

## 2014-2015 Year-End Committee Report Form

**Committee:** University Library Board

**Chair:** Daryl Eggers

**Chair-Elect for 2015-2016:**

To be elected at beginning of F15 semester; two of the top candidates are awaiting a re-appointment decision.

**Number of Meetings held:**

13 full ULB meetings, plus 8 policy subcommittee meetings.

### Items of Business Completed 2014/2015

1. Nearly the entire academic year was devoted to discussing the University Library Policy and writing an updated policy document to present to the Academic Senate (AS 1557). A policy subcommittee was formed, consisting of three faculty from the Colleges and three faculty from the Library.

2. The ULB made a commitment to obtain feedback from as many Library shareholders as possible before completing and releasing the new policy recommendation in Sp15. During the F14 semester, two major undertakings were the development of a campus-wide survey and a series of student and faculty forums related to the Library; organizational efforts were led by ULB member Bethany Shifflett, and the forums were facilitated by Rona Halualani.

3. Following a first reading on March 2, the proposed Library Policy was passed by Senate vote on Apr 27 with one friendly amendment. The final policy, S15-10, was approved and signed by President Qayoumi on May 15, 2015.

### Unfinished Business Items from 2014/2015

1. Elect new chair of ULB for 2015-16.

### New Business Items for 2015/2016

1. Discuss implementation/status of book deselection process, as governed by new library policy S15-10.

2. 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 6, 2015.**

**Minutes**  
**University Library Board**  
**August 25, 2014**  
**2-4pm**  
**King Library Boardroom**

Attendees: Ann Agee, Asha Agrawal, Bernd Becker, Joni Bodart, Daryl Eggers, Beverly Grindstaff, Sue Kendall, Ruth Kifer, Mary Nino (Guest) and Bethany Shifflett, Michael Stephens (via WebEx), and Shailaja Venkatsubramanyan.

Absent: Gary Daniels & Grinell Smith

Transcriber: Bridget Kowalczyk

**1. Approval of minutes from May 5, 2014**

- Bridget reported that everyone who could approve the minutes voted to approve with the exception of Beth Von Till approved.

**2. Welcome – Introductions**

- The University Library newest librarian, Jennifer Dinalo, introduced herself to the ULB. She is the liaison for Biomedical, Chemical & Materials Engineering, Biological Sciences, Chemistry, Geology, Meteorology & Climate Science, Physics and Astronomy.
- Darryl announced this is his last year on ULB. He will be on sabbatical next year.

**3. Announcements**

- The Library is maintaining its 1am closing Sun.-Thurs. this semester, starting Sept. 2nd. It was well used in Spring with a few hundred students in the building between the 12-1am hour.
- The [Library's Student Technology Trainer](#) continues to offer workshops to students on various applications. She also conducts 1-on-1 appointments.
- SJSU students pay \$1800 per year on average on textbooks. The Library's Affordable Learning Solutions program continues efforts to provide students every semester with the list of textbooks available through the library as ebooks. The program is done with the cooperation of the Spartan Bookstore, and the [King Library eTextbooks](#) are largely supplementary.
- Darryl reported that Beth Von Till has continued her work on the Provost's online newsletter. Send items directly to her that would be of interest to campus.
- Ruth reminded everyone that each department has a [librarian liaison](#) to help them with any of their library needs or their students' needs.
- There is new furniture on student floors 6 and 8.

- Bernd mentioned the recent Horizon Report. “This volume, the [NMC Horizon Report: 2014 Library Edition](#), examines key trends, significant challenges, and emerging technologies for their potential impact on academic and research libraries worldwide.” See pages 20-21 for suggestions on how libraries might approach embedding information literacy into the curriculum through faculty collaboration. ULB Member, Michael Stephens & School of Information Director, Sandy Hirsh worked on the document in their roles on the 2014 NMC Horizon Project Library Expert Panel.
- Bernd created an information literacy assessment tool that he’s used with CHAD & the Psychology Department.

#### 4. **ULB Website (Kowalczyk)**

- Bridget highlighted the features of the [Library’s Faculty Services](#) page and the [ULB website](#). A link to all the Academic Senate Library policies can be found under the Senate Policies & Sense of the Senate Resolutions header.

#### 5. **Recruitment for vacant positions on ULB**

- Bethany will bring it up the need for an Associated Students’ president designee on ULB to the Executive Committee of the Academic Senate.

#### 6. **Goals for ULB 2014/15 (Kifer)**

- This fall, the Board agreed to focus efforts on reviewing & making recommendations for the Academic Senate Library policy from 2003.
- Goals for Spring will be determined at the end of the Fall semester.

#### 7. **Process for reviewing the Academic Senate Library Policy (Kifer)**

- This summer Dean Kifer met with the Chair of the Senate, Lynda Heiden and the Provost about the library’s weeding policy. It was determined that a campus wide conversation on the library’s role should not commence until Fall 2014.
- Different campus groups were suggested as conduits to communicate information regularly on library initiatives.
- It was suggested that the library highlight sections of the library policy for review at the September 8<sup>th</sup> meeting of the ULB.
- It was also suggested that all library board members review the policy before the next meeting.
- It was suggested that a small subcommittee of ULB members work through the policy with the highlighted suggestions and give updates on their progress to the entire ULB regularly at ULB meetings.
- Bethany recommended amending the most recent version of the policy using “track changes.” The entire document could be sent to the Academic Senate before the end of this semester (last 2 meetings: Nov. 17<sup>th</sup> & Nov. 24<sup>th</sup>). Then, the chair of the senate should be asked to put it on a future agenda for Spring 2015. It was also recommended to make it

clear that ULB would like there to be two readings of the policy, the 1<sup>st</sup> an open discussion with speaker presentations (e.g., Library Dean), the 2<sup>nd</sup> reading would be a debate (that anyone interested could attend).

