LIBRARY COMMITTEE MEETING
FACULTY SENATE
MINUTES
5 NOVEMBER 2003

PRESENT: David Palmer, Chair; B David Sinclair, Secretary; Mary Beth Ailes, Joan Lewis, Rick Miller, Deb Schroeder, Janet Wilke

The meeting convened at 3:50 p.m.

It was reported that when the last set of minutes was e-mailed to the Committee members, John Nuxoll responded that he is no longer the Student Representative and that we will need to contact Student Senate President McGeorge. Miller agreed to contact President McGeorge and ask to have the Student Senate select a new Library Committee Student Representative at its next meeting.

Interim Library Director Wilke reported on an Emergency Response Plan that was presented to the Administrative Council by John Lakey a few weeks ago. She then told the Committee about a huge water leak found on Monday of this week. This leak damaged fourteen 3-ft sections of government documents. Wilke showed one of these damaged documents to the Committee. She noted that the library doesn’t have a disaster plan in place, and libraries have specific needs that are not addressed in the campus-wide plan. Wilke has selected Dee Goedert, of Access Services, and Sheryl Heidenreich, of ILL/DD, to begin initial research on a plan for the library.

Wilke reported that the huge hailstorm that hit Kearney in June 2002 punched holes through some glass panes in the library’s glass vault above the atrium. So this summer the entire vault was removed and replaced with a clerestory.

She then reported that Mike Herbison has officially resigned effective 7 January 2004. She stated that the library staff would like to host a farewell coffee for him. Miller said that the Faculty Senate usually prepares a resolution thanking retiring faculty for their years of service, and that typically this resolution is read aloud at the farewell reception. The scribe was charged with contacting Herbison to select a date and time, and Miller will work on the resolution.

Wilke reported that the History Department has a graduate student, William Elsbury, who received his bachelor’s and master’s degrees here, and then received a library of science degree and is now working at the Library of Congress. Mr. Elsbury has been invited to return to UNK on December 9, and will be co-sponsored by the History Department and the Library. Wilke is considering having him do a presentation to students that promotes a career in librarianship. The History Department will also want to arrange to have him prepare a public presentation and meet with students. It was suggested that his visit be promoted on the campus homepage.
Wilke reported that ILLiad has now been brought online. This is an interlibrary loan delivery system that will allow delivery of journal articles to a website in PDF format, where they can be viewed, printed, or saved to disk. Miller said when he used it, he put in a request on a Friday and his article was there the following Monday. It was observed that this will be of great use to our distance education students. There is no fee for this service.

Pruning books – Wilke reported that the process is continuing and will take awhile to complete. As we move into a specific area of the collection, the faculty in that discipline may be contacted by their Library Liaison asking them to come to the library to review the books that have been targeted for removal, and to assist in determining whether or not these books should be retained in the collection. It is very important to have faculty input in this process, and Wilke asked the Committee members to encourage faculty in their colleges to participate in the process when they receive the e-mails. It was observed that there is a lot of discipline overlapping in some parts of the collection, which increases the importance of faculty input when reviewing those sections.

Budget – Wilke reported that the periodicals cuts, which had to be taken because of rising inflation rates, amounted to around $148,000. This leaves the library with $300,000 for print periodicals. This year’s inflation rate brings that up to $330,000. She reported that President Smith had asked for an increase in the university libraries’ materials acquisitions budgets. UNK’s portion of this increase is $28,000, and we’ve been told we will get this. Factoring in the savings generated by the serials cuts and this $28,000, the library should have around $80,000 of unallocated funds this year.

Wilke stated the library is receiving $25,000 from Priority Program funds. It was her understanding that this would be a recurring addition to the library’s base budget. Miller reported what he’s heard regarding Priority Program money, and suggested that Wilke obtain clarification as to whether this money is to continue from year to year. He said that in other colleges this has not been the case. Wilke agreed to look into the matter further.

Regarding carryover money from FY2002-03, Wilke reported that last year the library held back $33,000, but will get only about $12,000 of that back this year. It was noted that the money coming back to the colleges isn’t based on how much they saved, but on their percentage of the total budget.

Student Library Enhancement Fee (SLEF) – Wilke reported that the Board of Regents made this a system-wide fee of $2.00 per credit hour, so the library will receive about double what we received last year. In FY2002-03, the library received $160,000 from the SLEF, and spent around $130,000 of it on databases. Students have indicated that they want the databases for their research. Wilke noted that full text electronic databases have higher inflation rates than print periodicals. However, cutting a database is cutting off access to a huge amount of information.

