

2013-2014 Year-End Committee Report Form

Committee:

University Library Board (ULB)

Chair: Daryl Eggers /DKE**Chair-Elect for 2014-2015:**Daryl Eggers,
x44960, zip 0101,
daryl.egggers@sjsu.e
du**Number of Meeting held:**

12

(Please include phone/zip/email if available)

Items of Business Completed 2013/2014

1. The ULB was updated on activities related to the Libraries of the Future Initiative (LOFT), including a preliminary look at a collections analysis that was completed by an external consultant.

2. Major topics related to the 5-year review were discussed with the ULB, including reports on Fundraising, Library Collections & Expenditures, WASC-related activities, Outreach, Special Collections, and Access Services.

3. In the spring semester, the ULB was given a chance to comment on a draft of the self-study and met with the external reviewers. The 5-Year Review and External Reviewers Report have been posted on the ULB's website under the heading of Program Planning Documents.

Unfinished Business Items from 2013/2014

1. At the end of the Sp14 semester, after the ULB held its last meeting, a letter was received from James Brent of the Political Science Department asking the Library to cease removal of materials related to the LOFT initiative. The letter appeared to refer to all materials, regardless of the topic or relation to studies in political science.

3.

New Business Items for 2014/2015

1. Review the current Academic Senate Library Policy and suggest updates or revisions to the Academic Senate for action.

2. Discuss the role of the Library in student success in the context of acquiring information literacy skills, a quality mentioned in the University Learning Goals as "conscientious information gathering." (ULG 3.2)

3. Discuss allocation of library funds to specific colleges/departments in relation to database and materials usage.

Please return to the Office of the Academic Senate (ADM 176/0024) by July 18, 2014.

University Library Board

Chair: Daryl Eggers

Chair's Extended Zip: 0101

Chair's Phone #: 44960

St	Name	ZIP	Phone		Term
A	Ruth Kifer	0028	82419	Dean University Library	EXO
B	Beth Von Till	0112	46348	FAL to Exec or Past Chair of Senate	EXO
C	Bernd Becker	0028	82355	Library Faculty	2015
D	Sue Kendall	0028	82039	Library Faculty	2016
E	Ann Agee	0028	82033	Library Faculty	2015
F	Lynn Andonian	0059	43059	Applied Sciences & Art	2014
G	Ming Zhou	0070	43572	Business	2016
H	Grinell Smith	0074	43776	Education	2015
I	Nikos Mourtos	0087	43867	Engineering	2014
J	Beverly Grindstaff	0089	44394	Humanities & the Arts	2016
K	Daryl Eggers	0101	44960	Sciences	2015
L	Ruma Chopra	0117	45515	Social Sciences	2014
M	Joni Bodart	0029	42728	Sch Libr & Info Sci	2015
1	Nick Ayala	0128	46244	Assoc Stu Pres or designee	EXO
2	Lauren Steffey	0028	82012	Undergraduate Student	2014
3	John Savercool	0028	82012	Graduate Student	2014

University Library Board

2013/2014

The University Library Board will meet in the King Library Boardroom (unless otherwise noted) from 2 to 4 p.m. on the following dates:

2013

August 26
~~September 9~~ Cancelled
September 30
~~October 7~~ Cancelled
October 28 (2-3pm)
~~November 4~~ Cancelled
November 25
December 2

2014

January 27
February 3
February 17
~~February 24~~ Cancelled
March 17
April 7
April 21 (External Reviewers' Visit – no minutes taken)
May 5

Minutes
University Library Board
August 26, 2013
2-4pm
King Library Boardroom

Attendees: Ann Agee, Lynne Andonian, Bernd Becker, Daryl Eggers, Sue Kendall, Ruth Kifer, Grinell Smith, Lauren Steffey, and Beth Von Till.

Absent: Nick Ayala, Joni Bodart, Ruma Chopra, Nikos Mourtos, and Ming Zhou. Transcriber: Bridget Kowalczyk

1. Approval of minutes from April 29, 2013

- Bridget reported that Ruma moved to approve the minutes Ann seconded. The remaining members voted to approve.

2. Welcome/Announcements/General Discussion

- Ruth welcomed new members to the ULB.
- Chancellor White will be visiting campus on September 8th.
- On September 5th at 11am in the Fourth Street lobby of King Library, San Jose Mayor Chuck Reed & President Qayoumi will kick off the 10th anniversary. On September 6th, Mel Chin, the creator of Recolecciones: The King Library Public Art Collection will speak to faculty and staff about his work.
- Ruth announced that the library is recruiting for a technology trainer to help SJSU students use different technologies. Training will include both 1-on-1 sessions with individuals and workshops, such as working with Canvas.
- The library received a donation of \$100K to create a Technology Suite. This facility will include a variety of current technologies, including video equipment. Users will be able to book the space to practice presentations and work collaboratively with their peers.
- Faculty members were reminded of the Learning & Research Commons student centered space on the Mezzanine and the new Mediascape with projection software that's been recently installed.
- A discussion of using permalinks to avoid copyright infringement took place. Faculty members were reminded to work with their library liaisons to learn more about both topics. It was recommended that the library's permalinks LibGuide should go on both the Canvas page and the Faculty Services page.
- It was recommended that faculty across campus would benefit from regular updates of library news, both for their use and to disseminate to their students. Bridget

suggested revamping the Faculty Services page to include news that is current and relevant to the faculty.

- ULB voted to cancel the September 9th meeting. The next meeting will be September 30th. At that time, Ruth will update ULB with LOFT information from the September COLD meeting in Northridge.

3. ULB website

- Bridget demonstrated the ULB website, located at <http://library.sjsu.edu/university-library-board-ulb/university-library-board-ulb>. Documents related to the Libraries of the Future (LOFT), the Library's 2009 Self-Study (5 year review), library policies, and the King Library Operating Agreement are located on the main page. Past minutes and agendas are available from the link under the Navigate pane.

