

Library Committee Meeting Minutes
November 18, 2009 - Noon – 1:25 PM
Austin Conference Room, Tisch Library

Present: John McDonald (Chair); Carol Flynn; Greg Crane; Clay Bennett; Ben Carp; Jim Ennis; **GSC Student Representative:** Jenna Kubly; **TCU Student Representatives:** Danielle Cotter and Nedghie Adrien; **Ex Officio Members:** Jo-Ann Michalak and Laura Walters; **Presenters:** Christine Kittle (Head of Library ITS) and Evan Simpson (Head of Reference and Library Instruction)

Absent: Gina Kuperberg; Isabelle Naginski; Mark Kachanov; Patrick Forber (on sabbatical); **TCU Student Representative:** Dan Pasternack; **Ex Officio Member:** Leah McIntosh

1. Chair's Welcome and Member Introductions: *John McDonald, Chair*

John welcomed the members of the Library Committee and asked everyone to introduce themselves. Following introductions, Jim Ennis reported that he had attended the Copyright and Authors' Rights/Fair Use and Copyright workshop in Grafton. He found it very helpful and suggested replicating the presentation at the Medford/Somerville AS&E faculty meeting. John will pass along this recommendation to the Executive Committee. Laura Walters stated that she is on the committee that developed the training. They have prepared a 15-20 minute presentation for next month's SOE faculty meeting, which they can offer to AS&E, too.

2. Printing and Copying Transition Update: *Christine Kittle, Head of Library ITS*

Christine described the updates to the system, which occurred university-wide prior to the start of the academic year. She also addressed the pdf printing delay issue, assuring everyone that it has been 99% resolved. A work-around that prints the pdf's as images rather than text has been installed on the public computers. The complete solution to the printing problem currently is being tested, and will be installed once it is proved to be foolproof. This installation likely will occur during intersession. Nedghie Adrien raised several questions about JumboCash and JumboCash guest cards. Sonya Johnson, the Data Systems Administrator for Dining Services, answered those questions via email on 12.01.2009.

1.a. Can JumboCash guest cards be used for goods/services (i.e. – food, laundry, bookstore items) other than copying and printing? **Yes, JumboCash Guest cards can. Guest cards issued as Department cards cannot.**

1. b. If so, and, if the cards are used by current students, will the guest cards be punched into the system at the cafés/dining halls/etc. as "Faculty/Staff," and therefore be subject to tax? **Yes, guest cards are set up as taxable. Since the majority of those purchasing the cards are not tax exempt, we set the cards up that way. This cannot be overridden at the register.**

2. If an undergraduate student does not have a JumboCash account, can he/she go to Jumbocash.net, choose "new user," and add cash with a credit card (minimum of \$1) without having to deposit \$100 and set up an account? **Yes, they can.**

3. Library's Hidden Treasures: Library Instruction: *Evan Simpson, Head of Reference and Library Instruction*

Evan outlined the four main areas of library instruction: 1) first year library instruction – an introduction for freshmen taught in the English 1 – 4 classes; 2) tailored, in-class, course-specific instruction as requested by faculty according to their needs, including but not limited to how to do research in a particular discipline and information literacy/scholarly vs. non-scholarly analysis; 3) special needs tutorials and special populations' orientations (i.e. - for students who would like to access library resources remotely while studying abroad and orientations for transfer and incoming graduate students); and 4) virtual instruction via LibGuides and involvement on Blackboard courses. Last year the seven reference and instruction librarians taught 253 classes, reaching more than 4,000 students. Although the number of sessions has increased dramatically this year, the librarians have been able to respond to the need. Evan has assumed some of the additional instruction and changes have been made to the structure for the reference desk staffing. [Some students are using IM and phone calls instead of coming to the reference desk.] Furthermore, the librarians are doing one-to-one follow-ups with students, and Beth

Rohloff has begun 1 – 1 1/2 hour drop-in research sessions for freshmen (other students are welcome as well), which are held in the Electronic Resource Center (ERC). Freshmen are apprised of these sessions via email and postings on TuftsLife. Plans are being discussed to expand this service.

Jim Ennis remarked that he greatly appreciates the EXP19 course, which teaches students, who are writing either a senior thesis or doing a capstone project, critical research, writing, and presentation skills. This class, which is offered during both semesters, is a half credit course and runs for half of the semester.

4. Faculty Research Study: *Laura Walters, Associate Director of Teaching, Research, and Information Resources*

Laura summarized the major needs that were identified by the 40 faculty members who were interviewed in the study as follows: A) Multi-media needs – those in the humanities and social sciences, particularly, are using multiple media formats in their teaching – i.e. – YouTube, Flickr, Google Maps, I-Tunes, etc. Faculty members expressed a desire both for a multi-media lab, including film-making capacity, in order to integrate media into teaching and student projects and greater media support in the classroom. B) Material needs - purchase of a larger number and variety of e-journals and e-journal backfiles and purchase of more online primary source materials. Jim Ennis, Carol Flynn, Greg Crane, and Ben Carp echoed the need for technology support for faculty inside as well as outside of the classroom. Carol also asked the committee how faculty members can make their own desires more evident and how faculty can publicize their needs more effectively. These issues, along with how to standardize classroom technology, will be raised at the joint IT/Library Committee meeting on 10 February 2010. See attached report.

5. Update on Compact Shelving: *Jo-Ann Michalak, Director, Tisch Library*

The project is proceeding, and RFP's have been sent out for the construction work. The trustees will review the project details during their February 2010 meeting; the work should be completed by Fall 2010.

6. Director's Report: *Jo-Ann Michalak, Director, Tisch Library*

Jo-Ann advised the committee that the library's budget review is scheduled for 21 December. Jo-Ann also addressed the TCU's request to extend late-night study hours. Danielle Cotter had met with Jo-Ann, Laura, and Kathleen DiPerna a few weeks prior to the Library Committee meeting to discuss this request and to review the usage statistics. All agreed that the statistics did not support the need for extended hours. See Director's Report attached.

The meeting was adjourned at 1:25 PM. The next Faculty Library Committee Meeting will be on February 10, 2010 from noon – 1:15 PM in the Austin Conference Room. This meeting will be the joint one with the IT Committee.