

## **LIBRARY COMMITTEE MINUTES**

### **AUGUST 29, 2002**

The Library Committee met at 3:00 p.m. on Thursday, August 29, 2002. Ken Bugajski, Pam Fowler (substituting for George Ann Daniels), Martha Jagel, Alan Lawless, Thomas Luscomb, and Min Soe attended. Sherril Stone was unable to attend.

#### Committee Organization

Martha Jagel was unanimously selected as chair of the committee, and Ken Bugajski offered to serve as secretary.

#### Mission Statement

The Library Committee Mission Statement was distributed, and all members agreed to and accepted the mission statement with no revision.

#### Goals and Priorities for the Upcoming Year

Alan Lawless detailed a number of goals and priorities for the library, including:

- A focus on assessment for the library, including the potential for the development of surveys for faculty and students regarding library services, collections, and other subjects
- The construction of the new library facility
- A continuing commitment on building the book collection, which increased by 5,000 books last academic year, with a potential focus on the subject areas of criminal justice and business
- A continuing development of the video collection

#### Future Meetings

The committee agreed to meet once per month at 3:00 p.m. on the third Tuesday, and it set meetings for the following dates: September 17, October 22, and November 19. The committee agreed that if Sherril Stone could not make these meeting times due to class commitments, a replacement might be found. Min Soe agreed to inform Sherril Stone of the upcoming meeting dates.

## **Library Committee Minutes**

**SEPTEMBER 17, 2002**

The Library Committee met at 3:00 p.m. on Tuesday, September 17, 2002. Ken Bugajski, George Ann Daniels, Martha Jagel, Alan Lawless, and Thomas Luscomb attended. Min Soe and Sherril Stone were unable to attend.

### Minutes

The minutes from the previous meeting were approved.

### Book Acquisitions

Laura Bottoms distributed a budgetary statement regarding the funds for new book acquisitions as allocated to each school and each department. Library Committee members were encouraged to solicit requests for new titles from faculty in their respective schools.

### New Reference Books

Laura Bottoms distributed a list a new acquisitions in the reference book sections and showed several of the new titles to the committee. She encouraged faculty to make use of these resources and to promote these materials with their students.

### New WWW Catalog Demonstration

Alan Lawless demonstrated the new world wide web catalog interface and its features. The new software allows for a high degree of integration between sources and their subject headings, which will make searching for sources easier for students and faculty. He stated that, with luck, the new interface should be available to the public within a few days.

### New Non-Print Media

Rowdy Williams distributed a list of non-print media acquisitions added to the collection since February 21, 2002. He stated that each department has an annual budget of \$2,000 for non-print materials and encouraged Library Committee members to ask their colleagues to submit requests for new titles as soon as possible.

### Library Assessment

Alan Lawless distributed an assessment plan for the library listing eight assessment goals that the library plans to attain. George Ann Daniels stated that she would share results of library surveys that nursing students have completed over the past three years. Alan stated that the library staff would be developing a questionnaire for library patrons and could seek input on it from Library Committee members at the next meeting. The committee also discussed the process of weeding outdated materials from the collection before the move to the new facility.

### Annual Report

Alan Lawless distributed an annual report for the library for the fiscal year 2002 and highlighted several areas, including the growth of the collection by over 5,000 titles at a cost exceeding \$250,000, the increase of interlibrary loan usage, and the increased use of online

databases and information sources. He noted that the library hopes to continue adding approximately 5,000 volumes a year until the collection reaches 120,000 volumes.

### Committee Procedures

Martha Jagel distributed a memo from the faculty senate requesting answers to a series of questions directed toward codifying the procedures and guidelines of the Library Committee. The committee developed answers to the questions, and Martha stated she would forward the answers to Emily Dial-Driver as per the instructions on the memo. The questions from the memo and the Library Committee's answers follow.

1) How are actions on the committee initiated? Who may bring issues to the committee?

Actions are generally initiated by Alan Lawless or the committee chair. Anyone on the committee, however, may bring issues to the committee or initiate actions.

2) What forms does the committee require for questions brought or actions initiated?

None

3) With what other committees does the committee interact and in what manner does this interaction occur?

The Library Committee currently interacts with the Academic Policies and Procedures committee through George Ann Daniels, who sits on both and brings the concerns of each to each.