## **8. Adjourn**

### **Handouts:**

- Agenda for August 25, 2014
- ULB 2014/15 Roster
- ULB 2014/15 Schedule of Meetings
- Academic Senate Policy S04-9
- Academic Senate Policy S03-5

Next meeting is September 8<sup>th</sup> from 2-4pm in the University Library Boardroom.

**Minutes**  
**University Library Board**  
**September 8, 2014**  
**2-4pm**  
**Library Boardroom**

Attendees: Ann Agee, Asha Agrawal, Bernd Becker, Joni Bodart, Daryl Eggers, Beverly Grindstaff, Sue Kendall, Ruth Kifer, Mary Nino (Guest), Galina Owens, Bethany Shifflett and Michael Stephens (via WebEx).

Absent: Grinell Smith (sabbatical)

Transcriber: Bridget Kowalczyk

**1. Approval of minutes from August 25, 2014**

- Bridget reported that everyone present at the last minute voted for approval after recommended revisions were made.

**2. Announcements**

- Daryl will be attending the Academic Senate Chairs forum on September 24<sup>th</sup> as the ULB representative.

**3. Update on recruitment for vacant positions on ULB – Eggers**

- The Associated Students President has designated Galina Owens to attend ULB as his representative.
- Shailaja has a conflict with ULB meetings and will not be able to attend. Faculty Representatives are needed from Business and Engineering, as well as the two student representatives.
- Daryl will check to see if the ULB's seats open up as at large after the fourth week as do seats on Operating Committees. However, representation from all colleges would better serve the University. Ann will email Annette Nellen to see if she can recommend someone from Business. Mary will ask the Engineering liaison to get the word out.

**4. Library Policy: Determine Subcommittee, Meeting Dates, Sections to Review - Eggers and Agee**

- ULB received a copy of the policy with areas that library faculty and staff highlighted as recommended for review.
- A subcommittee of six was formed: Daryl, Bernd, Ann, Sue, Asha and Bethany. They will meet September 15<sup>th</sup> at 1pm, September 22<sup>nd</sup> and 29<sup>th</sup> to work through the policy. Daryl will send out periodic updates. The entire ULB will meet on October 20<sup>th</sup> to discuss. The entire ULB is also invited to attend and contribute to all subcommittee meetings.
- Librarians on the subcommittee will recommend guest speakers to attend meetings to explain various sections that have been highlighted and answer questions the subcommittee may have. The subcommittee should consider the entire document, not just the highlighted sections.

- ULB should include a Rationale with the policy change recommendations that includes the history of its development, the process used to make revisions.
- The subcommittee would like to invite Ken Peter and Steve Branz who worked on the original policy to attend their first meeting. Daryl will contact them.
- It was suggested that a webpage be created for the subcommittee which includes a short description of each document necessary for them to consult as they do their work. Documents should include the strategic plan, statistics, library policies from the other CSU libraries and other pertinent documents. Bridget and Ann will work on this page.
- It was recommended that it is clearly stated in the policy that different departments have different needs and use the library differently (e.g. Science uses mostly ejournals versus Art which uses the print collection).
- Good communication out needs to happen and a commitment to this should be built into the policy.
- Ruth talked to the Provost about bringing a consultant to campus that has worked with other CSUs, conducting focus groups with faculty, students and various depts to lead discussions on the future of the library. It was recommended this happens concurrently with the process of reviewing and revising the document.
- The goal is to get the document to the Academic Senate for consideration on the spring Academic Senate agenda. Bethany will announce to the Executive Committee that ULB is currently working on this document and it will be ready for review in Spring.
- ULB would like the first reading of the document by the Academic Senate to be on February 9<sup>th</sup>, 2015. Bethany will ask Linda about when the Senate Chair would like the materials for both the full senate and the executive committee.

## 5. Adjourn

### Handouts:

- **Agenda for September 8, 2014**
- **Policy S03-5**
- **Policy S04-9**

**Minutes**  
**University Library Board**  
**October 20, 2014**  
**2-4:00 pm**  
**King Library Boardroom**

Attendees: Ann Agee, Bernd Becker, Daryl Eggers, Beverly Grindstaff, Sue Kendall, Ruth Kifer, Mary Nino (Guest), Sam Obi, Galina Owens, Vicki Park (for Grinell Smith), Bethany Shifflett, Michael Stephens (via WebEx), and Joni Bodart

Absent: Asha Agrawal

Transcriber: Ann Agee for Bridget Kowalczyk

**1. Approval of minutes from September 8, 2014**

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

**2. Welcome – Introductions**

Three new members were welcomed to the ULB:

- Vicki Park, College of Education (sitting in for Grinell for one semester while he is on sabbatical)
- Sam Obi, College of Engineering
- Galina Owens, Associated Students (Galina is taking the place of Gary Daniels)

**3. Announcements**

- A search for a new Associate Dean of Digital Initiatives for the library is currently in process and is scheduled to finish by the end of October.
- The 3<sup>rd</sup> Annual Author Awards, held in collaboration with the Provost's Office, is scheduled for 3:00 on October 27.
- The newest Textbook Alternatives Project (TAP) grant is currently open for applications and information was distributed about the California OER Council.

