University Libraries Management Team  
October 7, 2014  
Attending: Austin, Fong, Weiss, Reynolds, Maness, Moeller, Hayworth, Knievel.  
Presenting: Sinkinson, Long.

Instruction Working Group Charge Changes—Caroline Sinkinson, addendum 1

The change proposed is mostly in scope of authority, as has been typical of the revisited charges for the working groups, as otherwise the charge is still working.

Caroline had a draft of their annual report. Projects in 2013-2014 included: instruction statistics collection pilot and collation; investigations of professional development needs; an outreach scan and report; liaison/training for SPWG; environmental scan; development of a resource share among others. Members of the tenure committee added that while the final approval of the evaluation recommendations is underway, the teaching evaluation committee is already using them.

Upon query from the management team, Caroline reviewed their statistic gathering processes and some historical context. Caroline mentioned that with members of QUEST, she has done some preliminary investigation of LibInsight (upgrade to LibAnalytics). Other working groups including CAWG may also be investigating the tool. Members of the management team asked questions in regards to the tools affordances and in light of other solutions.

No questions on the charge changes. Approved.

Question—can we translate the IWG results into student credit hour teaching from tenured faculty? We need more information in order to address the question thoroughly. This has come up in ARPAC and other places, and it would be good to have for the Libraries statistics.

Question—members of the management team asked about the intersection of Learner's Lunch with the IWG. Caroline responded that the IWG might help direct Learner’s Lunch inquiries, but the workshops are managed by individual branches, departments and positions.

As an announcement, IWG is hosting a discussion on the ACRL Information Literacy Framework on Oct 16 & as well as a Lightening Teaching Share Fair on Nov 20. The IWG also recently launched a Google Site for sharing teaching materials amongst teaching librarians.

LIT Digital Storage—Holley Long and Debby Weiss, addendum 3

Diglab increased their production markedly in past few years, particularly more video, which includes more local faculty production of content. In 2013, the Libraries purchased a storage management system for the storage infrastructure, and we already need to purchase more storage. We need an interim amount of storage (buying now) for the next 9 months to get time to discuss the long-term continuing need to increase storage and the best way to set up this purchase. This would be 42 TB for LibBeret for our documents and in-house, and 90 TB in the PetaLibrary Storage (OIT storage system on grant, funded through May 2018) specifically for the Vasulka Collection.

Comments on issue:
There is a need to plan storage into the acceptance of gifts, kind of a scope of project developed with the donors. The Storage Task Force is working on some guidelines for this. We also need to budget for storage costs in the future. The Digital and Storage TFs are working on a formula to determine needs a year ahead, to plan for the immediate storage expense. Tech is changing so fast, it’s hard to plan very far ahead on what to use, what it will cost, etc. Storage is a campus concern as well. Leslie has talked with Thomas Hauser, and OIT is discussing this, planning ahead for sustainability for campus. We own the hardware for LibBeret, the Petastorage hardware is owned by OIT, all are kept on east campus.

Questions about cloud-based – there are legal and custodial issues, there are a lot of discussions to be had, but for the short term and current request, cloud-based isn’t practical. Recommendation to ExCom to purchase additional space in PetaLibrary.

Thanks to Holley for coming!

**Strategic planning interview debrief of consultant Susan Skjei (Shay)**

Skjei is used to non-profits, less corporate, more like our system than business. She was receptive, asked good questions, including how to get people involved, so forth. Start with the libraries as a mission-centered organization, work on goals and then work on /priorities process. Excomm wants to improve transparency, increase communication & functionality, etc. and the general hope that having a consultant will improve following and follow-up of goals on strategic plan.

Per prior experiences, an outside consultant worked better with staff, and staff was more willing to participate positively. The consultant also kept project on track, project management, and was useful to check in with later to help evaluate/access progress. (Follow-up was not included on Skjei’s bid.)

As part of the process, need to remedy the shortcomings of the prior plan: too much, too wide, lots of goals, no real common direction, and need to include assessment in plan.

Discussed other options for the planning as well. Agreement to go with Susan.

**SWETS filing for bankruptcy in Amsterdam, situation impact update. Fong. (note – some info probably superceded in interim)**

The filing took everyone by surprise, and though it doesn’t include the US part of Swets for 2 months, it is good to be preparing.

As a subscription agent (and our primary serials vendor), Swets consolidates ordering from multiple publishers, saving our staff time on orders/renewals, they pay the publishers and for this they get a service fee, a percentage of the subscriptions costs. We prepaid Swets for a considerable savings (and have for years). The money we have prepaid is in Swets accounts, but it is not clear where those accounts are, and in what condition.

