

University Libraries Committee
Minutes
December 14, 2007

Members Present: Cecilia Amador, Linda Bartoshuk, Rae Jesano, Ruth Lowery (Chair), Bridget McNamee, Leah Rosenberg, Judith Russell (Ex-Officio), Randi Smith

Members Absent: Cecilia Amador, Frank Chapman, Gloria Moore, Jeffrey Needell, Ralf Remshardt

Meeting called to order at 3pm.

1. A motion was made to approve the minutes of November 9, 2007. The motion was seconded and the minutes were approved.
2. Judith Russell, Dean of University Libraries, gave a brief report on the CSUL Directors Meeting from last week.

The CSUL Directors are drafting a letter proposing FCLA take a more active role. The Directors voted in favor of using carry-forward funds to cover database costs for the remainder of the 2007-08 fiscal year. FCLA and the Directors will work toward reorganizing budget priorities.

The Report Generator is not equipped to handle multiple individual requests. CSUL Directors decided there is a need for more restraint in report requests until the FCLA report writing mechanism is in place.

3. Dean Russell reported on the progress of the Strategic Planning Task Forces. There will be more activity from these Task Forces in 2008. Each Task Force is considering using blogs for updated information; if so, this would take effect in Spring 2008.

The [Biological and Physical Sciences Task Force](#) has asked its members to survey their respective departments about access, support, services, library as place, and whether there is a need to bring Library services closer to home. There is also a plan to revamp the website. Course-specific websites are being reviewed for consideration.

The [Special Collections, Area Studies, and Government Documents Task Force](#) will focus on working relationships between various Florida communities. Its members have been asked for opinions on more sophisticated exhibits and work with schools.

The Humanities and Social Sciences Task Force

The Undergraduate Education Task Force has asked for input on access to digital materials, delivery, and appropriate services for undergraduates.

4. Dean Russell reported on progress for the Remote Shared Storage Facility. This was a topic at CSUL and has been a topic of discussion with Provost Janie Fouke. The Board of Governors returned the Library Directors' request with changes that plan for funding in 2008-09, building in 2010-11, and occupancy by 2012-13. Not

all CSUL Directors feel they have the ability to wait that long for additional storage space. Dean Russell is drafting a proposal requesting building in 2008-09.

Smathers Libraries may need storage space sooner, as ALF is at 60-70% occupancy and there are overflow items at the Architecture and Fine Arts (AFA) Library and Marston Science Library. There is capacity for temporary storage at Library West.

The new Storage Facility would employ a cherry-picker for retrieval and would require low staffing. Pre-notification would be mandatory for retrievals. There would be a small on-site reading room. A Planning Task Force will have membership designations by Spring 2008.

5. Dean Russell responded to concerns about DVD media losses in Library West. She distributed the various locked cases used for every shelved DVD/CD item. There are two types of losses: loss by patron and theft. Patrons are charged a fine and replacement fee for signed-out lost items, but these funds go into the University of Florida's general fund and are not returned to the Library. Rates of loss are standard in comparison to other State University Libraries, at approximately \$6,000/year in replacement costs.

Ideas for additional protection against theft include 30-second pre-open alarms on fire exits and shelving empty cases and retaining actual media behind Circulation desks.

Professors are advised to request ILL items while awaiting replacement items.

6. Dean Russell responded to an inquiry about the Music Library overstock. AFA and the Journalism Library are also overstocked. Each Library is reviewing its collection to determine whether some items could be integrated into Library West's collection. Dean Russell stated that valued donations would still be accepted and incorporated.
7. Dean Russell reported on the success of Library West's Extended Final Hours. Attendance rose by 30% on the two weekends these hours were in effect. Attendance numbers will be shared with Student Government for analysis and a student survey is planned. Extended Hours will be offered during Spring 2008 hours. Students voiced positive feedback on Starbucks extended hours and concerns about walking home late at night.
8. Announcements:
 - The Health Science Center Library (HSCL) is bringing back two candidates for the position of Director. An offer will be made sometime next week.
 - HSCL is considering Consortial Buying.
 - The Provost gift of \$500K will be used on a collaborative initiative with HSCL and the Law Library to fund priorities.
 - Ruth Lowery reminded members to talk to respective departments and bring forth ideas and concerns.
 - Misty Swain will follow-up in Spring 2008 to determine meeting times.

Meeting adjourned at 4:30pm