**4. Faculty and Student Forums**

- ULB members met with Pfeiffer Partners Architects on October 7. Pfeiffer outlined their ideas about holding a campus-wide conversation about the role of the library at SJSU via student and faculty forums conducted by their representatives. They wanted to take the library's vision of what the library should be out to the campus whereas the feeling was that we want them to go out and get input that we can use to create a vision. We need to get a wider view of what the campus thinks.
- A possible alternative to using Pfeiffer is for the ULB to recruit campus faculty to facilitate campus discussions scheduled throughout November and concluded before

the first week in December. Shawn Spano, Camille Johnson, Rona Halualani, and Dorothy Poole are all possible facilitators and from past experience can be expected to remain neutral with all participants in regard to sensitive topics raised concerning the library policy. The library boardroom or the IRC ground floor meeting room are both possible locations to hold 4-7 focus groups of 60-90 minutes each with 8-10 participants. It was felt that a ULB member should be present at each meeting to gather feedback. In addition, it was suggested that there be two open hearings for the campus as a whole and structured so that there is 45 minutes of working in groups and 45 minutes of open discussion. For students and any others interested, we should have an online session. Ruth will discuss the faculty-led forums with the Provost's Office to get their support.

- For the forums, a discussion guide should be created by the library board subcommittee in consultation with the facilitator and vetted by the ULB and used consistently for all of the campus meetings. The discussions will have the same format for faculty as for students. Within the discussion guide, the opening question could be about what the role of the library could be and use that as a springboard to the discussion. How well is the library accomplishing that role? How poorly? We can also draw some of the issues raised in the library policy into the discussion guide and questions about the use of print versus electronic resources. Bernd, Sue and Ann will look to see if there are currently existing guides that could be adapted.
- An online resource will also be created to provide a place for anyone from campus to post their comments and feedback. Bethany will also look into finding a faculty member with experience in designing surveys so that information can be gathered from the campus this way.
- Survey responses will be summarized by group so the committee can take into consideration the source (e.g., student - faculty). A data analysis from the survey and a report from the discussion facilitator will come back to the ULB. Then the committee will decide on the public format that will make the responses available for everyone to view.

## 5. **Discussion of Revision of Library Policy**

**Rationale:** Change language so sentence reads: "In others, the changes bring the existing policy up to date with current practice and the implementation of digitized resources accessible through a range of databases not utilized or available at the time the S03-5 policy was drafted."

**Section 1: Mission** – Add in student success and learning. The library has an educational role. Merge statements: the current mission statement and the mission statement from the strategic plan.

**Section 1.2:** Change heading to **Library Collection**. This section details how the mission is carried out.

**Section 2: Governance.** Changes made to the language to reflect actual practice. Include information on the update in an informational handout.

**Section 2.5.6:** Change language to: “The University Library Board will receive reports from the library dean regarding...” in order to standardize the language used. Add URL linking to the library’s Operating Agreement with the San Jose Public Library.

**Section 3.3.1:** add or silent

**Section 3.4:** change language to: **resources, exhibits, programs or materials**. Include language or a link to the [Library Bill of Rights](#).

## 6. Adjourn

### Handouts:

- Annual Author Awards
- California OER Council
- Textbook Alternatives Project (TAP) Grants
- Library Policy Discussions

Next meeting is October 27, 2014 from 2-4pm in the University Library Boardroom.

**Minutes**  
**University Library Board**  
**October 27, 2014**  
**2-3 P.M.**  
**Library Boardroom**

Attendees: Ann Agee, Asha Agrawal, Bernd Becker, Joni Bodart, Daryl Eggers, Beverly Grindstaff, Sue Kendall, Ruth Kifer, Mary Nino (Guest), Samuel Obi, Galina, Owens, Vicki Park, Bethany Shifflett and Michael Stephens (via phone).

Absent: N/A

Transcriber: Bridget Kowalczyk

**1. Approval of minutes from Oct. 20, 2014**

- Bridget reported that everyone present at the last minute voted for approval.

**2. Announcements**

- The Annual Author's Event is today at 3 P.M. in King 225.

**3. Library Policy Subcommittee: SURVEY – Eggers**

**General recommendations**

- Bethany presented a draft survey that will be sent out to faculty and students regarding the Library's collection and mission.
- It was recommended that the wording be changed to remove library jargon. Once this is done, the survey might be usable for both faculty and students. Otherwise, a student version will need to be created.
- Beverly recommended changing the order of questions and moving the mission to later in the survey. The order recommended is: Demographics, Usage Items, Print/Electronic Resources, Satisfaction Items, and Evaluation of the Collection, Mission, Communication Items, Security and Open-Ended Items. The re-ordering will help guide the library user through library concepts, resources and issues that impact the library's mission.
- It was recommended that a No Opinion column be added.

## **Mission**

- Since faculty may view the questions from two perspectives, the questions need to clearly differentiate between how they view the importance of the library for their own research versus how they view it in regard to their students and assignments.
- It was recommended that “acquire” and “access” be separated.

## **Evaluation**

- Beverly volunteered to reword to have more specific language.
- Add a row labeled “accurate, up-to-date information.”
- Change “past usage” to “how often it’s used.”
- Separate faculty/curricular needs into 2 lines: Faculty needs (research & interests) and Curriculum.
- Perhaps change “number of duplicate copies/editions in the collection” to “the library has duplicate hard (print) copies.”
- Add “The Library has stable, access to electronic copies.”

## **4. Next Meeting**

- Darryl will invite everyone to come to the Nov. 3<sup>rd</sup> & 10<sup>th</sup> subcommittee meetings to continue working on the survey. Changes will be sent out to the group for comment. Send out by Nov. 17<sup>th</sup>.

## **5. Adjourn**

### **Handouts:**

- Oct. 27, 2014 ULB Agenda
- Draft Items for Library Survey document

**Minutes**  
**University Library Board**  
**November 17, 2014**  
**2-4 P.M.**  
**Library Boardroom**

Attendees: Asha Agrawal, Bernd Becker, Joni Bodart, Daryl Eggers, Sue Kendall, Ruth Kifer, Mary Nino (Guest), Samuel Obi, Galina Owens, Vicki Park, Bethany Shifflett and Michael Stephens (via Web Ex).

