

Library Advisory Committee
Minutes of the May 12, 2014 Meeting

Present: Ms. Taryn Anthony, Dr. Scott Breloff, Dr. Maureen Carroll, Dr. Tracy Collins, Dr. Adam Pratt, Dr. Marian Farrell, Chair, Mrs. Sharon Finnerty, , Mr. Eugeniu Grigorescu, Dr. Teresa Grettano, Dean Charles Kratz, Dr. Erica Lasek-Nesselquist, Assistant Dean Jean Lenville, Prof. Sheli McHugh, Prof. Betsey Moylan, Prof. Bonnie Oldham, Dr. Bill Parente, Associate Dean Bonnie Strohl, Ms. Carolyn Swift, Prof. Narda Tafuri, Prof. Donna Witek, Dr. Ben Willis, Prof. Kristen Yarmey and Dr. John Zych. Unable to Attend: Dr. Carol Cote and Dr. Barry Kuhle.

The meeting came to order at 12:10 p.m.

There was a change to the minutes of the March 3, 2014 meeting: Jean Lenville's name had been omitted from those on the Library Expansion Committee. With this change, on a motion by Prof. Witek, seconded by Dr. Willis, the minutes were approved and will be posted on the Library Advisory committee's webpage.

Dean Kratz reported that the Library was facing a \$90,000 cut in its budget that Provost Hal Baillie mitigated by giving the Library a 3% increase. The Library cut databases to achieve the amount of reduction necessary. Ms. Strohl and Prof. Tafuri will look at the amounts necessary for departments to meet obligations for journals and standing orders and will contact those that do not have sufficient amounts due to the impact of inflation. We hope the new Provost will similarly support the Library.

On Friday, May 9, 2014, there was an open forum on the WML + 10 report. Discussion at the forum included a suggestion to undertake additional collaboration with Student Affairs. The report received positive comments from various constituencies around campus for its vision for the future. The Library would like to gather as much feedback as possible to have a final presentation ready for the new Provost. Dean Kratz asked Committee members to ask for comments at any departmental meetings that take place prior to the end of the semester. To respond to the WML + 10 documents, email Prof. Yarmey at digitalcollections@scranton.edu

Two subcommittees, Allocation and Expansion, were outgrowths of the WML + 10 report and budgetary concerns. Ms. Strohl reported on these. On April 17th, Prof. Tafuri, Prof. Moylan, Dr. Breloff, Dr. Collins, Dr. Lasek-Nesselquist and Ms. Strohl met to discuss revision of the formula that allocates new funding for the acquisition of materials. Dr. Pratt and Dr. Farrell were unable to attend. Dr. Pratt met separately with Prof. Tafuri and Ms. Strohl to review the materials presented and discussed at the meeting. PowerPoint slides reviewed the Library's current practice and models used by other institutions. We currently use 4 factors, full-time equivalent students (FTES), full-time equivalent faculty (FTEF), number of courses and cost of acquiring materials in the discipline based on average cost of a book and average cost of a journal in the discipline. The first three factors come from the master schedule of enrollment supplied to the Library by PAIRO. The average cost for acquiring materials for a department is based on the extent to which the department is reliant on books or journals. For example, if a book in the discipline is \$61.93 and a journal is \$1,660, and the department spent 22% of its budget on books and 78% on journals, the cost for acquiring materials for the department would be \$1,303.35. Each of the four factors is expressed as a ratio that is applied to the amount available for allocation. Prof. Tafuri presented a weighted formula that can reflect institutional priorities, emphasis on research and new developments. This formula is based on one developed by the University of Arkansas. The weighted formula takes the average costs of acquiring materials without referring to the

historical spending as in the current formula. The subcommittee decided that the weighted allocation formula is an improvement on our current that equally considers four factors. It is also easily adapted to reflect shifting priorities. Dr. Breloff added a column for departments that have research methods courses, something that is not possible to do in our present interaction. The subcommittee will need to meet again to look at what factors should be considered and the weight that they should be accorded.

