

SENATE LIBRARY COMMITTEE
MINUTES OF MEETING
OCTOBER 10, 2001

[In these minutes: Welcome and Introductions, Committee Charge, Fiscal Update, Meeting Schedule Changes, Electronic Publishing, MnLink Update, Possible Merger between Library Committee and Senate Committee on Information Technologies, Update on Walter Library, Library User Fee Discussion, Search Committee Update for new Librarian].

[These minutes reflect discussion and debate at a meeting of a committee of the University of Minnesota Senate or Twin Cities Assembly; none of the comments, conclusions or actions reported in these minutes represent the views of, nor are they binding on, the Senate or Assembly, the Administration or the Board of Regents.]

PRESENT: Peter Firchow (Chair), Tom Shaughnessy, Ray Wakefield, Bill Sozansky, Jill Gidmark, James Orf, Leon Satkowski, Jennifer Alexander, Elaine Challacombe, Amy Myrbo

REGRETS: C. Barry Carter, Carol Marxen, Susan Engelmann, Walter Sargent

OTHERS: Suzanne Thorpe, proxy for Joan Howland, Eric Celeste

GUEST: Suzan Hallgren

ABSENT: LeAnn Dean, Owen Williams, Lael Gatewood, Lisa Norling, Amy Kudronowicz

I). Professor Firchow called the meeting to order and asked those present to introduce themselves.

II). Professor Firchow walked through the Committee's Charge.

III). Professor Firchow called on Tom Shaughnessy, University Librarian, to present to the Committee an overview of the financial status of the University Libraries. Mr. Shaughnessy started by highlighting the following information from the Statistical Fact Sheet that had been distributed to Committee members:

- The University Library loans significantly more items from its collection than any other academic library in North America.
- The University Library only borrows approximately 21,000 items per year from other libraries.

From this information, it can be concluded that the University Libraries has a very rich collection. There is a concern, however, that as the collection budget is unable to keep pace with inflation, the University Libraries ability to maintain its rich collection will decline.

Moving forward, Mr. Shaughnessy, dispelled the notion that the University Libraries are financially affluent by explaining to the Committee the difference between the University's restricted and unrestricted funds. Restricted funds are monies that have specific stipulations or limitations attached to their use. So while the University Libraries appears to be carrying over 6.7 million dollars from fiscal year 2000-2001, of that amount, 2.8 million are restricted funds. Then, of the remaining 3.8 million unrestricted dollars, most of that money is either encumbered or dedicated for specific purposes. This leaves \$494,925 unrestricted carryover money from fiscal year '00-'01 to '01-'02 and \$1.5 million in restricted funds. A discussion followed Mr. Shaughnessy's presentation, and the Committee agreed that members need to take a more active role in educating the administration on basic business practices of the University Libraries so that their financial status is not being distorted and misrepresented. Furthermore, the Committee concurred that anything they can do to encourage donors to give unrestricted funds would ultimately be most helpful to the Library.

IV). Meeting Schedule Change: The Wednesday, November 21, 2001 meeting date was changed to Wednesday, November 28, 2001 from 12:00-1:30 to be located in room 510 Morrill Hall.

V). CHANGES IN SCHOLARLY PUBLISHING: Professor Firchow led a discussion on the issue of electronic publishing, and how it is gaining momentum. Various facets of the issue of electronic publishing were outlined:

- How departments should evaluate electronic publications for considerations of tenure and promotion. A question being raised is whether or not an electronic publication is the same as a paper publication.
- Another consideration is that while paper doesn't last forever, it does seem to last longer than technology. Today's technology may not be accessible in the future, and even if some of the equipment is still current, some of the technology is not as stable in long term storage as paper.
- The cost of journal subscriptions is impacting where individuals decide to publish their research.

Because the scope of this issue is so vast, University of Minnesota Librarian, Tom Shaughnessy, suggested writing, in conjunction with other library staff, a white paper highlighting the issues surrounding electronic publishing. Then, next semester, the Committee could discuss the paper and highlight the aspects of this issue that are more interesting and feasible and submit these findings to the FCC Chair. Through these efforts the Committee would bring more focus to this whole issue.

VI). MnLINK Update and Presentation: Librarian Tom Shaughnessy introduced this agenda item by giving the Committee some background information on this topic. MnLINK will be replacing the outdated automatic on-line catalogue and check-out system called Lumina. MnLINK has a lot of exciting, innovative features, which Mr. Shaughnessy asked Library Manager, Suzan Hallgren, to share with the Committee. MnLINK is a statewide initiative to provide next generation on-line library catalogues to the University of Minnesota, the Minnesota State Colleges and University system and state government. In addition, the MnLINK Project will include participation by

interested public and private higher education institutions. Implementation of the new system for the University of Minnesota Twin Cities Campus will occur in July 2002 and on the coordinate campuses the target date is January 2003. Installation and conversion to a new system has been and continues to be an enormous task for the libraries requiring a tremendous amount of resources. Implementation has begun on a very large scale and it includes:

- Converting records
- Cleaning up records
- Learning the new system
- Training the staff
- Improving the work flow
- Testing of the new system

The University of Minnesota Library will not be going up on the system that is currently being tested because the vendor is in the process of updating the software and completely rewriting the circulation system. Some of the features of the new system include:

- Users will be able to view their own records including number of items charged; list of materials requested to be held or recalled; details of any lost materials, blocks or fines; and personal address information.
- Notices to students will be sent via e-mail.
- Notices to faculty and staff will be sent via e-mail once the University endorses e-mail as its official communication method for faculty and staff ; this is currently under consideration by the University Administration.
- Users will be able to renew items on line.
- Ability to recall materials on line.
- Users will be able to set up a personal profiles within a personal record, including the following features: default for searching; records per page for display; record display format, brief or full; sub library locations; select fields for custom view.

MnLINK will be introduced to the University community via the following methods:

- Publicity on the Library's home page
- User training sessions
- Announcements in the "Brief"
- Daily articles
- System-wide e-mail

VII). OTHER BUSINESS:

A). The question was raised as to whether this Committee will be merging with the Senate Committee on Information Technologies. Professor Firchow responded by stating that although nothing is definite at this time, the Library Committee is being perceived as a facet of Information Technology, and, as a result, a merger seems probable. A final decision should be reached at the end of this academic year. A discussion ensued and the following ideas and considerations were mentioned related to this topic:

- The possibility of having Co-Chairs for a period of time.
- It will be important to keep an eye on the constitution of the membership of the newly formed Committee.

- Consider postponing any merger for one to two years while the faculty mentors the new Librarian.
- Rather than actually merging the Committees, instead to have occasional joint sessions to discuss matters that are relevant to both Committees.

B). Update on Walter Library: The Certificate of Occupancy is expected on December 21, 2001, the Libraries will move between January 2 – 15, 2002 and be open for business on January 22nd. Mr. Shaughnessy went on to squelched the rumor that when Walter Library reopens it will not have any books. Due to space restrictions, materials that had not been circulated recently will be stored in the Andersen underground caverns. This older material will be able to be retrieved for Walter Library users on a timely basis. In addition, older periodicals will be housed in Andersen Library.

C). The issue of the Library User Fee was raised, but in light of the Coffman Renovation Fees currently being assessed to students it was agreed that now is probably not the time to pursue this initiative.

D). The search for a new Librarian is on-going. The goal is to have someone hired by the end of this year, but this may not be very realistic. It was unanimously agreed that the Library Committee wants to meet with the finalists, and Professor Firchow agreed to pass this request on to Vice President Christine Mazier.

VIII). With no further business, Professor Firchow adjourned the meeting.

Renee Dempsey
University Senate