Yem is investigating this (i.e., are the publishers being paid for our subscriptions?) as well as talking to a wide range of involved and concerned people: University counsel, for one, people from vendors, so forth. Yem has heard we will continue receiving our contracted content for 6 months with Springer, not sure about other publishers.
Yem distributed some information, and be presenting on this issue at the Collections and Access meeting this Thursday. Reviewing options in contracts, other possible savings, getting in queue with courts. Approval books are still coming. Discovery task force is on hold pending this situation. SRD’s approach is that we are waiting until we know more, no need to panic anyone prior to more complete information.

E-mail actions

1. Norlin Research Area Task Force charge – approved. Addendum 2
2. 3D printer policy – approved
   a. The 3D Printer must be used exclusively for lawful, non-commercial and educational purposes. All projects must be in compliance with all University of Colorado policies, as well as existing copyright laws. UCB Libraries reserves the right to refuse to scan or print any object for any reason.

Announcements:
May need to reindex Chinook, keyword index not working with Chinook Classic or Encore with any consistency, probably will take about three days and could happen over Thanksgiving. Will work with notification and promotion of this info.

Management team minutes are available online:  http://ucblibraries.colorado.edu/adminservices/management/index.htm

Addendum 1

Charge:
The Instruction Working Group will support the teaching, learning and information literacy missions of the UCB Libraries. The Instruction Working Group will facilitate community, knowledge building and advocacy in support of student learning and library related instruction. To do so, the IWG will encourage awareness of emerging and developing teaching and learning needs within higher education, the local campus, and the profession.

Membership Model:
One-three members from each of the following departments, ensuring participation of primary teaching professionals:
• Humanities
• Sciences
• Social Sciences
• Special Materials
• At-large member

The Instruction Working Group will actively work to coordinate with members of LIT, OIT, Reserves, and other departments on projects relevant to those groups.
The term of service will be 4 years, staggered. An effort will be made to select members from both faculty and staff. WG members should not be part of the Management Team.

There will also be a Management Team Liaison, chosen from among the departments listed above. The working group will invite members of other departments or working groups (Business services, Instruction, Promotions, etc) as needed.

**Leadership Model:**
The WG Coordinator will be elected by the standing membership, in keeping with the Libraries’ Working Group model, and will serve a 4 year renewable term. The Coordinator cannot be a member of the Management Team.

**Examples of Decisions and/or Responsibilities:**

The Instruction Working Group will support the theory, practice, and iterative improvement of teaching at the UCB libraries. The IWG will:

- enhance communication and sharing throughout the local teaching librarian community. For example:
  - create space for resource and material shares such as readings, lesson plans, assessment tools, emerging technologies etc.
  - facilitate idea generation, brainstorming and sharing opportunities.
- investigate the professional development needs of local teaching librarians through needs analysis and discovery.
- advocate for professional development needs of local teaching librarians, which may include off site trainings, locally hosted trainings, invited guests, online materials etc.
- investigate formative and summative assessment of teaching, which may include: peer coaching, peer evaluation, video recording etc.
- recommend best practices for new librarian teacher orientation and development.
- establish best practice documentation for various modalities and scenarios, for example: student learning assessment, online learning object construction, course integrated instruction, credit course offerings, etc.

The Instruction Working Group will provide valuable information and reports to support management team decision making. The IWG will:

- report instruction activities and updates to the management team.
- submit instruction related requests on behalf of teaching librarians to management team (space, technology, training, knowledge systems personnel, etc.).

The Instruction Working Group will facilitate the smooth operation of instruction activities through a variety of documents and communication strategies. The IWG will:

- maintain accurate lists of all teaching librarians within the UCB libraries.
- maintain an inventory of library instruction spaces.
- communicate technology and facility changes, updates, and needs
- create guidelines for instruction room use and other learning spaces.
- liaise with related service points and services.
The Instruction Working Group will track emerging and developing needs on both a micro and macro level. The IWG will:

- track and report on emerging issues in teaching and learning on campus, in higher education, and in the profession.
- promote librarian teaching expertise and partnership potential to campus community.
- identify emerging campus and community needs.

**Scope of authority:** The IWG reports to Management Team. The WG has decision-making authority in those areas noted above, with the understanding that it should consult widely with the library community and any affected library departments, units, or other working groups, as well as with campus departments or stakeholders, when necessary. Decisions involving personnel changes or financial investments should be referred to ExCom.

