In FY13, the Library Committee held four meetings, one of which was the joint meeting with the Information Technology Committee to discuss information technology issues of interest to both committees.

The major items of business for the committee included faculty, student, and key stakeholder/campus partner feedback for the proposed library renovation planning project and Digital Asset Management and digital infrastructure. Highlights of these discussions are summarized below.

1. **Tisch Library Renovation Planning Project:**

   Aaron Cohen Associates (ACA) was hired in August 2012 to do a global study and formulate a renovation plan for Tisch Library. In addition to input from the Library Committee gathered during the September and November meetings, three faculty focus groups were held with faculty from across AS&E. The main question asked of them was: “What are the library space environments that your students need to be successful?” Additionally, focus groups and visual scans of the library were done with 2 undergraduate and 1 graduate student clusters. Meetings also were held with campus partners and stakeholders – DCA, ULTS, UIT, Dining, the Academic Resource Center, GIS, Tufts Disability Services office and OEO, Tufts Public Safety, Facilities, ESTS, and ITS. Three main themes emerged from all of these groups: 1) quiet study is valued and needs to be zoned more effectively; 2) collaborative space is critical for students to work together and/or to work with faculty and specialized library staff; 3) the Tower café is an integral part of the library. It is a middle ground where students and faculty can come to do academic work, meet for advising and office hours, and engage in other kinds of studying.

   ACA presented one of the plan iterations for the space renovation to the Library Committee for further comment and feedback during the November meeting. One of the Library Committee members suggested that additional conference space that could be used by the Tufts community would be very welcome.

   In order to accommodate increased seating and services, the collection, which will continue to expand, needs to be assessed and careful decisions will have to be made about off-site storage for some of it. A thoughtful, effective plan also will need to be devised for expedient delivery of off-site materials.

   ACA gave their final presentations in mid-February 2013. One of their key recommendations was to relocate and expand the Digital Design Studio (DDS) as a prominent element of this 21st century learning commons. Cost estimates are being developed for presentation to Tufts Board of Trustees for their review and consideration for approval for the next step in the renovation process.

2. **Digital Asset Management and Digital Infrastructure:**

   Tisch Library has an increasing amount of digital content in its collection that needs to be stored locally. The range of formats include: images, pdf files, audio and video files, web pages, and xml files. Currently, digital content is stored in a variety of places - on local servers (R drive, ULTS, and TTS servers), thumb drives, CDs and DVDs, and in cabinets. Wherever possible, access is provided via a url link from the library catalog.

   The Tufts libraries together need to establish collection development policies that address how Tufts digital assets are collected and preserved. Until that time, there are requests from faculty that cannot be fulfilled because there currently isn’t the ability to manage and provide access to content. Examples include:
   
   - digitizing content that supports the active teaching needs of Tufts faculty;
   - digitizing and making available Tisch Special Collections materials for use in teaching, enabling broader access, and fostering new kinds of research;
   - storing, preserving, and providing access to purchased materials that are not hosted by the vendor;
   - storing, preserving, and providing access to Tufts created content.
An administrative interface is being developed into a shared fedora repository to:

- manage Tufts-owned digital content (images, pdf files, audio and video files, web pages, and xml files);
- provide access to tools and services in a shared environment that will enable staff to both administer and expose the content;
- allow staff across the libraries to build metadata services for digital projects;
- leverage the existing repository infrastructure that Tufts has invested in already;
- begin to build a coordinated service model to support stewardship of University digital information resources that are managed locally.

The FY14 Materials Budget:
The library requested an 8.4% materials budget increase for FY14. The increase would allow the library to maintain current collections and purchase the new materials needed to support growing teaching and research needs. Due to journal inflation, a 5% increase is projected to maintain the status quo and ensure the protection of the current book, journal, and electronic resources base. This is an increase of $363,471 on a $7,269,423 materials budget. An additional 3.4% is requested to purchase new materials that have been identified through extensive faculty outreach, review of the curriculum, and examination of the publication and research universe. This is an increase of $254,000.

According to the May 1, 2012 issue of Library Journal, journal inflation increased from 5% to 6% between 2011 and 2012. This is a distressing trend because serials prices had begun to show signs of amelioration in 2010. While it is difficult to predict this far in advance, it is estimated that journal inflation for FY14 will hover around 6%. Given that 84% of the library budget is journals and other continuing costs such as electronic databases, we are predicting a need for a 5% increase to maintain the status quo. While we are grateful for the 5% increase we received for the FY13 budget, given the rise in journal costs, it is likely that the entire 5% will be absorbed by inflation. We feel that we have reached the limit of our fixed costs and that it would not be prudent to continue to add materials that have recurring costs without a budget increase that exceeds inflation. This is particularly true in the STM fields, where journals and databases are the primary means of scholarship, and where fixed costs are now about 95% of the budget. This suggests that in STM, Tisch is approaching its tipping point of moving away from growth toward a program of retrenchment. This is not an optimal state of affairs given the current expansion in STM research and teaching at the university.

Submitted by the members of the Library Committee:
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James Ennis, Sociology
David Garman, Economics, and B&P Committee Chair
Calvin Gidney, Child Development
Darien Headen, TCU Senate Representative
Mark Kachanov, Mechanical Engineering
Valencia Joyner Koomson, Electrical and Computer Engineering
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John Lurz, English
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