4. Research Grant Follow Up

- At the end of the last academic year, the ULB requested that the Research Foundation once again give the library a percentage of indirect costs. In response to this request, the Provost awarded the library \$100K from Academic Affairs to purchase library materials in support of faculty research, with some indication that this award will be repeated in future years.
- Despite the short turnaround time from award to purchasing (5 weeks), faculty from all colleges submitted lists of resources they would like the library to obtain. Approximately 30% of the funding went towards books, ebooks & videos and 70% towards journals and databases.
- It was recommended that faculty be encouraged to turn in wish lists throughout the year to avoid the last minute rush, aware that funding may be forthcoming.

5. Vision Strategy Update - LOFT

- Ruth stated that all libraries in the CSU system will be looking at their print collections to determine how they can be shared across the CSUs, thus freeing up space in the local library to be repurposed for student learning spaces.
- A consultant paid for by the Chancellor's Office conducted an analysis of approximately 800,000 circulating library materials in the SJSU print collection this past summer. The analysis did not include materials in reference or special collections.
- This fall, librarians are studying the analysis in order to formulate a plan to move forward. The approach will focus on what we want to keep in the collection.
- ULB will be consulted throughout the process. All faculty members will be notified per the Senate Library Policy.

6. Five Year Review

- The self-study will take place in Fall 2013, followed by the external review in Spring 2014.

- Ruth will bring an outline to the next meeting to guide the five year review process and presentations to ULB.
- Ruth reported that many changes have taken place since the last review, including the Institutional Repository, Affordable Learning Solutions initiative, and preparation for the WASC review.

7. Affordable Learning Solutions

- Ann reported on the success of the Textbook Alternatives Project in Spring 2013. Eleven participating faculty received stipends ranging from \$500 to \$2500 to replace high cost textbooks with free or low cost alternatives.
- Ann reminded faculty to encourage students to visit the “e textbooks in the library” link under the library’s homepage Quick Links before purchasing textbooks, to see if their book might be available freely through the library.

8. Discussion of this year’s priorities

- One of the major goals for the ULB this year will be the LOFT initiative and the best means to reach out to faculty for feedback and to provide updates.
- The second goal will be the 5-Year Library Review.

9. Election of ULB chair for 2013/14

- Beth nominated Daryl Eggers for this year’s ULB chair. Grinell seconded. Everyone approved.

10. Adjourn

Handouts:

- Agenda for August 26, 2013
- University Library Board roster
- University Library Board schedule 2013/14
- Associated Students & Academic Senate Student at Large Position Application
- Research Funds: Journals & Databases order status
- Research Funds: (One-time) Books, ebooks & videos
- Textbook Alternatives Project (TAP) Recipients Spring 2013
- SJSU Dr. Martin Luther King, Jr. Library Vision Strategy Statement

Minutes
University Library Board
September 30, 2013
2-4pm
King Library Boardroom

Attendees: Ann Agee, Lynne Andonian, Bernd Becker, Joni Bodart, Ruma Chopra, Daryl Eggers, Beverly Grindstaff, Sue Kendall, Ruth Kifer, Nikos Mourtos, John Savercool, Rae Ann Stahl (Guest), and Beth Von Till.

Absent: Nick Ayala, Grinell Smith, Lauren Steffey, and Ming Zhou.

Transcriber: Bridget Kowalczyk

1. Approval of minutes from August 26, 2013

- Daryl reported that Ruth moved to approve the minutes and Ann seconded. Nikos, John, Joni, Ming, and Ruma abstained. The remaining members voted to approve.

2. Welcome/Announcements/General Discussion

- Beth reported that the ULB should draft a Sense of the Senate resolution commemorating the library's 10 year anniversary. Ruth will work on this and Bridget will post it to Google Docs for suggestions.
- Daryl reported that he attended a Chair's Forum where they discussed procedures. He stated the importance of holding a formal election for the next ULB chair to ensure equality.
- Ann reminded ULB members that the Provost has sent out the information on the application process for Textbooks Alternative Project (TAP). The deadline to submit an application is November 27th. Ann recommended that faculty speak with their liaisons to start the process of textbook alternative awareness.
- Daryl will be addressing the Academic Senate on October 21st to report on last year's ULB activities, including formally recognizing the Provost for her support for faculty research funds. It was recommended that a summary of Sue's list of information resources purchased and subscribed to with these funds be sent to the Provost's Office for inclusion in the Provost's newsletter.

3. Vision Strategy COLD Update (LOFT)

- Ruth reported that all libraries in the CSU system will be looking at their print collections to determine how they can be shared across the CSUs, thus freeing up space in the local library to be repurposed for student learning spaces and campus academic support services.

- Ruth reported that SJSU library has had its circulating print collection analyzed and the results have been passed on to the library's Collection Development Team. The analysis was paid for by the Chancellor's Office.
- The librarians will develop criteria for what they determine is necessary to keep in the collection. As each discipline varies in its use of print resources, the criteria for each discipline will vary.
- Per Academic Senate policy, the list of weeded items will be posted. Similar to the duplicate weeding project conducted last year, faculty will be notified when the weeded items are available for them to view and take for their use.
- This project will take time and resources. A formal proposal for funding will be submitted to the Chancellor's Office to support this project.

