

**University Committee on Libraries (UCL)
Minutes of the Meeting of Thursday, April 23, 2009
8:00 Grace Hall, Cafe DeGrasta**

Present: Ed Edmonds, Sherri Jones, Barry Keating, Semion Lyandres, Jennifer Mason McAward, Joseph Powers, Andrew Sommese, Laurence Taylor, Paul Turner, Jennifer Younger (ex officio)

Absent and excused: Dennis Doordan, Mary Keys, Mikolaj Kunicki, Malcolm Phelan (undergraduate student representative), Kasey Swanke (graduate student representative),

Observers / guests: Julie Arnott---Head, Preservation Department, Hesburgh Libraries, Gay Dannelly—Associate Director for Resources and Collections Services, Hesburgh Libraries, Tracey Thomas (recorder)

The April 22, 2009 UCL meeting was called to order by Laurence Taylor at 8:07 a.m.

Welcome and approval of minutes for March 19, 2009 meeting – Laurence Taylor

Taylor called the meeting to order and asked for a motion to approve the March 19, 2009 meeting minutes. Motion by Ed Edmonds, seconded by Barry Keating; unanimous approval.

Chair's report

The chair had no report.

Director's report

Younger reported that the library budget for 2009-2010 was submitted on April 21, 2009. Given the challenges of the current economy, the budget for library materials is in good shape. She recalled the allocation by the provost of monies for book purchasing and maintenance of serials commitments. The provost's clear concern for the importance of books and journals is a great benefit for the library, particularly when one notes that many peer institutions are experiencing much less beneficial circumstances.

Lyandres asked about funding for faculty positions, noting that David Jenkins, bibliographer for Byzantine Studies, Classics and History, is leaving. Younger said that position will be filled; she noted, with Lyandres, that Jenkins will be very hard to replace as he brought many skills and talents to his position. She added that the library, like all other departments, did not get funding to add any new positions, which presents a problem for the Asian studies position which the library is hoping to create. She said that Lou Jordan, Head of Special Collections, is at present selecting materials in this area, but that an Asian studies bibliographer is needed to support the growth in this discipline. The recent report on this topic determined that a librarian is more important than growth in materials.

Younger said the Foik Award committee had completed its task; the winner of the Foik Award would be announced at the President's Dinner, May 19, 2009. She thanked the committee for its work.

Renovation project

Younger reported on the progress of the renovation project. The timetable has been slowed down. The next step is for the architects to update the Board of Trustees Facilities and Space Planning Committee on April 29, 2009 as to the current state of plans and the direction for future designs. Because of input received from a series of focus groups held on April 16-17 and because of a growing concern for the music collection materials, due to newly available funds, the architects are not ready to produce schematic designs. This new feedback and future planning will be incorporated into the plans.

One issue which has arisen since renovation planning has begun concerns campus workspace standards which are being newly drafted by the university. Space is a critical issue on campus and, according to the "Chronicle of Higher Education," on campuses throughout the country. The new standards indicate that library faculty and senior staff will have offices or open space work areas while staff will have open space work areas. In determining the arrangement of the space, other information needs to be incorporated: How best can this kind of work space be supported by other spaces or materials?

Members discussed the details of workspaces. Specifications are being devised to set square footage for workspaces. Library faculty fall in between the clear standards for teaching and research faculty and for staff. The library houses 150 workers so this is a big issue which will affect the blueprint of the renovation. The drafted document is confidential as it has not yet been finalized. Taylor asked if schematics will be presented at the next Board of Trustees' meeting. Younger said no. There will be an update to the Board of Trustees but the schematic design will be completed later in the year.

Members then discussed the newly arisen concern for the music collection as it impacts the renovation plans. The university has hired two new sacred music professors and the Music department has been awarded one million dollars for library collections. As did the one million dollars awarded the History department from previous Fiesta Bowl proceeds, these monies will have a visible impact on the size of the collection. Pre-renovation, the scores were housed on the second floor. There is interest in a 'music library' but how that is defined is still unsettled. Possibly a separate collection could be housed in a proposed new building for music shown on the campus master plan, but that is likely 15 years out.

In calculating collection sizes, the music collection has not previously been broken out separately. That data will be collected to identify the size of the collection and determine space needs for an expanded music collection. Additionally, the renovation money is specifically targeted for the first and second floors. It could be used for other areas, but it is a fixed sum, so the impact is complicated.

Finally, Younger talked briefly about the feedback from focus groups. In a word, more of everything is wanted by users. There is an expectation that the collection will keep growing, and an expressed desire for more reading rooms and more of the research collection being housed in conjunction with the reading rooms. Younger said the slowed timetable provides an opportunity to incorporate these desires into the plans. Taylor noted that at some point the renovation project will need to move forward, but that these issues are sufficiently large to warrant some further time.

