The Library Committee (FLC) met four times during the academic year 2005-06. Much of our discussion centered upon the challenge to meet journal and electronic database inflation, to support undergraduate learning, and to meet the growing need for graduate research support. As you will see, at our first meeting we unanimously approved a request for a 12% budget increase. At our final meeting, April 26, we were disappointed to learn that the Library only received a 4% budget increase. The increase is far too low, and certainly will not meet the Library’s needs. This is particularly difficult at a time when the university is planning to expand its graduate programs. We all appreciate the many ways that the Library works to minimize costs and maximize outreach programs. However expert and nimble the staff may be, insufficient funding can only reverse the important progress that the Library has made over the past few years. It is worth noting that Tisch Library ranks lowest on total library and materials budgets when compared to its peers.

The following minutes describe the work that has been accomplished, and it is considerable. At the April 26th meeting it was learned that the library’s materials budget will increase 4% which is 3% lower that the expected inflation. This may prove an insurmountable challenge to the library to maintain existing collecting levels let alone enhance graduate program and research collections. The Library Committee unanimously expresses its concern about the insufficient budget for 2006-07.

September 28, 2005 Meeting:

The FY07 Materials Budget Request was unanimously approved. Highlights of the materials budget request are:

- Tisch Library requested a 12% increase which includes 9% to meet journal and electronic database inflation, and 3% to enhance graduate research support.
- The Library minimized costs by employing many cost containment strategies including joining consortiums and participating in inter-library loans to supply materials for research. Tisch Library has implemented cost-saving initiatives to maximize its resources and deal with budgetary constraints. The possibility of providing Harvard cards for graduate students in Humanities and Arts was raised.
- Reference and Collections plan to have a focus group in Humanities and Arts to find out what online resources they need for teaching and research.

A spreadsheet comparing FY03 Library Materials Budgets for Tufts and some of its peers: Columbia, Cornell, Georgetown, Boston College, etc. was reviewed and Tufts ranked lowest on total library and materials budgets, volumes held and added, and library expenditures per student FTE. The Library Committee agreed that this information should be used as “food for thought” to discuss the cost for what Tufts library support should be.

Learning Commons in Tisch Library

The Expanded User Services Team’s vision of Tisch Library as a learning space not a book warehouse was presented to the FLC. The Learning Commons is a space that will accommodate changes in student learning styles and pedagogy, and confirm the social dimension of learning and the library as a workshop. It will address the needs of the campus for a physical environment that will provide high-end technology and staff for wide-range support for faculty and students. Tisch Library is collaborating with many departments and seeking new partnerships with ITS, the Writing Center, and the Deans. The Library Committee was asked to make connections in their departments to provide feedback for the team and to help establish new partnerships with Tisch Library. It was agreed that:

- Since Faculty often work with students in their offices, support for that kind of work from both the library and ITS is important.
- The Learning Commons will help to get students in the library.

Director’s Report

- Funds for building maintenance currently comes out of the Library’s budget, but building maintenance is growing as Tisch Library ages. For instance: reupholstering, re-carpeting and repainting are all pressing needs exceeding the library’s operating budget. With Admin support the library is preparing a multiyear spreadsheet on building maintenance needs.
- Faculty authors are advised to sign the Amendment to Publication Agreement, and attach it to all publisher agreements to ensure that they retain the right to use their materials in teaching and on websites. The FLC was asked for feedback on how faculty would like to learn about this development and if they think that the faculty will use it.
Faculty Liaison Programs

The CFUC became interested in Tisch Library’s Liaison program last spring and asked for feedback on the structure of the program, how it was formed & how it has worked for the library. Roles of faculty liaisons to Tisch library are:

- Serve as a communication link between Tisch and faculty departments
- Keep library informed of changes in their departments (programs, research focus, faculty, etc.) so that the library can plan to accommodate the departments’ changing service & collection needs
- Arrange for department bibliographers and reference librarians to attend a departmental meeting every other year to discuss new initiatives in the library to plan future direction
- Help publicize and encourage opportunities for library instruction with faculty in their departments

The FLC does not interface with liaisons; instead Tisch Bibliographers contact their liaisons or initiate meetings; 25% of the Bibliographer’s job is devoted to Faculty outreach. Each of the 4 Bibliographers works with 8 departments and meets with/talks to faculty daily so that the library can build the best collections. It was agreed that the Library Liaison Program has worked and continues to work well for Tisch, and CFUC should investigate further to figure out if there’s a way of creating better communication without adding the “additional layer”, what they anticipate the role of liaisons to be & decide whether the faculty – liaison program will provide information to help meet department & faculty needs more effectively.

