

Library Advisory Committee

Summary Report of Activities

Members:

Baker, Barry: Director of Libraries (ex officio)
Beiler, Rose: Department Chair
Buchoff, Rita: College of Education
Fernández, José: College Dean
Gause, Rich: UCF Libraries (Senator)
Gibson-Young, Linda: College of Nursing
Jentsch, Florian: College of Sciences
Kallina, Edwin: College of Arts & Humanities
LiKamWa, Patrick: College of Optics & Photonics

Mani, Prabhu Doss: Graduate Student Association
Milman, Ady: Rosen College of Hospitality Management
Roush, Pamela: College of Business Administration
Siddiqi, Shadab: Burnett Honors College
Spence, Dominic: Student Government
Tucker, Jennifer: College of Health & Public Affairs
Vaidyanathan, Raj: College of Engineering & Computer Science

The Library Advisory Committee (LAC) met three times in 2011/12: September 27, 2011; January 30, 2012; and May 21, 2012 (ad hoc meeting).

The Director of Libraries, with the assistance of the Associate and Assistant Directors, who also attended the meetings, kept the faculty representative up-to-date on issues impacting the UCF Libraries. Topics of discussion through the year included:

- 21st Century Library Project (ARC [automated retrieval center] and renovation of the newly named John C. Hitt Library)
- Budget
- Shared Storage Facility in Gainesville
- Student Tech Fee Proposals and Awards
- Patron-Driven Acquisitions (PDA)
- EBSCO Discovery Service
- Setting Up Scholar Preferences in Google Scholar (based on faculty interest instructions were specifically created and sent with the minutes)
- ScienceDirect mobile app (based on faculty interest instructions were specifically created and sent with the minutes)
- Collection Weeding Policy

Faculty representatives were asked for input (and that of their colleagues back in the colleges) on setting up the parameters discipline by discipline for choosing which of the Hitt Library's collection and materials will be stored in the statewide shared storage facility in Gainesville, the proposed ARC, and/or which will remain in the building.

The LAC normally meets once a semester. This year an additional ad hoc meeting was called to apprise faculty of the policies being developed to help alleviate the immediate need for space by weeding the library's collection and sending designated materials to the shared storage facility in Gainesville. The next, and very important, step in this process is to garner the assistance of the LAC members and university faculty, such as the collection development liaisons, in making the determinations about which materials will be removed.

For more detailed information, please see the minutes for this year's three meetings, which are attached.

Respectfully submitted,

Raynette Kibbee
Senior Administrative Assistant
UCF Libraries

Library Advisory Committee
September 27, 2011
1:00 p.m.
Library 511

Minutes

Present: **Allen**, Frank; **Baker**, Barry; **Beiler**, Rose; **Buchoff**, Rita; **Fernández**, José; **Gause**, Rich; **Gibson-Young**, Linda; **Jaskowski**, Selma; **Jentsch**, Florian; **Kallina**, Ed; **LiKamWa**, Patrick; **Mani**, Prabhu Doss; **Milman**, Ady (via Polycom); **Roush**, Pamela; **Scharf**, Meg; **Siddiqi**, Shadab; **Tucker**, Jennifer

Absent: **Page**, Mary; **Spence**, Dominic; **Vaidyanathan**, Raj

The meeting was called to order at 1:05 p.m.

1. Welcome/Introductions: Barry Baker, Director of Libraries, welcomed committee members, and had everyone introduce him/herself.
2. Election of Chair: Rose Beiler agreed to chair the committee this year.
3. Updates:

