

University Library Committee
Wednesday, September 22, 1998
Minutes

Present:

Stephen Donohue, Agriculture & Life Sciences, Chair
Eileen Hitchingham, Library
Ansar Ahmed, Veterinary Medicine
Richard Helm, Forestry and Wildlife
Raymond Plaut, Engineering
Humberto Rodriguez-Camilloni, Art and Architecture
Peter Wallenstein for Stephen Baehr, Arts and Sciences
Milko Maykowskyj, Staff Senate
Tim Copeland, GSA
Angela Barger, SGA

Absent:

Thomas Gatewood, Education
George Graham, Teaching and Learning
Deborah Mayo, Faculty Senate
Doug Patterson, Business

Guest: Linda Richardson, Library

Following introductions, S. Donohue reviewed the charge of the University Library Committee to disseminate knowledge and make recommendations concerning policies, services and development of the libraries.

College Librarian Program

E. Hitchingham introduced Linda Richardson, Head of Users Services of the library, to update ULC members on the College Librarian Program. Linda noted that the program began in 1994 with four librarians to serve in four different colleges. Currently, there are College Librarians in all of the colleges, with two in Human Resources, two in Engineering and three in Arts and Sciences. Serving as the main contact person for library services for their college, they are involved in library instruction to faculty, students in classes, reference help and collection development. Faculty feedback from a Spring '98 survey indicated that in general this program is well appreciated, with reference assistance valued most highly. Hands-on type instruction was preferred, with the library as the choice location. Other institutions have shown interest in the program's innovative concept of outreach and interactive connectivity to faculty and students.

Building Renovations

E. Hitchingham reviewed the building renovation projects that had been completed over the summer. Concurrent with the asbestos abatement on parts of the first and fourth floors, new lighting and new floors were installed. Government documents were moved to the second floor for better proximity to reference assistance in their use. The Media Center on the second floor was moved and merged with the microfilms and maps areas on the first floor to create an area called the Center for Alternative Media (CAM). One expanded service desk provides access to these resources. A second classroom was also created on the second floor. Further renovation is planned for the fourth and third floors this spring and next summer.

Library Instruction

A group of librarians are working with the English department to provide library instruction to thirty classes as part of their core requirements. It is hoped that by linking library instruction to assignments students will pick up useful research skills early in their career. The library instruction group, which includes Nicole Auer and many of the college

librarians, will be meeting with the University Curriculum Committee to further explore ways for students to have a common thread of library instruction.

SACS Accreditation

In the overall library section of the SACS report, there were two recommendations: 1) To provide timely access to adequate library learning resources for all off-campus students; and 2) to include non-local constituents in the library surveys. Addressing the first recommendation, E. Hitchingham noted that most of the support for off-campus programs will be through digital resources that can be made available. In this past year many more of the top journals have become available. Turn-around for book requests has been shortened by the use of Federal Express, allowing the requestor to receive the material within 24 hours, provided it was here in the library. Journal articles are being faxed or mailed to sites. Interlibrary loan turnaround time has shortened: from the moment you put your request in, 60% of materials are turned around within 8 days or less, and a significant portion come within 2-3 days. E. Hitchingham noted that with no new resources, the additional costs of providing services to remote areas have to be accounted for within the current level of funding. The library will be better poised at the end of the year to determine what those costs are and to put them in the regular funding cycle.

Outcomes of University Serials Committee

The University Serials Committee was a group commissioned by Erv Blythe last fall to affirm the process used to review serials, address a budget plan for a six year period and consider a mix of digital alternatives. In its report the committee recommended a number of things related to building digital content for those programs that are located externally to the campus, to look at support for the current collection at least for one additional year, and to support the electronic theses and dissertations project. While that report recommended agenda items totalling more than a million dollars, the library did get one-time money, \$175,000 for this year to cover some of the materials increase in price. There may be the possibility of additional money toward the electronic theses, curriculum grant projects and to license or lease more scholarly-time journals digitally. E. Hitchingham thanked the ULC members for the letter they sent to Dr. Torgersen encouraging increased funding for the libraries.

