

UCL Minutes

University Committee on Library (UCL) Minutes of the Meeting of September 14, 2007 7:30 a.m. Café DeGrasta – Grace Hall

Present: John Weber (Chair), Heidi Ardizzone, Charles Barber, Ed Edmonds, Mary Hirschfeld (graduate student representative), Mary Keys, Parker Ladwig, Semion Lyandres, Joseph Powers, John Robinson, David Smith, Andrew Sommese, Jenna Spencer (undergraduate student representative), Laurence Taylor, Jennifer Younger (ex officio). **Absent and excused:** Gordon Wishon (ex officio).

Observers / guests: Kitty Cooney Hoye (recorder)

The September 14, 2007 UCL meeting was called to order by John Weber at 7:30 a.m.

Welcome and introductions – John Weber

John Weber expressed his gratitude to the committee members for their work over the summer. The 2006-2007 UCL Annual Report, along with those from previous years, are now available on line via the library website. Weber encouraged all members, especially those new to the committee, to review the site for a review of past issues and concerns. The 2006-07 report also outlines topics for discussion for the upcoming year. Both the 2006 - 07 UCL Annual Report and the Library Task Force Report were submitted to Provost Tom Burish over the summer. Weber shared a memo from the provost acknowledging receipt of the annual report.

The last 2006-2007 item of business, the minutes of the UCL's May 2007 meeting were approved by email over the summer.

Weber reviewed the meeting agenda. The first item of business for the committee will be to elect a new chair for the 2007-08 year.

Election of chair for 2007-2008

Weber opened the floor to nominations for UCL chair. Laurence Taylor nominated Andrew Sommese to serve as chair. There were no other nominations. Joseph Powers moved to close the nominations and John Robinson seconded. A motion to approve Andrew Sommese as UCL chair for the 2007-08 year was made by Larry Taylor and seconded by David Smith. The motion passed unanimously.

Before turning the meeting over to Sommese, Weber suggested the committee review the current term limits for elected members to the committee. Due to a number of different factors, a significant number of UCL member terms are due to expire this year. Without

some type of action, the committee will have significant turnover after this year. Weber proposed a one-time staggering of the current member terms over the course the next three years. It was noted that committee terms might differ between departments. After a brief discussion, Weber agreed to investigate further and put together a proposal for committee approval.

UCL Chair's Report – Andrew Sommese

As recently elected committee chair, Sommese outlined several objectives for the coming year. As a committee charged with advising on library policy, he would like the UCL to become better versed on library operations and issues including budget constraints, document storage and retrieval, resource preservation and retention, access issues, and copyright laws. In addition, Sommese anticipates UCL participation in upcoming discussions on library renovations.

A discussion on copyright issues followed. John Robinson suggested inviting Timothy Flanagan from General Counsel's Office and / or Prof. Patricia Bellia from the Law School to discuss current trends and issues in copyright laws. Jennifer Younger explained the composition of the University's Intellectual Property Committee. This is a campus-wide committee and she is working on ways to enhance library participation within the committee. Younger believes the University Committee on Intellectual Property will likely create a working group on copyright issues.

On a related note, the committee discussed recent changes regarding the manner and distribution of course packets. Several issues have come up including the fact that a number of course packets are still not available despite being a month into classes. The copyright laws and licenses required to sell these types of course materials are very problematic. Ed Edmonds explained that the problem lies with the response time. He briefly summarized the applicable guidelines governing the fair use of materials for educational purposes. The guidelines allow for limited use of materials while awaiting the appropriate licenses. Generally, materials in a course packet are not covered under a "blanket license" like that used by the music industry. Instead, the licensing process can be very time consuming and result in significant delays in distribution and re-sale. Some publishers are exploring the possibility of using a "flat fee" process, but so far, they have not come up with anything.

Mary Hirschfeld, graduate student representative, expressed personal frustration with the current system. She serves as a TA and her course packet is still not available. "It seems to get more difficult each year." In addition, students are becoming more concerned over the rising costs of course packets.

Sommese suggested inviting Michael Edwards from the Intellectual Property Committee to a future UCL meeting for a more detailed discussion of the matter. Younger agreed to make the arrangements. Copies of the applicable federal guidelines will be appended to the minutes

Director's Report – Jennifer Younger

Copyright issues will continue to be a big issue this year reported Younger. She anticipates the committee will be discussing related issues and concerns throughout the term. Younger also wants to give the UCL members a tour of the library; and she will work with the chair to identify what will be of most interest to the UCL. She suggested scheduling a UCL meeting at the library so members can tour various departments. A better understanding of the library's physical layout will also be helpful as they move forward on renovation plans. Younger acknowledged Brian Pitts, former graduate student representative, for his work in redesigning the computer cluster on the first floor.

Younger reported on upgrades and software improvements to manage the online catalog. Responding to criticism on specific search tools, Younger recognized the influence of Google in today's world. The issue has become one of "discovery as well as inventory management" she explained.

Personnel – The library hired a Music Librarian (Jennifer Matthews) and a Special Collections Dept. Digital Projects Librarian (Tracy Bergstrom), both of whom started this summer. Nigel Butterwick has accepted a position at the American College in Lugano, Switzerland. Parker Ladwig has agreed to serve on an interim basis until a replacement for Butterwick is hired.

In August and September of 2007 R2 Consulting was retained by the University Libraries of Notre Dame to conduct a selection-to-access work flows analysis. During the week of August 6th, three R2 consultants traveled to South Bend to conduct more than sixty interview sessions with staff and faculty throughout the library. In their final report, R2 offered more than 50 recommendations.

Space remains a huge issue with the library reported Younger. Notre Dame, like so many other institutions, must deal with the difficult question of what materials they want to preserve on a permanent basis. With new construction taking place at the Law Library, Younger asked Edward Edmonds to briefly describe the process he and his staff have been going through as they are forced to relocate materials and place others in long-term storage.

The Law Library sorted materials into three different use areas; deep storage – no access for 3 years during construction; limited access – materials given occasional use; and, continued access – materials readily available on-site. After getting rid of as many duplicate materials as possible, Edmonds, and his staff are faced with making some difficult decisions regarding the retention of materials. Other factors, added Edmonds, including national rankings and surveys that use volume counts as part of their evaluation must be taken into consideration. One alternative he is considering is the use of off-site storage.

Younger is also interested in off-site storage and is using the current situation in the Law School as "an occasion to spark discussion on the needs of the University Libraries for

preserving and housing library collections. A thorough understanding and careful planning is necessary for the library to make intelligent decisions on this matter. Younger briefly explained changes that are occurring within ranking organizations to better reflect library resources namely using an “expenditure index” instead of a volume count. A brief discussion regarding the current library budget as it relates to endowment and expenditures followed with Younger suggesting the committee continue to discuss the matter in the future.

David Smith asked that the committee officially recognize John Weber for his commendable service as UCL chair over the past two years.

Adjourn

UCL meeting adjourned at 9:00 a.m.