- **21st Century Library Project**

Baker showed the PowerPoint presentation by Malcolm Holzman made to the President's retreat on August 26, 2011. The library was given about an hour at the beginning of the retreat to present the report of the feasibility study done by Holzman, Moss, Bottino, with input from Turner Construction. The presentation was very well received, and generated lots of questions and excitement. The report driven by the fact that the main campus library is almost completely out of space, recommends building an Automated Retrieval Center (ARC) and completely renovating the existing building, both the original building and the 1984 addition. The ARC will have a 1.5M volume capacity. All of our collection except approximately 365,000 volumes (which will remain in the library building) will be transferred to ARC. In addition, Baker discussed the planned shared storage facility in Gainesville, where materials from all of the 11 state universities will be kept. Pending funding, the facility has not been built yet. Until such time space will be leased to store the materials. These materials would be parts of the collections very rarely used – but will still be accessible if needed. On the top floor, above the four-story ARC, plans are to have large 12,000 square foot room with lots of windows to take advantage of the campus vistas from that locale. Baker explained that exactly what this "Pegasus" room will be used for or how it will be purposed, he envisions the space to be used for students, e.g., another knowledge commons or reading room. The total projected cost of the ARC and renovations is approximately \$62M, which will be spread out over a period of about three years.

Question re. when this project will be completed. Baker explained that it will depend on funding. Even if the funding were available today, the plans would probably take close to a year to be finalized; then another three-four years of construction.

Baker offered to send the final report to anyone if requested.

Question re. hard bound volumes vs. electronic materials. It is true that the project focuses on the fact that by the build-out date 2026, the library's project volume count is approximately two million. Since the number of electronic resources is ever growing, is the report focusing on something will not be an issue? Baker explained that the library currently has 1.2 million volumes, and purchases approximately 25-30K volumes a year. He noted that many publishers do not offer electronic versions of their publications. Currently only about 15% of the publications published are in electronic format. Baker agreed that future

trends cannot be guaranteed. He also explained that the system (ARC and renovated library building) will be built to allow flexibility in whatever the future brings.

• **Budget**

Baker briefly discussed this year's budget. The library was fortunate not to have undergone any cuts to the budget this year (and last year as well). The budget will allow positions that have been on hold to be filled this year. He noted that when the library's budget is static, we are losing about \$300-\$350K per year in buying power due to inflation. 70% of the budget is for electronic materials.

Baker mentioned an acquisitions experiment called patron-driven acquisitions, wherein e-books are loaded into the library's online catalog – books that the library has not purchased. When a patron happens upon such a book and "checks it out," the library pays a small fee. If the book is checked out three times, the library purchases the book.

• **State University Libraries Shared Storage Facility**

Baker briefly reiterated the information about the proposed shared storage facility for State University Libraries in Gainesville. The cost for building the facility is approximately \$19M. The temporary rented space (until the facility is available) will hold four-five million volumes.

• **Student Technology Fee Proposals**

The Libraries has been very fortunate to have received funding for every tech fee proposal submitted to date. These non-recurring funds were used for the Knowledge Commons and electronic resources. This year the Libraries has submitted four proposals:

1. WebScale Discovery Tool will find all resources with a single search, something like Google. This is targeted to assist inexperienced researchers by searching through all of the library's databases, digital formats, books, etc. Baker noted that libraries that have installed this tool have noticed a significant increase in database use. The Libraries is asking for two years support from the tech fee, thereafter the library would pick up the tab. \$77,000
2. Universal Orlando Foundation (UOF) Library at the Rosen College of Hospitality Management currently has an underutilized conference/library instruction room. We are requesting \$82,000 to repurpose the area into a mini knowledge commons – collaborative space for students – as well as more electrical outlets.
3. Cambridge Books Online will give us access to all of the Cambridge University Press e-books from 2000-2011, some 6K books. Cost: \$254,000
4. Sage Journal: We have lots of requests for older volumes (1990-99). This proposal would purchase those to add to what we already have. \$124,000.

The Technology Fee committee decisions are usually made in late October. It is a very competitive business. The total of tech fee proposals is around \$17M; they only have \$7M to distribute. The 50% of the tech fee committee is students.