One of the recommendations of the committee was for the library to survey faculty about journals they would require if the serials collection was to be started from scratch, asking them to name those most prominent journals needed for their research and teaching, whether the library has them currently or not. This would not be a survey connected with a possible serials cancellation, but intended to determine the cost of providing those publications considered by the faculty to be critical to their teaching and research.

Future Agenda Items

S. Donohue noted that S. Baehr would like to discuss access to physical renewal of books.

The meeting was adjourned at 5:00 p.m. The next meeting of the committee will be Wednesday, October 28 at 4:00 p.m.

University Library Committee
Wednesday, October 28, 1998
Minutes

Present:

Stephen Donohue, Agriculture & Life Sciences, Chair
Eileen Hitchingham, Library
George Graham, Teaching and Learning
Richard Helm, Forestry and Wildlife
Raymond Plaut, Engineering
Humberto Rodriguez-Camilloni, Art and Architecture
Stephen Baehr, Arts and Sciences
Tim Copeland, GSA
Angela Barger, SGA

Absent:

Ansar Ahmed, Veterinary Medicine
Thomas Gatewood, Education
Deborah Mayo, Faculty Senate
Milko Maykowskyj, Staff Senate
Doug Patterson, Business

Guest: Paul Metz, Library

E. Hitchingham announced that a reception was held in the library on October 10 to unveil the brass plaque recognizing the gift of the Class of '45. The gift funds were used to renovate and equip the lobby. She noted that there has not been a history of class gift-giving to the libraries prior to this and how wonderful it was to have the money to move forward with much needed improvements. The libraries were included in the recent university fund-raising campaign, but did not reach target. This is felt to be in part from a lack of prospect base. To address this, she has been visiting the Deans of the colleges to look for support in having a specific campaign for the library during the interim between university campaigns. This would include an endowment for collections and funding of facility changes that may be appropriate to the linking of the AC&ITC building with the library. Virginia Tech's library expenditures per capita rank 102nd in comparison with the other 110 research libraries. E. Hitchingham stated that if the library cannot count on the state on a consistent basis for funding, then as a university we have to look at other areas for funding.

S. Baehr made a motion recommending that the University Library Committee support a campaign across all levels, that is designed specifically for raising funds for the library. R. Plaut seconded the motion.

Motion carried: That the University support an explicit campaign for library development.

G. Graham recommended that in writing a formal motion, the members refer to President Torgersen's reply to the committee's letter of concern (4/98), where he states that funds are not available to relieve the library's increased budget needs and that there is a lot of competition for funds.

S. Baehr brought up a concern regarding access to the physical renewal of books. He relayed his experience of trying to return 100 books for renewal at the Veterinary Medicine library, stating that there was no dolly available, the library was in the middle of the building with stairs and that there was a slippery floor to traverse. He suggested that during the period of construction which hinders use of the loading dock area for return of books, that the period be extended for renewals for faculty in the humanities and social sciences. He recommended that 60 days past the due date rather than the current 30 days be allowed before one is blocked.

E. Hitchingham would like to explore ways to facilitate the physical return of the books. She will report back at the next meeting.

H. Rodriguez-Camilloni noted that several of the faculty from Art and Architecture had asked about an updated list of the campus locations for the drop-boxes for return of books. E. Hitchingham commented on the successful use of the drop-boxes and thanked the committee for having initiated the idea. She will bring an updated list to the next meeting.

E. Hitchingham invited Paul Metz, principal bibliographer, to brief committee members about the Faculty Serials Needs Assessment project. P. Metz indicated that this project was an outgrowth of the proposal for digital library development, the report of recommendations from the university-wide Library Serials Committee commissioned by Erv Blythe. Paul directed committee members to an excerpt from that document stating, "During 1998/99 we recommend that the Libraries work with faculty to redefine from a zero base the publications they find critical for research and teaching, and to develop the cost base associated with supporting these contemporary needs. Costs associated with meeting core needs should be articulated in the 99/2000 funding requests." He noted that the library has never systematically asked the faculty what publications they really need, whether the library ever owned them or not. Wide participation is hoped for in this survey, not only for budget justification but to complement other efforts to gather data about the community serial needs. A copy of the e-mail note urging participation in the project will be sent to ULC members for distribution in their colleges.