4. Collection Analysis for LOFT (Stahl & Kendall)

- Sue reported that the list used to compare print collections included the libraries of the CSU, the UC system, Northwest regional libraries and the Academic Research Libraries (ARL). To that list, SJSU added twenty comparable libraries.
- Across the CSU, programs offered are fairly similar, which could account for the similarity in collections. The only exception is SJSU's School of Library and Information Science which is unique to SJSU.
- SJSU is using a software program, Green Glass to guide the process. This database contains approximately 800,000 items and has been customized so that SJSU library can enter criteria, manipulate data, compare the SJSU collection to other collections, and produce reports. On Oct. 14th the Collection Development Team will participate in a workshop focused on manipulating the data in Green Glass. On November 7th, the training in Green Glass will continue for the remainder of the SJSU librarians. On November 22nd from 10-11:30am there will be a webinar in King 213 featuring Michael Levine-Clark from the University of Denver. He will be addressing responsive general collection management by integrating stakeholder input. All ULB is invited to attend.
- Rae Ann reported that 19.44% of the SJSU circulating print collection has circulated zero times since 1990. Ninety percent of the collection was published prior to 2003. Seventy-three percent is held by more than 100 US libraries. Only 3% is unique to California. Approximately 50.74% of the collection is available electronically from the Hathi Trust, but only 8 – 9% are in the public domain and available online fulltext to SJSU.
- ULB members were concerned that print books available and chapters digitized for Course Reserves might not be included in the percentages reported by Green Glass. Dean Kifer stated that Neil Ordinario will provide liaison librarians with a list of the resources that have been used over the years for reserves to ensure their inclusion.
- It is possible for SJSU library to access the available Hathi records and make them available through the SJSU catalog.

- Currently, Technical Services does check for ebooks freely available before replacing damaged books in print. Sources checked include the Digital Public Library of America (DPLA), the Internet Archive, and Project Gutenberg.

5. Five Year Review

- The self-study will take place in Fall 2013, followed by the external review in Spring 2014.
- From the topic list handout, Ruth will ask staff to present findings to the ULB on major topics listed. Presentations will continue for the remainder of the fall 2013 ULB meetings and during the first several weeks of the spring semester.

6. Next ULB meeting

- ULB members voted to cancel next week's ULB meeting. The next meeting will be on October 28th. Since that is also the date of the SJSU Author Awards, ULB will meet from 2-3pm, so that members can attend the event in King 225/229 at 3pm.

7. Adjourn

Handouts:

- Agenda for September 30, 2013
- Revised University Library Board roster
- Five Year Library Review topic list

Minutes
University Library Board
October 28, 2013
2-3pm
King Library Boardroom

Attendees: Bernd Becker, Ruma Chopra, Sabra Diridon (Guest), Daryl Eggers, Beverly Grindstaff, Ruth Kifer, John Savercool, Rae Ann Stahl (Guest), and Beth Von Till.

Absent: Ann Agee, Lynne Andonian, Nick Ayala, Joni Bodart, Sue Kendall, Nikos Mourtos, Grinell Smith, Lauren Steffey, and Ming Zhou.

Transcriber: Bridget Kowalczyk

1. Approval of minutes from September 30, 2013

- Bridget reported that Ann moved to approve the minutes and Daryl seconded. Lauren, Grinell, & Ming abstained. The remaining members voted to approve.

2. Welcome/Announcements/General Discussion

- To ensure that links from Canvas to library databases are not broken, faculty should use the database's permalink. Information on permalinks is available at <<http://libguides.sjsu.edu/permalinks>>.
- The second Annual Author Awards follows the ULB meeting today at 3pm in King 225/229. Ruma was congratulated for being a recognized author at the event.
- ULB members voted to cancel the November 4th meeting. The next meeting will be Nov. 25th.

3. Faculty Research Funds - Becker

- Bernd reported that the Provost's Office has once again allocated \$100,000 to support faculty research needs for the 2013/14 academic year. The deadline to request library materials is November 15th. The funds are limited, and may be used to secure books, e-books, databases, and journals that will be added to the holdings at the University Library. This information was also sent to department chairs across campus to disseminate to their faculty.

4. Five Year Review: Fundraising (Diridon)

- Sabra reported on the fundraising efforts of the library for the past five years.
- Fundraising is a unique challenge for the library. Although critical to student success, the library itself has no alumni pool. There are slightly more non-SJSU alumni donors to the library than SJSU alumni.

5. Adjourn

Handout:

- Agenda for October 28, 2013

Minutes
University Library Board
November 25, 2013
2-4pm
King Library Boardroom

Attendees: Ann Agee, Lynne Andonian, Bernd Becker, Ruma Chopra, Daryl Eggers, Sue Kendall, Ruth Kifer, Nikos Mourtos, John Savercool, Grinell Smith, Rae Ann Stahl (Guest), and Beth Von Till.

Absent: Nick Ayala, Joni Bodart, Beverly Grindstaff, Lauren Steffey, and Ming Zhou.

Transcriber: Bridget Kowalczyk

1. Approval of minutes from October 28, 2013

- Bridget reported that Ruth moved to approve the minutes and Ruma seconded. The eight members that didn't attend abstained. The seven members who attended voted to approve.

2. Welcome/Announcements/General Discussion

- A student from Associated Students met with the Dean to request daily 24/7 library hours. Additionally, a professor's political science class will be submitting a petition to the library to request changing closing time to 1am instead of midnight on extended study nights. Stats on the number of students using the library from 9 to midnight and stats on the costs involved will be gathered and analyzed. This semester, 24/7 study hours for finals were extended by one day.
- Ruth reported that allocations for library purchases for the recent mergers and splits in departments will be studied for future allocations.
- Sue reported that faculty from all disciplines submitted requests for library resources to support faculty research from the \$100K provided by the Provost. Librarians are in the process of analyzing requests.
- ULB members are encouraged to view the webinar "Engaging Stakeholders for De-selecting Books" offline. A link will be sent to ULB from Bridget when it becomes available. It was recommended that the Academic Senate also have an opportunity to see it.

3. Five Year Review: Library Collections – Stahl & Kendall

- Materials Budget Expenditures 2008/09-2012/13
 - The purchase of electronic resources has steadily increased in the past five years as print purchases decreased. The current ratio is 90% electronic to 10% print, which is a national trend.
 - Ebook purchases tend to fluctuate more than databases, based upon user demand. Database subscription costs generally increase 5-6% yearly.
- Information Resources – Number of Titles in Collection 2008/09-2012/13
 - Microforms were weeded in 2012/13 for items we have available in other formats.
 - Ebooks & journal titles acquisitions have grown significantly in five years.

