

ROGERS STATE UNIVERSITY  
**MINUTES OF MEETING**  
 [Library Committee]

Date: 08/08/2013

Chairperson: Kirk Weller

Place: Centennial Center, Ballroom C

Time Beginning: 11:10 a.m.

Time Adjourning: 11:30 a.m.

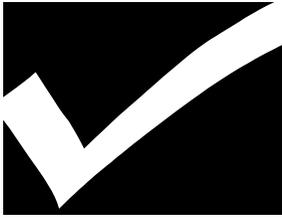
Members Present: Tom Carment, Don Glass, Jane Johansson, Alan Lawless,  
 Scott Reed, Amy Richards, Kirk Weller

Members Absent: Min Soe, David Newcomb

Guests Present: Dr. Emily Dial-Driver

Topic	Discussion	Action
Call to Order	Meeting Times and Agenda/Appointments	The committee voted unanimously to reappoint Dr. Weller chair of the committee. Dr. Weller then excused himself to attend another committee meeting. The committee also accepted Scott Reed as secretary. The committee decided to meet on September 27, 2013, at 2:00 p.m. in STL 209 and on October 25 at the same time and location. If needed, the committee will decide to meet again in November. Because of time constraints, the committee elected to exchange agenda items via email preceding the first scheduled meeting. The meeting was then adjourned.
Approval of Minutes		
Reports & Announcements		
1		
2		
Old Business		
1		
2		

Topic	Discussion	Action
New Business		
1		
2		
Next Meeting		
Adjournment		



# Library Committee Meeting

9/27/2013  
2:00 PM to 2:50 PM  
Library Room 209

---

Meeting called by:  
**Committee decision**

Type of meeting:

Facilitator:  
**Kirk Weller**

Attendees:  
**Jane Johansson**  
**Alan Lawless**  
**David Newcomb**  
**Scott Reed**  
**Amy Richards**  
**Min Soe**  
**Kirk Weller**

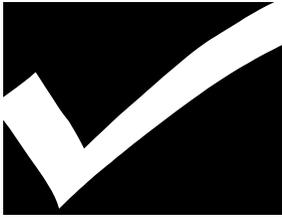
## ----- Agenda Topics -----

Approval of Minutes from 8/8/13	Kirk Weller	5
Library Allocations	George Gottschalk	5
Annual Report	Alan Lawless	15
LibQual+	Sarah Clark	10
IMLS Grant	Alan & Sarah	10
Library Instruction	Allison Embry	5

## Other Information

---

Resource persons:  
**Alan Lawless**  
**George Gottschalk**  
**Sarah Clark**  
**Allison Embry**



# Library Committee Meeting

9/27/2013  
2:00 PM to 2:50 PM  
Library Room 209

Meeting called by:

Type of meeting:

Facilitator:

Attendees:

## ----- Agenda Topics -----

Approval of Minutes from 8/8/13

Kirk Weller

5

Discussion: [The minutes of meeting held on 08/08/2013 were approved by the committee with the removal of David Newcomb from the attendance list.](#)

Conclusions:

Action items:

Person responsible:

Deadline:

Library Allocations

George Gottschalk

5

Discussion: [Department Library Allocations for Fiscal Year \(FY\) 2013-2014 were distributed to the members of the committee and are entered into the record with these minutes. Of note, the new master's degree program for the Department of Business Administration may need to be added to the allocations.](#)

Conclusions:

Action items: [Does committee need to elect a representative to contact the Department of Business Administration to see if funds for the new master's degree program need to be included in the budget? How much? Deadline?](#)

[Report is included with these minutes.](#)

Person responsible:

Deadline:

