was later pointed out that there would be a conflict with the Thanksgiving and Christmas breaks. That will be resolved at the October meeting. There may also be the necessity for special

meetings in November or December to meet with the University Librarian Search Committee.

LIBRARY REPORT - 1993-94 FY LIBRARY GOALS DOCUMENT (J. Eustis):

The document, Building for the Future: 1993/94 FY Goals was distributed prior to the meeting. The library is working to formalize this document and publish it in newsletter form as the fall issue of BiblioTech. J. Eustis briefly went through the document for the members. The paramount goal is to strengthen and utilize electronic communication systems and gateway capabilities to expand access to information. A number of initiatives are underway to further this effort. Another focus for the library will be an outreach program to the campus. A librarian will meet with each department head and each departmental library liaison to explain budget and program issues that would be of interest to that department. Some other items in the document that were touched on were: library plans for greater attention to preservation; a new information desk just inside the front doors in the library lobby; a door-opening system for greater accessibility for handicapped patrons; and that the new Special Collections Librarian's responsibilities will include establishing a Friends of the Library group. Internally, the library will place emphasis on training and staff development. The ground-breaking for the new storage building may be somewhat delayed; it had been scheduled for this fall, with completion in a year. The document contains much more information and detail.

The library plans to be very involved with Information System's Faculty Initiative Program, which is working toward equipping every faculty member on campus with a state-of-the-art workstation. Some librarians are teaching a part of the program in the use of software, and everyone from Information Systems is involved in one way or another.

OLD BUSINESS

CLARIFICATION OF MOTION PASSED AT FEBRUARY 10 MEETING
PERTAINING TO LIST FOR INFORMATION DISTRIBUTION (K. McCleary):

The motion was that each member of ULC submit the names of colleagues who should receive the ULC minutes online. Since not all of the colleges have library committees it was felt that this was a way to accomplish the "dissemination of knowledge" called for in the committee's charge. The committee members were asked to have suggestions ready by the next meeting.

REPORT ON APRIL MOTION TO COORDINATE THE RESPONSE TO THE
COMMISSION ON GRADUATE STUDIES AND POLICIES REGARDING
COMMITTEE CHARGE (K. McCleary):

N. Dodl, past ULC chair, had sent to K. McCleary a draft letter for committee approval, requesting membership on the Dean's Council for the University Librarian. Since the University Librarian now is officially a member of the Council, this item can be retired with no further action required.

K. McCleary asked for a motion that a letter be drafted thanking Norman Dodl for his service on and chairmanship of the University Library Committee. The motion was made and adopted. He will write to Dr. Dodl.

The meeting was adjourned at 3:50. The next meeting will be October 27, 1993.

ATTACHMENTS:

Attachment I

DRAFT

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UNIVERSITY LIBRARIAN
Virginia Polytechnic Institute & State University

Virginia Polytechnic Institute and State University (Virginia Tech) invites applications and nominations for the position of University Librarian.

The University Librarian reports to the Vice President for Information Systems and is part of the Information Systems management team. The University Librarian is responsible for providing leadership in all library-related programs. The University Libraries have a budget of over \$9,000,000. The University Libraries include approximately 50 professional librarians and 100 paraprofessional staff.

The University Libraries are comprised of Carol M. Newman Library, the Art and Architecture Library, the Geology Library, the Library of the Virginia-Maryland College of Veterinary Medicine, and a branch library serving University graduate programs in Northern Virginia. A University goal is to establish stronger linkage with academic units. The Libraries belong to the Association of Research Libraries, the Center for Research Libraries and OCLC/SOLINET. The integrated online catalog system is VTLS.

Virginia Tech is the senior land grant university in the Commonwealth of Virginia. Located in Blacksburg between the Allegheny and Blue Ridge Mountains and near Roanoke, the University enrolls approximately 19,000 undergraduates and 4,000 graduate and professional students in 76 undergraduate, 82 master's and 74 doctoral programs administered by nine colleges. Annual research expenditures exceed \$131 million. The successful candidate should have significant achievement in areas relevant to the development and delivery of information resources; a demonstrably strong commitment to excellence in scholarship and research; knowledge of collection development, public and technical services, and information technology. The successful candidate should be able to articulate a vision for the future, as well as demonstrate leadership in shaping and managing change. The successful candidate should have a firm grasp of current issues in higher education and the ability to forge effective links with faculty and academic programs. Minimum preparation will include an appropriate advanced degree or equivalent experience.