- The figure for the number of ejournal titles in the collection includes ejournals individually subscribed to and those available through a database.
- The print collection was reduced through a modest weeding project (duplicates, print indexes, education collection) conducted in 2012/13.
- When videos are requested for purchase, the library first checks if it is available through streaming video.
- Electronic Resource Usage Statistics 2012-2013
 - These include use inside the library and remotely. There were a total of nearly 2.4 million full-text downloads of electronic resources in 2012/13.
 - Federated searches retrieve information from multiple resources simultaneously, such as the catalog and databases. One of the benefits of this capability is that it retrieves resources that might otherwise not be searched individually, thus increasing its usage and visibility as a valuable resource. There were over 17 million federated searches conducted in 2012/13.
 - For the top 25 searches, Academic Search Premier ranked first with over 390,000 searches and JSTOR second, with over 200,000. Academic Search Premier was also highest in full-text downloads, followed by ScienceDirect.
- E-book Usage 2008/09-2012/13
 - Ebook use increased from slightly over 100,000 ebooks accessed in 2008/09 to over 866,000 in 2012/13. Numerous factors can account for this increase, such as the convenience of 24/7 access to library resources, and the promotion and use of ebooks used as textbooks as part of the Affordable Learning Solutions initiative.
- Electronic Core Collection
 - There are 30 databases in the ECC that are paid for entirely by the CO, which spends approximately \$5M yearly. These are decided by the EAR committee, on which Sue Kendall is frequently a committee member. Decisions for purchase are based upon the programs offered on each campus and the resources best suited to supporting research for these programs.
 - The Chancellor's Office negotiates for some of our databases utilizing the purchasing power of the CSU consortium. There are two categories of CO database purchases: 1) database costs are paid for in their entirety by the CO for the Electronic Core Collection (ECC) – available at all CSUs; 2) We pay the entire cost, but the CO negotiates the price. In numerous cases, we have also been able to pay the difference between the price of a basic database covered by the CO and the cost of its enhanced version, thus benefitting from the CO's purchasing power.

5. Adjourn

Handout:

- Agenda for November 25, 2013
- Materials Budget Expenditures 2008/09-2012/13
- Information Resources – Number of Titles in Collection 2008/09-2012/13
- Electronic Resource Usage Statistics 2012-2013
- E-book Usage 2008/09-2012/13
- Electronic Core Collection

Minutes - DRAFT
University Library Board
December 2, 2013
2-4pm
King Library Boardroom

Attendees: Ann Agee, Bernd Becker, Joni Bodart, Luann Budd (Guest), Ruma Chopra, Daryl Eggers, Beverly Grindstaff, Sue Kendall, Ruth Kifer, Mary Nino (Guest), John Savercool, Grinnell Smith, Rae Ann Stahl (Guest), Elisabeth Thomas (Guest), Beth Von Till, and Diana Wu (Guest).

Absent: Lynne Andonian, Nick Ayala, Nikos Mourtos, Lauren Steffey, and Ming Zhou.

Transcriber: Bridget Kowalczyk

1. Approval of minutes from November 25, 2013

- Bridget reported that Sue moved to approve the minutes and Daryl seconded. Joni abstained.

2. Welcome/Announcements/General Discussion

- Daryl announced that he contacted Nick Ayala to ask him to send a designee to the ULB meetings, but has not received a response. He also contacted Ming, who has a conflict with the meeting time and will not be able to attend.
- Bridget announced John has graduated and a Graduate Student ULB member needs to be found. Ann said she would check with her intern.

3. Five Year Review:

- **WASC – Diana Wu**

- The WASC kickoff meeting took place in March 2012.
- The 2013 Handbook and other SJSU WASC materials are located at:
<http://www.sjsu.edu/wasc/>
- The self-study is due August 20, 2014. The off-site review will occur on November 12, 2014. The Commission will conduct its three day visit beginning April 8, 2015. “During the visit, the team meets with campus representatives to follow up on outstanding issues and verify or revise its preliminary findings concerning both compliance and improvement” (WASC 2013 Handbook of Accreditation, p. 35).
- The library plays a critical role in Standard 2.2a as Information Literacy is new to the accreditation requirements. The library also supports standard 3.5, which focuses on Information and Technology resources (e.g., library collections, usage statistics, interlibrary loan and Link+ statistics). Evidence will be submitted to the WASC Steering Committee to be included in the self-study report.
- The library is represented on CAT, the CSU wide assessment team. It has three subgroups: 3 subgroups: Information Literacy, Materials usage, and Cohorts. SJSU is

on the Info Lit subgroup. They are currently collecting and analyzing data for submission to a consultant who will recommend a systemwide assessment tool.

- **Outreach – Elisabeth Thomas**

- Elisabeth pointed out that library outreach is a library wide effort, with the librarians, associate deans, staff and student assistants lending a hand for tours and orientations. These stats do not include Info Lit stats.
- The library is represented at major student outreach campus events, including Fall Welcome Day, Spartapalooza, Admitted Spartan Day, Transfer Day, and Freshmen Orientation.
- Librarians also provide outreach for ASPIRE, EOP, the Athletic Dept, and the McNair Scholars Program to support the effort of increasing student retention.
- Outreach also is provided for international groups, such as iGateway (formerly Studies of American Language).
- Community outreach involves Behind the Scenes tours for various groups including the emeritus faculty and library donors.
- The library demonstrates Spartan Pride by participating in the Staff Olympics, Ask Me campaign and by displaying Spartan signage in atrium and on the Mezzanine in the Student Learning and Research Commons.
- The library markets its resources on its website and through its two publications, the Academic Gateway and the Library News. Additionally, the library places several advertisements in the Spartan Daily to inform the campus of resources and events.
- The library's Internet presence includes social media, such as Facebook & Twitter, Google+, Vimeo, Pinterest and YouTube.
- The library sponsors and works collaboratively with many entities to provide several events throughout the year. The most recent was the library's 10 year anniversary, celebrated throughout the month of September with various programs and marketed through street banners, on public transit, and public advertisements.
- Ongoing events include the University Scholar Series which have occurred every semester since 2002.
- SJSU is one of the leaders for providing outreach across the CSU campuses.