Annual Report	Alan Lawless	15
<p>Discussion: Sarah Clark served as editor for the RSU 2012-13 Annual Report with content contributions from all of the library staff. Items of note included in the report: 1,014 students received library instruction for FY 13. The library staff</p>		
<p>created/updated 28 research guides to support degree programs and individual courses—5 received more than 500 hits and 2 received more than 1,000 since Jan. 2013. Allison Embry taught 6 library instruction sessions in Bartlesville and 5 in Pryor. Faculty selected 848 book titles; E&amp;H selected the highest number followed by History and Political Science and Fine Arts. Library circulation has remained flat since 2011 (13, 251 items circulated). We currently have 240,000 ebooks in the catalog, equaling 3.3 ebooks for every physical book; we added EBSCO Academics collection and have enabled faculty, staff, and students to select ebooks through our patron drive acquisition. We spent twice much as last year on reserve textbooks; reserve circulation increased 56%. Patrons completed nearly 1.6 million searches in FY 13; 124,000</p>		
<p>articles and ebooks viewed. Kelly Ewing, Library Assistant (Circulation), added 29 RSU yearbooks to the digital archives. During a Spring 2013 survey, students requested more study space and computers as well as the resurrection of the coffee shop.</p>		
<p>Conclusions:</p>		
<p>Action items: Full report submitted with minutes.</p>	<p>Person responsible:</p>	<p>Deadline:</p>
LibQual+	Sarah Clark	10
<p>Discussion: LibQual + is a survey used by a number of state higher education institutions, including Tulsa Community College and Oklahoma State University. The RSU survey launches 10/01/2013. Faculty, staff, and students will be sent links to the survey via email. The response goal is at least 20%. The library can track response by discipline and encourage</p>		
<p>participation where needed. The survey is open for the duration of October. Survey is used for assessment and funding purposes and to ensure library meets HLC standards. Survey focus includes: customer services, instruction services, materials needed and accessed through STL website, and facilities.</p>		
<p>Conclusions:</p>		
<p>Action items: Committee members should encourage faculty members and students to take survey.</p>	<p>Person responsible:</p>	<p>Deadline:</p>

IMLS Grant

Alan & Sarah

10

Discussion: The Oklahoma Library Skills Initiative is a collaborative effort of ECU, NSU, NWOSU, SEOSU, LU and RSU libraries. With the grant funds, RSU purchased a state-of-the-art Dell computer with dual monitors, Wacom tablet,

Samson Recording Pack, Adobe Captivate software (2 licenses), Adobe Photoshop (2 licenses), and USBN stereo headsets.

On May 31, 2013, Sarah Clark, George Gottschalk, and Allison Embry were trained to use the Captivate software. On June 20-21, the three attended an assessment workshop at LU. The end result is the production of tutorials that help Composition I students and freshmen get over library fears, narrow topics, evaluate sources, and navigate databases.

Conclusions:

Action items:

Person responsible:

Deadline:

Action items:	Person responsible:	Deadline:

**Library Instruction**

Allison Embry

5

Discussion: Allison Embry, Access Services and Distance Learning Librarian, is in the process of shifting the one hour library orientation sessions from lecture to a more interactive format. Since Spring 2013, she has moved the sessions to a computer lab; this allows students to perform database and catalogue searches firsthand. For the Humanities and Writing

and Research for Historians courses, she has “built course-specific pathfinders that include core databases and useful websites.” She has been teaching the classes from the pathfinders to positive reviews from the students.

She has also created worksheets for both the humanities courses and college orientation courses to encourage information literacy, which includes the capability to evaluate the credibility of sources.

Conclusions:

Action items: A worksheet sample and link to a pathfinder website are included with the minutes.