R. Plaut brought up a concern about a lack of variable reduction copiers in the Newman Library. He noted that the library in Art and Architecture has two such copiers and wondered if one could be installed in Newman. E. Hitchingham commented that she would like to see such a copier added, but the photocopy auxiliary is experiencing a decline in copier use and income. Since this unit is supposed to pay for itself, there is no available money for new equipment at this time.

S. Baehr made note of complaints he received from faculty and students about copiers in the library that are accessed now only with the Hokie passport. There is a preference among many faculty and students to use the library copy card as opposed to the Hokie passport. They state that they have already invested in their library card, have money on it and do not wish to put the required \$10 increments on a Hokie card to be able to pay for small copy jobs. E. Hitchingham will explore the issue further and report at the next meeting.

T. Copeland, GSA representative, reported that he received a student inquiry as to why the library does not allow students to check out audio tapes. This will be looked into and reported at the next meeting.

A. Barger, SGA representative, expressed a general concern on the part of some students who are graduating and who do not know how to use the library. She noted a policy at another university she had attended that required students to take a library skills test in order to graduate. S. Donohue made reference to some of the library initiatives mentioned at the last meeting which aim to help integrate library research skills into the curriculum.

The meeting adjourned at 5:05 p.m. The next meeting will be on Wednesday, December 16.

There was no meeting in Nov.

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University Library Committee
Wednesday, December 16, 1998
Minutes

Present:

Ansar Ahmed, Veterinary Medicine
Eileen Hitchingham, Library
George Graham, Teaching and Learning
Richard Helm, Forestry and Wildlife
Milko Maykowskyj, Staff Senate
Raymond Plaut, Engineering
Humberto Rodriguez-Camilloni, Art and Architecture
Stephen Baehr, Arts and Sciences
Tim Copeland, GSA

Absent:

Angela Barger, SGA
Stephen Donohue, Agriculture & Life Sciences, Chair
Thomas Gatewood, Education
Deborah Mayo, Faculty Senate
Doug Patterson, Business

R. Plaut presided over the meeting for S. Donohue, who was unable to attend. E. Hitchingham distributed updated maps of the three book return drop boxes on campus: next to the War Memorial Chapel, behind Litton-Reeves, near the campus map on West Campus Drive.

E. Hitchingham offered follow-up information on a concern expressed at the last meeting regarding the difficulty of returning large numbers of books (50+) for renewal. Statistics were collected on November 18th, as a "snapshot" to assess the magnitude of the problem. These revealed that 81% of the faculty had ten or fewer items checked out, and that only a very small proportion of faculty had 50 or more books checked out. To help resolve any potential difficulty these faculty may have in returning their books, it was recommended that they seek special arrangements in advance with Debbie Averhart, Circulation, 231-3068.

A question had been raised previously about the possibility of getting a reduction copier in Newman Library. E. Hitchingham noted that photocopy, as an auxiliary service was not doing well financially because of lower copier use, thus making additional machine purchase unlikely. She acknowledged that it would be useful to have reduction capacity in Newman, and that a transfer from one of the branches or a leasing arrangement may be possible in the future.

E. Hitchingham addressed the concern about copiers in the library that are only accessed with Hokie passports and the expressed preference by several faculty for the old library card. For near future, there will be at least one machine on each floor that takes the old library card, and one that utilizes the Hokie card. The trend toward access through Hokie card is externally driven by student demand and has actually cost the library to provide. Several ULC members noted that use of the old library card makes it possible to account for grant money used by graduate students for photocopying in the library. It was also noted that the non-campus community would not have a Hokie card to use.

E. Hitchingham checked into the circulation policies regarding audio materials, in response to a question by T. Copeland about restrictions for students. Nan Seamans, new director of the Center for Alternative Media, was asked to review the policy, which is a holdover from the past. She has changed the procedures so that students can now check out audio tapes.