Absent: Ann Agee and Beverly Grindstaff

Transcriber: Bridget Kowalczyk

**1. Approval of minutes from Oct. 27, 2014**

- Bridget reported that everyone present at the last meeting voted for approval.

**2. Announcements**

- At present, ULB is targeting February 9<sup>th</sup> as the first reading of the policy by the Academic Senate. However, Daryl will be out of town. ULB needs to decide at the next meeting whether to proceed without him on February 9<sup>th</sup> or postpone till March.

**3. Library Policy Subcommittee**

**OVERVIEW - FOCUS GROUPS & OPEN FORUMS**

- Bethany sent out the call to students and faculty through several venues, including the chairs' focus groups, the Associated Students President and Academic Senate members about the upcoming focus groups and open forums. Staff members are invited to give input along with students and faculty at the open forums.
- Every member of ULB needs to get the word out as well. Please remind people to RSVP to Bethany if they plan to attend.
- ULB members can attend these meetings as faculty members. Library faculty can also participate.
- Bridget will work with Candice McGee to get the word out about tomorrow's student focus group to library student assistants. Bridget will enlist the assistance of student assistants on the morning of Tuesday, Nov. 18th to hand out the letter

regarding the focus groups and forums to students already in the library. Student assistants will encourage students in the building to attend the forum on Tuesday, Nov. 18<sup>th</sup>.

- The audio tape will be sent out for transcription and then given to Rona who will provide the ULB with her preliminary findings before the end of the semester. The final report will come later.
- Ruth and Bridget will look into lowering the costs of the audiotaping services provided by the Event Center.
- It was recommended that the focus groups and open forum dates be put on the University Library website. Bridget will look into this.

## **SURVEY**

- It was decided that posting the survey on the library's website could be a problem from the perspective of knowing who was completing surveys, since the invitation would not be coming from the Office of Institutional Effectiveness which connects surveys to an individual person. From the website, returns would be anonymous, making it possible for one use to take the survey multiple times.
- Ruth will contact the President to see if we can widen the distribution of the survey to include all students. If he agrees, she will contact Bethany who will then contact John Briggs (who is responsible for disseminating the survey). Bethany will check if the random sampling can be larger than 3,000 students.
- Twelve gift cards were purchased to be distributed via random sampling. Six students and six faculty members will receive the cards for taking the survey. Bethany will change the email invitation to reflect this.
- The ULB reworked the question about library function. It was recommended that it follow directly after the criteria question. It was reworded to the following:
- Following the criteria above may result in an increase in available space. How important would each of the following be in regard to use of the space?
  - Providing student success services (writing center, tutoring, etc.) in the library
  - Providing availability of computer/tablet check out & other supports for technology (e.g. charging stations) for students/patrons
  - Providing student collaboration space in the library
  - Providing faculty development opportunities in the library
  - Purchasing new print materials for the collection
  - Other \_\_\_\_\_

**Level of Importance:** Not important /somewhat unimportant / somewhat Important / Very important

#### **4. Next Meeting**

- ULB agreed to meet as scheduled next Monday, November 24, 2014.
- The following full ULB meeting is January 26<sup>th</sup>. Joni will not be in attendance.

#### **5. Adjourn**

##### **Handouts:**

- Nov. 17, 2014 ULB Agenda
- Survey Item for revision

**Minutes**  
**University Library Board**  
**November 24, 2014**  
**2-4 P.M.**  
**Library Boardroom**

Attendees: Ann Agee, Asha Agrawal, Joni Bodart, Daryl Eggers, Beverly Grindstaff, Sue Kendall, Ruth Kifer, Samuel Obi, Galina Owens, Vicki Park and Bethany Shifflett.

Absent: Bernd Becker and Michael Stephens

Transcriber: Bridget Kowalczyk

**1. Approval of minutes from November 17, 2014**

- Bridget reported that everyone present at the last meeting voted for approval of the revised minutes.

**2. Announcements**

- December 7<sup>th</sup> starts all night study for finals at King Library.
- Rae Ann Stahl has been appointed as the SJSU Library Associate Dean for Digital Initiatives.
- Bethany asked that the Dean, Chris Laxton and a faculty member (Daryl) meet with the Provost to discuss increasing the capacity of IRC's free services to accommodate requests for audiotaping of University related events that support instruction – such as the focus groups and open forums conducted in relation to the library policy. At present, the only recourse available is to use the Event Center whose costs are prohibitive.

**3. Library Policy Subcommittee**

- Last Tuesday faculty received the student version of the email inviting them to take the survey. However, it did contain the correct link to the survey. On Thursday, the error was fixed and faculty received a revised version.
- The faculty survey was sent to SJSU instructional faculty and the SJSU librarians.
- Tonight from 7-8 P.M. is the online focus group.
- Daryl will send out a Doodle poll for a debriefing on either December 11 or 12<sup>th</sup> with Rona on the focus groups and open forums. Attendance is optional.
- Bethany will receive the summary report from IEA of the survey responses on Dec. 12<sup>th</sup>. At that time, responses to open ended questions can be pulled and sent to Rona for her report.

- Daryl will email Rona's written report to ULB when he receives it.
- The subcommittee will meet on January 21<sup>st</sup> from 1-3 P.M. in the Boardroom to work on edits to the policy. Those who cannot attend in person should contact Bridget before Dec. 21st, so that she can set up the Web Ex meeting. All of ULB is invited to attend.
- The subcommittee will meet during the regularly scheduled ULB meeting on Feb. 2<sup>nd</sup> to work on edits of the policy.
- The final draft of the policy should be sent to the Academic Senate after the Feb. 16<sup>th</sup> ULB meeting. The first reading of the draft at the Academic Senate will be March 2<sup>nd</sup>. The final reading and vote will occur on April 6<sup>th</sup>.