Another successful tech fee proposal was the purchase of iPads, flip cameras, scanners, and more all being offered to patrons with a one-week checkout period and one renewal. Within a week of the new equipment being available, it was all checked out, with the iPads being the most popular.

Discussion: Rich Gause who is serving on the task force charged with setting up the parameters for choosing which of the library's collection and materials will be stored in the ARC and which will remain in the building. Gause asked for input from the Library Advisory

Committee faculty as well as their colleagues back in the colleges in making these determinations. The task force will be looking discipline by discipline. Faculty members are encouraged to contact Gause with any input and ideas they might have for this process.

Question re. Shared Storage Facility: Baker explained that the new facility will be like having another library. The materials held there will still be available through interlibrary loan. Depending on the material, it may be scanned and sent the patron – or shipped to them. Those details have not been determined yet. 2013 is the goal date to have the facility open and ready to accept materials from all of the state universities.

Question re. who pays for ILL: Meg Scharf explained that ILL sets up as many reciprocal agreements as it can; there will be no ILL charge for materials loaned from the facility. However, there are still some libraries that do charge – and whom our library charges. The costs for these are absorbed into the library's operating budget.

Scharf also noted that our ILL department will scan journal articles that we own and make them available to faculty – and beginning this semester graduate students. There is a website that the scanned material is sent to and the faculty/graduate student is given the link and loan period for the material, after which time it disappears for the site.

Action Items

- o Faculty were requested to contact Rich Gause with input for choosing which materials will remain in the library building and which will be shipped to the ARC or the shared facility in Gainesville.

Meeting adjourned: 2:00 p.m.

Recorder: Raynette Kibbee

Library Advisory Committee
January 30, 2012
1:30 p.m.
Library 511

Minutes

Present: **Baker**, Barry; **Davis**, Michael; **Fernández**, José; **Gause**, Rich; **Gibson-Young**, Linda (via audio Polycom); **Jentsch**, Florian; **Kallina**, Ed; **LiKamWa**, Patrick; **Mani**, Prabhu; **Milman**, Ady (via Polycom); **Page**, Mary; **Scharf**, Meg; **Siddiqi**, Shabad

Absent: **Beiler**, Rose; **Buchhoff**, Rita; **Roush**, Pamela; **Tucker**, Jennifer; **Vaidyanathan**, Raj

The meeting was called to order at 1:30 p.m.

1. Welcome/Introductions: Barry Baker, Director of Libraries, welcomed committee members, and had everyone introduce him/herself.
2. Updates:

- **2011-2012 Technology Fee Proposals**

- Web Scale Discovery Tool – Funded – A Web scale discovery tool will perform a Google-like search across all of UCF’s databases from a single search box.
- Cambridge (University Press) Books Online – Funded – Makes available all books available online that were published between 2000 and August 2011. With the purchase of this collection, UCF will gain perpetual rights and online access to 5,888 books.
- 2011 Sage Deep Backfile Collection – Funded - UCF gains complete access and perpetual rights to all the journal content that Sage provides, typically starting with the very first volume of each title and continuing through 2008.
- Rosen Library Technology Enhancement Project – Withdrawn – Plan to make changes to more closely align with the Tech Fee guidelines and reapply in 2012.

- **21st Century Library Project**

Baker briefly discussed the 21st Century Library Project to renovate the library building and seek additional storage via an automated retrieval center (ARC). The proposal was presented to the Vice President’s Council in August 2011 and was very well received. Total costs are between \$60-70 million. The project is broken up into three phases. Baker indicated that we expect to be part of the Capital Campaign. Overcrowding is a major problem that the library will need to “live with” until something else can be done.

The library project is on the PECO list – so if there were money available there, the library would probably receive some. However, there is none and projections are grim that there will be any in the near future.

Once funding is available the next step will be to create the actual drawings for the ARC and renovation.

Even if the library got funding today, it would be another five-six years before this project could be completed and provide the needed relief. As a stop gap measure, the library will be working on a third-floor renovation. A major complaint is the lack of outlets. The electrical system needs to be upgraded before more outlets can be offered.