Letters of application with an accompanying vita will be reviewed beginning December 1, 1993 and continue until the position is filled. Virginia Tech is committed to diversity among its faculty and staff and particularly encourages applications from women and minorities. Nominations are also invited. Communications should be addressed to:

Search Committee for University Librarian
Office of the Vice President for Information Systems
Virginia Tech, Blacksburg, VA 24061-0152

Attachment II

Professional University Librarian Search Process
Search Committee Composition

Committee Chair:

Committee membership: President, Library Faculty Association
President, Library Staff Association
Two library faculty members
One library staff association member
An academic faculty member from each college

Person from Information Systems
Chair, University Library Committee
Faculty Senate
Student Representative

This committee should be advisory to the Vice President for Information Systems who selects the successful candidate in consultation with the Provost.

These minutes were approved as submitted at the ULC meeting on December 8, 1993

UNIVERSITY LIBRARY COMMITTEE MINUTES
October 27, 1993

PRESENT:

Joanne Eustis, Library	Ken McCleary, Chair, Human Resources
Ed Fox, Arts & Sciences	James Smith, Forestry & Wildlife
Diane Kaufman, Staff Senate	J. D. Stahl, Faculty Senate

GUESTS:

Alan Armstrong, Library	M. Norstedt, Library
Paul Metz, Library	Melissa Obenhaus, Library

ABSENT:

S. Brooker-Gross, Provost's Off.	Mark Smith, Veterinary Medicine
Lori Marsh, Ag. & Life Science	Marie Wall, Architecture
Pamela Percha, GSA	James Yardley, Business

The meeting was called to order at 3:00 p.m. The minutes of the September 15, 1993 meeting were approved as submitted.

OLD BUSINESS:

MEETING TIMES IN NOVEMBER AND DECEMBER (K. McCleary):

It was agreed that since the regular meeting time conflicts with the holiday breaks in November and December, the next meeting will be at 3:00 p.m. on Wednesday, December 8, 1993, and the November meeting will be canceled.

CLARIFICATION OF MATERIALS TO BE DISTRIBUTED ELECTRONICALLY WITH MINUTES (K. McCleary):

After discussion the committee approved a motion that the electronic distribution be limited to the minutes of the meeting unless otherwise directed to include specific attachments.

NEW BUSINESS

LIBRARY REPORT (J. Eustis):

J. Eustis distributed the fall issue of BiblioTech, which contains the University Libraries' goals document. It will be mailed to all faculty.

J. Eustis attended the Association of Research Libraries (ARL) meeting and reported briefly on their three major initiatives. The first is coordinated acquisitions and networked based distribution of foreign language and area studies materials. The second initiative involves intellectual property rights in an electronic environment. Part of ARL's concern is about the way faculty members produce copyrighted material and give it to a publisher, who then sells it back to the university's library. They are looking at other kinds of ownership options. The third initiative is to develop a strategy that will encourage scholars to make their work available on the network. One aspect of this initiative is the lack of institutional rewards and recognition for electronic publication.

The library has just completed a major project to review staff classification and salary equity. A task force of classified staff and two faculty members was appointed to work with the

university's personnel services. They have been meeting since the first of August to complete a very demanding analysis of library tasks, ranking them in order of complexity. The task force report is now ready to be distributed and discussed in the library.

A question was asked about the status of the library infill project. Last year Richmond turned down all construction projects, and consideration of a library addition is in abeyance. Although this is not the time to press for a library addition, the library would be interested in proposing that the old entrances to the library be reopened and the "pigeon court" be covered over. However, at this time no formal proposal has been made to the university and no cost estimates have been solicited. This is a complicated process which requires state approval for expenditure of funds even if it is university funds which are used for renovation.

The passage of the bond issue last November guaranteed funding for the storage facility; an entirely separate matter from the proposal to build an addition to the library. The final sign-off on the storage facility plans is now underway, and the library expects ground-breaking in December. The massive project of barcoding all the material stored in Cheds is beginning, preparatory to moving it into the new building. Volunteers will work on the project on an overtime basis. A committee member suggested that someone from the University Library Committee should be on the committee responsible for planning the storage facility. That group has been composed of people from Facilities Planning, Records Management and the library. Since the plans for the structure are essentially complete at this time, another ULC member suggested that he would be more interested in the development of policy governing the facility and the process of selection of additional materials to be placed in storage. A storage building report will be on the ULC agenda for December.

MATERIALS BUDGET (P. Metz):

(This discussion is a substitution for the ARL statistics listed on the agenda.)

