

Approved Minutes of the Library and Learning Resources Committee (LLRC) Meeting
May 13, 2010 9:00-11:20 AM / Room 204, Curtis Laws Wilson Library

- I. Call to Order and Roll
- II. Review Action Items from Last Meeting
- III. Replacing VHS tapes with DVDs in the Movie Collection; Ed Malone has suggested the following procedure:
 1. Allocate a fixed annual amount to fund updates of the movie collection in addition to the currently available movie collection funding, independent from monograph and journal funds.
 2. On an annual basis solicit nominations from faculty, students, and staff of VHS tapes that should be replaced. (Usage figures will not help us in this case. It is likely that many VHS tapes are not being used because they are VHS tapes.)
 3. Charge the LLRC with vetting nominations and selecting the VHS tapes to be replaced each year.
- IV. Library Learning Commons Update
- V. Journal Portfolio Management Process
 - a. 2010 Pruning List Proposed by Library
 - b. Management Algorithm Proposed by Daniel
- VI. Library Resources Student Fee
- VII. Items from the Floor
- VIII. Review New Action Items
- IX. Adjourn

I. Call to order, Roll and Self Introductions

The meeting was called to order by Daniel Tauritz. He thanked everyone for their attendance and apologized for the meeting time so late in the semester.

Present: Daniel Tauritz (chair), Michael Bruening, Daniel Forciniti, Gearoid MacSithigh, Edward Malone, Hong Sheng, Michael Schwartz (Student Council), Andy Stewart, Maggie Trish, and Alexey Yamilov

Absent: Jacqueline Bichsel, Krishna Kolan (Council of Graduate Students), Nicholas Wilson (Student Council)

II. Review Action Items from Last Meeting

The minutes of the October 21st 2009 LLRC meeting were unanimously approved.

Daniel Tauritz has developed an algorithm for the group to review and discuss for adoption as the library's starting point for its annual journal portfolio management system process based on statistics and wish list items. This item is on the agenda as item V.b.

Maggie Trish had several action items which she briefly reviewed. Unfortunately, the ILL usage data is "dirty" making it hard to use as a basis for Daniel's algorithm.

Andy Stewart was to update on the letter to be sent to the ITCC chair related to Library funding for technology needs.

III. Replacing VHS Tapes with DVDs in the Move Collection

Ed Malone proposed, based on the VHS format being obsolete, that an allocation of a fixed amount is made and nominations be presented for purchase against that budget. This committee would then vet those nominations and make purchase decisions.

Maggie mentioned that Jacqueline needed some specific DVDs for her department and the Library had already put together a spreadsheet for the Reference department to review through the summer so replacements could be purchased. The Library will be looking at non-fiction by department and subject. The list will be circulated to the departments so they can advise on what they need for coursework. Those items would be purchased first. After that point, the Library would look at feature films. The Library goal is to support faculty first. Ed circulated a list he had developed and said the perception was there wasn't anything being done to update the VHS collection. Maggie mentioned she had received only 2 complaints about the DVDs and scenes, both were related to finding specific points within the DVD format but this was an issue that could be solved easily. Daniel Tauritz asked how long to make a complete switch to DVD and Maggie felt it could be accomplished within the next 2-3 years. All titles will not be available in DVD format. Daniel asked that since this project was on-going through the summer, that Maggie present a progress report at the first post-summer LLRC meeting.

IV. Learning Commons

Andy explained that the idea for a Learning Commons was formed about 4-5 years ago to make the first floor more inviting and provide more space for students to have practice presentations. The Library received a bequest last summer and that money has been spent on identifying a design firm and having plans prepared to use as a tool for raising funds to make renovations. The design firm has sent out a survey and by August we should have some preliminary drawings. Gearoid is representing the LLRC on the committee working with the design firm. The design group selected was Moody Nolan. Gearoid mentioned he was very pleased with this firm and is happy to be a part of this committee. Andy said during the preliminary review with the different design teams, it was interesting to see the Library from someone else's perspective.

V. Journal Portfolio Management Process

a. 2010 Pruning List Proposed by Library

Maggie distributed the pruning list and corresponding letter to faculty. A copy is attached to the minutes. Andy explained to Michael Schwartz why the pruning list was developed. Maggie explained how the statistics and cost per usage are gathered to look at the high cost per use and zero use for pruning purposes. Last year we were able to cut a fair amount and this year 22 met the criteria. Daniel Tauritz made a couple of comments on the letter content for the faculty. There followed a lengthy discussion on funding of the journals and how the Library was impacted by budget cuts. Maggie explained that we are talking about 300 titles and these are individual journals that are not part of a package. The question was raised about what happens when a request is received on a package or database of significant dollar amount. In those instances, the Library would be discussing with the department involved what items could be cut from the list that would have the least impact on course work.

