University of Arkansas Libraries  
Library Council, Wednesday, September 28, 2011

Present: Molly Boyd, Elaine Dong, Judy Ganson, Jennifer Rae Hartman, Norma Johnson, Tim Nutt, Necia Parker-Gibson, Robin Roggio, Luti Salisbury, Julie Thacker, Randy Thompson, Tony Stankus, and Juana Young.

Council Member Updates:

The Geosciences Librarian Search Committee met today. After reviewing and editing the job description, that job will be posted and the search underway.

The Law Library hired Chad Pollack from the Rogers Public Library, who will begin his job as Electronic Services Librarian on October 17.

The model representing the completed renovations to Vol Walker Hall (which houses the Fay Jones School of Architecture) will be displayed in the main service area of Mullins Library, beginning tomorrow.

Twenty-six additional student comfortable-seating chairs were ordered and will be installed today. Twenty-two will be placed in spaces on the third level and four more will be placed on the fourth level. The total numbers of seats added due to the shift in volumes and removal of the stacks from the west extension bays on the fourth level is 214.

No plan has been initiated for the space vacated by the P call numbers on the first level. Several groups or individuals have indicated a competing desire for that space, but that project is not in the preliminary stages yet. Level 1 is temporarily housing volumes that have been marked for removal to LISA, but which have not yet been cleared for the move through cataloging, etc.

The door counts in the third week of September indicate an eleven percent increase from the same week last year. The Chemistry / Biochemistry Library is also noting record door counts this year.

Brigham Young University has a reality program called Dining with the Dean, which is focused on student teams competing to create a three-course dinner, which the dean will judge. Laura Jacobs of University Relations requested that Dean Allen be the host and judge of this program, which will film in late October.

The director of development job search received approximately twenty applications. The search committee has met three times to review these, and should begin telephone interviews within two or three weeks.

The librarian in residence search committee recommended three candidates for on campus interviews, which will be scheduled shortly.

The Libraries' faculty for the sciences are requesting more involvement in the hiring process of tenure track library faculty in the sciences. From the development of the job description to the questions asked on the interviews, the science faculty are best qualified to assist, because they know the issues in the
departments on campus, as well as in the field of research. The selection of a qualified candidate is crucial, not only to the departments or schools they represent, but also to the other sciences faculty librarians.

ISIS management has split: Dave Dawson, registrar, is in charge of the services portion of ISIS and Ron Neyman, UITS, is in charge of the functional portion and security. Dave is starting a users’ group. Judy Ganson will represent the Libraries on that group.

**Review of the Strategic Initiatives:**

The goals outlined on the document submitted by the Strategic Initiatives Committee will be reviewed and assigned by the Admin Group after feedback is obtained from faculty and staff. The goals will be reviewed on an annual basis, and each one evaluated as to whether to continue, update, or dismiss that goal. Tony Stankus requested the administration obtain knowledgeable feedback for decisions, to ask persons with access to the problem or issue for input.

Specific discussion points included:

1. **Adopt assessments that are based on outcomes aligned to the University’s goals and regularly modify—or discontinue—programs based on these assessments.**

   **Comments:** Assessment is a key issue. The Assessment program should be coordinated to obtain maximum impact. Other libraries have librarians who are assigned to assessment as their primary duty, a trend that began appears five or six years ago. We could have a single individual or a committee to monitor the assessment program. The assessment coordinator or committee would work with groups or individuals to facilitate the development of specific tools to obtain the data needed for individual projects. They would be aware of what is being gathered from all departments and areas. They would be experts at developing ways of measuring how we meet the needs of our user groups, including fulfilling the role of organizers and purveyors of scholarly information. There are many tools out there to measure success, such as LibQual or ClimateQual. Instruction assessment is a big component. How do we know what we are teaching students makes them any more able to complete their research? Instead of locating assessment in units where the need or project arises, a coordinator would help facilitate across units to create an assessment that is meaningful and that will achieve the desired end results. The coordinator would be familiar with the best tools and the best practices in the field of assessment and would provide feedback to administrators. This might be a librarian with the assistance of someone with statistical analysis skills, someone who can create good variables and valid questions for the assessments.

