University Library Committee
Minutes

September 8, 2020
9:00-10:30 AM
Virtual Meeting: Blackboard Collaborate Ultra
Minutes Prepared by Jessica Newman

(denotes members in attendance*)**

Voting Members

Faculty

- Leonelo Bautista, Population Health Sciences*
- Matthew Berland, Curriculum and Instruction*
- Lisa Bratzke, School of Nursing*
- Duncan Carlsmith, Physics*
- Sean Fain, Medical Physics*
- Rania Huntington, Asian Languages and Culture*
- Alessandro Senes, Biochemistry*
- Anne Vila, French & Italian*

Academic Staff

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

University Staff

- Jordan Hanson, University Relations
- Vacant

Students

- Andrew Pietroske*
- Kevin Jacobson*
- Vacant

Ex Officio Members (non-voting)

- Lisa Carter, Vice Provost for Libraries and University Librarian*
- Cameron Cook, Digital Curation Coordinator*
- Ashley Folcik, Budget, Planning, & Analysis*
- Dennis Lloyd, Director, University of Wisconsin Press*
- Katie Nash, University Archivist*
- Jessica Newman, Science & Engineering Librarian*
- Bonnie Shucha (LCC Liaison), Law Library*
- Vacant

Also Present

Jessica Sayer, Lee Konrad, Carrie Nelson, Kristin Lansdown, Chris Hooper-Lane, Jennifer Patiño, Frances Steiner, Lesley Moyo

Agenda

Time	Topic	Process
5 min	Introductions and welcome	Introduce members (Sean Fain)
5 min	Minutes and Annual Report	Review and approve minutes from May 2019 and the 2019 annual report (Sean Fain and Cameron Cook)
30 min	Libraries Overview	• Review Libraries structures on campus (Lisa Carter) • Discussion on service changes due to COVID (Lisa Carter)
30 min	ULC Overview	Committee representation and Communication structure (Lisa Carter and Cameron Cook)
15 min	ULC priorities for the coming year	Overview presentation (Sean Fain)
5 min	Wrap up	Questions/Key takeaways (Lisa Carter)

Key Takeaways and Talking Points

Introductions

Minutes

Approved

Annual Report

- Not approved -- discussion around how to optimize the ULC Annual Report for communicating ULC work to Faculty Senate.

Comments:

- Make report more informative
- Add links to presentations in Section III of Annual Report
- Add link to Libraries Annual Report (if possible)
- Think of ULC Annual Report as marketing to Faculty Senate – include big questions that shared governance weighed in on

Response:

- The 2019-2020 ULC Annual Report will be modified by adding links to presentations, link to Libraries Annual Report (if possible), and information about COVID response if possible. It will then be submitted prior to October ULC meeting for approval.
- ULC will work towards making future ULC Annual Reports more substantive for the Faculty Senate.

Announcements

- No announcements

Libraries Overview and Services Update (Lisa Carter)

Link to presentation 'Libraries Overview' slides 1-13:
https://uwmadison.box.com/s/66jdxfub3inf91dg9l5rk7ss4vblkpdp
Link to handout 'Libraries by the Numbers: COVID-19 and the Libraries':
https://uwmadison.box.com/s/jfvactsqjpkfsmnhubwd2bjnoywsuwok

UW Madison Libraries include:

- General Library System (GLS)
    - Memorial Library, Steenbock Library and College Library are the 3 largest libraries in GLS
    - Also includes special libraries like AMP Library, Art Library, Business Library, Geology and Geophysics Library, Social Work Library
    - See slide 7 for organizational structure of GLS
- Professional Libraries
    - Ebling Library for the Health Sciences
    - Law Library
    - MERIT Library (Media, Education Resources, and Information Technology) UW-Madison School of Education
    - Wisconsin Historical Society
- Special Purpose Libraries
    - Institute and Department/Center Libraries. See slide 9 for complete list

Ecosystem of UW-Madison Libraries:

- Libraries Coordinating Council (GLS and Professional Libraries work in collaboration and share catalog and other resources)
- Campus Partners (CIO, Vice Provost for Teaching and Learning, Chazen, etc.)
- Council of University of Wisconsin Libraries (CUWL) – meets at least 1x per quarter. Collaboration and shared purchasing.
- Center for Research Libraries (CRL) – Consortium which enhances distinctive resources we can provide, especially related to area studies.
- Big Ten Academic Association (BTAA) Libraries – Interlibrary loan, resource sharing, technology, joint purchases, etc.
- Association of Research Libraries (ARL)

Library Services Update (COVID-19 and Libraries)