Daniel called for approval of Maggie's proposed letter including pruning list with the one modification that the word "only" be inserted before "22 journals" in the first line of the second paragraph of the letter. Daniel Forciniti asked how the savings dollars are being spent. Maggie clarified that for the journals being cut, those dollars are applied to cover the rising costs of the journals that are retained by the Library. He made the point that at some unknown future time, the zero usage may not be enough to cover those costs. He reiterated that the letter to the faculty needs to indicate why cuts are made so they understand the need to support the Library. Daniel Tauritz suggested coming up with a slide that can be presented to the Faculty Senate that shows where we are and what can happen based on projected budget constraints and rising costs.

Hong Sheng asked about the information reflected on the chart that indicated online and database. Maggie clarified the database would still be available. Maggie will make some modifications to make that information clearer on the chart. By show of hands the committee unanimously approved the listing.

b. Management Algorithm Proposed by Daniel Tauritz

Daniel explained that currently the Library deals separately with wishes to add to its journal collection and suggested pruning of current journal subscriptions and that this is suboptimal because based on a wish one might want to conduct extra pruning to accommodate said wish. His proposed algorithm would accomplish this by ranking current subscribed journals and journals under consideration for subscribing into a single list. Daniel distributed a draft proposal for the algorithm, see attached copy. Daniel spent some time explaining the concept and how the coefficient was determined based on anticipated usage based on ILL requests. The coefficient is the biggest unknown factor. Maggie mentioned that her concern was, under this proposal, that we would have journal A this year but next year have journal B and then back to journal A the following year. We risk not having continuity in the journals and end up paying for archive data. Daniel confirmed that this was a possible side-effect of blindly applying the algorithm but that it would be easy for the library to prevent this from happening by "manual override". Maggie distributed a pie chart with a spreadsheet and explained the ILL usage numbers. A copy of the graph and spreadsheet are attached to the minutes. The pie chart reflects that there are a lot of titles with just one request. The spreadsheet is a reflection of those titles where 10 or more requests were made. There were a couple of journals that she recommended purchasing. The Journal of Studies on Alcohol was used a lot by the students. The other recommendation was the Transactions of the Japan Concrete Institute. With the more expensive journals, the Library would go back to the department and ask if there could be other less used journals removed to cover the cost of the new journal. Daniel pointed out that under the new journal portfolio management system policy, journals are no longer considered as owned by a department and that it would be better to use his proposed management algorithm to identify which journals to cancel in order to fund the subscription to new, lower cost-per-use journals.

Ed stated he was not thrilled with the proposed algorithm because he felt it doesn't consider various important factors and might result in certain departments losing all the journal subscriptions they care about. Daniel reiterated that he didn't intend his proposed algorithm to make the final journal funding allocation decisions, but rather to use it as a starting point for the library and justification to support cancelling journals receiving usage in order to support subscribing to expensive new journals which cannot be purchased with zero usage pruning alone.

Maggie stated that she does take a common sense approach to the pruning process realizing that some departments do not have the usage of others. Gearoid asked if the outcome was going to be relatively the same as what we have, why is this approach better? This approach appears to be quantitative and blind to the qualitative aspects. Alexey asked about the budget and how it was allocated. Maggie stated that approximately 75% was on packages and databases and 25% towards journals.

After a lengthy discussion regarding the algorithm, journals versus packages and how the budget is distributed, Daniel called for a vote. The final draft of the motion – A wish list would be requested from the academic departments about mid-August with a return due by mid to end of September. Maggie will distribute in early October a pruning list to the LLRC that takes into account wish list items, after approval by the LLRC the pruning list will be sent to the campus community in late October with appeals due by early November and appeals review by the LLRC in mid November. By show of hands the motion carried unanimously. Also, Maggie will execute Daniel's proposed algorithm and present to the LLRC in comparison with her suggested pruning list so that the LLRC can evaluate the algorithm's usefulness.

VI. Library Resources and Student Fees

The discussion of student fees grew out of the discussion and action item of drafting a letter to be presented to ITCC. Andy explained the technology that the Library underwrites that is not covered under the IT budget. After doing some preliminary review, it looks as if the IT fee is about \$1.8 million. Andy presented the idea to this committee for their suggestions and input.