E. Hitchingham thanked committee members for their assistance in encouraging their faculty to participate in the serials assessment project initiated by Paul Metz. After a slow start, about 6,000 titles have been submitted. A final memo giving a deadline for response (in January) will be sent to the deans of the colleges, with the hope that underrepresented departments will take advantage of this final opportunity to be included in the survey.

S. Baehr brought up a question about the computer generated e-mail overdue notices. He and other colleagues had not always received a first or second overdue notice before receiving a notice that they were blocked. E. Hitchingham noted that overdue notices were considered a courtesy, but that she would look into why the system appears to have a "glitch."

E. Hitchingham asked the committee to consider a request. Two library faculty who serve on other commissions, would like to attend ULC meetings as non-voting members in order to hear discussions first-hand. R. Plaut proposed a motion that representatives on the Commission for Research and the Commission on Undergraduate Studies and Policies be allowed to attend the ULC meetings as non-voting members. The motion was seconded, and passed by all attendant members.

A. Ahmed brought up a concern regarding Interlibrary Loan. His colleagues were asking why ILL requests were not being forwarded on to document delivery, and that faculty are asked to re-enter the ILL request information to request document delivery. E. Hitchingham explained that the two systems were developed independently, are highly automated, and at present do not "talk" to one another. Future refinements of ILLiad may solve this problem, but for the present, "copy and paste" seems to be the solution.

The meeting was adjourned at 12 noon. The date and time for future meetings will be reviewed at the beginning of the next semester.

University Library Committee
January 27, 1999
Minutes

Present:

Ansar Ahmed, Veterinary Medicine
Stephen Baehr, Arts and Sciences
Angela Barger, SGA
Stephen Donohue, Agriculture & Life Sciences, Chair
Eileen Hitchingham, Library
Richard Helm, Forestry and Wildlife
Raymond Plaut, Engineering
Humberto Rodriguez-Camilloni, Art and Architecture

Absent:

Tim Copeland, GSA
Thomas Gatewood, Education
George Graham, Teaching and Learning
Milko Maykowskyj, Staff Senate
Deborah Mayo, Faculty Senate
Doug Patterson, Business

Eileen Hitchingham reported on the digital resources currently available through the University Libraries at Virginia Tech. In a presentation similar to one given to the Advisory Board at the Northern Virginia Center, she reviewed updated features in the ADDISON online catalog, showed sample databases from the 12-page listing of electronic databases accessible from the library home page, and discussed how the expansion of digital resources and the infrastructure needed to support their use may be a focus for current and future development efforts for the library.

During her presentation, E. Hitchingham noted that the cross reference headings in ADDISON have been updated, expanding the types of focus through which one can approach a topic. Another feature (in development) is the presence of live links in the catalog holdings connecting to electronic resources when materials are available in that format. E. Hitchingham also noted that many of the databases available online have links to more than 2,000 online full-content journals.

There was discussion about the need for students to have training in information management skills, and the value of having a library skills component as part of freshmen English classes. Part of the mission of the college librarians is to find ways to introduce a fuller array of information to students at the research levels. The concept of an instructional workbook for independent learning was discussed. S. Baehr commented that he felt many students are confusing the net with research, and that plagiarism from the net is a problem. H. Rodriguez -Camilloni commented that he had heard similar observations from his colleagues.

The meeting was adjourned at 5:00 p.m. The next meeting is scheduled for Wednesday, February 24.

University Library Committee
February 24, 1999
Minutes

Present:

Ansar Ahmed, Veterinary Medicine
Stephen Baehr, Arts and Sciences
Eileen Hitchingham, Library
Stephen Donohue, Agriculture & Life Sciences, Chair
Richard Helm, Forestry and Wildlife
Milko Maykowskyj, Staff Senate
Raymond Plaut, Engineering
Humberto Rodriguez-Camilloni, Art and Architecture

Absent:

Angela Barger, SGA
Tim Copeland, GSA
Thomas Gatewood, Education
George Graham, Teaching and Learning
Deborah Mayo, Faculty Senate
Doug Patterson, Business

Guest:

Gail McMillan, Library
Linda Richardson, Library for COR

Continuing with the previous meeting's theme of briefings about library services and resources, Gail McMillan presented an introduction to the Scholarly Communications Project (SCP). Ms. McMillan is Head of the SCP and Special Collections at the University Libraries. She distributed a handout showing the homepage of the project and a listing of the e-journals (<http://scholar.lib.vt.edu>). This site is also accessible from the library homepage under library services.