- Online access to collections and resources
    - Increased digitization (273,645 pages scanned March 15-Aug 21)
    - Virtual Instruction (185 sessions March 15-Aug 21)
    - Ask a Librarian/Reference services
    - Emergency Access to HathiTrust in Spring semester/Summer
        - Covered 43% of collections
        - No longer in effect
- Summer library access to space and collections- Library by Appointment (started mid-summer)
    - Pick up by Appointment
    - Collection Access
    - Study Spaces (Memorial mostly)
    - Computer Lab (Memorial)
    - Laptop checkout
- Fall access to space and collections
    - Pick up by Appointment
    - Collection Access
    - Study Spaces (Fall: 425 Study Spaces, 43 Study Rooms)
    - Computer labs
    - Virtual Learning Spaces for students to participate
    - Walk in course reserves

Questions & Answers on Library Services under COVID-19 (Lisa Carter, Lee Konrad and Carrie Nelson)

Digitization

Question: Say more about digitization

- We have been able to digitize portions of materials and send electronically
- InterLibrary Loan staff are very busy
- Able to provide access to digitized materials to remote campus members

Question: What is turn-around time?

- In general it has been within a day and usually not more than 3 days. Full books take longer (and subject to fair use issues)

Question: How many more books have been digitized than last year at this time?

- No answer at moment, but is significantly higher. Lee Konrad will try to provide report at the next ULC Meeting

Course Reserves

Question: Walk in course reserves – tell us more (it has been hard for instructors and students to receive their textbooks on time)

- Visit https://www.library.wisc.edu/covid19/course-content-and-instructional-continuity/ for information on how Libraries can help instructors provide course materials to students
- We are trying to provide as much access as possible to physical course reserves
- Students can go to Steenbock and College Library to check out course reserves (no appointment needed)
- Course reserves have a 1 day loan period, and a 3 day quarantine period
- Put in your requests for materials – course reserves is a high priority

Pickup by Appointment

Question: Pick up by appointment is helpful, but is taking longer now (seeing 2 weeks delay). Is it faster to pick at Steenbock?

- Same amount of time to get at either location, slower because demand is high.
- Libraries is looking into improving turnaround time.

Staffing and logistics

Question: How do staff feel? Are they working more than usual?

- Yes, staff are exhausted
- Added additional hours and staff for circulation and digitization
- Circulation of physical materials is most impacted, lower over recent years as more has been digitized

Comment: Would be useful to have quantitative sense of demand for [digitization and print?] and how well it is being met

- Will try to put this information into a report for next ULC Meeting

Sharing updates on Libraries services under COVID-19

Question: How should I send this info to my constituents?

- Library website (library.wisc.edu) is best place to get current information (things are changing all the time). Ask a Librarian chat services help too

ULC Overview (Lisa Carter)

Link to presentation 'ULC Overview' slides 14-15:
https://uwmadison.box.com/s/66jdxfub3inf91dg9l5rk7ss4vblkpdp

- Charge
  - Needs updating, some of the language is no longer current
- Campus Committee Representation
  - ULC represents your peers across campus

    - Your role as ULC members is really important in helping us engage community.
    - ULC advises on bigger issues that impact GLS + all campus libraries (open access to materials, collection budget, etc).
- Other shared governance
    - Memorial Library Committee
- Other Stakeholders Groups
    - Departmental libraries committees
    - Partner library advisory groups
    - Friends of the Libraries
- Library staff roles on ULC
    - (all Ex Officio):
    - Lisa Carter– Vice Provost for Libraries and University Librarian
    - Jessica Sayer – helps with logistics, presentations, technology
    - Jessica Newman - first year library staff representative, takes minutes. Will prepare 2020-2021 Annual Report
    - Cameron Cook - second year library staff representative, sets agendas, assists chair, submits 20219-2020 Annual Report

ULC Priorities for the coming year (Sean Fain)

Link to presentation 'ULC Overview' slides 16-23:
https://uwmadison.box.com/s/66jdxfub3inf91dg9l5rk7ss4vblkpdp

- ULC Changes to Committee Charge
    - Needs updating, subcommittee will work on
- Authorization to allow remote membership/attendance – should we vote on this?
    - Comment: we should consult with, or at least notify, University Committee
    - Comment: We should reach out to Heather Daniels to clarify if we need to take it to University Committee
    - Comment: This originally was about meetings being a hybrid of physical and virtual. Now that we are all virtual it is easier
- ULC communication to constituencies – Main focus this year
    - Need better one-way and two-way communication
    - Exploring collaboration software such as MS Teams or Slack
        - Question: how would MS Teams work for this use?
            - Would be an opt-in way to provide two-way communication
            - Sean will give overview of MS Teams at ULC Meeting
    - List serve (once approved) at minimum
    - Create a sub-committee this first meeting to start
        - Jessica Sayer
        - Sean Fain
        - Duncan Carlsmith (volunteered during this meeting)
- Digital publications and open source licensing
    - Elsevier cancellations, institutional publishing. Need informed input
- New initiatives

Wrap up (Sean Fain)

Action items –

- Volunteer for subcommittee
    - ULC communication with constituencies subcommittee
    - Changes to ULC charge subcommittee
    - Group to work on open access/digital media
- Watch for email from us
- Visit libraries on social media @UWMadLibraries on Twitter, Facebook and Instagram