Michael Bruening suggested that the IT line item be changed to "Electronic Fee" and include the additional amount for the Library. Daniel Tauritz had concerns about when and how the split would be determined and if that would put the Library at risk of not receiving funds. Michael Schwartz stated that it needed to be a separate line item. The students are not happy with IT and do not feel they are receiving justification on how the money is spent currently. Alexey suggested that the Library present a budget and show how the money would be allocated. Michael Schwartz thought it was a good idea to show the laptops used by the students and any points that show how the money would go back to items directly used by the students. Maggie explained that the Library doesn't have a technology budget and keep up a classroom, laptops for check out and other technology used by Multi Media and the Scholars' Mine that is not covered by IT. Michael Schwartz said the Library needs to be clear that they are paying for items and it is not coming out of the IT budget. Andy will follow up on how to get a new line item for the Library added to student fees.

VII. Items from the Floor

Andy mentioned that at the last meeting new copiers were discussed for the Library. We will have new machines here this summer. They will have scan to USB capability. This is something the students have been requesting.

Daniel Tauritz mentioned that the next meeting will be with new members. A new chair will need to be elected at that time. The 2010-11 new members for the LLRC are: Jun Fan, Akim Adekpedjou, Tom Schuman, Ed Malone (re-elected). The Faculty Senate has speeded up their process in order to get these names to the Standing Committees earlier. It used to be September before we found out who the new members were. We appreciate their timeliness.

VIII. Review New Action Items

Daniel Tauritz reviewed the action items and asked for any other items.

IX. Adjourn

Meeting adjourned at 11:20 a.m.

Action Items

- 1) Maggie report on VHS to DVD switch progress
- 2) Andy to pursue student fees for the Library
- 3) Maggie to obtain wish list from faculty and send pruning list by late September in preparation for the next LLRC meeting to review any appeals.
- 4) Maggie prepare a slide for presentation to the Faculty Senate on dollars saved through the pruning process and how those dollars are spent along with a projection on potential impact based on continued future budget cuts.

Attachment 1: Maggie's proposed pruning letter (before discussed modifications)

Dear S&T Faculty Member,

It is once again time for the Library's annual review of its journal portfolio. Our process in compiling the data was the same this year as the previous year: analyze print and electronic usage over a three year period and base decisions on the total amount of usage as well as cost per use during that period.

This year we were pleased to discover that there are 22 journals that meet the criteria for being cut, which was either zero usage from FY 2007 to FY 2009, or a cost per use of over \$1000 during that same period. Of those 22 journals, 19 were only available in print through 2009 which we believe was a large factor in the low usage.

The table below contains those titles which being considered for elimination. Three titles that were appealed last year are being given a year's exemption to build a user base. Another title does not provide online usage data from the publisher site, so will not be cancelled at this time, though the title is listed as a point of information.

Title	Electronic Availability	Format	3 Yr Usage	3 Yr Cost Per Use	Notes
Advances in physics.		online	9	\$1425	
Journal of hydraulic research		print	0	\$1966	
ASHRAE transactions.	ASP 2004-	print	0	\$1697	
Journal of educational psychology.	PsycARTICLES 1910-	print	0	\$1352	
Journal of the Ceramic Society of Japan.	JSTAGE free 2007-	print	0	\$1314	
American mathematical monthly	JSTOR 1894-2005	print	0	\$1040	
Choice.		print	0	\$967	
Journal of marketing theory and practice.	BSP 1992-, ABI 1997-	online	0	\$796	
Journal / American Water Works Association.	ABI 1996-	print	0	\$611	
CIM magazine.		print	0	\$540	
Advances in dynamical systems and applications		online	0	\$520	No usage data available
Journal of the astronautical sciences.		print	0	\$510	
Exemplaria.		print	0	\$455	Exempt on Appeal
Cold Spring Harbor Symposia on Quantitative Biology		print	0	\$386	
Journal of general and applied microbiology.		print	0	\$378	
Journal of the Association of Asphalt Paving Technologists.		print	0	\$361	
Shakespeare bulletin.		print	0	\$252	Exempt on Appeal
Masonry Society journal.		print	0	\$189	Exempt on Appeal
Auto/biography studies : a/b.		print	0	\$176	
MHQ : the quarterly journal of military history.		print	0	\$155	
Massachusetts review.	ASP 1990-	print	0	\$111	
Flannery O'Connor review.		print	0	\$84	

Please note that online usage data was gathered from the publisher site, not from any third party database such as Academic Search Premier which might also provide coverage for the title in question. In some cases the titles above are available from our central database subscriptions, and may be receiving use there as opposed to in the print format which the library owns.