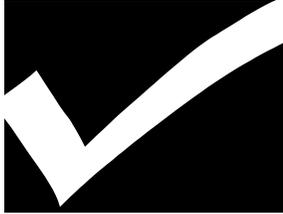
Person responsible:

Deadline:

### Other Information

1. Annual Report (pdf)
2. Department Library Allocations for FY 2013-2014 (.xls)
3. Writing and Research for Historians (.doc)
4. Information Literacy (.doc)
5. Pathfinder links:  
<http://libguides.rsu.edu/humanities>  
  
<http://libguides.rsu.edu/wandrforhistorians>

**Resource persons:**



# Library Committee Meeting

01/31/2014  
2:00 PM to 3:00 PM  
Library Room 209

---

**Meeting called by:**  
**Committee decision**

**Type of meeting:**

**Facilitator:**  
**Kirk Weller**

**Attendees:**  
**Tom Carment**  
**Don Glass**  
**Jane Johansson**  
**Alan Lawless**  
**David Newcomb**  
**Scott Reed**  
**Amy Richards**  
**Min Soe**  
**Kirk Weller**

## ----- Agenda Topics -----

Approval of Minutes from 09/27/2013	Kirk Weller	5
LibQUAL+ Executive Summary—Preliminary Report	Sarah Clark	15
Discussion of Survey Results	Alan Lawless	40

## Other Information

---

**Resource persons:**  
**Alan Lawless**  
**Sarah Clark**

----- Agenda Topics -----

Approval of Minutes from 09/27/2013

Kirk Weller

5

Discussion: [The minutes of meeting held on 09/27/2013 were approved by the committee.](#)

Conclusions:

Action items:

Person responsible:

Deadline:

LibQUAL+ Executive Summary—Preliminary Report

Sarah Clark

15

Discussion: [Two hundred students, faculty, and staff completed the survey, making the sample representative overall. Respondents were asked 22 questions related to service quality, print and electronic collections, and facilities. As a whole, the sample indicates the library is exceeding minimum standards and nearing desired levels for customer service.](#)

[Students reported they were dissatisfied with the ease of use of the library’s website and search tools. They also reported difficulty with accessing resources through wireless and from home. Faculty also expressed concerns with usability of the online resources and accessing these resources from the office and home. In addition, faculty found both the printed and electronic information they needed for their own work to be lacking. While acknowledging the university’s economic realities, several faculty emphasized the need for an “expensive but mission critical database” and the resources needed for students to complete projects. Faculty also had concerns about the absence of libraries on the satellite campuses. On a lesser note, faculty and students discussed the uncomfortable furniture and the need for more study rooms.](#)

[Both faculty and students praised the courtesy and professionalism of the library staff, especially considering the lack of funding under which they serve the university.](#)

Conclusions: [Through collaboration with other departments and the procurement of additional resources, the library hopes to design a long-term plan to improve the facilities and services provided to all campuses. The survey data indicates that overall the library is meeting the university’s needs.](#)

Action items:

Person responsible:

Deadline:

**Discussion:** Director Alan Lawless led a question and answer session with the committee. A summary of this session follows: *What do you think of the findings?* The committee concurs that the website and resources are not intuitive or user-friendly. Even faculty have difficulty navigating the site without a librarian. More graphics and fewer options for accessing the materials is preferable to the current system. Room 310 computer speed and access is not conducive to the class work for which it is intended.

*How can we improve services for Pryor and Bartlesville campuses?* A dedicated librarian is needed at both facilities. In addition, even a limited collection is preferable to nothing, which is the current condition. When equal support is requested for the satellite campuses, administration cites lack of funds. A collection that includes faculty texts is trying to be implemented at the satellite campuses. *How can the library better meet instructional needs?* The library can implement the use of MERLOT, an online faculty development portal that is multi-disciplinary and includes teaching materials in various formats. The library staff can help faculty make assignments that are specific to information literacy. The library should become a gathering place, a center for the learning community. Again, the committee stresses the need to make the resources easier to access and navigate. Periodic training sessions for faculty are also suggested. *If the library could obtain one resource, what would it be?* 1. an online [Oxford English Dictionary](#) subscription; 2. [Merchant](#) online for the new MBA program in the School of Business and Technology; 3. [FOLD3.com](#) subscription, contains military service and census records.

*How can we better meet research needs?* Make website and resources more navigable and sources such as [RefWorks](#) more known to faculty and students. Provide access to [ScienceDirect.com](#). Make the databases and catalog easier to access from the home and office. *When we have another survey in 2-3 years, how can we earn a better score?* Make the library more of a destination facility and improve the usability of the online features.