The library is still enjoying the benefits of last year's addition of \$1.25M for materials, received as part of the tuition increase, and a subsequent further small addition of funds which were divided 50/50 between the operations and the materials budgets. Last year and this are the two best years in a decade for monographic purchases. A modest number of new serials orders has been approved. This fiscal year the library has added Statistical Masterfile on CD-ROM and signed contracts to bring the Commerce Business Daily and the Federal Register online. The library also is acquiring Legiscite including the full-text of the Washington Post online. Use of the Engineering Standards, acquired last year, is increasing and we are now conducting a trial experiment with vendor catalogs. The library recently bought the complete papers of Charles Darwin on microform. The materials budget is underwriting the purchase of cataloging copy for some of the library's outstanding microform sets in order to make them accessible. The database for the Center for Research Libraries is being mounted on VTLS and the library also is expanding the available number of document delivery providers. Another growth area in the budget is what the library calls "unreimbursed literature search," which includes online services such as Federal Register, Dow Jones, Westlaw, Avery Index and, increasingly, the classroom instruction program offered by Dialog. A major library goal is to increase online access from faculty offices.

In looking to the future, the library will be seeking guidance

about what to place in the storage building. If half of what the library acquires is serials and every 10 years we store 10 years worth of serials, the library is off-setting only half its growth. This means that the library will, for the first time, have to store a significant number of monographs. VTLS data will show what has not circulated, but the library will seek faculty advice in choosing which books to store. Another future concern, in this fiscal environment, is that no funding agency will be able to keep up with serials inflation, new serials, and online databases. The consequence of this is that there will probably need to be another serials review in about two years. The number of reinstatements after the last round of serials cuts is between 10 and 15 out of 1,255 cancellations, which is a remarkable record. Requests for reinstatements compete with requests for new serials and deserving ones are reordered with backsets.

UPDATE ON THE VTLS '92 UPGRADE (M. Obenhaus):

The upgrade was brought online during Christmas break in 1992. Some of the major enhancements in the '92 upgrade are: the ability of the library to customize screens, increased help facilities (there are now 99 help screens specific to this library), and enhanced key word searching. Since the initial installation there have been a number of upgrades to fix problems found in the system. M. Obenhaus is negotiating with VTLS on 35 to 40 outstanding problems reports (some of which predate the upgrade). VTLS has reorganized its support structure so that each VTLS library client has an assigned support team to work on problem resolution. The major problems for which the library continues to seek resolution concern technical aspects of the work done by the library's cataloging department, rather than problems the patron might encounter.

When accessing VTLS, patrons should notice the entry at the bottom of the first screen which reads, "For more information about VTLS searching and the University Libraries, enter NS." Entering this command will display the menu of library information available online, which is quite extensive. Also, patrons now may go to the circulation desk to be issued a second private patron ID. This second ID number will allow the patron to see the items for which he/she has placed holds and recalls and those items currently checked out, with due dates.

K. McCleary read a draft of the letter thanking Norm Dodl for his service to the University Library Committee. The draft was approved and will be sent to Dr. Dodl. The meeting was adjourned at 3:58.

The next meeting will be on Wednesday, December 8, 1993.

The minutes were approved with corrections to the attendance record at the ULC meeting on January 12. Please note corrections as follows:
Present: Mark Smith, Veterinary Medicine; Absent: James Smith, Forestry & Wildlife. Also M. Norstedt was not present.

UNIVERSITY LIBRARY COMMITTEE MINUTES
December 8, 1993

PRESENT:

Darrell Clowes, Education	Ken McCleary, Chair, Human Resources
Joanne Eustis, Library	Pamela Percha, GSA
Ed Fox, Arts & Sciences	James Smith, Forestry & Wildlife
Diane Kaufman, Staff Senate	J. D. Stahl, Faculty Senate
Gerald Luttrell, Engineering	James Yardley, Business

GUESTS:

Don Kenney, Library	P. Metz, Library
Buddy Litchfield, Library	M. Norstedt, Library
Gail McMillan, Library	Bob Pillow, Library

ABSENT:

S. Brooker-Gross, Provost's Off. Melissa Spengler, SGA
Lori Marsh, Agriculture & Life Sc. Marie Wall, Architecture
James Smith,

The meeting was called to order at 3:00 p.m. The minutes of the October 27, 1993 meeting were approved as submitted. (There was no meeting in November.) Committee members agreed to meet on the second Wednesday of the month during second semester, with the exception of March. (January 12, February 9, April 13) In March the meeting will be on the third Wednesday (16) in order to avoid conflict with spring break.