4) Describe the typical committee meeting.

The Library Committee follows the agenda as determined by the committee chair and the Director of the Library. The agenda generally includes demonstrations and presentations of new library materials, updates on library holdings, recommendations for new texts, updates on library construction, and other issues related to library functions.

5) Who sets the committee agenda?

The committee chair and Alan Lawless set the agenda.

6) What guidelines determine the committee's agenda?

The committee deals with all issues of importance to library operation, maintenance, and improvement.

7) What mechanism for appeal of committee action/recommendations exists, if any.

The Library Committee members viewed this question as not applicable to the committee.

8) What actions/suggestions/recommendations may the committee refuse?

The Library Committee members also viewed this question as not applicable to the committee.

The meeting adjourned at 4:15 p.m.

## Library Committee Minutes

OCTOBER 22, 2002

The Library Committee met at 3:00 p.m. on Tuesday, October 22, 2002. Ken Bugajski, Martha Jagel, Alan Lawless, Thomas Luscomb, and Min Soe attended. George Ann Daniels and Sherril Stone were unable to attend.

### Remote Access

Janice Ferris detailed methods of electronic communication available for RSU library patrons, especially for students at Pryor and Bartlesville. Jan noted improvements in some library databases, including easier methods for ILL requests and delivery. Lastly, Jan passed out a form for new serial subscription requests, and Library Committee members were encouraged to let colleagues know that new subscriptions can be requested, especially in new and developing programs.

### New Non-Print Media

Rowdy Williams distributed a list of non-print media acquisitions added to the collection since September 15, 2002. Rowdy added that the restriction on purchase of new non-print materials has been relaxed. He stated that new materials may be purchased so long as they are in direct support of a class and will be used for at least two years. He encouraged request for new materials as soon as possible since the budget for non-print items was trimmed and likely will not last through the academic year.

### Weeding

Alan Lawless presented an update on the weeding project currently underway. Alan stated that library staff have compiled a list of some 8,000 titles that have not circulated since 1997. Currently, library staff are checking these titles against those recommended in *Books for College Libraries*; any titles in that book will be retained. Alan further stated that books not listed in *BCL* will be put on another list that will eventually work its way to faculty members, who will then have input into whether specific titles are retained. Lastly, Alan noted that the library is taking a conservative approach to weeding with a view to save as many titles as is appropriate.

### Budget Cuts

Alan Lawless distributed an itemized list detailing budget cuts for the library. He noted that the library had to cut approximately 6% of its budget. The total cuts—spread over the areas of professional services, training and travel, supplies, and library resources—totaled \$55,700.

### Web 2 Questions

Alan solicited questions, comments, and/or suggestions from Library Committee members regarding the new web interface for the library catalog. He requested that Library Committee members to use and experiment with the web interface in the next month and to forward any comments and suggestions to him via email.

### Library Assessment

Alan Lawless passed out a tentative survey to be distributed to library patrons. He stated that the survey will likely be distributed to all library patrons—including students, faculty, and staff—in November.

### New Acquisitions

Alan Lawless briefly discussed new acquisitions for the library. Alan distributed a list of new reference materials received in September 2002. He also stated that the library has increased its electronic book holdings and will be adding approximately 4,000 ebooks in the near future (January 2003).

### Committee Business

Martha Jagel noted that the next Library Committee meeting will take place on November 19, 2002 at 3:00 pm. She also stated she would check on a replacement for Sherril Stone, who is unable to make the meeting time.

The meeting adjourned at 3:50 p.m.

### Postscript

On October 24, Martha Jagel learned that David Newcomb has been appointed as a replacement for Sherril Stone.

## Library Committee Minutes

November 19, 2002

The Library Committee met at 3:00 p.m. on Tuesday, November 19, 2002. Ken Bugajski, Martha Jagel, Alan Lawless, David Newcomb, and Min Soe attended. Thomas Luscomb and George Ann Daniels were unable to attend.

### E-journals and E-books

Carolyn Gutierrez demonstrated the various ways to access full-text online journal articles. She demonstrated the use of the online alphabetical index as well as the ways in which different databases allow access to the journal articles they catalog. Carolyn also demonstrated how to use electronic books through NetLibrary.

