

MINUTES

University Library Committee

Tuesday, May 12, 2020

9:00 – 10:00AM

Virtual Meeting - BBCollaborate

Minutes prepared by Cameron Cook

(* denotes members in attendance)

Voting Members

Faculty

- Catherine Arnott Smith, Information School *
- Lisa Bratzke, School of Nursing*
- Duncan Carlsmith, Physics
- Richard Chappell, Statistics
- Sean Fain, Medical Physics*
- Alessandro Senes, Biochemistry *
- Sarah Thal, History*
- Amy Trentham-Dietz, Population Health Science*
- Anne Vila, French & Italian*

Academic Staff

- Cid Freitag, DoIT *
- Carol Pech, School of Medicine and Public Health *

University Staff

- Jordan Hanson, University Relations
- Theresa Pillar-Groesbeck, Theatre & Drama

Students

- Kevin Jacobson*
- Andrew Pietroske
- Kristen Whitson*

Ex Officio Members (non-voting)

- Philip Braithwaite, Budget, Planning, & Analysis
- Lisa Carter, Vice Provost for Libraries*
- Cameron Cook, Digital Curation Coordinator, Libraries*
- Ellen Jacks, Grants & Public Services Librarian*
- Daniel Kapust, MLC liaison*
- Dennis Lloyd, Director, University of Wisconsin Press*
- Bonnie Shucha (LCC Liaison), Law Library*

Also Present

Jessica Sayer, Jane Richard, Katie Nash, Chris Hooper-Lane, Lesley Moyo, Frances Steiner, Carrie Kruse, Jennifer Patino

Agenda

Time	Topic	Outcome	Process
5 min	Approval of minutes & Announcements	Minutes approved.	ULC members will approve minutes from the meeting on
5 min	Library Services Updates		
25 min	Archives Committee Retirement		
10 min	ULC Communication		
10 min	End of year wrap-up		
5 min			

Minutes

Minutes approved.

Announcements

No announcements.

Library Services Update

Update on library services during remote work.

Highlights begin on slide 5 of presentation available here:

<https://uwmadison.box.com/s/dyxn0nm1iv282jd427oxyj3d043wlna2>

- Archives has a COVID-19 Project –
 - If you or anyone in the community would be interested in documenting their time, please visit the project so Archives can add it to the archival record.
- Continuing to plan for a gradual reopening.
 - We don't know when that will be as we are working within campus guidelines and procedures. Decisions will align with campus planning.
 - We will continue to support courses over the summer.
- Question: Curious about photocopies for ILL. Thought ILL was suspended – is it active again?
 - The service is dependent on our partners and the services they are able to currently provide. Since ILL folks are the people on our campus digitizing our materials for on-campus requests – we can also fulfill external requests. However, if a partner, e.g. Penn State, doesn't have staff on site, then they cannot fulfill requests from us.

- Question: If people want ILL, it is worth sending a request though it may not get filled?
 - Yes, send a request and you will receive an explanation from ILL as to the state of the service.
 - Question: HathiTrust question – do we know how long that will continue? Seems subject to situation.
 - It is subject to the institutional situation. It will stay available until we are able to provide access to our physical resources again. It is about a balance - as soon as we are able to provide access to physical materials – anyone working remote from far away would lose access to HathiTrust emergency access. So, we’re looking into shipping materials in the case that HathiTrust is turned off.
 - Comment: Have been using it a lot and have gotten very used to it, so interested in receiving as much notice as possible.
 - That’s great; that anecdote is very useful to share with us so that we can share how useful these tools have been.
 - Question: Curious about why HathiTrust is only providing materials when we can’t access them?
 - There’s HathiTrust normally and then HathiTrust for emergency. HathiTrust has a lot of our digitized materials, but HathiTrust can’t turn on access to them because those materials are still in copyright. As we don’t currently have access to the physical objects, HathiTrust is able to provide electronic access. However, when we gain physical access again, we will then need to turn off emergency digital access as it will violate copyright.
 - Library Staff Awards:
 - Eliot Finkelstein was nominated by ESL and was awarded the Chancellor’s Award for Excellence in Service to the University.
 - Internally, two library staff - Jesse Henderson and Josiah Redford - received Library’s Staff Service Awards, which are staff awards voted on by their peers.
- Library Student Staff Awards:
- 3 students were recognized for their great efforts in supporting the Libraries and their activities. These students have stepped up and become like colleagues, very glad to recognize them through these library staff awards.