The project got started nearly ten years ago when faculty members expressed interest in publishing a journal here on campus. Given limited resources to start a university press, a decision was made to experiment with scholarly electronic publishing. Currently there are 16 journals published by the project, with about 3/4 of them edited by faculty here on campus. Most of the journals are the complete journal as you would take it off the shelf, some are only abstracts of the table of contents, and some are journals mirrored from the MIT press.

A useful development within the last six years has been the ability to link articles between articles, so that when an article is cited, you can click on that link and go directly to that electronic journal. Ms. McMillan noted that the editors publishing e-journals AND who also publish a corresponding paper journal which they charge a subscription fee for or make available through membership, have not lost any subscribers as a result of free access to the electronic version. One advantage to having an e-journal format is that all the articles that are submitted electronically are in a searchable database.

Copyright issues have been an involvement of the SCP, and within the last year they have consolidated the library copyright policies and put them online at the SCP site. This information clarifies common myths, and offers links to sites that are more comprehensive. There was discussion about the benefits for faculty of using electronic reserve to post articles for class rather than using personal URLs, especially as related to copyright and ease of access for students.

The SCP with the graduate school forged a new process for theses and dissertations to be submitted and stored electronically. In January 1997 electronic theses and dissertations became mandatory for all of Virginia

Tech's graduate and doctoral students. Information on the SCP homepage provides guidelines for graduate students. A system was set up so that you can browse the theses and dissertations, searching by author or department.

Because Virginia Tech was one of the first universities to be involved in this, the SCP has been helping others set up systems like we have so that students can submit the works electronically, have them evaluated online by the graduate school, and then become available to the public. Statistics are kept electronically of the use of the documents. Whereas in the past a paper copy of a dissertation might be requested from the shelf 2-3 times per year, there have been as many as 75,000 "hits" on an electronic dissertation. Some of the electronic documents take advantage of multimedia, using more pictures, pictures in color, sound files, various layout designs and moving pictures.

G. McMillan addressed an issue related to the submission form that accompanies theses or dissertations. The form includes a question as to the kind of access the student would like to give to their materials. There has been a misconception in the past that when you limit access electronically to the university community that this is just like the accessibility it would have had as a book on the shelf. It does not; when a book was on the shelf, the library used it to share things through interlibrary loan with other universities or libraries.

S. Baehr raised a question as to how one should do a search on the number of articles published at Virginia Tech, when there are several different names that faculty publish their articles under (VPI, Virginia Polytechnic Institute and State University, Virginia Tech, etc.) This may have implications for ranking organizations based on the number of articles published and therefore our institutional image. L. Richardson offered to bring this issue up at the Commission on Research.

G. McMillan pointed out the other sections available on the SCP site: a digital image database of over 14,00 images, searchable by all of the words that describe the work; international newspapers, news reports online, and guides to the Special Collections department.

The meeting was adjourned at 5:05. There will not be a meeting in March; the next meeting will probably be April 28.

University Library Committee
Minutes
Wednesday, April 28, 1999
Library Boardroom

Present:

Stephen Baehr, Arts and Sciences
Eileen Hitchingham, Library
Stephen Donohue, Agriculture & Life Sciences, Chair
Milko Maykowskyj, Staff Senate
Raymond Plaut, Engineering

Absent:

Ansar Ahmed, Veterinary Medicine
Angela Barger, SGA
Tim Copeland, GSA
Thomas Gatewood, Education
George Graham, Teaching and Learning
Richard Helm, Forestry and Wildlife
Deborah Mayo, Faculty Senate
Doug Patterson, Business
Humberto Rodriguez-Camilloni, Art and Architecture

S. Donohue turned the program over to Dean Hitchingham to report on recent developments and followup information from the last meeting.