**Addendum 2**

**Norlin Research Area Task Force Proposal**

CAWG, UXWG, and SPWG propose a Norlin Research Area Task Force to examine the current reference collection, develop a reference collection policy, study how users interact with the space, and make recommendations for improvements to the collections and space. The task force will establish communication methods with relevant departments and working groups to gather feedback and input.

Members of the task force will be selected from the following areas based on department head recommendations:

- Humanities
- Social Sciences
- Sciences
- Circulation
- Collection Development
- Metadata Services
- LIT/OIT
- Facilities (ex officio)

**Background**

Five years have passed since the reference collection was moved to its current location. The flow of physical materials is challenging to navigate and some shelves restrict access to valuable electrical outlets. With the East Asian collection being moved, shifts are already occurring making it an ideal time to re-examine the space to support the evolving research and learning needs of our users.

**Task Force Charge:**

To create a space that meets the learning and research needs of our users and cultivate a more usable reference collection and decrease duplication of reference materials. The task force will conduct a needs analysis and consult with subject specialists regarding the reference collection. The task force will propose timelines and a communication process to Management Team. The Task Force is also charged with recommending improvements to the physical arrangement in the Norlin research/reference area to create a better learning environment.

**Project tasks:**

- Conduct data gathering from users including focus groups, comment boards, and observations.
• Coordinate with Circulation to gather in house circulation statistics on reference materials.
• Recommend changes to the organization of reference materials.
• Recommend and prioritize physical layout changes based on evidence gathered from users (focus groups, comment boards, etc.)
• Evaluate current reference collection for currency and usefulness in conjunction with subject specialists.
• Work with head of Collection Development to determine options for purchasing electronic reference materials and to evaluate standing orders.
• Identify timelines and coordinate as needed with other library and campus departments
• Determine communication plan to departments, the library organization, and campus.
• Identify duplication in online, perpetual access resources.
• Identify strategies for actions/input needed from subject specialists to achieve results in a consistent and timely manner.

Timeline and Time Commitment:
• The group will begin its work once approved and members selected.
• Meetings will occur twice a month for 12-18 months.
• Members should be prepared to make the time investment beyond scheduled meetings necessary to complete the group’s charge. This time investment will vary based on the phase of the project.

Addendum 3
LIT/Digital Storage update and request for additional Storhouse License

LIT implemented the new storage system (a.k.a. libBeret or Storhouse) in the spring with 25TBs of storage. This system houses almost all of the Libraries’ digitally produced work, including your ‘My Documents’, Q: Drive, as well as digitized and born-digital collections. The Libraries has now used 75% of that initial 25TB allocation, so it is time to work toward increasing the capacity. System statistics indicate that we have used an average of 2.3TB per month. Using this and other data, Mark Sondergard estimated that the library will need an additional 40 TB for the next 12 months. If usage continues at the current pace, the current allocation of 25TB will be full in ~two months.

The other major storage system that we currently use for digital collections is the Petalibrary Storage. PLS is a fee-based service with recurring annual costs that is managed by Research Computing. The service was established for archiving research data so contractual restrictions and system design limit the sorts of digital content that can be stored there. It is also grant-funded at the moment, so there is no guarantee that the service will exist beyond the end of the grant in a few years (2017). According to RC staff’s usage statistics, the library has used 90% of its allocation there, so we will likely need an increase there as well. Holley is working on an estimate for the next 3-6 months.

In addition to this request to address the Libraries’ general storage needs, LIT is also aware that the Vasulka Digitized Archive acquisition will require a significant amount of storage space. Associated costs differ, depending on whether it is stored locally or on the PLS:

The storage task force has formed and gotten started on its charge. The group is currently working on a survey and interview instrument to gather data about current and future storage needs.
We requested an additional 30 TB of PLS storage in June because Vasulka production was going into high gear. At the time, I thought that those 30 TB of PLS would suffice for the summer. Thankfully, it has lasted a little longer than I expected. I’m going to look through our PLS directory to try to get a sense of how that space is being used—what percentage is going toward Vasulka and what percentage is being used by other projects.

-Holley

**Upcoming meetings**

November 4 – Strategic Planning Plan with Susan Skjei

November 18 – Mini Documentary about library, CMCI Support, Susan Skjei?

**Management team minutes are available online:** [http://ucblibraries.colorado.edu/adminservices/management/index.htm](http://ucblibraries.colorado.edu/adminservices/management/index.htm)

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