Archives Committee Retirement

Slides, beginning on slide 9: <https://uwmadison.box.com/s/dyxn0nm1iv282jd427oxyj3d043wlna2>

As we went to revisit our charges, we were originally going to rewrite it in conjunction with the Memorial Library Committee and the Archives Committee. One of the topics that came up was what to do with the 3 committees and their structures, including a discussion about either bringing them under the ULC umbrella or have them be separate but coordinated committees.

- Archives voted unanimously in April to retire the Archives committee and merge its functions into ULC
 - Felt that ULC has broader representation and stronger campus voice.
 - Archives now falls under the UW-Madison Libraries from administrative stance.
- Today, we are asking for a vote on whether ULC supports this proposal
- Comment: While this seems to make sense from an organizational standpoint. From the POV of a member of the Memorial Library Committee – the amount of material and services under our

review is getting bigger. Seems that we would need more education to understand the services provided under these entities. How are we going to understand the larger services and constituents we would be adding to ULC?

- Yes, as a committee putting charges together and meeting structures going forward, there will need to be coordination and education for all committee members.
- Comment: Impression about the Archives committee - was this was the committee that would help determine what collection strategies in the Archives and determine boundaries between Libraries, Archives, and Special Collections. If it is boundary issues, it makes sense to be in ULC or under ULC, but it seems that there would be larger issues about the mission of Archives that wouldn't be rising to ULC. Maybe the issue would be having a sub-committee?
- Katie Nash –
 - Been at UW-Madison for 2 years, to their knowledge, the Archives committee has not really engaged in discussions about collections or transfers of donations to archives. Typically handled by departmental staff. Work closely with special collections and other staff about collection development issues. Don't currently see collection development as a function of the committee, not that it couldn't be, but don't see that being a major function or concern moving under ULC.
- What we want is faculty to engage Archives when they need to report out, want to change policy, or start collecting in a new area. Want to provide Archives with flexibility to be able to draw on ULC, but rather than having the committee required to meet on a quarterly basis when it is solely reporting out – Archives would instead be able to provide those reports to ULC or bring forward issues for input. As Archives is under the Libraries, we want to be able to bring those issues to ULC for feedback, consultation, advice, governance needs.
- Archives would be regular agenda item for our meetings – ULC members would then be eligible to serve on Archives groups – so as issues came up, ULC members could serve on those committees.
- Would add University Archivist as non-voting Ex-Officio member with any necessary charge updates.
- Following the vote, there is a to-do list of next steps (see slides).
- Motion to approve proposal. Seconded.
 - Approved.
- Will add University Archivist to the charge working group.
 - Have members stepping down from ULC so will be unable to continue with charge working group.
 - Will put out an email call for volunteers – Lisa Bratzke and Sean Fain will co-lead over summer, Anne Vila will continue to help. Aim for hand-off in Fall.

ULC Communication

Continue to struggle with efficient communication for ULC and way to get information out to constituents.