5. Adjourn

Handout:

- Agenda for Dec 2, 2013

Minutes
University Library Board
January 27, 2014
2-4pm
King Library Boardroom

Attendees: Ann Agee, Lynne Andonian, Bernd Becker, Kathryn Blackmer Reyes (Guest), Ruma Chopra, Paul Douglass (Guest), Daryl Eggers, Sue Kendall, Ruth Kifer, William Meredith (Guest), Danelle Moon (Guest), Rae Ann Stahl (Guest), Lauren Steffey, and Beth Von Till.

Transcriber: Bridget Kowalczyk

Absent: Nick Ayala, Joni Bodart, Luann Budd, Beverly Grindstaff, Nikos Mourtos, Grinell Smith and Ming Zhou.

Agenda:

1. Approval of minutes from December 3, 2014

- Bridget reported that Joni moved to approve and Bernd seconded. Lynne & Lauren abstained. No response from Nick Ayala or Ming Zhou. The remainder of the members voted to approve.

2. Welcome/Announcements

- Beth announced that she is working on getting the Provost's newsletter out monthly.
- The 5 year review report at the next ULB on Feb. 3rd will focus on the budget.
- The Collection Development Team has begun ranking the faculty requests for the ULB research funds. They should have a finalized list ready to process by mid-February.

3. Five Year Review

- Beethoven Center – William Meredith
 - The online Beethoven Gateway contains over 25,000 items, which includes over 1,900 images.
 - Between 2008-2013, the Center averaged over 5,300 visitors per year.
 - The Center's publication, the Beethoven Journal is the longest running periodical devoted to Beethoven studies and is subscribed to by over 100 libraries.
 - Pat Stroh, music faculty in the Beethoven Center, spends 25% of her time as the music librarian.
- Steinbeck Center – Paul Douglass
 - The Steinbeck Center has over 40,000 items by and about Steinbeck.
 - Over 100 groups and over 1000 individuals visit the center yearly.

- The main difference between SJSU's Steinbeck Center & the National Steinbeck Center (NSC) is that the focus of SJSU's Center is research, and the NSC is a tourist destination.
- Scholars from over 85 countries use the SJSU Steinbeck Center's online annotated bibliography which contains between 7,000-8,000 entries.
- SJSU Special Collections & Archives – Moon
 - The manuscript & archival collection covers approximately 10,000 linear feet.
 - Around 1,000 students use the space yearly. The History Dept. is one of the largest users.
 - Collections unique to SJSU include Ted Sahl's photographic collection of social justice movements, Japanese internment photos from the Flaherty Collection, over 500 war posters, & the Gordon Collection, which is the largest of the photo collections with over 10,000 images.
 - Digitization is a priority. Currently, 1200 photos from the Gordon collection and 50 war posters have been digitized.
- SJPL California Room – Moon
 - SJSU students regularly use the California Room's extensive news clipping collection.
 - The California Room has approximately 1,500 books across disciplines, featuring the art, leisure, history, and geography of California.
 - SJSU Anthropology students are frequent users of the Sanborne maps, aerial photography maps and topographic maps.
- Cultural Heritage Center – Blackmer Reyes
 - The CHC held 57 programs and/or exhibits from 2008-2013.
 - The CHC is used extensively with only a 2% zero checkout rate vs. other libraries which typically have 20% of the collection that doesn't circulate.
 - There are five collections in the CHC: Chicano, Comparative Ethnic Studies, Reference, Africana, and Asian American.
 - In 2012, the CHC established its first endowment, the Kaya Sugiyama endowment for Asian American & Chicano collection development.
- Note: Power points and handouts from the presentations are available upon request

4. LOFT Update- Kendall

- Senate policy calls for the posting of a "password protected" list. Ruth will contact Ken Peter to get the history of this requirement.
- Librarians met in January to discuss the criteria for what should be kept in each collection. Librarians from Education, Accounting & Finance, Sociology and Economics will be the first to work through the process. Lists will be posted in

accordance with the Senate Policy on Library Weeding. Library faculty will inform campus faculty of the postings.

- Books will then be pulled from the shelves, records updated in ILS, withdrawn books made available for take home, and unclaimed books will be sent to a used book buying vendor.
- A new group of librarians from other disciplines will work on their areas during the summer and post lists by Fall 2014.
- Dean Kifer anticipates that the entire project could take from 3-5 years.

5. Extended Library Hours- Kifer

- The library will pilot extended hours beginning April 1st by remaining open till 1am for study on Monday-Thursday. Also, the library will be open 24/7 to students studying for finals for 10 days, an increase of 5 days from previous semesters.

6. Adjourn

7. Handouts:

- Agenda for January 27, 2014
- The Beethoven Journal, Winter 2010 (v.25, no. 2)
- Beethoven Five-Year Summary Report to the University Library Board
- Steinbeck Studies, 2008-2013: A Five-Year Retrospective
- CHC 2008-2013 Collections Building with Community-Centered Programming

Minutes
University Library Board
February 3, 2014
2-4pm
King Library Boardroom

Attendees: Ann Agee, Lynne Andonian, Bernd Becker, Joni Bodart, Luann Budd (Guest), Ruma Chopra, Daryl Eggers, Sue Kendall, Ruth Kifer, Rae Ann Stahl (Guest), and Beth Von Till.