For those new to this process, to compile this list of titles we looked at subscriptions that included journals and journal packages not currently in a multi-year license. The complete list included a total of 346 journal titles and approximately 28 small journal packages. To count the use of print resources, we used the MERLIN catalog to count checkouts, as well as a statistic called "in-house use" that counts when a book or journal is used and not re-shelved. The statistics for online use of materials were retrieved from the publisher or vendor; most of those use the same format for providing statistics which ensures they are comparable. The only exceptions to this were the small publishers who have only a journal or two and do not provide usage statistics. Once we had usage data added for 2009, we used the prices for those years to determine the cost per use for each year and a three year average.

During this part of the pruning process, if an individual faculty member or department wishes to appeal the decision for a particular title, please email Maggie Trish at trishm@mst.edu before June 1st 2010 to ensure all appeals are considered in a timely manner. In your appeal, it would be helpful to the library and the Library & Learning Resources Committee to know why Interlibrary Loan will not suffice for the title, or if there is a programmatic reason the title should be retained.

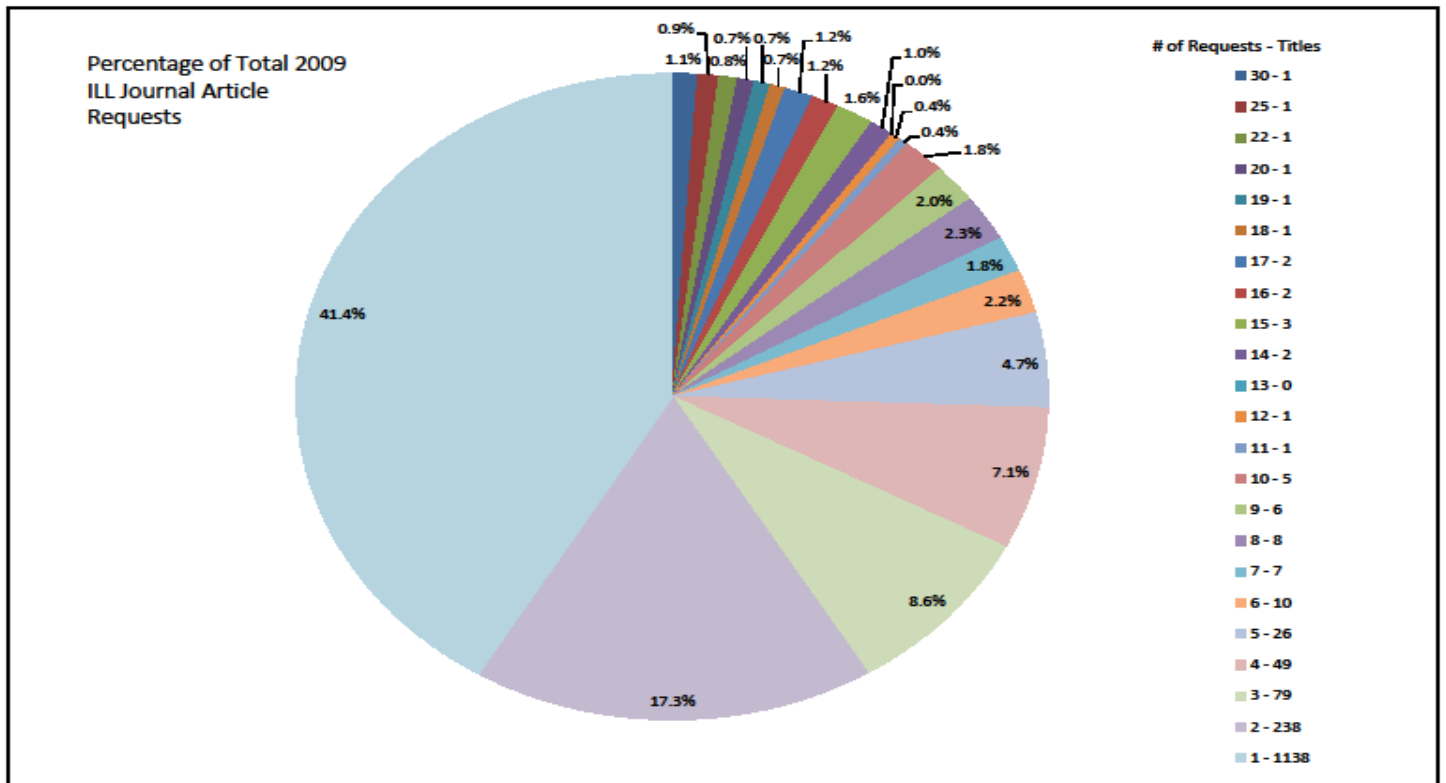
Beginning in the fall of 2010, departments will be contacted to identify individual journals and databases that they are interested in having the Library add to its portfolio. Please know that the library is trying to retain and add access in the face of dwindling economic resources as prices climb, central resources are cut, and funding remains constant. We appreciate your understanding as we work together to provide you and your students with the materials you need in the most appropriate way.