- Looking for ways to improve this process

- Perhaps we need a working group, continue agenda items

Distribution lists

- Who would own it? Who would update? How to break down to reach smaller segments?
- Like the idea of distribution list – but concerned about logistics.
- Comment: Make this a working group – it is an issue that comes up frequently, so to make progress would need a working group. One question – there was some discussion about Faculty Senate involvement – is there an existing list that we would need approval to be able to access?
 - From Jane Richard – Generally the committee presence in faculty senate or staff assembly is to go talk to the executive committee first. Lisa C. has been to the University Committee (UC) a few times to talk about this. ULC will bring annual report to the UC and it will then be presented to special committees. If you have a special message alongside the report, you would bring that up separately – e.g. the Archives changes. If something is campus wide, that can go to Faculty Senate.
 - Comment: So perhaps that path is perceived as too slow for something that needs to go up to leadership?
 - You could try and we could see how fast we could get it through
- Comment: Once a plan is in place for re-opening Libraries facilitates, imagine there will be a lot of questions about it.
 - Jane Richard - there are a lot of ways to get that information out, can provide a hand out prior to meetings, but see the point about it needing to be timely. Do control mailing lists to senators, faculty, etc. Could share with us and we could help distribute.
- Comment: Having gut-reaction that the department chair isn't the right person – feel like the department admin or Associate Director is doing a lot more list management than the chair is. The department admin is also less likely to turn over regularly. Wondering about rationale of getting to the chair?
 - Comment: Was part of a series of brainstorming ideas rather than a recommendation. Think the admin position idea is a good idea. Want to also bring up that we are losing sight of the main reason for this – we wanted a line of communication to be able to consult our constituencies and learn from them, what their reaction was. This came up especially during the Libraries facilities master planning. Want to both be able to get info to people but also be able to consult our constituencies. Doesn't do much good to give more reports to faculty senate, as it is not just dissemination but consulting that we need. We could have an opt-in list for folks interested in library issues to keep people updated. This would be a good time for that.
 - Comment: Agree that this is a great time for that, as many are realizing how much they need their libraries. Wondering if there is a way to build in awareness or raising awareness through departmental listservs about a library listserv?
- Comment: another option could be Microsoft teams – you can opt into it, can advertise results from committee and get feedback from members of the team.
- Opt-in list sounds like people were excited about that – we could pursue that. In terms of doing that now, would we have to send an email out to university wide to have folks opt-in?

- Who would be responsible for this and keeping this list? Would need to think about.
- Comment: Agree with point raised, how do we send out the call for the opt-in list if we don't have a way to reach people? If there is some way that someone high up in admin could send out a message to everyone, including graduate students, that would be helpful.
 - Comments: Include undergraduate.
- Comment: May have to go grassroots on this to be able to get it out that we are creating this list. May need to present at departmental meetings, which may be hard now.
- Comment: Need an IT person to create a list with opt-in link, could send to chairs or Inside UW. There will be a lot more communications over the summer this year, could include a sentence or two with a link.
- Comment: Could we take a straw poll of the meeting today and see if it's a good idea – if so, Sarah Thal would be willing to assist with it over the next few weeks.
- If we put out a call to Inside UW, department chairs, admins, etc. – that should be able to get at a bulk of people at UW-Madison?
 - These are things we could figure out – our question is who would take care of this list? As it would be a shared governance list?
 - Comment: Our next meeting is not until September, would need to identify core people that could move this forward.
 - Would need these people to look at infrastructure, admin, etc. and bring forward recommendations to meeting in the Fall.
- Comment: We will need a contact in DoIT?
 - Comment: DoIT is a big place – WiscList is being replaced with something else. There should be a contact we can reach out to. There is probably some pointers about the WiscList transition out there.
- Comment: Sean Fain would be willing to take this on as a task. Anyone interested in helping can contact Sean and will form a sub-committee.

End of Year Wrap Up

Will work on working groups:

- Charge working group
- Remote membership/attendance.
 - Wanted to return to this conversation that was brought up earlier this year. To enable folks on sabbatical or student representatives that are abroad to participate. This is a good time to think about this as we don't know what Fall will be like yet. Think about what we need – e.g. camera in a room, discussions, voting.
 - With COVID-19, we have all moved remote and it has been working so far.
 - It would be great to get people's feedback on their experiences so far, especially those who are leaving ULC this year. Would also be good to get feedback from folks on how they feel about virtual participation in the future – what are you concerned about, excited about, etc.
 - Email Lisa Carter, Cameron Cook, or Ellen Jacks with feedback. Ellen Jacks will create a short survey to send out.

- Exiting and Incoming members: Slide 14
<https://uwmadison.app.box.com/file/661445931082?s=dyxn0nm1iv282jd427oxyj3d043wlna2>
- One member will be on sabbatical next year, will have an interim person from their department for that year.

Key Takeaways and Talking Points

- Have a good summer
- Keep advocating for the libraries.
- Reach out.