

**Library and Learning Resources Committee
Annual Report to Missouri S&T Faculty Senate
May, 2013**

<i>Members – Library and Learning Resources Committee</i>		
Chair:	Gearoid MacSithigh	Mech. & Aero Engr.
	Akim Adekpedjou	Math & Stat
	Michael Bruening	History & Pol Sci.
	Wei Jiang	Computer Science
	Edward Malone	English & Tech. Comm.
	Tom Schuman	Chemistry
	Hong Sheng	Business & Info Tech
	Maggie Trish	Interim Director of Library
	Alexey Yamilov	Physics
Council of Graduate Students	Soumitra Nande	
Student Council	Nikki Gomez	

Meeting 1: September 13, 2012

- Elected Gearoid MacSithigh as Chair for 2013.
- **General Updates:** There is no movement on the renovations for the library as fundraising needs to be done. The development office will be contacted to determine who the library fund raising rep is. The current time frame for selecting a new library directory is 9 to 12 months, possibly more.
- **General Budget Updates:** The library is looking at a \$5,000.00 cut to balance inflation, in addition to an already realized savings of \$12k through moving to consortial licensing. The library is operating at its 1985 staffing levels with the loss of two more positions, for a total of three positions lost at this time. Half of the student budget was paid for out of salary savings from the prior director's salary and revenue from the library's print shop. The Provost has received a request to keep that money in our budget as a cut in that money may impact building hours. The Library Systems Office is looking at a potentially large cut for 2014 and some small cuts for inflation this year. There is a possibility that we will lose both the ProQuest Technology collection (TRD/Materials Science) and the current file of Compendex. The size and unique needs of the campus make our favorite resources a target for budget cuts.
- **Journal Pruning Process:** Last year the new journal requests cost more than we saved. Proposed changes for this year's pruning process are moving to a methodology of 0-2 uses and \$800 or more cost per use, which will deepen cuts a bit, and the library has evaluated the list and checked to ensure all titles on the list are readily available via ILL and has made recommendations for a few titles to keep based on other considerations. Currently there are 50 titles on the cut list. During the pruning process the library has thus far been able to honor all appeals to not cut a journal and intends to make sure the faculty is aware that electronic versions of these journals are often available and position this pruning process as a positive that might give them the potential to gain access to something that may have more appeal.
- **Thesis and Dissertation Update:** Online thesis submission process will still be an option this year, however next year thesis submission will be online only. The hold policies are due for reconsideration by the Graduate Faculty this term as there were not enough attendees at the meeting to decide last term. Currently, if material has a hold marked on the form 2 or form 7 it will not be submitted to Proquest. The Graduate Faculty will be considering how to handle holds, options on holds, and how long will holds last before published.
- **JSTOR Weeding Process:** The JSTOR weeding list is ready. The original plan was to the email the list to the faculty later in the term, to ensure it was not confused with the journal portfolio evaluation. After some discussion it was decided to send the list in the same email along with the journal portfolio evaluation. It was decided that if each list is clearly marked with clear instructions imbedded in each document that it would be easier for faculty to review each list in one sitting rather than be confused by one list now and one list later in the semester.

- **Scholar's Mine Update:** The Mine is working through a person by person review of each faculty member's publications at this time. Several departments already have methods in place to corral the most up to date CV's from faculty members. The Mine is moving its content to Mospace which is currently the repository for three campuses. The library will have better preservation on content and quality control with this move. Branding of Scholars' Mine does not have to change unless we want it to. This change should be effective in January 2013. The Scholars' Mine content will still be available during this transfer period. The Provost and Chancellor have partnered with the library to upgrade a large-format scanner received when the UM System Library Systems Office dissolved its digitization unit. An order has been placed for the upgrade and when complete, we will have the capability of digitizing materials of a 4 x 6 foot size, including some of our fragile thesis maps. We hope to make this unit available to the campus, local organizations and individuals. We will be looking at a fee structure to ensure we are able to maintain the unit.
- **Library Response to Student Survey:** In response to the spring user survey the library has done the following: installed a quick print terminal allowing students to quickly print an item or check email before classes; begun the process of installing a coffee/hot drink machine on the ground floor; assigned students to monitor the 3rd floor to ensure a quiet and conducive study environment; begun coordination with IT on CLC machines and making wireless printing available. Based on student demand and lack of availability in this more rural area we are looking at the feasibility for more personal interest books both print and electronic. Most of these services are subscription based, and we are obtaining pricing on them.