E. Hitchingham referred to a recent column in the Collegiate Times raising the issue of student demand for extended library hours for Fridays and Saturdays. As she outlined in her talk to the GSA in January, limited funding requires that choices be made. Despite overall funding below the median of ARL libraries, we have chosen to fund very heavily materials resources in proportion to our overall funding. Extended hours would require additional funding, and we are providing the Provost with what it would take in staff funds to extend hours next fall to midnight every night of the week as a pilot program. Limited services would be provided.

E. Hitchingham distributed a document derived from the Web of Science Data 1981-98 showing the top 100 journals cited by the VT Community, and the top 100 journals in which VT Community publish. She noted that this is ultimately the kind of product (Web of Science) that makes it important to know how we are citing. She added that the library is hoping to combine this information with data that faculty gave regarding their needs and wants for journals in order to build a better picture of journals that support this university in an all-around way.

During the last ULC meeting it was brought up that different citation practices regarding the name of our University could have implications for ranking. A question was raised as to whether there were guidelines put forth by this administration about citation practices. An inquiry to the University Relations' office revealed that there is an Editor's Style Guide for Written Documents online (<http://www.unirel.vt.edu/style/style.html>) which discusses how to name the university. No one "polices" adherence to these guidelines, however. R. Plaut suggested that faculty may need to be reminded of the existence of these guidelines. E. Hitchingham offered to let L. Hincker of University Relations know that this suggestion was brought up in ULC.

E. Hitchingham distributed a copy of a recent letter and notice of recall received from a patron. In essence, this patron was indicating that the potential fine did not weigh as heavily as her need to retain the book. As a future consideration, the committee may want to look at this issue to determine if the recall fine is large enough to motivate people to return items.

The following issues were summarized and discussed from the course of this year:

1. Student suggestion for some form of required library instruction.

E. Hitchingham suggested that ULC might want to form a subcommittee next year to explore what is being done at other institutions. She noted that any proposals would have to be worked through the Commission on Undergraduate Studies and Policies, and then on to the University Council. The Library is currently working with the Core Curriculum Committee to talk about incorporating library instructional components in every core course offered. S. Baehr asked if, over the summer, library staff could put together a listing of what other schools are doing. E. Hitchingham indicated she would have something for the first meeting next fall.

2. Library funding.

The University has not allocated funds yet for next year. No operating budgets have increased over the last several years. E. Hitchingham noted that the Provost's priority for the one-time money will most likely be towards adequate faculty support for core curriculum courses. E. Hitchingham has been working with the Commission on Research to look at the issue of library funding, and they talked about having a resolution to come forward to the University Council. That resolution has been broadened within a joint statement being drafted by the Commission of Research and Commission on Graduate Studies and Policies. It advocates commitment in chosen presidential candidates to research, scholarship and graduate education by supporting the library structure, labs and other missing areas that perhaps have been less ably funded for the university.

Another handout was distributed which compared Virginia Tech's ARL (American Research Libraries) ranking status in 1987/88 with last year's (1997/98). In 1987 Virginia Tech had a rank of 82 out of 111 with an index of -1.46. In 1998 Virginia Tech had a rank of 90 out of 111 libraries with an index of -1.61. The index takes five data elements into consideration - number of volumes, volumes added, number of current serials, total expenditures, total professional and classified staff. Libraries are admitted to the ARL with an index of -1.65. It appears from these numbers that we are heading for the borderline to even be classified as a research library. Eileen noted that good ranking doesn't necessarily mean you have a good library, but it says you have some flexibility to do some things. We are losing flexibility, especially as far as the collections are concerned.

S. Baehr made a motion that the ULC draft a letter to Provost Meszaros, expressing concern about library funding. The motion was passed and S. Baehr will circulate an initial draft of the letter to the committee.

The meeting was adjourned at 5:05 p.m.