Transcriber: Bridget Kowalczyk

Absent: Nick Ayala, Beverly Grindstaff, Nikos Mourtos, Grinell Smith, Lauren Steffey, and Ming Zhou.

Agenda:

1. Approval of minutes from January 27, 2014

- Bridget reported that Ruth moved to approve and Daryl seconded. Nikos, Beverly & Joni abstained. No response from Nick Ayala, Grinell Smith or Ming Zhou. The remainder of the members voted to approve.

2. Welcome/Announcements/General Discussion

- The first program in the library's First Wednesdays' series is this Wed., February 5th from 7-9pm in the Schiro Room on the 5th floor. It's entitled "The Convergence of Counter Social Movements: LGBT Community Politics and the Evangelical Right San Jose 1962-1982" and will be presented by Danelle Moon. Information on the series will be posted in the Provost's newsletter.
- Ruth distributed a list of all the programs (University, City, and community) held in the library's meeting rooms from 2008-2012 which totals around 1,500 programs. Meeting rooms include the two rooms on the second floor, the Schiro Room on the 5th floor and the Cultural Heritage Center. This list does not include use of the rooms for internal (library staff) meetings. Information on booking rooms is available from the pulldown menu under Services on the University Library's home page located at <<http://library.sjsu.edu/reserve-studymeeting-room/reserve-studymeeting-room>>.
- The library now has 75 MacBook Pros available to SJSU for checkout through Student Computing Services on the fourth floor of King Library.
- The library's new Technology Trainer's office is located behind Student Computing Services on the 4th floor of King. She takes student drop ins and conducts office hours. She is currently developing classes for students in consultation with faculty to ensure that offerings meet the student needs. These classes will be posted on the Library's website.
- Currently, the library's extended study hours are also available to students from San Jose City College, Evergreen, and National Hispanic University. After April 1st the library will pilot additional extended hours, remaining open Monday-

Thursday until 1am. Use during additional hours will be monitored to determine whether the use warrants the additional expense.

- Beth asked for some of the budget handouts for the Academic Senate next Monday as the University budget is being discussed. Ruth or Luann will forward relevant documents to Eva Joice by this Wednesday.
- The next ULB meeting will be on February 17th. Five year review presentations will be continued.

3. Five Year Review

- Budget- Budd
 - Base Budget "All Funds" Allocation, Annual Reductions
 - The library all funds budget is comprised of the general fund, lottery funds, SSTEM, CERF and Foundation funds. The library uses the lottery funds to purchase library materials.
 - Continuing Education (CERF) funding
 - The library receives a specified percentage of the college allocations for Special Sessions and Open University.
 - Book Fines
 - The library does not keep this money. It goes to the campus general fund. The library only keeps replacement costs for books that have been lost and need to be replaced.
 - IRA/SSTEM
 - The library receives approximately \$14. per student from SSTEM per semester to support student success and technology needs. In the past year the library applied for and received additional one time money (approximately \$312,000) from SSTEM fees to cover the purchase of new laptops, ebooks, and to help support the new Tech Trainer position.
 - Operating Expenditures
 - Operating expenditures have been reduced over the past five years to align with the decrease in the library's budget allocation.
 - Other OEE expenditures include the cost for phones, IT, postage, professional development, contracts, supplies and services and remodeling.
 - Employee (fte)
 - In 2010/11 the library had to eliminate ten staff positions as a result of campus wide layoffs. The number of Librarians and MPPs has remained relatively unchanged. The student assistant budget has decreased over the past five academic years from over \$700,000 to slightly over \$380,000.

4. Adjourn

5. Handouts:

- Agenda for February 3, 2014
- 2008-2012 Programs held in King Library
- First Wednesdays-Spring 2014
- Base Budget "All Funds" Allocation, Annual Reductions

Minutes
University Library Board
February 17, 2014
2-4pm
King Library Boardroom

Attendees: Bernd Becker, Joni Bodart, Luann Budd (Guest), Ruma Chopra, Beverly Grindstaff, Sue Kendall, Ruth Kifer, Julie Kowalewski-Ward (Guest), Grinell Smith, Rae Ann Stahl (Guest), and Beth Von Till.

Transcriber: Bridget Kowalczyk

Absent: Ann Agee, Lynne Andonian, Nick Ayala, Daryl Eggers, Nikos Mourtos, Lauren Steffey, and Ming Zhou.

Agenda:

1. Approval of minutes from February 3, 2014

- Bridget reported that Joni moved to approve and Beth seconded. All those who attended the February 3rd meeting approved the minutes. Those who did not attend abstained (with the exception of Ming Zhou & Nick Ayala). The minutes were approved.

2. Welcome/Announcements

- The webpage for the Library's new Student Technology Training Center is <http://library.sjsu.edu/student-technology-training-center/student-technology-training-center>. The tech trainer, Sepier Kim's email address is librarytechtrainer@sjsu.edu. Walk in consultations are available Monday-Thursday from 2-4pm. Sepier is studying syllabi and communicating with faculty and students to determine what type of training is most needed. She is offering several workshops on SPSS.
- Ruth reminded the ULB that beginning April 1st the library will pilot increased extended study hours. The library will be open Monday-Thursday from 8am-1am. It will also be open 24/7 for 10 days during finals.
- Beverly reported that the Chair of the SJSU Sustainability Board, Lynne Trulio is coordinating a series of ready-made instructional modules on sustainability to be distributed within the CSU and to community colleges in California. Faculty can integrate these into relevant lower division courses. The goal is to raise student awareness of sustainable practices in everyday life. Lynne selected the King Library with its LEED certification as a featured Humanities topic.
- ULB voted to cancel the February 24th meeting. On March 17th, 5-year Library Review presentations will continue with Sue Kendall & Rae Ann Stahl reporting on Collections & Luann Budd on Professional Development. April 7th will be a recap of the entire five-year review. The tentative date for the external reviewers to visit is April 21st. At the last meeting on May 5th members will vote for

the ULB chair for 2014/2015.

