Senate Library Committee Meeting
Monday, February 23, 2009
3:00 pm – 4:00 pm
Library South 7th Fl., Conference Room

Present
Deron Boyles, Pam Lucas (Recorder), Tammy Sugarman, Skye Hardesty, Laura Burtle, Leonard Teel, Katherine Willoughby, Nancy Seamans, Dave Pavesic, Janaia Moore.

Approval of Minutes
Motion to approve the amended minutes from the 11/3/2009 meeting was called by Dave Pavesic and seconded by Katherine Willoughby. Various editorial edits were provided for amendment. The motion was approved unanimously.

Journal Cancellation Project (discussion by Tammy Sugarman and Sky Hardesty)
Several documents were presented for review, (a) Memo from Nancy Seamans, Dean of the Library and (b) a history of journal price increases. Ms. Sugarman began with a summation of the memo written by Dean Seamans explaining that no new funding for the FY2010 materials budget was expected. Because of the timing of ordering and cancelling journals it was necessary for the process to begin now in anticipation of cancelling enough journals to save approx. $400K in recurring commitments. There are 758 titles on the list for a total of $543K. Ms. Hardesty explained the process used to determine the titles selected for cancellation. A webpage, which will be available Mar. 2nd, will be available with the list of titles that are being proposed for cancellation. Input from faculty will be requested by utilizing the webpage to solicit comments and justification for retention of a journal; this will happen between 3/11 and 5/1. It was noted that both graduate and undergraduate students would have access to comment and the rationale used to select the titles would be included. The library liaisons will send the information to their departments with a general explanation and a link to the website. August 1st is the date targeted for cancellation of all selected titles. The committee will have a final review of titles before final cancellation.

Various Update (discussion by Nancy Seamans, Laura Burtle and Tammy Sugarman)
The progress of several projects was discussed; the survey of library hours, Archive IT and Digital Commons:

Survey of library hours: In response to a request made by a student government association, requesting that the library stay open 24/7. A survey was conducted to determine what hours would be most helpful to students. The process was done in two parts. A survey was sent via email to student and placed on the Library homepage. The survey garnered approximately 1300 responses with very little consistent feedback. Several focus groups were conducted to further investigate the questions that were in the survey. The analysis has not been completed. It was also noted that there are ancillary issues that come with extended hours that also must be addressed. It has been determined that there will be extended hours during exam times.

Archive IT, a service that will assist with the university archive as it accommodates the changes encountered by increased online usage. Archive IT is a subscription service that is provided by the internet archive, The Way Back Machine. It will allow for identification of URL’s on the university web that can be copied, on a regular basis, to have documentation (a snapshot) of a page as it exists over time. Sites can be crawled at regular intervals and then archived in various locations. After the contract has been signed by legal a group will be put together to decide what sites will be archived. The university will have a
terabyte of date and 300 seats which can be upgraded over time.

**Digital Commons** is a software package that will replace D-Space, which we are currently using as the digital archive at GSU. The digital archive will include both thesis and dissertations. We will also subscribe to a piece call Selected Works. Selected Works will allow faculty to put up a list of their publications or research interests. It will also include a journal publishing piece which will allow for the production of open access journals.

**Complaints**: Dean Seamans led a discussion regarding complaints surrounding the library’s “unaffiliated visitors”. She explained, there have been fairly significant problems regarding noise, hygiene etc. In the process of finding ways to address the issues it was discovered that limited policies existed to address the issues. Policies are being establishing and reviewed by legal. The next step will be to determine a way to make them work without targeting people who don’t have a place to go when it’s very cold, but still allowing students to have better access to library resources. A practice of requiring anyone without a GSU id to sign in and state why they’re here is currently being reviewing. This would allow us to have ability to follow-up on their reasons for being in the library. The police are making regular passes but do require a written policy. The final complaint was in regards to computers that are set aside for use by visitors to the library. This equipment cannot be used by student due to login protocols. This equipment is not being paid for by student tech fee money and we feel some obligation to provide some access to the public. If the Senate Library Committee (SLC) would like us to revisit this we would. Signage will be reviewed to ensure they are clear in explaining that student fees do not fund these systems.

The new USG copyright website (usg.edu/copyright) was put up Friday, February 20th. In the next few days legal will forward an email giving information about the site. They will also provide faculty training.

**Meeting of Senate Committee of Chairs with President Becker (discussion by Deron Boyles)**

The budget discussion with the Provost was not specific to the library. He did outline three scenarios that went from 10-12% as a cut and then did a detailed analysis of how the numbers would fall out. There were several options outlined, furloughs and layoffs, the possibility of shutting down the University for a week in addition to winter break were mentioned. The University Senate Budget Committee urged him to consider graduated notions of furloughs. The policy would be reflected in FY2010 contracts. The Senate is compiling a University Policies page. After some investigation it was noted that there were no policies for this committee. Mr. Boyles asked if there were any key policies that could be linked via the website. It was determined that at the next meeting the members would bring the policies that are currently in place for review to be included on website.

**Introduction of New Administrative Coordinator**

The committee acknowledged Janaia Moore for her contribution in providing administrative support to the committee. The new Administrative Coordinator, Pamela Lucas, was introduced and welcomed.

**Other Business (discussion by Leonard Teel)**

Special thanks went out to the Library staff for their work with students, with a special nod to Trisha Clayton. There will be book sale in the library plaza on March 17th. Donations are being accepted for the sale. The cut off for donations will be up to the day of the sale. It was also noted this meeting would be the last for Mr. Teel.

The University Library Undergraduate Research Award winners have been selected and the awards will be
presented at the 3rd annual Georgia State Undergraduate Research Conference, March 13th.

The next meeting is scheduled for April 20, 2009 at 3:00 pm.

Motion to Adjourn
Motion by Dave Pavesic and seconded by Katherine Willoughby
3:55 pm