NEW BUSINESS:

LIBRARY REPORT (J. Eustis):

J. Eustis announced that a new head of the Science Reference Department has been hired. Dr. Dana Sally will begin on January 3, 1994.

J. Eustis distributed materials about InfoShare, which is a NOTIS product. Michael Williams and J. Eustis have been negotiating with NOTIS for about four months. NOTIS uses the client/server architecture, and their InfoShare UNIX-based database server communicates via Z39.50, offering a flexible access system. Purchase of the software will allow the library to offer information in a networked environment. It will allow local database capabilities to mount citation of local databases on the campus, and can be a centralized database server for Virginia Tech. InfoShare will not be immediately available on campus at the time of purchase. There is testing ongoing, particularly with the MAC version, and there will be much to learn before it can be distributed around the campus. Current Contents will be the first database distributed, since we have already acquired distribution rights, followed by several H.W. Wilson databases: General Science Index, Humanities Index, Reader's Guide, Social Science Index, Biology & Agriculture Index, Applied Science/Tech Index, and Business Abstracts, which are relatively inexpensive, popular with undergraduates, and do not have any vendor costs in the first year. Expanding to a wider set of databases will not occur until we have experienced success with the InfoShare gateway and search engine. Third phase expansion will be to distribute ERIC and Compendex. With the exception of ODU, all of the other doctoral granting institutions in the state have bought InfoShare, and our purchase

will facilitate sharing of materials and information with these institutions.

There was broad discussion about the selection process for acquisition of databases. The decision about the initial databases was based on the bibliographers experience with these products and on cost. No further databases have been identified. Any such decisions would require full participation by the bibliographers with input from the university community.

A request to put Lexis/Nexis on the agenda resulted in a general discussion of the topic and a summary of the events which led to cancellation.

UPDATE ON THE LIBRARY STORAGE FACILITY (B. Pillow):

The first set of specifications had a number of problems requiring revision. If the revised specs are accepted and the process goes smoothly, there could be ground-breaking by early March. If the entire building cannot be bid within cost guidelines, there is a possible budget alternative which would reduce the amount of shelving initially installed, with more added later as required. The project to barcode each piece in Cheds is progressing well in preparation for the eventual move.

Currently the library has no resident staff at Cheds, and requests are taken either online or in paper form for retrieval from Cheds. These requests are batch processed and staff go to Cheds twice a day to retrieve or reshelve materials. The library plans to have resident staff in the new facility who will fax requested materials when possible to reduce handling and speed delivery. When the actual item is needed, it will be delivered to Newman or a branch as it is now. There are still some software modifications which need to be done by VTLS, and further processing needed, in order to move smoothly into the new building. A committee from various library departments will deal with policy and procedure issues associated with the move to a new facility. Darrell Clowes (ULC member) will represent the academic faculty on the committee. Browsing will not be possible, since the building is a warehouse with shelving to a height of 35 ft. and the books are stored in bins. VTLS does allow browsing by call number.

THE UNIVERSITY LIBRARIAN SEARCH (D. Clowes):

The position description has been written and the announcement appeared in this week's Chronicle. The search committee will meet once in January, twice in February (to go over the applications) and in March a short list will be agreed on with candidates invited to interview in late March and early April. To date there is one application and six or seven nominees. It seems probable that June would be the earliest beginning date for a new University Librarian.

The meeting was adjourned at 4:00 p.m. The next meeting will be on September 15, 1993

The minutes were approved as submitted at the March 16, 1994 meeting of ULC. Note that the February meeting was cancelled.

UNIVERSITY LIBRARY COMMITTEE MINUTES
January 12, 1994

PRESENT:

Darrell Clowes, Education	Ken McCleary, Chair, Human Res.
Joanne Eustis, Library	Cal Ribbens, Arts & Sciences
Diane Kaufman, Staff Senate	(for E. Fox, during spring semester)
Gerald Luttrell, Engineering	Marie Wall, Architecture

GUESTS:

Buddy Litchfield, Library	Marilyn Norstedt, Library
Gail McMillan, Library	James Powell, Library
Paul Metz, Library	Stephen Zietz, Library

ABSENT:

Susan Brooker-Gross, Provost's Off.	James Smith, Forestry & Wildlife
Len Hatfield, Faculty Senate (for Stahl, during spring semester)	Mark Smith, Veterinary Medicine
Lori Marsh, Agriculture & Life Sci.	Melissa Spengler, SGA
Pamela Percha, GSA	James Yardley, Business

The meeting was called to order at 3:00 p.m. The minutes of the December 8, 1993 meeting were approved with corrections to the attendance list as follows: Present: Mark Smith, Veterinary Medicine, Absent: James Smith, Forestry & Wildlife. Also Marilyn Norstedt was not present.