#### **4. Upcoming Meetings**

- Jan. 21<sup>st</sup> – Subcommittee 1-3 P.M. Boardroom
- Jan. 26<sup>th</sup> – Entire ULB 2-4 P.M. Boardroom (Joni will not be in attendance)
- Feb. 2<sup>nd</sup> – Subcommittee 2-4 P.M. Boardroom
- Feb. 16<sup>th</sup> – Entire ULB 2-4 P.M. Boardroom

#### **5. Adjourn**

#### **Handouts:**

- Nov. 24, 2014 ULB Agenda

**Minutes**  
**University Library Board**  
**January 26, 2015**  
**2-4 P.M.**  
**Library Boardroom**

Present: Ann Agee, Asha Agrawal, Bernd Becker, Daryl Eggers, Beverly Grindstaff, Sue Kendall, Ruth Kifer, Mary Nino (Guest), Samuel Obi, Galina Owens, Bethany Shifflett and Rae Ann Stahl (Guest).

Absent: Joni Bodart, Grinell Smith and Michael Stephens.

Transcriber: Bridget Kowalczyk

**1. Approval of minutes from November 24, 2014**

- Daryl reported that all who attended the meeting approved the minutes.

**2. Announcements**

- Daryl contacted Pat Backer. The College of Business has been asked to locate a replacement for Shailaja.
- Grinell should return this semester to the ULB. Daryl encouraged ULB members to locate students to fill the two vacant positions. There is a new Associated Student's President named Aaron Miller.
- Sam has a 3pm class this semester on Mondays. He will need to leave ULB meetings by 2:45pm.
- The fourth floor of King Library has been branded an SJSU student floor. King 455 will be a creative media lab for students with software, sound & video editing, high end Macs and software for creating games & animation. A video wall is being installed that students and faculty can reserve for special events. There is also a touch screen video table and interactive whiteboard that allows students to save information onto their USBs. Digital signage will be installed. The new furniture is equipped with additional power. The Wi-Fi in King was upgraded at the beginning of January. Other services on the fourth floor include Student Computing Services for checkout of laptops and iPad and the Student Technology Trainer for assistance with SPSS, Office, Adobe and other software programs. There will be an official opening celebration once all the equipment is installed.

- The library will continue to remain open during the regular school year till 1am Sunday-Thursday nights.
- The U.S. Patent Office will have a location in San Jose City Hall. They will be holding a workshop on patents < [San Jose State University Workshop on Patents](#)> on Tuesday, Feb. 10<sup>th</sup> from 6:30-8:30pm in the King Library. Sue will contact Amy Strage to get the word out to faculty and Beth Von Till to get the information in the Provost's newsletter.
- Bridget announced that half of the Spartan Gold Cards distributed as gifts for taking the ULB Library survey have been picked up. She has sent a reminder email to the remaining winners of the upcoming deadline to claim gifts. If any unclaimed, a new drawing will take place and those individuals notified.

### 3. Library Policy Subcommittee Update

- On December 12<sup>th</sup> the raw data from the IEA was sent to Bethany, then shared with Daryl and Rona. Last week Daryl sent ULB members a four page report from Rona Halualani , the Student Survey Report from IEA and the Faculty Survey Report from IEA (118 pp). He reported that Bethany had also sent out a condensed version of the forum & survey results in a document prepared and sent by Bethany Shifflett on Jan 19.
  - It was reported that the December 10<sup>th</sup> article in the Spartan Daily gave equal time to viewpoints from both members of the campus and from library administration on the library's deselection process. The article is available through ScholarWorks at [Spartan Daily Article on Library's Deselection Process](#)
  - Bethany recommended that review of the executive summary in the condensed report she prepared, be made an agenda item at an upcoming meeting. It needs to be discussed and any recommended changes made before it is made available to a wider audience.
  - The policy and other supporting materials need to be sent to the Academic Senate in mid to late February to secure a first reading of the policy on March 2<sup>nd</sup>. Bethany recommended that the direct links to supplemental reading accompany the policy and NOT be built in to policy document that the Academic Senate will be sent, Members suggested items such as circulation statistics, a summary of nationwide trends, tables from the IEA, the Summary report and Rona's content analysis.
  - Note - not needed since above we've said we'll provide links to these.
- a. Results of Student & Faculty Forums
- See Rona's four page report for details. There were a total of 86 participants at all the forums. Based upon Rona's findings, it was recommended that a

concerted marketing and public relations effort be made to educate faculty and students on library issues and practices and to ensure that accurate information is being disseminated.

b. Results of Student & Faculty Surveys

- The survey was sent to 3,000 students of which 546 students replied. Surveys were also received from 432 faculty, 17 staff and one administrator.
- It was recommended that data from the survey should be shared, but not the individual comments, as several comments were personal and easily linked to individuals.

#### **4. General discussion on how forums/survey data might impact the Library Policy and/or future Library operations**

- The library's efforts to educate students and faculty should include stats, articles and other documents. For example, it is a known fact that when a library collection is weeded, circulation stats go up. Why? Because people can find things easier. Maintaining the stacks and especially shelving order would also help users find materials.
- It was pointed out that Appendix A of the CSU Los Angeles Basin LOFT report mentions a five step program for phasing out books. This is provided on the SJSU Library website as background information.

#### **5. Current version of Library Policy (Draft Revision V3)**

- The subcommittee will continue work on the policy on Monday, February 2<sup>nd</sup>.
- It was recommended than an introductory paragraph to section 7.2 of the policy should include the library's acknowledgement that every department will have unique criteria for removal that supports the standards of its discipline. Discussion noted prevalence of interdisciplinary studies and growth of integrated G.E. courses, both of which necessarily expand interest in a given area beyond its traditional department.
- Recommended that a new 1st step be included in the process section so that faculty in departments are consulted as to relevant criteria at the outset.
- It was also recommended that a statement regarding the value of print and digital collections be included.
- The procedures for deselection, including the roles of the campus, the department and the librarian liaison should be clearly stated in the order agreed upon by the ULB.

