Senate Library Advisory Committee Meeting
Monday, September 10, 2007 10:00 a.m. – 11:00 a.m.
Library South 7th Fl., Conference Room

Present

Introductions
Committee chair Deron Boyles opened it up for introductions around the room for all present.

Student Members Elected
Mary Nell Stone has given us the names of the two students elected to serve on the committee this year. They are Amina Kirk and DeAndre Moore.

Report from the Dean of Libraries, Charlene Hurt

Library Renovation Update
The Library has completed all renovations except for the fifth floor, and the Library North doors. Except for a few small items, the bulk of the work is done, and was completed ahead of time and below budget.

The coffee shop that will be opened in the Library will be owned by Saxby’s. Saxby’s is new to Atlanta, but is a national company that currently has a location in the Flat Iron building. This will be their first library coffee shop, which will be run like a corporate coffee shop rather than a franchised coffee shop. Saxby’s hope to be completed by the Library’s Grand Opening ceremony which should be held anywhere between November 2-9. The event will be primarily for the students and will be held during the daytime to accommodate them. Invitations will be going out soon, and Mayor Franklin has been invited to speak, though her schedule may not allow it. The Library has been packed with users. A big impact on the increased number of users has been due to the closing of the Classroom South computer lab that seated one hundred. The Library is installing more power and data on the third and fourth floors of Library North to help them meet the need for more computers. The first two weeks of the semester, at times every computer workstation was being used. The Library is Wi-Fi wired, though some of the upper floors have yet to be done. To assist with the additional users, twenty new laptops are available for check out, Macintosh computers are supposed to be moved from the computer lab to Library South-3rd floor, and IS&T will also be helping to provide technical assistance. The Library did request to use the Library South computer lab space, but IS&T will keep ownership of it. The computer lab closing had nothing to do with the Library renovation, it was previously scheduled to close, but it was done earlier because the University needed to have IS&T offices converted to classrooms. The IS&T offices now going into the old lab space may ultimately be moved into the Citizens Trust building.

The Library renovation project’s twenty million dollar budget that was primarily student funded is currently under budget less than one million dollars. With the remaining funds there are limits to what the money can be used for. It cannot be used as money towards endowment for books or to buy databases. A new sign saying UNIVERSITY LIBRARY will be purchased for the Library North plaza area. The closing of the Library South plaza entrance for the waterproofing project is not the Library’s project; it is part of the university’s infrastructure improvement projects. The Library
North entrance is currently closed. It has been closed three weeks, and will remain closed another six weeks. The only entrance to the Library currently open is through Classroom South.

A professional consultant is being hired to help the Library decide the ultimate layout of the collection. Bids have been received by Purchasing, and a consultant will be hired soon. The consultation and then move of the collection may be completed during the Winter break. It was suggested that the information about these plans for collection moves be publicized more and even placed on the Library’s website to increase positive public relations information regarding the collection locations.

**Budget Report**

At the Spring FACP meeting it was decided that no decisions would be made regarding budget items except for the funding of faculty raises until enrollment is in for Fall semester. The initial Library budget is 3.8 million for acquisition of materials and does not include staff pay, etc. There were two main budget requests made to FACP, and they were funds to cover inflation and funds for new electronic databases. A series of databases were bought from funds left over from the Library’s operating budget. A list of those databases was requested. They can be found at: [http://www.library.gsu.edu/pages/pages.asp?idID=64&guideID=0&ID=4900](http://www.library.gsu.edu/pages/pages.asp?idID=64&guideID=0&ID=4900)

Please speak to your faculty representatives to encourage FACP to vote to support the library’s budget request beyond inflation. Thus far, the supplemental databases request has received a lot of support from the English department, and we need to encourage other colleges to persuade FACP to improve the collection. Even a short email to your FACP representatives can make a difference.

**Feedback from the Library Institutional Repository Subcommittee, Tammy Sugarman**

- This committee was established last year as a joint committee with Senate Research and the Senate Library Advisory Committee (SLAC), and is being co-chaired by Tammy Sugarman and Ram Sriram. The committee’s charge is to advise on policies and procedures for implementing the Georgia State University (GSU) Institutional Repository, assist in marketing and promoting the Institutional Repository within his/her department and college, and develop a name for the Institutional Repository. A list of current committee members will be given to the chair of SLAC, though members may need to be re-elected because of the change in SLAC membership with the new Senate year.
- In the past few months, the library has made good progress concerning the institutional repository. To better reflect the collection development and research aspects of the institutional repository, Sara Fuchs is now reporting to the Associate University Librarian for Research Services, Tammy Sugarman. In March, Tammy Sugarman and Sara Fuchs presented to the Provost and department heads about digital initiatives within the University Library, including the institutional repository, where they received positive feedback. A draft version of policies and procedures is currently being written, covering the following areas: mission/background, collection development policy, metadata/description policy, access policy, withdrawal policy, copyright and intellectual property policy, preservation policy, and DSpace community establishment policy. Sara Fuchs has partnered with the subject liaison librarians to recruit content for the repository. Subject liaison librarians will work with their departments to identify content, educate faculty members on copyright and other scholarly communication issues, and to provide the service of uploading documents into the repository, with the assistance of Sara Fuchs. We have already begun several pilot projects, including library faculty publications, literary journals from the Department of English, and archival material from the Law School, which have helped us identify technical issues that are being resolved by IS&T.
- If you would like to be a part of the Institutional Repository Subcommittee, please contact Deron Boyles.

**Future Meetings**
It was decided that future meetings for SLAC will be held on the second Monday from 10-11 a.m. in Library South-7th floor conference room. The next two meetings are scheduled for October 8th and November 12th. If you have any agenda items please send them to Deron Boyles.

Other New Business

FACP meeting dates/times can be found on the Senate web page.
The Journalism History Society will be holding a semester book sale on the Library Plaza on Tuesday, October 9th. They are trying to acquire the 19th century Newspaper Archive, so any books you would like to discard please contact Leonard Teel in Communications to have them picked up.
Any suggestions for ways to have a faculty party in the Library for all faculty, book chairs, deans, etc. are being accepted by Charlene Hurt. The party would be held around the same time as the Library Grand Opening event in November. The dilemma is trying to find a good time to have it so that the Library is not so crowded and also a space where refreshments can be served without the public joining in. It was suggested to have it open house style where faculty can drop in between certain hours.
In response to an inquiry, Charlene stated that patrons can bring food and beverages into the Library. An increase in maintenance staff has been requested, additional wastebaskets have been bought, and our own Library staff will be devoting time to maintain a clean environment. The Library’s major food concern has been coffee spills on the carpet, therefore, with the renovation, dark colored carpet was installed.

Meeting was adjourned at 10:50 a.m.
The next meeting is scheduled for October 8, 2007.