Meeting 2: April 23, 2013

- **General Budget Update:** The Provost's office requested that the library develop a proposal for potential 2%, 3.5%, and 5% budget cuts. The plan for this year is to offer the Provost two options. One option cuts some money from E&E by cutting an open position, which would result in the loss of library hours during the day on weekends, and with the rest of the money coming from the materials budget. The other option is to take the entire portion from the materials budget. Should this cut happen, it would be made using up-to-date cost per use information and with extensive consultation with the LLRC and academic departments. Large chunks of funds are not able to be cut based on the licensing agreements that must remain in place. In response to suggestions of decreased operation hours in lieu of cuts to subscriptions and acquisitions Maggie noted that existing pressures on the student wage budget will lead to cuts in hours during breaks and intersessions even without a budget cut. A draft comparison of the library with its peers and sister campuses was reviewed and discussed. Also discussed was the possibility of system-level cuts to electronic resources and the effect that would have related to ProQuest and Compendex which are critical since Scopus does not get down to the conference paper level.
- **Library Director Search:** Three candidates have been invited to the campus for onsite interviews in early May. Maggie indicated that open forums will be scheduled and as soon as the itineraries have been confirmed. Notices will go out to the LLRC and then eConnection.
- **Fundraising – Library Fee and Advancement:** Maggie commented that last year some efforts were made to try and obtain fees levied as a component of the IT fee for the library. The approach that was investigated revealed some statutory issues and the Provost has indicated that the best course of action would be to try and obtain a library fee that would support student-interest electronic resources and technologies. On the Advancement front, their office lost several staff members and the library did not have any representation for an extended period of time. That situation has been corrected and the library will be meeting with them to discuss fundraising for the library.
- **Library Peer Comparison:** Peer comparison reports distributed compared Wilson Library to peer institution libraries and sister institutions. Some indicators include librarians per student FTE, materials expenditures per student FTE, and materials expenditures per faculty member. In pulling the data together, some institutions were not an exact match as they were privately funded. Some key points from the discussion:
 - Data pulled from IPEDS and Association of College and Research and Libraries (ACRL)
 - Tie the data from this comparison to the Strategic Planning tiers; show how it relates.
 - Michigan Tech is a peer institution we should aim to replicate
 - Georgia Tech was another institution mentioned.

- **Annual Report to Faculty Senate:** Each year the LLRC must prepare a report for the Faculty Senate. The prior year's report consisted of agenda item and discussion summaries from each meeting. A report utilizing the same format will be constructed and submitted to the LLRC for approval.
- **Scholar's Mine Update:** Scholar's Mine has been moved to MoSpace and each campus will have templates designed their specific needs. The library has also purchased a large format scanner that can scan blueprints, maps, and other large format material for preservation. There will be a service available to patrons to have library staff scan large material and there are plans in place to scan past catalogs, alumni magazines, and newspapers. Also mentioned is the Poster Shop which can perform some large format scanning. The poster Shop, once a source of revenue for the library is now facing operating at a loss due to student salaries, cost of supplies, and competition with the campus print shop, which began competing for the poster business on campus a few years ago.
- **Thesis Hold Update:** Maggie provided a review of the last meeting held with the graduate faculty regarding changes to thesis holds and indicated that an agreement had not been reached and another meeting will ensue. The library is moving to an electronic submission system and the form will be changing to a separate hold form requiring the signature of an advisor and the student authoring the thesis; as they own the copyright and would need to be kept abreast of any holds on their material. After discussion regarding technical publications and a uniform way to add them to Scholar's Mine, Maggie stated that the library can host journals, conference proceedings or technical report series and requested interested parties to contact Roger Weaver.
- **Library News:**
 - As a result of the survey conducted by the library, additional scanners, computers and a stand-up book scanner are being added. Scanning can be done to email, USB Flash drive, or cloud storage in multiple formats, including audio files. At this time the library will not be offering to print and all copyright notifications will be present at the scanner which will be located on the first floor.
 - The library's weeding project of the print backfiles of JSTOR titles has been completed and other journal backfiles that provide perpetual online access are being considered along with transferring our copies to the depository. The library will work closely with LLRC and the campus faculty on any proposed project.
 - VHS replacement to DVD has been completed for high usage, classic material, and faculty requested replacements. Some VHS will not be replaced.

On behalf of the Missouri S&T Library and Learning Resources Committee.

Respectfully submitted,

Margaret Trish
Interim Library Director