## **6. Adjourn**

Handouts:

- January 26, 2015 ULB agenda
- Spartan Daily 12/10/15 article: "Reading between the lines of MLK book deselection"

# **MINUTES**

## **University Library Board**

### **February 16, 2015**

### **Library Boardroom**

Present: Ann Agee, Asha Agrawal, Bernd Becker, Joni Bodart, Daryl Eggers, Grindstaff, Sue Kendall, Ruth Kifer, Mary Nino (Guest), Samuel Obi, Bethany Shifflett and Michael Stephens

Absent: Galina Owens and Grinell Smith

Transcriber: Bridget Kowalczyk

#### **1. Approval of minutes from January 26, 2015**

- Everyone who could approve the minutes did, with the exception of Galina.

#### **2. Announcements**

- On Thursday, March 5<sup>th</sup> from 5-6 P.M. in the Student Union Theatre, Karen Fraser from Santa Clara University will speak on “What is ‘Japanese’ Photography.”

#### **3. Library Policy Subcommittee Update**

- Ann presented a sample spreadsheet of raw data from GreenGlass – Sustainable Collections Services. This spreadsheet provides an idea of the fields available from GreenGlass– including the Title, # of Recorded Uses (checkouts), and number of copies available in other CSUs.

#### **SUPPLEMENTARY DOCUMENTS for the Academic Senate**

- In order for the Academic Senate to have a first reading of the library policy on March 2<sup>nd</sup>, they will need the policy and all accompanying documents by this Thursday, February 19<sup>th</sup>.
- ULB needs to provide feedback to Daryl on the bullet points on page 1 of Bethany’s summary by Wed. Feb. 18<sup>th</sup>.
- It was decided that the Circulation statistics handout would not be included in the supplementary materials but could be included in Daryl’s PowerPoint presentation to

the Academic Senate. The FAQ handout will not be included either. Members were asked to provide feedback on its contents to Daryl. It could then be revised and posted on the website at a later date.

- The faculty and student survey will be included; however, the section entitled Written Comments will not. Ann volunteered to read through all the comments for the 3 main open-ended items on the survey & create a list of recurring themes (top three for each question asked) to include at the end of each survey.

#### **4. Current version of Library Policy (Draft Revision V5)**

- Suggested changes to the draft of the library policy have been incorporated into the Google Document. During the meeting, the policy was revised and labeled as V6.

#### **5. Discussion**

- Supporting the curriculum for teaching, learning & research is the purpose of the library – and that changes over time. The collection needs to change with it.
- When making decisions about the library's collection, librarian liaisons work with their departments to determine the criteria for deselection. This is done before reports are run in GreenGlass, so that the data necessary for decision making is available.
- When reshelving books that users have pulled from shelves, but have not been checked out, shelvers count the number of items reshelved by floor. It was suggested that if books that are reshelved could be tracked through the system and counted as a return, that information would be useful to determine frequency of books used in house by title, but not checked out. This statistic seems critical as expanded study rooms and study stations encourage use of materials in house. This would give an indication of actual use similar to existing Reference Desk tracking done through Sierra.
- Added to discussion of eBooks was the economics of creating electronic books using images. A recent statistic from the 2015 College Art Association Conference panel noted production costs of including images in an electronic history of design textbook as prohibitive at \$250,00-\$350,000; these costs are independent of first-time use copyright and ongoing copyright renewal fees. This is an important factor to be considered in the management of hardcopy illustrated books and especially those serving art, art history, design and other visual arts.

#### **6. Adjourn**

Handouts:

- February 16, 2015 Agenda
- 2013-2014 Infographic of SJSU Collections and Usage
- SJSU Circulation Statistics 2004-2014
- FAQ About Library Collection Management (Draft)

**Minutes**  
**University Library Board**  
**February 23, 2015**  
**2-4 P.M.**  
**Library Boardroom**

Present: Ann Agee, Asha Agrawal, Bernd Becker, Joni Bodart, Daryl Eggers, Beverly Grindstaff, Sue Kendall, Ruth Kifer, Mary Nino (Guest), Samuel Obi, Bethany Shifflett, Rae Ann Stahl (Guest) and Michael Stephens.

Absent: Galina Owens and Grinell Smith

Transcriber: Bridget Kowalczyk

**1. Approval of minutes from February 16, 2015**

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

**2. Announcements**

- Ruth recommended a year end celebration for ULB. A suggestion was made that a Behind the Scenes Tour of the library would be good on the last meeting date, April 20<sup>th</sup>.

**3. Library Policy Subcommittee Update**

- Daryl, Ann & Bethany worked this weekend to add all revisions to the draft version of the policy that were made by the current ULB. It will be sent to the entire Academic Senate once the required components are included: names of attendants, the numbers for the vote on the policy, the financial impact statement and the workload impact statement.
- Daryl encouraged everyone who could attend the first reading of the draft policy at the Academic Senate to attend. It is on March 2<sup>nd</sup> from 2-5pm in Engineering 285. Daryl will request a "time certain" early in the meeting so that he can still teach his class that day. It was recommended that as many of those who can come take notes as to recommended changes, as ULB will need the minute details to discuss at its next meeting. The Academic Senate minutes generally come out a few weeks after the meeting. Daryl asked Bridget to attend as well to take notes.