3. Five Year Review

- Access Services- Kowalewski-Ward
 - Access Services continues to change with the shift to a more digital environment. There are now three scanners and 23 public computers in Periodicals. With more frequency, staff members at the desk are helping users to access electronic journals.
 - In Fall 2012, Student Computing Services became part of Access Services. New areas under Access Services include the Student Learning and Research Commons (The Mezz), which opened in Spring 2013 and the Student Technology Center which opened in Spring 2014.
 - In 2012/13 SJSU borrowers checked out 36,800 SJSU print books versus 866,416 SJSU ebooks. Ebook use is generally measured by sections requests (usually, a chapter).
 - In 2011/12 over 16,000 laptops & 150 ipads were checked out; these figures increased to over 21,000 for laptops and over 4,400 for ipads in 2012/13. The library has 98 new laptops and 72 MacBook Pros for checkout. The library has recently begun recording statistics for times when items are unavailable for checkout due to heavy demand.
 - The library now posts electronic course reserves in course Canvas sites. Access Services will collaborate with Academic Technology regarding statistical reports on the use of electronic course reserves in Canvas.
 - Faculty was reminded that articles available in library-licensed databases should be permalinked in CANVAS. The library has a Copyright Clearance Center account for e-reserves & ILL. It was recommended by faculty that library liaisons attend their department's meeting at the beginning of each semester to keep faculty informed of new library developments related to library services embedded in Canvas.
 - Generally, the in house use of print materials has declined since 2008/09.
 - SJSU use of Interlibrary Services for articles has decreased since 2008/09. Since the service was first provided in 2011/12, requests for articles through Get it Now, an online document delivery service similar to ILL has increased, as articles are made instantly available to the user. Lending of books and articles via ILL to other libraries has steadily decreased since 2009, demonstrating the decreased print circulation at many academic libraries.

4. Adjourn

5. Handouts:

- Agenda for February 17, 2014
- SJSU Access Services power point presentation

Minutes - DRAFT
University Library Board
March 17, 2014
2-4pm
King Library Boardroom

Attendees: Bernd Becker, Joni Bodart, Luann Budd (Guest), Daryl Eggers, Sue Kendall, Ruth Kifer, Grinell Smith, Rae Ann Stahl (Guest), Lauren Steffey, and Beth Von Till.

Absent: Ann Agee, Lynne Andonian, Nick Ayala, Ruma Chopra, Beverly Grindstaff, Nikos Mourtos, and Ming Zhou.

Transcriber: Bridget Kowalczyk

1. Approval of minutes from Feb. 17, 2014

- Bridget reported that Grinell moved to approve and Bernd seconded. All those who attended the February 17th meeting approved the minutes. Those who did not attend abstained (with the exception of Ming Zhou & Nick Ayala). The minutes were approved.

2. Welcome/Announcements

- Prior to Ruth's presentation on Lottery Funds to the Academic Senate on April 14th, ULB will be asked to provide feedback for the document she will present. The final document needs to be sent to Eva Joice by April 7th. For the past three academic years (2011-2014) the library has received \$1.9 M in lottery funds which was used solely for acquisitions. Although the library receives 1.9M, that amount was deducted from the base at the time this change was made.
- Ruth pointed out that many of the other CSU libraries also receive lottery money to cover their collections.
- In response to student requests, the University Library will pilot extended hours beginning April 1st. Monday –Thursday the library will remain open till 1am for SJSU students. All night study (24/7) for finals will increase from five to ten nights beginning on Wednesday, May 7th through Tuesday, May 20th. The library will observe its regular Friday and Saturday hours during this time period. Refer to the Library's website for specifics at <http://library.sjsu.edu/home/library-hours>. Bridget will forward this information to Beth for the Provost's newsletter.
- A new librarian with a strong science background, Jennifer Dinalo, will begin working at King in April.

3. Five Year Review

The external reviewers will meet with ULB on April 21st. They will also meet with several other units and entities. The reviewers are Alice Kawakami, Dean of the Library at CSU Los Angeles, and Brandon Dudley, Interim Library Dean at Sonoma State who previously served as their IT librarian.

Collections - Sue Kendall & Rae Ann Stahl

- Library's spending by college (2012/13)
 - Rae Ann reported that the library has 450 databases & 130,000 ejournals
 - The Chancellor's Office pays for selected databases that all 23 campuses use.
 - The Ejournal spending reflects ejournals not available through databases and those ejournals with lengthy embargo periods for current issues
 - The figures for one time databases were prorated over a 10 year period.
 - With the Ed.D. program rolling out this summer the library will ensure that it has the resources necessary to support it.
- Ebook & Ejournal titles by college
 - These titles come from the demand driven program, from liaisons ordering at the faculty's request and from the purchase of ebook packages.
- Cost History for Journal Titles from *Academic Search Premier(ASP)* database
 - The information used for this report came from *Library Journal's* research. Besides ASP, they they also looked at journals in the Web of Science)
 - Overall, there has been a 6% increase in the cost of journals over the past year, whereas the Consumer Price Index only rose 1.7%
- Examples of Use & Cost
 - SJSU use of databases is consistently higher or equal to that of other CSU campuses. Reasons for SJSU database use includes library instruction occurs as "point of need," large number of information literacy sessions conducted by the SJSU liaisons, visibility and use of library Research Guides, Get Text feature in databases to retrieve fulltext of articles from other databases in the SJSU collection.
- **Professional Development - Luann Budd**
 - The King Library jointly has over 300 employees and 85 student assts.
 - In 2006 the Professional Development Working Group (PDWG) under the direction of Ruth made 3 recommendations: 1. Increase level of funding; 2. Fully fund essential training; and 3. Use a proposal based system for funding
 - Four recommendations were made based on the the Library's Strategic Initiative to support "Organizational Capacity and Growth:"
 - 1. Create a Professional Development Council; 2. Assign a coordinator of training and professional development; 3. Implement the previous report's recommendations; 4. Hold "brown bags" to learn what staff learned at professional conferences and training.