- **State University Libraries Shared Storage Facility**

Another relief valve Baker mentioned is the shared storage facility being planned in Gainesville. Frank Allen gave a brief rundown of where things stand with the shared facility. He said the mid-to-long term strategy is for the building renovation and addition of the ARC. But in the meantime, once it is in place, the shared storage facility would provide a relief valve. Allen explained that the actively-used materials would ultimately remain in the building; while medium-use materials would be stored in the ARC. Less to never used materials would be shipped to the shared storage facility.

The shared facility is being coordinated by the University of Florida Libraries; the other ten universities are stakeholders. The plan is to build the facility from the ground up – but there is no money yet. Plan B is to lease a facility until one can be built. The first site had to be abandoned at the last minute when someone else rented the space. Allen indicated that a new site has been located and will hopefully be available soon. Allen also noted that the UCF Libraries currently pays for offsite storage of materials. These will be transferred to the Gainesville facility as soon as it is available.

The materials in the shared storage facility will be loanable and lendable to all 11 universities. Where possible, materials will be scanned and sent electronically.

- **Patron Driven Acquisitions**

Mary Page described and provided a demonstration of patron driven acquisitions. The library has been working with one vendor to identify high quality scholarly publications, which, if there were money in the budget, the library would be purchasing. These titles have been loaded into the catalog, but are not actually a part of our collection. When a patron comes across one of these titles, the system will give the option to download or read the material. The patron has about five minutes to review the material. If the patron chooses to check out the material, the library is charged a percentage of the list price for a specific time period (7 days) after which the material is automatically deleted and no longer accessible. If the same material is borrowed repeatedly, on the fourth request the library purchases the publication, usually at a 10-15% discount from the list price. The vendor has set up a profile based on UCF's needs (classes taught, etc.), similar to the approval plan we have been using for sometime. Since its installation, there have been 300 short term loans and the library has purchased 12 titles. The average cost of those loans was \$9.60. Compared to the cost of most interlibrary loans (\$25) this is a great savings. There have been no signs of abuse of the system. The titles are limited to books – no international or trade reports.

- **EBSCO Discovery Service**

Page also demonstrated the EBSCO Discovery Service which provides an easy, powerful means of accessing the majority of UCF's information resources through a single search. EDS includes data from the library (such as the catalog records for the book collection), and from external sites (such as database and journal vendors). Although the resulting collection is massive in size and scope, EBSCO's local indexing provides exceptionally fast search response times. The UCF Libraries expects to have an EDS service ready for soft launch by mid-March.

It is particularly useful for showing what is available. It will be especially helpful to undergraduate students. The Service will also be great for interdisciplinary studies also.

Comment re. Scholar Preference. Rich Gause referred to setting up preferences in Google Scholar. He will send instructions to be included in the minutes. (See attached appendix.)

There was also a question about the Discovery Service being available as a mobile application. Gause indicated he thought it probably was since EBSCO has apps for some of its other products.

4. Comments/Questions

- **Student Technology Fee**

Concern was raised that the dispensing of the funds for the proposals discussed might increase the amount of the Student Technology Fee. The state fixed those fees, based on tuition, at 5%, and they are designated to enhance instructional technology. If tuition goes up so will the Tech Fees, otherwise they should remain the same. The proposal process is highly competitive. The majority of the members of the proposal committee are students.

Meeting adjourned: 2:32 p.m.

Recorder: Raynette Kibbee

Instructions for Setting Up Scholar Preferences in Google Scholar

Google Scholar:

<http://scholar.google.com/>

To the right of the search box is a link for "Scholar Preferences". If you are on-campus, the Library Links section recognizes the UCF IP address and automatically checks the box for "University of Central Florida Libraries – Full Text @ UCF"; if you are off-campus you need to search for "university of central florida" in the search box to [Find Library], then check the box for University of Central Florida Libraries and then Save Preferences using the button on the right side of the screen (top or bottom).