- Daryl will send Lynda Heiden in advance a list of speakers with library expertise that could be called upon to answer questions that may arise from the reading. The speakers are Joni, Ann, Bernd and Sue. At the 2nd reading there will be a brief period for questions then debate begins.
- Ruth, Bethany & Daryl met with the Provost last week. Daryl reported that the Provost recommended that during the Question and Answer period, it should be made clear that the CSU Libraries of the Future (LOFT) and the library policy are separate issues – and the focus of the 1st reading is on the contents of the draft of the policy. Parts of the LOFT report are related to space utilization.
- ULB crafted a financial impact statement and a workload impact statement that will be added to the policy. The financial statement uses the term audit, which is equivalent to conducting an inventory. Ruth and Rae Ann will send Daryl an estimate for a library collections audit – as this question might arise during the first reading.
- ULB voted on the contents of the draft policy. The vote was nine approved, two opposed and zero abstained.
- Daryl’s PowerPoint and presentation at the Academic Senate will be brief. Points covered will include the history of the policy, the number of meetings conducted to revise the policy, the names of the people on subcommittee, the number of people who did survey and attended the forums. Daryl will send the 2 versions of the policies to Eva ASAP. He will ask Lynda for an early time certain for his agenda item.
- Daryl will send Lynda and/or Eva the two versions of the draft policy – one with the markups and one clean copy.
- Ann will try to highlight the sections of the policy that were added in from previous amendments so that it’s clear that they are not “new” changes.
- It was recommended that Daryl should be given the statistics for the number of print books purchased during the past 5 years.
- It was also recommended that Daryl mention that faculty are encouraged to place orders for books year round. If the budget cannot cover a request, it will be considered at the start of the next fiscal year.
- Daryl asked Rae Ann to send him for his PowerPoint the statistics for 10 years showing how much the public uses the SJSU collection. It was noted that public use of university holdings exceed that of the SJSU cardholders and includes community college students. A question - how would we know someone is a CC student? Is this statement accurate?

#### **4. Adjourn**

**Minutes**  
**University Library Board**  
**March 16, 2015**  
**2-4 P.M.**  
**Library Boardroom**

Present: Ann Agee, Asha Agrawal, Bernd Becker, Joni Bodart, Daryl Eggers, Beverly Grindstaff, Sue Kendall, Ruth Kifer, Samuel Obi, Bethany Shifflett, Grinell Smith and Michael Stephens

Absent: Galina Owens

Transcriber: Bridget Kowalczyk

**1. Approval of minutes from March 9, 2015**

- Bridget reported everyone who attended the last meeting voted to approve the minutes with amendments.

**2. Announcements**

- Bridget will send out a Doodle poll to gather the ULB together to work on final edits of the policy and to vote on whether the April 6<sup>th</sup> Academic Senate meeting will be second first reading or the second reading. The ULB meeting will be scheduled for one hour between 9am-5pm on either March 30<sup>th</sup> or April 1<sup>st</sup>. Those who can't attend in person, but would like to either phone in or participate via WebEx should let Bridget know by this Friday at the latest, so that arrangements can be made or WebEx booked.

**3. Approval of changes to Library FAQ sheet**

- Bridget will post the most recent version of the FAQs once finalized by the ULB, and Bethany will make it a link on the cover sheet.

**4. Revision 1 of AS 1557 – continue working on policy language (see Draft\_V7).**

- Revisions were made and agreed upon to the policy. The ULB will focus on sections 8 and 9 next.

## 5. Adjourn

**Minutes**  
**University Library Board**  
**March 9, 2015**  
**2-4 P.M.**  
**King Library Boardroom**

Present: Ann Agee, Asha Agrawal, Bernd Becker, Joni Bodart, Daryl Eggers, Sue Kendall, Ruth Kifer, Mary Nino (Guest), Samuel Obi, Bethany Shifflett, Grinnell Smith, Rae Ann Stahl (Guest) and Michael Stephens

Absent: Beverly Grindstaff and Galina Owens

Transcriber: Bridget Kowalczyk

**1. Approval of Minutes from February 23, 2015**

- Bridget reported that all who were present at the February 23<sup>rd</sup> meeting approved the minutes with suggested changes. Those who were absent had abstained.

**2. Announcements**

- Bridget announced that one Gold Card winner did not pick up their card by the deadline. Bethany suggested that Bridget contact John Briggs to run one more name.

**3. Review FAQs**

- The committee recommended change to the FAQs. Bridget will send out the revised document to ULB before the next meeting and label it Revised FAQs and put the date on it.
- Some misinformation has been circulating about library operations and procedures. Additionally, the ULB chair has received emails with additional questions and concerns. The ULB will address next steps after revisions are made to the policy based upon the first reading at the Academic Senate.

**4. Quick recap**

- To clarify information related to forums/focus group meetings, Bethany noted ULB had hosted two Open Forums and six small focus groups, one of which took place online.

- It was recommended that written responses to questions be labeled *commentary*, rather than *rationale* and be followed by an action item. Once completed, this document will also be sent to the Senate with the revised draft of the library policy.
- It was also recommended that the preamble include a statement that the CSU LOFT Initiative is not the equivalent of the proposed revisions to the library policy. Members noted that there is a connection between the two - the policy could provide a framework within which LOFT items can be considered.
- Once the documents are posted on the Academic Senate website, they should be checked – as all links in the documents posted for the first reading were disabled.
- For the second reading at the Academic Senate, Daryl will ask for the same four ULB members to be designated speakers.
- Bethany stated that once the debate begins, only Senators (Bethany, Daryl, Beverly and Ruth) can respond to questions or clarify misconceptions.

## **5. Revision 1 of AS 1557**

- The entire committee worked through suggestions made at the first reading of the policy at the Academic Senate. The process will be continued at next Monday's meeting. The language still needs to be worked on in 7.2.2.