Wilke then reported that she asked the librarians to present ideas for spending the unallocated funds, and it was determined that there are tremendous internal needs. We
haven’t purchased shelving for ten years. However, the pruning projects have not freed up as much shelf space as we had hoped. At our present growth rate, we will run out of space for periodicals within two years, and the LC Collection will run out of room in five years. Preliminary estimates for enough shelving and microfilm cabinets to hold us for several years were around $30,000, although actual bid costs may be lower than that.

We also need a new staff copier. The current one is a networked digital copier that was purchased in 1999, and has close to a million copies on it. A new copier would also be digital and networked with staff office PCs.

In addition, the library has not established a rotation schedule for replacing the 36 staff computers in the building. If we set up a 3-year rotation schedule, we would need to replace twelve machines each year. In the discussion that followed, Schroeder said that interest rates for leased equipment have skyrocketed so it’s less expensive to purchase new machines than to lease them. She felt that a 3-year rotation is a good plan, and older models wouldn’t be incompatible with newer machines. The University purchases computers with a 3-year warranty, and Info Tech Services usually gets at least five years of use out of each machine. Schroeder went on to say that Info Tech purchases mid-range machines so they will last longer and remain compatible with other machines and software. In answer to a question about seemingly less expensive units available elsewhere, Schroeder advised looking carefully at the specs. Warranties will add to the overall cost of the machines. She also said that if someone finds a cheaper source out there, to please let her know.

Wilke then reported that another item the library is considering acquiring is called Millennium Access Plus, or MAP, which would be a powerful research tool. Right now, if students have specific topics to research, they’ll first check one database, then move to another, and then another. MAP will search all these databases at once, which both saves time and provides access to databases that students might not otherwise have considered searching or even know about. The purchase price for MAP is $46,000. UNL has recently acquired it. However, because there are many parameters that must be set up in the configuration, it will take the UNL library about nine months to get MAP ready for student use. It is felt that this would become a very popular resource with students. Some Student Library Enhancement Fee money could also be used toward acquiring and maintaining MAP.

Another idea the librarians are considering is using a portion of the $25,000 Priority Program money for Priority Program-specific grant proposals. The Sr. VCAA has asked for a report on how we plan to spend the Priority Program money. This report is due to be submitted in January 2004.

The Sr. VCAA has also asked for some proposals for large projects that would come out of a $100,000 block of Priority Program funds. These proposals are due by 17 November. The library will submit a couple of proposals. One possibility is the MAP. Another is a social science resource that could take the whole $100,000, but which would be a marvelous resource, not only for Priority Programs, but for other programs as well.
Regarding the databases acquired through the SLEF, Wilke reported that the librarians have established a procedure for selecting databases that involves all the library faculty in the review and selection process. There are quite a few databases that have been identified to undergo this selection process for possible future acquisition.

The library faculty will also be developing a set of guidelines or policies for how we spend the Student Library Enhancement Fee funds. These guidelines will include such things as what percentage of the fund goes toward databases, how much should be set aside for hometown newspapers, how much money to factor in for database inflationary increases, etc. Full text databases are more expensive than abstracts and citations.

Miller stated that he tells his students to start with abstracts and citations also, and not just full text. He observed that if we can get full text delivered through ILLiad within a couple of days, then we might not need as many full text databases.

UNCL meeting – Wilke stated that the University of Nebraska Council of Libraries (UNCL) Directors meet every two months or so to discuss issues and concerns pertinent to the University Libraries. At their last meeting, some of the database people were also asked to attend. The libraries are looking into possibly joining a consortium for database access. Such an arrangement might include some things that UNK won’t need. On the other hand, it would cut down on duplications and increase the availability of some resources for student research.

The Committee was reminded that allocation letters have gone out to the department chairs. The deadline for spending or encumbering these allocations is 1 February 2004. Typically, the Library Committee meets in the spring to discuss how to handle the unspent allocations.

The next meeting was scheduled for Wednesday, 10 December, at 3:45 p.m., in the Library Conference Room.

There being no further business to discuss, the meeting adjourned at 5:03 p.m.

Respectfully submitted,

Colleen M. Lewis
Scribe

B. David Sinclair
Secretary
Faculty Senate Library Committee