See also the library's online tutorial "Maximizing Google Scholar Searches" at <http://infolit.ucf.edu/students/modules/#article173> (sign in with NID & NID password)

Current Meta-Search Options:

1) Quick Articles in the UCF Libraries Catalog interface <http://ucf.catalog.fcla.edu/cf.jsp?MLS=1> which searches three databases: Business Source Premier, Academic Search Premier, and OmniFile Full Text Mega.

See description at <http://guides.ucf.edu/content.php?pid=170308&sid=1440066>

2) Searching across multiple databases from a specific vendor, e.g., CSA Cambridge Scientific Abstracts provides access to various subject-specific databases

See description at <http://guides.ucf.edu/content.php?pid=170308&sid=1440387>

Library Resources for Mobile Devices:

UCF Libraries mobile website - <http://m.lib.ucf.edu/>

Mobile Friendly Databases - <http://library.ucf.edu/Databases/Subjects/mobile.php>

EBSCOhost databases app - when logged into an EBSCOhost database such as Academic Search Premier

< <http://library.ucf.edu/Web/purl.asp?pid=226> >, scroll to the very bottom of the screen and select the link for

"EBSCOhost iPhone and Android Applications". Enter your email address to send yourself the instructions, key and a link to download the app. More info - http://support.epnet.com/knowledge_base/detail.php?id=5718

Library Research Guides - <http://guides.ucf.edu/>

LibAnswers Site - <http://libanswers.ucf.edu/>

provided by Rich Gause
Government Documents Librarian

ScienceDirect mobile app

To access the library's subscription content, you have to first set up your user account and password using a computer authenticating as part of the campus network.

There is no charge to UCF individuals to set up these accounts within our subscription.

When you create your individual account you will be sent an e-mail which you will use in one of these next steps to activate the account.

After you set up your account, download the appropriate app to your mobile device - -
<http://www.info.sciverse.com/sciverse-mobile-applications/overview>

Access your e-mail on your mobile device and click on the link within the e-mail sent from ScienceDirect to activate your individual user account.

Open the app and log in using your ID (e-mail address) and the password you created, and enter your campus e-mail address in the third box.

Provided by Rich Gause
Government Documents Librarian

Library Advisory Committee Ad Hoc Meeting
May 21, 2012
1:00 p.m.
Library 511

Minutes

Present: **Allen**, Frank; **Baker**, Barry; **Beiler**, Rose; **Buchoff**, Rita; **Fernández**, José;
Gause, Rich; **Gibson-Young**, Linda; **Page**, Mary; **Scharf**, Meg;

Absent: **Dominic**, Spence; **Jaskowski**, Selma; **Jentsch**, Florian; **Kallina**, Ed; **LiKamWa**,
Patrick; **Mani**, Prabhu; **Milman**, Ady; **Roush**, Pamela; **Siddiqi**, Shadab; **Tucker**,
Jennifer; **Vaidyanathan**, Raj

The meeting was called to order at 1:00 p.m.

Welcome/Introductions: Barry Baker, Director of Libraries, welcomed and thanked committee members for attending this extra meeting. Self introductions were made around the table.

Baker began the discussion with a brief synopsis of 21st Century Library Project and the Shared Storage Facility in Gainesville, both topics of discussion in previous meetings. The head of Circulation Services estimates at the current rate of collection growth (25-30K volumes per year) the main campus library will completely run out of space to put the new volumes in 18 months. More shelving will be needed and the only place to put the new shelving is in space currently occupied by students and patrons.

As a result the timetable for finding a temporary solution (at least until the completion of the 21st Century Library) has been speeded up considerably. In addition to and in conjunction with this space crisis is the Technology Fee proposal the library is working on to revamp a portion of the 3rd floor. This will not be as complete a remodeling as the Knowledge Commons; however it will necessitate moving some materials to make room.