### Library Instruction

Laura Bottoms explained the basic information students are provided during their visit to the library through Freshman Experience course. She passed out a standardized outline that is used for these class visits, and she added that library instruction is available for all levels of students and all levels of research. As an example, she discussed how recent library visits by composition students were organized and what additional information was covered.

### New Reference Books

Laura Bottoms distributed a list of new reference acquisitions and showed two of them to the committee, including a massive set entitled the Garland Encyclopedia of World Music.

### Weeding

Alan Lawless provided an update on the weeding project and stated that progress is being made working through the catalog of books. He noted that books concerning psychology were entirely completed, the weeding recommendations having been approved by Abe Marrero. Alan added that recommendations for removal have been forwarded to history and computer science for faculty consideration.

### Literary Review

Alan Lawless reminded Library Committee members that James Ford will deliver the next book review on Thursday, December 5. Jim will be reviewing, *Why Religion Matters*.

### Other Business

**George Ann Daniels** – Martha Jagel read an email from George Ann that explains the reasons for her absences at meetings and the difficulties she faces in making a Tuesday afternoon meeting. George Ann stated her desire to remain on the committee but added that the best day for her to meet in the spring semester would be Friday afternoons. After committee discussion, it was decided that the committee believed Tuesday afternoons to remain the best time for meetings and that Martha would contact George Ann to see if a replacement from nursing could be found.

**Spring Semester Meetings** – The committee set Tuesday, January 28, 2003 at the next meeting date and time, with future spring semester meetings to be determined then.

The meeting adjourned at 4:00 p.m.

## Library Committee Minutes

January 28, 2003

The Library Committee convened at 3:00 p.m. on Tuesday, January 28, 2003. Ken Bugajski, George Ann Daniels, Martha Jagel, Alan Lawless, Thomas Luscomb, David Newcomb, and Min Soe attended.

### Minutes

The minutes from the November 19, 2002 meeting were approved.

### Academic Search Premier

Jan Ferris demonstrated the Academic Search Premier database and its wide range of information useful to students, faculty, and staff. Jan gave special attention to the latest features of the database, such as its new ability to link its own records to the RSU online catalog as well as other databases such as FirstSearch.

### Student Survey

Alan Lawless distributed a summary of the results of a student satisfaction survey conducted over a period of several days near the end of the Fall 2002 semester. During the survey period, over 60 library patrons volunteered to participate in the survey, which indicated a high degree of satisfaction with the library, its collections, services, and employees. To a question regarding the library's ease of use, respondents produced a mean score of 4.77 out of 5, and to a question regarding patrons' overall satisfaction with the library, the mean score was 4.71 out of 5.

George Ann Daniels offered to provide Alan with library survey results taken from nursing students, and Alan welcomed the additional information. Lastly, Alan and Rowdy Williams reported that the library tracked the number of patrons per day in the fall, and the average number of users was 250-275 patrons per day.

### Deselection

Alan Lawless provided an update on the deselection/weeding project. He stated that deselection was concluded for several subject areas and that literature and art remained as the major subject areas yet to be completed. He also stated that faculty feedback has been generally good and that faculty recommendations have contributed to retaining important texts.

### Audiovisual Update

Rowdy Williams distributed a list of audiovisual acquisitions since October 22, 2002 and noted the additions were comprised of two multi-volume sets as well as donations.

### New Reference Works

Alan Lawless distributed a list of recent reference acquisitions and noted the importance of *Best Books for Academic Libraries*, a text that will facilitate the deselection process but that will also aid greatly in building up the library's collection. Alan also commended Laura Bottoms' work in building the reference collection.

Psychology Literature Review

As a follow-up to Laura Bottoms' presentation on Library Instruction in November, Alan Lawless distributed a handout used for a Psychology Capstone Course to help students in that course find relevant information. Alan stressed the library's ability and willingness to present tutorials on research methods to students in all levels of coursework, from basic introductions to highly specialized upper-division courses.

Other Business

**Library Kudos** – Alan read an email sent to him by a full-time faculty member commending the library and its staff for its work with that instructor's online students.

**Spring Semester Meetings** – The committee set February 25, March 25, and April 22, 2003 as the dates for the Spring 2003 meetings. Additionally, the committee moved the meeting time to 3:30.