NEW BUSINESS:

LIBRARY REPORT (J. Eustis):

A page from a Princeton University student publication was distributed which listed the library first on a list of "What's Hot" at Virginia Tech.

J. Eustis distributed the University Libraries' Annual Report. Committee members suggested that the report be distributed to the Faculty Senate, the Budget and Planning Committee, and the University Librarian Search Committee.

The bids for the library storage facility are due back on January 18. Groundbreaking should occur in March, and the building should be finished by March 1995. A committee has been named to plan the move and consider policy and procedural issues. Darrell Clowes will represent the ULC on the committee.

The server software has come for NOTIS InfoShare and been loaded at the Computing Center. We are waiting for the client software. As soon as that arrives we will go forward with the project.

SCHOLARLY COMMUNICATIONS PROJECT (G. McMillan):

G. McMillan distributed a handout about the Scholarly Communications Project which publishes electronic journals and is housed in the library. G. McMillan became director of the project on January 1, following the retirement of Lon Savage. The handout describes what is currently being published--three electronic journals, the abstracts of a fourth, the raw research data of a fifth, and the faculty/staff newspaper, Spectrum--and mentions some future plans. Project personnel work with editors to provide the journals on Internet, both as text-only to low-end users through FTP, Gopher, WAIS and Worldwide Web; and also to more

sophisticated users through other formats such as Mosaic and PostScript. The project wants to continue to experiment with electronic publications and try to determine what readers of the journals would like to see done. James Powell, the technical director for the project, demonstrated some of the capabilities.

Discussion followed. It was pointed out that although we are one of the pioneers in electronic publication, the number of electronic journals will soon multiply rapidly. Other universities are about to put many journals online and commercial publishers also are becoming interested. The journals published by the Scholarly Communications Project are submitted by the editors ready to be put online and have already gone through all the normal editorial process. They are refereed journals. As the field expands there will be many implications for the academic community, particularly in regard to faculty reward for publication.

FRIENDS OF THE LIBRARY (S. Zietz):

Friends of the Library groups are engaged in literary, historical, cultural, scientific, and promotional activities such as exhibitions, lectures, seminars, workshops, publications, and other programs of interest. Funds raised by most groups are used to support their public programs, and it is hoped that this will be the case with the group organized here in August 1993. The co-chairs of the new organizational committee are Louisa (Mrs. Henry) Dekker and Frances (Mrs. Buddy) Russell, and the other members of the organizing committee are Dorothy Bodell, Phillip Buchanan, Annette Burr, Eugene and Frances Carson, Clara Cox, Patricia Givens Johnson, Don Kenney, Douglas Martin, Charles Modlin, James and Libba Robertson, Col. Harry Temple, and Lon Savage.* The organizing committee of the Friends of the Virginia Tech Libraries has decided to manage its affairs in an informal way unless or until it decides on a formal relationship and structure. A membership drive will be conducted this spring and will be coordinated with the development office. The group should appeal to anyone interested in Virginia Tech, library materials, and Western culture and history. It is hoped that by-laws, a charter, and charge will be formulated in 1994. The statement of purpose reads as follows: "The Friends of the Virginia Tech Libraries is a cultural organization established to promote an awareness of library materials, programs, and services. The Friends will plan and sponsor a variety of programs: exhibitions, lectures, receptions, seminars, publications, fund-raising events, etc. The Friends are organized in a traditional, informal way, but the organization is subject to change as the role of the group and the interest of the members becomes clearer."

Some Friends groups at other universities have undertaken very important fund-raising projects with great success and that success is due in large part to faculty and administration support. It is hoped that there will be a similar reaction from the Tech community. Support from alumni will be sought for gifts of money and materials, but lasting success depends on the enthusiasm and advocacy of the local academic community. Committee members were asked to suggest ways the group might interest and involve the faculty and students in the organization.

*Added in Proof: Since the meeting, Jeanette Hamlin, Dean Peggy Meszaros, and Margaret Shuler have joined the committee.

OLD BUSINESS

LEXIS/NEXIS UPDATE (P. Metz):

There was a brief report and discussion about the ongoing negotiations to reinstate Lexis/Nexis service.

The meeting was adjourned at 4:00 p.m.