2.1 **Work with UITS and RSSP to assist researchers in planning a data management program for grant proposals by December 31, 2012.**

   **Comments:** Add a goal to involve librarians in the faculty grant-writing process. Subject librarians should work with faculty in their fields early in the process, due to new requirements for researchers to maintain and preserve research data. Judy described the involvement of catalogers to suggest metadata for files in a document, but subject librarians should be involved as well to describe detailed programs for print and digital research data management, to provide an overview of what must be retained. This would require subject librarians to increase knowledge of what grant proposals their faculty are working
on, what the University D-Space requirements and functions are, and what toolkits are being published for faculty to use. Our involvement would be to increase the likelihood of the success of the grant proposals. Could possibly be developed as a goal to go under Initiative #8: Support the teaching and research of the faculty of the University. We should liaise with Dennis Brewer, head of Research and Sponsored Programs, both to grow our knowledge and to show we can assist researchers. Also may provide assistance with writing reports.

A possible way to begin this process is to start a discussion among subject librarians on data management models and an overview of current national trends, perhaps in a Collection Development or Selectors meeting. Review the Research and Sponsored Programs’ Website, which has a toolkit and resources for researchers, including a list of agencies that require data management as a component of grant proposals. This would provide an opportunity for librarians to increase service to faculty.

3.3 Investigate and evaluate potential participation of the National Digital Newspaper Project by June 30, 2012.

Comment: This is a very worthwhile goal. Historians around the world could use Arkansas newspapers if they were made available. It has become the norm for researchers to conduct research online instead of traveling. This would promote Arkansas to the world.

5.1 Reduce consumption of paper within the Libraries annual by 10% beginning January 1, 2012; evaluate the program to determine if further reductions can be achieved.

Comment: Paper consumption cannot be reduced at a rate of ten percent per year for very long.

6.2 Participate selectively in print repositories.

Comments: The Libraries currently participate in a GWLA-led print repository program. The first step was to survey member holdings of annual reviews, e.g., *Annual Review of Plan Biology*, which has been completed. The next step is to determine who will maintain which journals for a guaranteed period of time, possibly twenty years. In addition, the California Digital Library is collaborating with the Center for Research Libraries on a print repository project called WEST, which we also joined. This is also in the discovery process. The Law Library is not currently participating in an active print repository project, but there has been some discussion with peers. Journals will be collected systematically across disciplines and fields.

6.3 Develop LibGuides and other services for major administrative units on campus by June 30, 2013.

Comments: The major administrative units would include the chancellor’s and provost’s offices, as well as the vice chancellors’ offices and other key administrative units who may have need of library materials or services.

Are there any omissions from these lists of goals? What are individual’s burning, passionate projects that we need to undertake?

Comments: There is a national push toward posting materials online—the trend is toward digitization of collections. What are we doing to make our place in this area?
Create a goal to have informed librarians who are trained; institute a mechanism to hire only trained librarians. Each librarian should have a minimum level of training to help students, including graduate students, and assist faculty in teaching and research. Codify the expectations for liaisons. We should provide training on how to effectively conduct outreach. Establish a mentor program, in which mentors would accompany librarians to instruction sessions to monitor and provide feedback. Perhaps this belongs under the assessment Initiative #1, or perhaps under the Initiative #9, “Promote the excellence of the Libraries’ personnel.”

Create as a goal to have every student know who is the subject librarian in their major field. This would require outreach into the departments. Some possible ways to accomplish this are: to feature faces and subject specialists on the homepage rotator and Rise display; get LibGuides on Blackboard classes; send profiles to department newsletters and e-mail listserves; create flyers to resemble baseball trading cards and distribute through, and post in, departments.

Organizational Structure Models: What do we need to do as an organization? Adopt one of these models, adopt a blend of the models, or make no changes at all?

Comments: Both models reveal a frustration with failures of communication. Changing the structure will not solve the problem if communication is not improved. The failures of communication rise from culture and practice rather than structure. Attitudes are key, and a willingness of employees to adapt to change.

For instance, it would be helpful if the administration outlined the steps in the job search process to be transparent to faculty and staff. Subject specialists would like to be consulted before new jobs or vacant jobs are posted.

The administration establishes priorities with regard to open positions both during the annual review and various meetings with department heads, who are consulted about establishing budget priorities. During this process there are plenty of opportunities for input and interaction with both staff and faculty.

Faculty would like feedback on administrative processes, not just the hiring process, such as the progress of committee reports.

Faculty would like the administration to respond to reports with clear, written statements outlining the decisions made and an explanation of what happens with the information, opinions, and contributions of individuals or committees. This would not only improve communication but would generate more buy in.

We are all leaders and must take leadership responsibilities to ensure that opinions are heard. Some proposals are not complete enough to warrant consideration. We should establish a training program for project management skills and provide templates for faculty to use for proposals.