University of Arkansas Libraries
Library Council, Wednesday, March 27, 2013

Present: Carolyn Allen, Jeff Banks, Molly Boyd, Sheri Gallaher, Judy Ganson, Tess Gibson, Mary Gilbertson, Martha Parker, Randy Thompson, and Tim Zou.

Human Resources Update
Jeff Banks reported on the following job searches:

- Two candidates were interviewed for the Director for Academic and Research Services, and that search committee will be submitting their report to the dean soon.
- The search committee for the Director for Administrative Services is conducting phone interviews with candidates.
- The position description for the Assistant Head of Special Collections has been sent to the OEOC for approval to post; if approved it will be posted next week.
- The English and Communications Librarian position description is under review by the library faculty.
- The Libraries and the Office of Development are in the process of determining whether a full search or an internal promotion will be used to fill the position vacated by Dani Porter-Lansky.
- The Engineering graduate assistant position has come open, when Debbie Chow accepted a job offer, even before she graduated. Congratulations to Debbie for being well placed.
- Applications are being reviewed for the library support assistant.

Jeff also noted that we will be offering continuous service during the new interim semesters and summer terms, so Mullins Library will be open during times when we normally would be closed between semesters. Also, the branch libraries will not change their hours of operation if no courses are offered in their fields during the interim sessions. Currently, we are scheduled to close at 9 p.m. instead of 6 p.m. during the interim, but usage and demand will be monitored closely and adjustments will be made as necessary. Jeff asked all department heads to track numbers of employees and their hours carefully during the interim sessions, and also services used to accurately monitor how much use we are getting, so that we may determine what the future needs will be.

Updates and Announcements
Judy Ganson noted that Danny Pugh, Vice Provost and Dean of Students, gave a presentation on managing student emergencies to the Academic Affairs Executive Group. They have established a color-coded system, from green to red alerts, with an appropriate contact tree for each level of emergency. The notifications will be sent to the Associate Deans, who will be responsible for informing appropriate faculty or staff in their respective colleges.

Also at the Academic Affairs Executive Group, Ro De Brezzo, Vice Provost for Academic Affairs, announced that the self-accreditation review revealed a weakness in good advising, both in the lack of hours available for non-traditional and distance education students, and for the changes in graduation requirements. Students are not being accurately informed about their status on required courses until they submit an application for graduation and are surprised by a rejection.

Javier Reyes, Vice Provost for Distance Education, presented his goals for the Global Campus to the Academic Affairs Executive Group, which included a goal of expanding services for faculty, expanding
online education into graduate programs, and maintaining the same quality standards for online and in person courses.

Judy also recommended that we read an article in the Chronicle of Higher Education on what librarians can do for MOOCs.

Carolyn Allen announced that on July 1 the Libraries will begin receiving 2% of indirect costs assessed on grants and awards by the university. The library allocation is part of a larger restructuring of the distribution of the indirect costs; for instance, what had previously been allocated to the provost’s office will now go directly to the Vice Provost for Research’s office.

Tim Zou reported that the Circulation and Access Services staff are ready for the finals rush. Last year there was some confusion due to the posted exceptions to hours, so this year they made an effort to streamline and simplify the schedule so there were fewer exceptions.

Sheri Gallaher reported that the Fine Arts Library gate is malfunctioning, and technicians were scheduled to fix it today. The dean, Judy, and Sheri were meeting with the architect to discuss the proposed off campus storage facility. The Pepsi machine has been installed behind the east service desk in Mullins Library and filled. There is no Razorbucks for the machine because there is no data drop there, and the ASG did not pay the $400-$500 to have a data drop installed. There will be some publicity as well as some instructions to caution students to keep the stacks area clean and free of pests.

Tess Gibson reported that the Relais pilot program, a GWLA initiative in which the Libraries are taking part, may start in June. The program uses a Relais software that checks individual institutions’ catalogs for a requested item’s availability before an interlibrary loan request is made. This eliminates a step, as previously there was no way to check actual availability before submitting a request, and should speed up in the interlibrary loan process.

Martha Parker reported that the decision regarding the funding of the IMLS grant will be made next month. She is giving two presentations at ACRL, one to minority residents. She has also been appointed as Vice Chair of the ACRL Diversity Committee.

Molly Moore reported that Serials staff are working on profiling in Serial Solutions (which provides e-resource access and management services (ERAMS) to libraries). This will assist us in managing the new ERM module more efficiently. It entails setting up a profile for every eJournal series, database package, and individual titles. We must indicate what we subscribe to, our holdings, etc. Once our information has been recorded in Serials Solutions, they will deliver automatic updates for any changes the providers may make to a package or subscription. We are using this to continually update WebBridge, but are not ready to update the catalog. The catalog is still being completed manually, by Serials and Cataloging.

Mary Gilbertson reported that the DDA program through ebrary has expended $15,781 to date. These are books and other materials that are available electronically through records loaded into our catalog. Each use triggers a cost, usually 10% of the purchase price; after three uses, the item is automatically purchased by the Libraries, so that amount represents both the single, one-time use fee and the outright purchases.

Randy Thompson reported that the search committee is conducting telephone interviews for the Law Library’s job opening in serials / acquisitions.