Plagiarism update:

Dean Reitman informed the FLC and CFUC that Academic Technology is working to find tools to aid professors to investigate and recognize if papers submitted by students are original and this is crucial due to increasing cases of suspected academic dishonesty.

- A program, TurnItIn, was identified where students would have to turn papers in electronically. Color-coding makes it easy to identify sections matching existing papers. Tufts’ peers: Tulane, Georgetown, etc. have used this program to investigate plagiarism and it has worked well for them; publicity of the program has also discouraged academic dishonesty.
- The Biology department has been piloting the software and it worked for them. In order for this program to be implemented in all departments, Tufts would have to sign a contract with the company to whom papers will be submitted. The Educational Policy Committee has authorized the Academic Technology team to continue using this program as part of the pilot program for the rest of the year while legal issues are investigated with University Counsel.
- Concerns of intellectual property being added to the TurnItIn database have been raised and Dean Reitman is discussing this topic with the legal counsel at Tufts. It was suggested that the Writing Center and the library be used as resources to educate students on plagiarism and doing research papers. This program is ethically and procedurally complicated, the honor code, ethics issues and implications that might arise will continue to be investigated.

Blackboard update:

- Tufts Community has been using Blackboard for 8 years and statistics show that Blackboard use has been stable & reliable. In the spring of 2006, a bi-annual survey will be conducted to find out user satisfaction.
- The Basic version of Blackboard does not offer the number of options available in the Enterprise version. Faculty expressed an interest in evaluating the Enterprise version to see if the functionalities it offers would be worth the cost of the upgrade. It is possible that the functionalities could improve learning outcomes and also streamline work, such as grading. It was agreed that this topic is for future discussion.

The student members of the FLC asked the CFUC to consider the impact of Blackboard and all its capabilities on a student’s life & learning. The student senate will look at how Tufts peers use Blackboard. Also, when Tisch conducts ERC workshops, they link to Faculty blackboard sites. The library has created a website that shows how to link to full-text articles from our licensed databases. A workshop on this will be offered on January 19th to faculty and teaching assistants.
February 15, 2006:

**Status Report on Library’s $1.5M Capital Campaign**

Tisch Library has a monetary goal of $1.5M in the new Capital Campaign, $0.5M is targeted for collections and technology; $1M targeted for a Learning Commons. The 1.5M will cover both the Arts and Sciences & Engineering schools. It was agreed that the library should request start-up funds to develop the concept of the learning commons. It would also be helpful to include library resources in the creation of new endowed chairs. Endowments for foreign languages such as Arabic and Chinese also need to be created. It was suggested that these issues should be mentioned at the next department chairs’ meeting.

**Data Gathering Update:**

Tisch has a Data Assessment Team and the team is currently conducting a survey of patron library needs. Information gathered from past surveys was analyzed and has led to longer weekend hours, increased spending on electronic resources, and the purchase of new materials in all formats.

Next year, the library will work with the student senate to create undergraduate focus groups and will invite the student senate members of the FLC to the focus group meetings. The student senate will conduct a survey in a few weeks which will include questions on library usage. Results from the survey will be shared the Tisch Data Assessment Team.

**Discussion of library support needed for research for undergraduate courses:**

Tisch wants to work with faculty to help students attain good research habits by helping them to understand the process, policies and materials that should be used for research instead of only searching the web. Tisch has a freshman instruction program to aide students in their research. Also, Tisch Librarian, Laurie Sabol is testing a library quiz on the Blackboard site and she is developing an Ex College course in the fall for senior thesis writing. There was discussion on what skill set undergraduate students should have before graduation to enhance undergraduate research processes. For example should all undergraduates write a library research paper? Faculty continually have this discussion but because of plagiarism, many are reserved about assigning a research paper.