## **6. Adjourn**

Handouts: March 9, 2015 ULB agenda

**Minutes**  
**University Library Board**  
**April 1, 2015**  
**12-1 P.M.**  
**Library Boardroom**

Present: Ann Agee, Asha Agrawal (phone), Bernd Becker, Joni Bodart, Daryl Eggers, Sue Kendall, Ruth Kifer, Samuel Obi (phone), Bethany Shifflett, Grinnell Smith (phone) and Michael Stephens (phone)

Absent: Beverly Grindstaff and Galina Owens

Transcriber: Bridget Kowalczyk

**1. Approval of minutes from March 16, 2015**

- At least five members still need to vote. Bridget will send out a reminder and report back to the group once all the votes are in.
- Bridget will post the final Library FAQ to the ULB website and let Daryl know so he can add the link to the cover sheet. No changes were made to it since it was sent to the ULB for final approval.

**2. Finalize Revision 1 of AS 1557 – discussion of Sections 8 - 10 and new resolved clause (see [shiff\\_edits\\_DraftRevision\\_V9\\_LibraryPolicy\\_3-29-15](#)).**

- All agreed the 2<sup>nd</sup> resolved is good & should be kept.

**3. Decide how/when Rev 1 of AS 1557 should be presented to the Senate:**

**Option A** – present as a second reading on Apr 6, followed by Senate vote.

**Option B** – present as a (new) first reading on Apr 6, then present as a second reading on Apr 27.

**Option C** – skip the upcoming meeting on Apr 6, but send out revised policy and supporting info to Senate on Apr 14 such that senators have ample time to review info before a second reading and Senate vote on Apr 27.

Members Agreed to Drop Option A. Daryl will let Lynda Heiden know that ULB does not want to be on the Academic Senate (AS) agenda for April 6<sup>th</sup>, but instead for April 27<sup>th</sup>.

ULB voted for Option C and will vote on the revised policy at the regular April 13<sup>th</sup> ULB meeting. The policy will be sent to the AS as soon as all documents are in final form. The final reading of the policy at the Academic Senate (AS) will be on April 27<sup>th</sup>. It is expected that the AS will vote on the policy on April 27<sup>th</sup>.

The subcommittee worked diligently on responses to the questions received from individuals across campus. The final copy of the Q&A is very thorough and includes references to the policy. It will be sent to the AS along with the revised policy. Ann will provide Daryl with a single merged version of the revised policy that includes the track changes. She will also give Daryl a final revised version of the policy without track changes that does include the line numbers. The cover sheet will include a link to the revised library FAQs.

At the April 13<sup>th</sup> meeting, ULB will decide whether they would like a Behind the Scenes Library Tour from 2-3pm on April 20<sup>th</sup> at the final meeting. Snacks and light refreshments will be served on April 20<sup>th</sup> as well. Members were asked to think about the chair of the ULB for next year, as a vote will either need to take place on April 13<sup>th</sup> or April 20<sup>th</sup>.

**4. ULB vote on Rev 1 of AS 1557.**

- If Option A or B is selected, then vote must occur today. If Option C is selected, then vote can be delayed until next scheduled ULB meeting on Monday, Apr 13
- ULB will vote on the revised policy at the April 13<sup>th</sup> ULB meeting.

**5. Adjourn.**

**Minutes**  
**University Library Board**  
**April 13, 2015**  
**2-4 P.M.**  
**Library Boardroom**

Present: Ann Agee, Asha Agrawal, Bernd Becker, Joni Bodart, Daryl Eggers, Beverly Grindstaff, Sue Kendall, Ruth Kifer, Samuel Obi, Bethany Shifflett, Grinell Smith (via phone) and Michael Stephens (via WebEx)

Absent: Galina Owens

Transcriber: Bridget Kowalczyk

**1. Approval of minutes from Apr 1, 2015**

- Daryl reported everyone who attended the last meeting voted to approve the minutes with amendments.

**2. Announcements**

- Asha will be off for a year from the ULB doing research. Sam will be on sabbatical in fall 2015. They should both look for substitutes from their colleges for the ULB and let Pat Backer know about their commitments.
- Daryl reminded ULB about next week's tour. Asha, Bernd, Michael and Grinell will be unable to attend. Light refreshments will be served in the Boardroom after the tour.
- Bethany spoke to Pat Backer about sending an email to librarians about the open seats on the ULB for 2015/16. Instead of a direct email to librarians, Pat will include all open seats on all university special agencies and auxiliary committees related to the Academic Senate when she puts out the "all" University call in April. In the interim, Daryl will send an email to the tenure and tenure-track librarians to be on the lookout for the email for the "all" University call for committees.
- The chairs from the College of Social Sciences asked to speak to the library about the upcoming policy. Ruth recommended that it be members from ULB. Daryl, Bethany and Bernd will speak to them this Wednesday. They will be sent the link to the Academic Senate website where the documents related to the April 27<sup>th</sup> reading will be posted once it is available. Grinell stated that at least one member

from the College of Education was also interested in talking to the library. He will follow up with the appropriate individuals in the College of Education, to see if they would also like a meeting with ULB.

**3. Review and vote on final revision of AS 1557; see filename AS 1557\_SJSU Library Policy (Final Reading)\_V2**

- A few minor revisions were made to the policy. ULB voted on the policy. Ten members approved and two voted against the revised policy. One member was absent.
- Daryl will request a time certain for the April 27<sup>th</sup> final reading. The RTP policy will also be read at this meeting.
- The Academic Senate packet will include the first reading to final reading comparison document, the Questions and Answers document, and a cover letter with links to the final clean reading & the S03-5(original document) to final reading comparison. It was recommended that each document have a footer that includes a clearly labeled name of the document and the date.

**4. Elect next year's chair of ULB (tentative)**

- Daryl announced that he received information from Pat Backer that the ULB chair election can be delayed till the Fall semester.

**5. Adjourn**