Sustainable collections

Younger introduced the topic of sustainable collections by noting that it is an independent topic although impacted by the renovation process. The finite building must serve to provide increasing space for readers and yet hold a growing collection of physical materials. A productive meeting with the deans of the colleges on the question of sustainability produced the following conclusion: begin with the question of what duplicated physical volumes and materials are important to have accessible at ND, and then determine how much space that requires. The deans were well aware of the critical space resource on campus.

It is a given that no unique materials will be moved out of the ND library system. It is 'completely unappealing' to put in storage materials which are in circulation. The volumes under consideration are only those for which the content is available in an exact same copy or in an electronic version. Younger mentioned that serials have already undergone a deduplicating process, whereby the print versions of many journals have been cancelled in favor of access to the electronic version.

Younger said this refocus of the sustainability question will now be used by library faculty in conjunction with the teaching and research faculty to define "duplicate copies." An edition is not a duplicate. Also, they will determine which duplicate materials are important to have accessible at ND. Some duplicates should be retained to support high demand. Also the definition of and value for duplicates varies among the different disciplines. Semion Lyandres noted that in History, much material is in physical formats.

At present there are 52,000 books which have more than one copy. In 2007-8 a total of 699,838 volumes were added to the collection, of which 53,000 were new and 17,000 were added copies or volumes. If all 350,000 volumes were removed and/or housed elsewhere, at the current rate of purchase, they would be replaced in 7-8 years. So in addition to defining duplicates, the library needs to develop a policy to guide the retention, or not, as appropriate, of duplicates.

Keating asked about data on the circulation rate of duplicates. Younger noted that anecdotally, some physical volumes of journals available electronically have cobwebs due to no circulation. Dannelly said that two years ago a program was begun to collect data on usage rates, including circulation and noncirculation usage. Keating said that the circulation rate of all duplicates over a period of time would be helpful data in making the decision whether to remove duplicates and where to store them. Younger added that cooperative preservation ideas could also be considered for some duplicate materials.

Gay Dannelly then presented some figures on offsite storage, should it be decided to remove and retain duplicates from the collection. Storage which had been available at Valparaiso University is no longer available. An area bookstore has a warehouse which might potentially be used. The University Architects' Office could provide a warehouse type deep storage, where the materials are shrinkwrapped and stacked on pallets. The cost for this is \$13,000/year for 150,000 volumes. At the Center for Research Libraries in Chicago, 350,000 volumes could be stored in accessible storage for \$86,000/year. These figures suggest that offsite remote storage is fairly expensive.

Taylor asked about the long term growth of the collection. Younger said that the fill rate—the rate at which the stacks are filled—has been recently determined to be a bit lower than expected. A fill rate of 80% is the maximum desired, as a higher rate results in constant, laborious shifting of stacks. Some sections of the collection have a fill rate of about 80-85%, but others have a rate of as low as 52%. The combination of growth and the renovation are factors in the need to examine the issue of duplicates now. But the unexpected good news on the fill rate provides time to work out a short and long term policy on duplicates and storage, allowing us to put this issue on agenda next year and address it in a more deliberate way.

Members discussed ways to involve the faculty in this issue. Taylor suggested circulating the figures on how soon collection growth will reach a crisis state; he noted that most faculty must be unaware of the pressing nature of this problem. Lyandres suggested faculty could identify less used duplicates, if the librarians could create a list of the duplicate titles by discipline. Sommese noted that faculty would be able to provide good guidance on the question of textbook purchasing, which Dannelly noted is an area in need of policy.

Members briefly discussed the possibility of onsite storage. It is not likely that a storage space will be built, for financial and time reasons, but it is possible existing space might be used. All agreed that it is ideal to have physical materials nearby.

Keating asked why keep duplicate copies at all if indeed they duplicate content which is already held. Given the cost, Younger said that this is a pertinent question. Members then discussed alternative disposal of duplicate materials. Dannelly said that some materials are sent to Better World Books, an online book seller run by Notre Dame alumni, in support of literacy programs. This is both efficient and a support of the local community. Duplicate serials are of interest to Bridge to Asia, which is supporting a major new library being built in China. Younger said that exchange programs are also a possibility; she looks to faculty to partner on that. Dannelly said these ideas are all good ones, although labor intensive.

Younger summed up the discussion by noting that members have asked for some additional data at the May meeting: circulation, collection growth and how that maps into stack capacity in next 5-10 years, as well as a year number when growth will get critical, assuming nothing is done. She said the subject of defining and reviewing duplicate materials on a subject by subject basis with faculty will continue to show up on the agenda next year. There is now time to do it in a deliberate fashion which is really helpful.

Annual Report

Younger noted that the Annual report is due; she suggested a preliminary draft might be available at the May meeting. Sommese offered his experience, as chair, in writing the report: a short and succinct report which lists the topics covered through the year, notes decisions made and accomplishments, and concludes with specific requests as needed. Younger solicited any suggestions members might have for content or shape of the report.

Sommese made a motion to adjourn the meeting; Powers seconded it; unanimously adjourned.