April 26, 2006:

**Graduate Support and Research:**

Vin Manno was invited to speak to the library committee about his role as Associate Provost and the anticipated role of the library in the university’s goal to enhance graduate support and research. He noted that Tisch Library reports to Robin Kanarek, Dean of the Graduate School of A&S, who is stepping down and the search committee is underway to have a replacement by September 2006. The library also has a monetary goal of $1.5M in the Capital Campaign which will cover the schools of Arts & Sciences and Engineering.

In terms of where the university is headed in graduate support and research, the Provost’s office requires library input into all business plans for new programs before they are approved or funded. Associate Provost, Mary Lee and the University Library Council assess all degree programs and library needs have to be identified when a new degree program is proposed. Vin identified library roles as follows:

- Work with all new course and program proposers to identify the cost of library needs to be included in the business plan.
- Collect graduate student research needs in user survey to improve patron satisfaction and address recommendations on areas that need to be improved, particularly collection needs based on feedback from the FY06 User Survey conducted by the graduate school council.
- Another challenge for Tufts librarians is to look at the population across the university and decide what is needed for interdisciplinary research.

Tisch library’s reference & collections department had a focus group on research in March for Humanities and History faculty. 15 faculty from all departments attended and provided lists of primary source materials required for teaching. $500,000 would be needed to purchase the requested primary source materials. The reference & collections department will continue their outreach to graduate students and will work with departmental graduate student organizations and faculty in charge of the graduate program in each department.

Discussion followed and it was agreed that lack of materials affects how faculty teach and that new degree or PhD programs will have major budget implications for the library. Part of library research on proposed programs should include contacting peers to find out the level of service & cost of research materials that will be required for the new programs. Increased databases will be important for new graduate programs.
Another challenge for librarians will be to identify the number of patrons who will use the databases before buying the databases. The library will also continue to minimize costs by utilizing consortia and participating in inter-library loans to supply materials for research. Reference and collections librarians will also continue reaching out to grad students and direct them where they can get information not available at Tufts. They will also take part in departmental graduate student orientations and provide individual research consultations.

**Tisch FY07 Draft Materials Allocation highlights:**

- Tisch Library’s materials budget will increase by 4% in FY07, and this is 3% below the expected rate of journal inflation
- In order to cover collection requests, Tisch bibliographers strongly urge faculty to cancel print subscriptions when online is available. This has resulted in a 36% decrease in print journal costs between FY05 and FY07, primarily in the sciences and engineering and bibliographers are now talking to social sciences and humanities if there are print titles that could be cancelled.
- By cutting science and engineering print subscriptions, the library had higher savings than anticipated and these savings will be reinvested in electronic resources, books, and primary-source materials in microform and electronic formats.
- Over the past 3 years, Tisch’s book budget has been reduced by about 25% to cover increased journal costs but the savings will restore it.

**Other Business:**

TCCS is working with library technical services to reduce the number of log-ins when using databases. Reference librarians will give a course for the senior honors thesis writers in the fall in the Ex college.

Carol Flynn, chair of the FLC will be on sabbatical in FY07. Ina Baghdiantz-McCabe will chair the FLC for FY07. Also, Beatrice Manz’s term on the Budget & Priorities Committee will elapse in June 2006 and the slot will need to be filled. Beatrice will talk to the Budget and Priorities Committee to find a member interested in joining the Library Committee to replace her. Beatrice will let the FLC know the outcome after the conversation.

Respectfully submitted,

2005-06 Library Committee

**Elected Faculty members:**

Daniel Abramson  
Ina Baghdiantz-McCabe  
Carol Flynn, Chair  
Eglal Henein  
Mark Kachanov  
Beatrice Manz  
Michael Reed

**Elected Student members:**

David Proctor, Grad Student Treasurer  
Neil DiBiase, TCU Senate  
Bruni Hirsch, TCU Senate

**Ex officio members:**

Robin Kanarek  
Jo-Ann Michalak  
Laura Walters