The Library Expansion Subcommittee met on May 24, from 9-10:30. Dr. Cote, Dr. Willis, Mrs. Elisabeth Shomaker, Ms. Lenville, Mr. James Devers, Dean Kratz and Ms. Strohl were present. Dr. Farrell was unable to attend. Prof. Michael Knies followed up via emails with Mr. Devers on the issues discussed at the meeting. The meeting was very productive and included discussion on factors such as climate control and dampness that make a space suitable for library use. Mr. Devers asked the Library to develop a program for expansion. This would include the amount of space needed and the collection or services that might be located in the expansion space. Mr. Devers will get current dimensions from the library building plans to report how much space we currently occupy for Special Collections/Archives and a floor of stacks. He reviewed current plans for buildings and alternative sites. Future decisions include service/collections that the Library might move to another location and where this location would be in relationship to the Library. At the WML + 10 discussion, weeding materials that have outlived their usefulness was discussed as a means of reducing the space crunch on the Library's shelves. There was discussion of collaborative off-site storage among neighboring and/or PALCI libraries. The ideal of having the CTLE share a common space with the Library would require an addition due to the amount of space the CTLE would require. An addition for the Library is not in the 10 year plan.

Prof. Oldham announced the recipients of the fall 2014 Information Literacy Stipends. Dr. Meghan Rich will collaborate with Prof. Witek for her Sociological Theory course and Prof. Christopher Dunbar will collaborate with Prof. Oldham on Introduction to Occupational Therapy.

Prof. Oldham reported Caroline Swift, an MBA student with a concentration in Operations Management, and Christine Panzitta, a junior Secondary Education/History major, were selected as the 2014 [Library Research Prize](#) winners. Honorable Mention awards in the Graduate Category included Taryn Anthony, Chemistry major; Patricia Gelling, an Occupational Therapy major; and a group of Physical Therapy majors consisting of Kyle Corrado, Christine Fischer, Michael McGraw and Kristin Ryffel, our first group recipients. Honorable Mentions were also awarded to two undergraduate students—Natalie Della Posta, a Neuroscience major and Stephen Gadowski, an Exercise Science and Sport major. Ms. Swift and Ms. Anthony received a round of applause.

Ms. Lenville reported that Library webpages are under revision to better present search options and information about the Library and its services. The new version will be up in September and will run parallel with current site so everyone can have an opportunity to try the new version and provide feedback. The Library plans to switch to the new site in January, 2015.

Prof. Witek reported that the Writing Center will conduct Write & Cite drop in sessions from 5-8 p.m. in the Library on May 13th and 14th. Writing Consultants will staff one station in the Reilly Learning Commons and a second one adjacent to the Reference Desk. Consultants will be available to assist students with their writing and to direct them to the Reference Desk for further research assistance and help formatting citations. The Writing Center will have two satellite locations in the Reilly Learning Commons. Amye Archer, Writing Center Coordinator, heavily promoted the event.

Mrs. Finnerty presented a report on the pilot project for lending media to students. This program was initiated because of student requests to borrow films to watch at their convenience, to use in their research and in class presentations. Extending loans to students also provided a better return on the investment for acquiring the media. Prior to the beginning of the lending pilot, faculty received an email asking them if there were any films that they wanted to restrict to faculty only so that they would be available for assignments. Seven faculty responded; the requested items were placed on reserve. The policy change was promoted on Library social media, digital signage, posters and word of mouth. In January, Mrs. Finnerty set up a display table to feature new arrivals and popular titles. In Fall 2013, 154 students, 118 undergraduates and 36 graduate students signed out DVS and VHS tapes. This accounted for 14% of the total media checkouts for that time period. Momentum grew in the spring semester; there were 491 circulations to undergraduates (26.7% of media checkouts) and 63 to graduate students, 3.4% of media circulation for the time period. The 708 total checkouts were returned on time and in good condition. Most were feature films. Based on the pilot, Mrs. Finnerty recommended we continue the practice. In discussion, Mrs. Finnerty reported that there are 30-40 films on permanent reserve that may only be used in the MRC. Faculty may add reserved items at any time. If there is student interest in borrowing a film that is on reserve, Mrs. Finnerty will acquire a second copy. The Library Advisory Committee agreed that the Library continue loaning materials to student for use outside the building.

Prof. McHugh reported that the Reilly Learning Commons project is now at the point of ordering furnishing, software and equipment. She is interviewing Techcons who will assist users with the equipment in the facility. The Reilly Learning commons will be closed for the summer while construction and furnishings are put into place. For the ribbon cutting ceremony in September, she, Prof. Tafuri and Ms. Strohl are contacting vendors to demonstrate Library resources and to provide giveaway items to attendees.

There being no further business, the meeting adjourned at 12:50.

Respectfully Submitted,
Bonnie Strohl