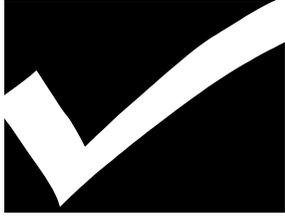
Conclusions:

Action items:

Person responsible:

Deadline:

--	--	--



# Library Committee Meeting

2/28/2014  
2:00 PM to 3:00 PM  
Library Room 209

---

**Meeting called by:**  
Committee Decision

**Type of meeting:**

**Facilitator:**  
Kirk Weller

**Attendees:**  
Tom Carment  
Don Glass  
Jane Johansson  
Tetyana Kyrylova  
Alan Lawless  
David Newcomb  
Amy Richards  
Min Soe  
Kirk Weller

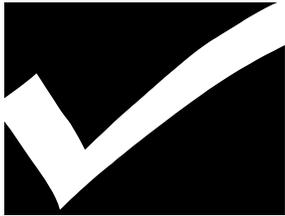
## ----- Agenda Topics -----

Approve minutes	Kirk Weller	5
Acquisition Update	Alan for George	5
Link Resolver	Carolyn	10
Library Response to the Impact of 5% cut	Alan & Sarah	5
Opening action steps to addressing LibQual+	Alan & Sarah	10
RSU Library Vision Proposal	Alan & Sarah	10
Unit Action Plan Ideas	Alan	10
Dr. Davis Joyce's Book Event	Alan	5

## Other Information

---

**Resource persons:** Alan Lawless, Sarah Clark, Carolyn Gutierrez



# Library Committee Meeting

**2/28/2014**  
**2:00 PM to 3:00 PM**  
**Library Room 209**

---

**Meeting called by:**

**Type of meeting:**

**Facilitator:**

**Attendees:**

<b>----- Agenda Topics -----</b>		
Approve minutes	Kirk Weller	5
<u>Discussion: The minutes of meeting held on 01/31/2014 were approved by the committee.</u>		
<u>Conclusions:</u>		
<u>Action items:</u>	<u>Person responsible:</u>	<u>Deadline:</u>

<b>Acquisition Update</b>	<b>Alan for George</b>	<b>5</b>
<p>Discussion: Alan distributed the current department allocation balances for George Gottschalk, and updated the committee on the distribution of the choice cards. Alan also reminded the committee that time was beginning to run short to initiate POs for FY14.</p>		
<hr/>		
<hr/>		
<p>Conclusions:</p>		
<hr/>		
Action items:	Person responsible:	Deadline:
<hr/>	<hr/>	<hr/>

<b>Link Resolver</b>	<b>Carolyn</b>	<b>10</b>
<p>Discussion: Carolyn explained the basics of the new Link resolver tool on the library website. Tom Carment mentioned he was very happy with the new tool.</p>		
<hr/>		
<hr/>		
<p>Conclusions:</p>		
<hr/>		
Action items:	Person responsible:	Deadline:
<hr/>	<hr/>	<hr/>

<b>Library Response to the Impact of 5% cut</b>	<b>Alan &amp; Sarah</b>	<b>5</b>
<p>Discussion: Sarah discussed the email that was sent to the administration regarding the Governor's threatened 5% cut to Higher Education. The email discussed the specific impacts of the proposed cuts on the RSU Library, regarding staffing, hours, collections, interlibrary loan, search tools, instruction services, and other library resources and services.</p>		
<hr/>		
<hr/>		
<p>Conclusions:</p>		
<hr/>		
Action items:	Person responsible:	Deadline:
<hr/>	<hr/>	<hr/>