The purpose of this meeting is to advise members about steps that will be taken. The Shared Storage Facility in Gainesville, which has found a leased home (five years and a two year renewal) until a new facility (approximately 40K square feet) can be built, will in the next few months will begin accepting materials from libraries throughout Florida. This Florida academic repository will house materials from all 11 state university libraries, as well as any other academic libraries interested. Once transferred to the shared storage facility, the materials may be borrowed – or sections scanned and sent out – but libraries should not expect to be able to “reclaim” materials to be placed back into the original institution.

Mary Page, Associate Director for Collections & Technical Services, explained the plans for choosing materials that will be moved from the library to the shared storage. Once the 21st Century Library project is completed, it will have an automated retrieval center (ARC) which will house the majority of our collections. The initial idea was to keep newer, more often used materials in the library proper, to send lesser used materials to the ARC, and to send seldom used materials to the shared facility in Gainesville.

Page discussed the current suggestions for weeding policies. (See attached handout for examples.) Some of the examples mentioned included textbooks, multiple copies, self help books, standards, study and teachers’ guides, journals, and materials from disciplines no longer a part of the university’s offerings. Print versions of journals, for example, that are now solidly available online – past and present, will likely be good candidates to be sent to the shared facility because of their redundancy.

Each discipline will be handled individually. Weeding for computer science, medical/nursing, and other technology disciplines is different than weeding for the arts and humanities.

Frank Allen, Associate Director for Administrative Services and a long-time member of the shared facility task force, noted that what the library is proposing at this time is a very modest weeding. Probably no more than 50-75K volumes will be removed in the next few months – mostly to make room for the changes on the 3rd floor and also to buy time for 2-3 years of new volumes being added.

The next, and very important, step in this process is to garner the assistance of the Library Advisory Committee members and university faculty, such as the collection development liaisons, in making the determinations about which materials will be removed.

Meeting adjourned: 1:50 p.m.

Recorder: Raynette Kibbee

**UCF Library Advisory Board
Handout
May 21, 2012**

The Hitt Library has a shortage of space for its collections. We add approximately 25,000 titles each year, and the current estimate is that we have enough room for under two years of growth. There is also a shortage of seating for students. Following on the success of the Knowledge Commons, we plan to submit a Technology Fee proposal to renovate the third floor of the library. To accommodate future collection growth and students who need study space, we are considering the relocation of some library materials to the shared library facility in Gainesville.

Here are examples of the kinds of materials that may be relocated:

The UCF Library has many **textbooks**, some of which are out of date, older editions. In some cases, we have multiple copies of the same title and edition. We may send a single copy of each textbook title to Gainesville, and withdraw the rest.

We own **second and even third or fourth copies of some titles**. We propose sending low-use titles to Gainesville and withdrawing copy 2s and higher.

Some titles that have not circulated during the time the library has used Aleph (our online catalog, which was implemented in 2006), that were added prior to the implementation of Aleph, are possible candidates for relocation to Gainesville. Decisions will vary by discipline.

Outdated material in time sensitive disciplines, such as computer science or health technology, may be sent to Gainesville or withdrawn.

Self-help books and similar types of popular materials are under consideration for withdrawal.

Out- of- date study guides, teacher's editions, and similar works should be discarded. The UCF Library has an existing policy of not adding these types of materials with the exception of the CMC.

Serials for which we have long runs online with perpetual rights (e.g., Springer and Sage) should be sent to Gainesville.

Serials that are now open access titles should be sent to Gainesville.

Serials that are available through stable sources (paid annually, licensed, etc.) may be considered for relocation to Gainesville even if the library does not own perpetual rights.

Out-of-date standards and standards that we now have online should be sent to Gainesville.

Classic titles for which we have multiple editions and copies will be evaluated, with duplicates sent to Gainesville.

Sections of the collection relating to **disciplines we do not support** may be sent to Gainesville.