Maggie Trish, Assistant Library Director

Andy Stewart, Library Director

Daniel Tauritz, Faculty Senate Library Learning & Resources Committee Chair

Attachment 2: Maggie's ILL usage pie chart and spreadsheet



Top InterLibrary Loan Journal Requests for 2009 by Title

# of requests	est cost	est CPU	Title	Publ. Years Req.		
30	\$1,520.00	\$50.67	Materials transactions, JIM	1990-2009		
25	\$6,995.00	\$279.80	Water science and technology	1994-2007		
22	\$370.00	\$16.82	Journal of studies on alcohol	1985-2009	Have 1996-2006 in Gale	2
20			Steel research international	1994-2009	Have 2010-present in Wiley, 2004-2009 from publ.	
19	\$5,165.00	\$271.84	Geophysical research letters	1987-2008		
18			Materials science & engineering, A, Structural materials, pro	1992-1998	Have 2000-present in ScienceDirect	
17	\$936.00	\$55.06	Diabetes technology & therapeutics	1999-2008	Have 2008-present in Gale	1
17			Journal of Nuclear Materials	1992-1998	Have 2000-present in ScienceDirect	
16			Geophysical journal international	1991-2009	Have 1997-present in Wiley	
16			Transactions of the Indian Institute of Metals	1973-2006	Have 2009-present in Springerlink	
15			Experimental eye research.	1964-1992	Have 2000-present in ScienceDirect	
15			Journal of geodynamics	1987-1991	Have 2000-present in ScienceDirect	
15	\$107.00	\$7.13	Transactions of the Japan Concrete Institute	1982-1997		
14	\$1,143.00	\$81.64	Concurrent engineering, research, and applications	1993-2007		
14			Journal of Geophysical Research	2005-2008	Have 2008-present in AGU	
12			Mineral processing and extractive metallurgy review	1996-2009	Have 2002-present in Academic Search Premier	
11			ISIJ International	2000-2009	Have in J-Stage	
	\$16,236.00					
					1 All one faculty member in ECE	
					2 All undergraduate students	

Attachment 3: Daniel's Proposed Journal Portfolio Management System Implementation

Assumptions for use of this algorithm

1. The journal budget is sufficient to cover all multi-year journal package commitments not up for renewal in the present year
2. The journal budget is sufficient to provide full journal access, either via ILL or journal subscriptions, whichever is cheaper
3. The variation in the future usage estimate coefficient over different journals is sufficiently small that its use for all journals is warranted; if this turns out to be not the case, for instance if there is a large difference between say engineering and humanities, then a separate average for each would be determined and the appropriate average used in the estimated annual cost-per-use heuristic

Annual Journal Portfolio Management System Algorithm

1. Reduce the journal budget by the not-up-for-renewal journal packages
2. If there are sufficient funds, then reduce the remaining journal budget by the less-than-3-year subscribed journals to provide sufficient time to evaluate their usage
3. Rank all other subscribed journals and all non-subscribed journals requested by academic departments, or for which there has been ILL usage over the last three years, by their estimated future cost-per-use
4. Iterate from the lowest cost-per-use journal (top rank) to the highest cost-per-use journal (bottom rank) until the journal budget is fully committed, committing to the journal in the current iteration as long as its subscription price doesn't exceed the remaining uncommitted budget
5. Any currently subscribed journals that didn't make the cut are placed on the proposed pruned list
6. Successful appeals result in those journal subscriptions being renewed and consequently removed from the rank list, after which we return to step 4
7. All currently subscribed journals on the committed list are renewed
8. All currently unsubscribed journals on the committed list are subscribed to

Estimated Future Cost-per-use Heuristic

- (a) Subscribed journals: divide next year's renewal price by one third of the number of uses over the last three years
- (b) Unsubscribed journals with ILL usage over the last three years: divide next year's subscription price by one third of its last-3-year ILL usage multiplied by this year's future usage ILL estimate coefficient
- (c) Unsubscribed journals requested by academic departments with no ILL usage over the last three years: the library will on a case by case basis estimate to its best ability next year's anticipated usage and divide next year's subscription price by that figure

Future Usage ILL Estimate Coefficient

1. Average over all currently subscribed journals for which we have ILL usage data for the three years preceding our initial subscription, their last 3-year usage divided by their said 3-year ILL usage