Opening action steps to addressing LibQual+		Alan & Sarah	10
<p>Discussion: Alan elaborated on the key action items that emerged from the Libqual results and associated fact-finding, including the website redesign task force, faculty logins, and enhanced faculty research support. Alan asked for more detail on what faculty would like in terms of improved research support. Dr. Carment suggested some sort of workshop for faculty on advanced literature searching.</p>			
<p>Conclusions:</p>			
Action items:		Person responsible:	Deadline:
RSU Library Vision Proposal		Alan & Sarah	10
<p>Discussion: Alan discussed the key initiatives that will be proposed in the library vision proposal. The main item was the Pryor and Bartlesville Libraries with staffing as well as collections, to be opened in January 2015 and 2016 respectively. The library also will propose the purchase of a discovery tool, a spending plan for the promised \$35,000 in MBA support, and improved study spaces for students. During the discussion that followed, Dr. Carment suggested that the library emphasize articles over books for MBA support, and Dr. Johansson asked for more detail on ongoing funding support for the MBA program.</p>			
<p>Conclusions:</p>			
Action items:		Person responsible:	Deadline:
Unit Action Plan Ideas		Alan	10
<p>Discussion: Alan listed the potential new initiatives for the 2015-16 school year, including a faculty book club, additional tutorials, student and faculty focus groups, migration to the new Libguides platform, diversity-related events, and moving toward goals in vision plan as resources allow.</p>			
<p>Conclusions:</p>			
Action items:		Person responsible:	Deadline:

Dr. Davis Joyce's Book Event

Alan

5

Discussion: Alan reminded the library committee of the upcoming book talk with Davis Joyce. The committee discussed the possibility of using this joint sponsorship model with future library events.

Conclusions:

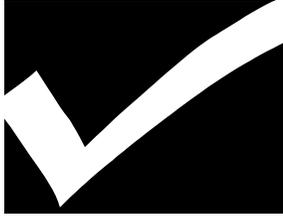
Action items:

Person responsible:

Deadline:

### Other Information

Resource persons:



# Library Committee Meeting

3/28/2014  
2:00 PM to 3:00 PM  
Library Room 209

---

**Meeting called by:**  
Kirk Weller

**Type of meeting:**

**Facilitator:**  
Kirk Weller

**Attendees:**  
Don Glass  
Jane Johansson  
Alan Lawless  
Amy Richards  
Min Soe  
Kirk Weller

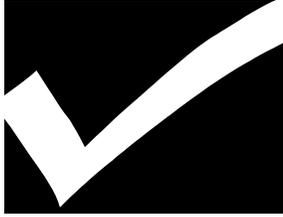
## ----- Agenda Topics -----

Acquisition Update	George	5
RSU Library Proposal	Alan & Sarah	20
First IMLS grant tutorial	Allison	25
New LibGuides beta platform	Allison	10

## Other Information

---

**Resource persons:** Alan Lawless, Sarah Clark, Carolyn Gutierrez, George Gottschalk, Allison Embry



# Library Committee Meeting

3/28/2014  
2:00 PM to 3:00 PM  
Library Room 209

Meeting called by:

Type of meeting:

Facilitator:

Attendees:

## ----- Agenda Topics -----

Acquisition Update

George

5

Discussion: George updated the committee on Faculty request purchasing

Conclusions:

Action items:

Person responsible:

Deadline:

RSU Library Proposal

Alan & Sarah

20

Discussion: The committee reviewed the final draft of the Vision proposal. Kirk Weller noted that the initiatives flowed from both the Libqual results and the discussions in the January library committee meeting. After discussion of the proposal, Dr. Johansson and Amy Richards moved and seconded that the library present the proposal to the administration. The motion passed unanimously.

Conclusions:

Action items:

Person responsible:

Deadline:

First IMLS grant tutorial

Allison

25

Discussion:

Allison presented The Library's new tutorial on evaluating history websites that was created for the new IMLS grant. The committee liked the tutorials, and Dr. Johansson stated that Dr. Tait would have been pleased by the tutorial.

Conclusions:

Action items:

Person responsible:

Deadline:

New LibGuides beta platform

Allison

10

Discussion: Allison demoed Libguides 2.0, the library's new platform for resource guides. Despite technical difficulties with the beta site, the committee was very impressed with what they saw, and expressed interest in adding more guides.