4. Adjourn

Handouts:

- Agenda for March 17, 2014
- Professional Development & Staff Training power point
- Annual Electronic Resource Spending by College
- 2012/13 Ebook & Ejournal Titles by College
- Cost History for Journal Titles in Academic Search Premier
- Examples of Usage and Cost per Use (of databases)
- TAP Stipend (emailed March 17, 2014 to ULB)

Minutes - DRAFT
University Library Board
April 7, 2014
2-4pm
King Library Boardroom

Attendees: Lynne Andonian, Ann Agee, Bernd Becker, Luann Budd (Guest), Ruma Chopra, Daryl Eggers, Sue Kendall, Ruth Kifer, Mary Nino (Guest), Rae Ann Stahl (Guest) and Lauren Steffey

Absent: Nick Ayala, Joni Bodart, Beverly Grindstaff, Nikos Mourtos, Grinell Smith, Beth Von Till and Ming Zhou.

Transcriber: Bridget Kowalczyk

1. Approval of minutes from March 17, 2014

- Bridget reported that Grinell moved to approve and Daryl seconded. All those who attended the March 17th meeting approved the minutes. Those who did not attend abstained (with the exception of Ming Zhou & Nick Ayala). The minutes were approved.

2. Welcome/Announcements

- Daryl mentioned that at the next ULB meeting in May, a new chair needs to be elected.
- Associate Dean Mary Nino has returned from leave. Librarian, Emily Chan will return on July 1.
- Extended library hours (till 1am) began April 1st. Statistics will be gathered regarding the number of students staying till 1am.
- Jennifer Dinalo, new librarian started April 1st. Her liaison assignment will be finalized in summer.
- The library has been awarded \$100,000 for creating a 21st century learning space. New furnishings and lighting will be purchased for floors six through eight to be located where shelving was removed.
- Ann said the deadline for faculty to apply for a TAP grant this round is April 23rd. Six grants will be awarded. ULB has been invited to attend a faculty recognition celebration of TAP winners and faculty innovators next Tuesday, April 15th from 11:45am-1:30pm in King 225/229.

3. Lottery Funds for Collections (for Academic Senate report)

- Ruth polled the Library Deans at other CSU campuses to determine if they received lottery funds and how they were used. CSU libraries that receive lottery funds use them for acquisitions, as does SJSU Library. Ruth will speak to the Academic Senate at its next meeting regarding the library's budget

Revised 7/23/2014

- Lottery funds are supposed to supplement the Operating Funds, rather than replacing a portion of the base budget.

4. Five Year Review - Discussion

- Ruth shared information on the two external reviewers. Alice Kawakami is the University Librarian at CSU Los Angeles and the Council of Library Dean's liaison to the Chancellor's Office on the LOFT project. Brandon Dudley is the Interim Library Director at Sonoma State who previously served as Associate Dean for IT. After their visit to SJSU, the reviewers will submit their report to SJSU Library and both the 5 Year Review and the External Reviewers' report will be sent to the Provost and posted on the ULB website and the library's internal intranet.
- ULB will meet with the External Reviewers from 2-3pm on April 21st. An electronic copy of the revised review will be emailed to ULB members along with the appendices.

Handouts:

- Agenda for April 7, 2014
- Lottery Funds
- DRAFT – Library 5 Year Review

Minutes - DRAFT
University Library Board
May 5, 2014
2-4pm
King Library Boardroom

Attendees: Lynne Andonian, Ann Agee, Bernd Becker, Joni Bodart, Luann Budd (Guest), Ruma Chopra, Daryl Eggers, Beverly Grindstaff, Sue Kendall, Ruth Kifer, Mary Nino (Guest) and Beth Von Till.

Absent: Nick Ayala, Nikos Mourtos, Grinell Smith, Lauren Steffey, and Ming Zhou.

Transcriber: Bridget Kowalczyk

1. Approval of minutes from April 7, 2014

- Daryl reported that everyone who could approve the minutes voted to approve.

2. Welcome/Announcements

- The library will be open 24/7 for finals study starting Wednesday May 7th through May 20th (with the exception of Friday and Saturday nights).
- On May 30th the University Police Department will hold an Active Shooter Drill in the library. Members of the San José Police Department, San José Fire Department and the Santa Clara County Sheriff's Office will take part in the drill as well as library employees. The library will be closed during the hours of this drill. NOTE: This drill was rescheduled to July 25th.

3. Five Year Review - Debriefing

- The external reviewers met with various groups during their visit including the Academic Affairs Leadership Team, the Provost, the University Library Board, San José Public Library management and Library and University IT. Within the Library, the reviewers met with Access Services, Technical Services, SJSU librarians, Student Assistants and library managers.
- The Dean and the reviewers met via conference call last week. The reviewers plan to submit their review in the next few weeks. Preliminary comments include a very favorable meeting with students.
- Both the self-study and the external reviewers report will be posted on the University Library's website under the QuickLinks.

4. Elect ULB Chair for 2014/15

Revised 7/23/2014

- ULB members Joni Bodart, Darryl Eggers and Beverly Grindstaff expressed interest in serving as chair of ULB in 2014/15. Members voted via ballot. After a tie, the members voted again and Darryl Eggers was elected chair.

5. Goals for ULB 2014/15

- Several ideas for goals emerged during the discussion, including making the examination of the Academic Senate Library Policy a priority.
- The library's place in student success through information literacy and determining best practices for assessment was also discussed.
- Further analysis of database usage to support the colleges and the allocation of library funds to serve various departments due to campus reorganization was also mentioned.

6. Adjourn

Handouts:

- Agenda for May 5, 2014
- Ballots for ULB chair