The meeting adjourned at 4:00 p.m.

## Library Committee Minutes

March 25, 2003

The Library Committee convened at 3:30 p.m. on Tuesday, March 25, 2003. Ken Bugajski, George Ann Daniels, Martha Jagel, Alan Lawless, Thomas Luscomb, David Newcomb, and Min Soe attended.

### Minutes

The minutes from the January 28, 2003 meeting were approved.

### New Dictionaries

Laura Bottoms demonstrated several new dictionaries acquired by the library, including the American Heritage Dictionary, the Encarta World English Dictionary, and the New Oxford American Dictionary. She highlighted the differences in emphasis, organization, and information in each.

### References

Laura Bottoms distributed a list of newly acquired reference works and commented on each of them, including the *Reader's Companion to the American Presidency*, the *Adams Cover Letter Almanac*, and the *Routledge International Encyclopedia of Women*, among others.

### Deselection

Alan Lawless provided an update on the deselection/weeding project. He stated that as of the meeting time, over 1,500 books has been deselected and the procedure was still in process. He added that art faculty are currently examining lists to make recommendations and that the literature section is still in process.

### Friends of the Library

Alan Lawless announced that the next meeting of the Friends of the Library would take place on April 10 at 3:00 pm. The meeting will include a book review by Dr. Kenneth Hicks, the announcement of the Library Patron of the Year, and cake and light refreshments at the conclusion of the meeting.

### JSTOR Demonstration

Alan Lawless demonstrated the JSTOR electronic database by showing the wide scope of the database as well as the ability to search the contents of it. Alan distributed a list of the journals included in RSU's subscription to JSTOR and added that RSU is one of only two regional universities in Oklahoma to subscribe to JSTOR. JSTOR is accessible from anywhere on campus and also can be accessed by online students. Alan demonstrated searches on the database, including searching the full text articles available.

### Other Business

**The next, and final, meeting of the academic year was set for Tuesday, April 22, 2003 at 3:30 pm.**

The meeting adjourned at 4:30 p.m.

## Library Committee Minutes

April 22, 2003

The final Library Committee of the 2002-03 academic year convened at 3:30 p.m. on Tuesday, April 22, 2003. Ken Bugajski, Martha Jagel, Alan Lawless, Thomas Luscomb, David Newcomb, and Min Soe attended.

### Minutes

The minutes from the March 25, 2003 meeting were approved.

### New Reference Works

Laura Bottoms distributed a list of 25 newly acquired reference works and commented on each of them, including texts in the areas of criminal justice, language and literature, and medical sciences, among others.

### The New Building

Rowdy Williams provided an update on library construction including the following:

- The building will have networking capabilities for students and faculty using laptop computers as well as the capability for expansion in the future.
- An archives room has been added to the building plan.
- The design of the circulation desk area has been modified to make better use of space designated as a reserve room.
- Security issues have been addressed, and the new library will include cameras and panic phones.
- The furniture in the current library will be moved to the new facility.
- The target move-in date is currently December 1, 2003. Because of this date, faculty will need to structure research assignments so that they may be completed before the close of the library.

### Deselection

Laura Bottoms distributed an update on the deselection process for books in language and literature. She stated that she would have a list prepared for review by Communications and Fine Arts faculty before the end of the semester.

### Book Ordering

Laura Bottoms provided an update on book ordering budgets. She stated that some CFA book orders are currently being held because the department has used its allotted budget for the financial year. She stated that if other departments do not use their funds, money may be diverted from those departments to CFA.

North Central Library Update

Alan Lawless provided a summary of library activity that will be presented to the North Central Library Association. Some statistics included in this report are the following:

- Since the year 2000, library funding has increased from \$365,000 to \$430,000
- Periodical subscriptions have increased from 480 to 531 during the same time frame.
- For the fiscal year 2000, RSU led other eastern Oklahoma regional universities in funds spent on new book purchases.
- From July 1, 2002 to March 31, 2003, the library's circulation rate increased 13.6% from July 1, 2001 to March 31, 2002.
- During this same time period, electronic searches have also increased; both EBSCO and FirstSearch usage have increased by 27%.

The meeting adjourned at 4:30 pm.