Conclusions:

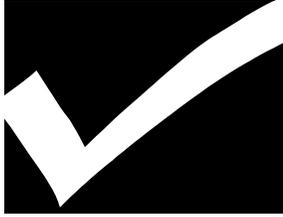
Action items:

Person responsible:

Deadline:

### Other Information

Resource persons:



# Library Committee Meeting

4/18/2014  
2:00 PM to 2:55 PM  
Pryor Campus Library

---

Meeting called by:

Type of meeting:

Facilitator:

Attendees:

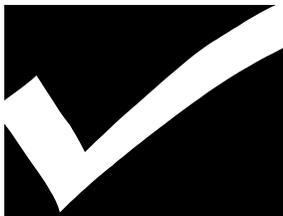
## ----- Agenda Topics -----

Approval of Minutes for Last Two Meetings	Open	5
RSU Pryor Library	Alan	10
Library Acquisition Update	Alan	5
Library Budget Request	Alan	10
New Library Web Site	Allison	5
Discovery System	Allison	20

## Other Information

---

Resource persons:



# Library Committee Meeting

4/18/2014  
2:00 PM to 2:55 PM  
Pryor Campus Library

---

Meeting called by:

Type of meeting:

Facilitator:

**Attendees:**

**Don Glass**

**Jane Johansson**

**Tetyana Kyrylova**

**Alan Lawless**

**David Newcomb**

**Amy Richards**

**Min Soe**

**Kirk Weller**

**----- Agenda Topics -----**

Approval of Minutes for Last Two Meetings                      Scott Reed                      5

Discussion: Committee approved the minutes for the meetings held on 02/28/2014 and 03/28/2014.

Conclusions:

Action items:

Person responsible:

Deadline:

RSU Pryor Library    Alan    10

Discussion: Intent is to hire one full-time staff member with bachelor's degree to serve as resource person effective 01/02/2015. Will also hire 2 student workers for 20 hrs./week each. Library to be open 30-35 hrs./week to students,

faculty, and staff. Hours opened determined by faculty, staff, and class peak times. Library to consist of 1000-2000 level texts and other faculty reserves. Also to include a small reference and periodical section as well as selection of DVD and audiobooks. Students would also have access to Claremore library materials by request via courier.

Conclusions:

Action items:

Person responsible:

Deadline:

<b>Library Acquisition Update</b>			<b>Alan</b>	<b>5</b>
Discussion: Per updates of September 2011, the acquisition formula is based in one category on a flat amount per department and in other categories on calculations based on number of bachelor's degree plans and options, on circulation figures, and on average cost per book. See Appendix A for latest acquisitions list.				
Conclusions:				
Action items:			Person responsible:	Deadline:
<b>Library Budget Request</b>			<b>Alan</b>	<b>10</b>
Discussion: Increase requested based on combination of LibQUAL + survey results and funds pledged by RSU to Support new MBA program. For more context on long-range satellite campus plans and more detailed justification for \$35,000 promised to library promised in the HKC self-study for the MBA program, see RSU Libraries Vision Proposal. See Appendix B for FY 2014-2015 Budget Adjustment Request.				
Conclusions:				
Action items:			Person responsible:	Deadline:
<b>New Library Web Site</b>			<b>Allison</b>	<b>5</b>
Discussion: Ms. Embry conducted a comparison of RSU's library website to more user-friendly site available at other universities. Options would include larger graphics and fewer, more straightforward option available to students and faculty.				
Conclusions:				
Action items:			Person responsible:	Deadline:

Discovery System	Allison	20
Discussion: New system would change from separate and distinct databases, catalogue, etc. to an all-inclusive search engine that would streamline the research process.		
Conclusions:		
Action items:	Person responsible:	Deadline:

### Other Information

**Resource persons:** Alan Lawless, Allison Embry