

## University Library Committee Annual Report 2019-2020

### *Membership*

Tobin Miller Shearer, African-American Studies (2020)- Chair

Steve Shen, MC Applied Computing and Electronics (2021)

Anna Kline, Geography (2020)

William Gardner, Geosciences (2021)

Kim Granath (2021)- Fall 2019

Tammy Ravas (2021)-Spring 2020

Donna McCrea (2020)

Sweeney, Bernadette, Theatre (2022)

### *Student Members*

Morgan Hahn

Ex Officio

Barry Brown, Interim Dean of the Mansfield Libraries

### *Meetings*

During the academic year, the ULC meets on the second Monday of each month, 4:00-5:00 pm, in the Dean's Conference Room in the Mansfield Library. Due to holiday schedules and committee agenda, the Committee did not meet in November, December, or February.

### *Committee Responsibilities*

- I. **Communication:** The University Library Committee (ULC) communicates between the Faculty Senate and the library administration.
- II. **Advocacy:** The ULC advocates on behalf of the development and maintenance of library resources and services as well as the needs of library stakeholders, including faculty, students and staff, especially as communicated through the Faculty Senate. Additionally, the committee reviews library matters as they relate to the University's academic mission.
- III. **Review:** The ULC reviews the annual library acquisitions budget and strategic plan. The committee participates in the selection and periodic evaluations of the Dean of Libraries. The committee also participates in the accreditation processes affecting or involving the Mansfield Library.

## Communication

### Budget /Library Collection

- The collection budget (appended) was shared with the committee at the first meeting. This year some one-time-only funds were used to maintain the collection. Next year there will be an estimated \$400,000 deficit. The library is spending most of its Foundation accounts down. The use of Foundation funds for library acquisitions requires additional documentation to ensure the restricted funds are being used appropriately.
- A couple of resources were added through the Montana Academic Library Consortium TRAILS. These included Nineteenth Century Collections Online (NCCO), which complements a number of the 18<sup>th</sup> century collection resources the library already provided access to, and ProQuest Central.
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- In response to the disruption to instruction caused by COVID-19, many publishers are providing access to their content free of charge through the end of June. One notable database trial now available is Flipster - a collection of 1,800 popular magazines (e.g. Time, New Yorker, Rolling Stone, etc.) available in Digital Image.

## Operations

- The Mansfield Library and the Missoula College Payne Family Library building closed in late March in response to the COVID – 19 Pandemic. The Mountain Campus library is providing only limited onsite access for GrizCard holders who can make appointments to use the Studios and Computers. Physical distancing and cleaning guidelines are being followed. As always, electronic collections are available 24/7. Reference and Research assistance is available via chat, email, and Zoom. Check-out dates for all items have been extended to at least June 1.
- In response to COVID-19 the Mansfield Library is collaborating with the Innovation Factory on 3D printing of face shields to fill a request by a Community Medical Center physician.
- The library plans to remove print serials, which are duplicated through available online trusted sources, from level 4 and the other levels of the library. This will help with future space options. A [website](#) has the list of all the individual journal titles (and date ranges; and online sources) proposed for removal. An email address for feedback will be available for feedback through May 22<sup>nd</sup>. Information about the project will be available on the library's main web page and in UM Today. The Library asked the University Library Committee for feedback about the removal and communication plan, and to communicate the plan to

## Faculty Senate.

- A Government Information Librarian (Professor Ben Chiewphasa) was hired. The Search for an Online Instruction Librarian failed and then subsequently was prevented from completion due to the hiring freeze caused by the COVID-19 Pandemic. There are currently 4 vacant library faculty positions (5 if you count the interim dean's faculty position).
- Approximately 30 student employees took advantage of the Library's \$50 retention incentive (i.e. return to library employment and pay all UM enrollment fees).
- Last year 12 review grants were provided faculty for reviewing Open Educational Resources (OER) works. Two grants were given for adopting OER resources and 3 for adapting OER resources.
- Interim Dean Brown gave a presentation on the Evolving Mansfield Library - highlighting past and present developments. He asked committee members to think about the following two questions and send feedback.
  - What do you most want, need, or value from the Mansfield Library?
  - What vision do you imagine for the library in 5 years (2025)?
- The Library's Diversity Plan was shared with the committee. It was first developed in 2012. The current version covers the period of 2017-2020 and revision efforts were started in January by the Library's Diversity Committee chaired by Professor Megan Stark. The Library often has displays and hosts events related to diversity. It offers training for student employees, faculty and staff.
- The library faculty and staff created a brief vision document for the Provost about the future trajectory (5 years) of the library and potential new partners. The dean presented the document to the Provost and expects further conversations about this to continue with the Provost in Fall Semester.
- Starting in spring semester, checkout periods for undergraduates were extended and the library cancelled most late fees for UM students. This policy change directly supports student success by eliminating a barrier to use and access of library materials. Fees are still assessed if laptops, room keys and reserve materials are not returned. Fees are also assessed if books are lost.

## Outreach /Services/Exhibits

- Professors Donna McCrea and Erin Baucom, Archives and Special Collections, are partnering with individuals in the UM History Department and from across Missoula County to create

the "Documenting COVID-19 in Missoula County Community Archive."

- Professor Wendy Walker, Digital Initiatives Librarian provided an [update](#) on Open Educational Resources (OER). The OER Taskforce will complete a report on the results and recommendations of the Grant Pilot after the data from spring 2020 is analyzed. Thus far the responses have been positive from students and faculty. Affordable course material is critical given the uncertain future of higher education at this time. The Library has an extensive guide to OER materials ([OER Library Guide](#)), a website ([OER@UMT web site](#)) with comprehensive information.
- The library has completed the digitization of the *Kaimin*. It is searchable in ScholarWorks.
- The library hosted several Humphries Fellows with presentations.
- The library participated in Welcome Feast and was involved in the convocation and helped with the meal for move in day.
- The library has eliminated most fines for overdue books. Check-out for undergraduate students will extend from 3 weeks to 4 months to match the loan period for graduate students.
- The library had a contest and festival highlighting original two-dimensional art works, sculptural works or motion pictures works developed from the newly-minted (published in 1924) public domain (no longer protected by copyright) collection.
- Professor Teresa Keenan co-taught a workshop on Introduction to EPUB (the new digital publication standard) with ATS and DSS staff.
- Professor Ben Chiewphasa co-taught a workshop on Beginning R for Ecologists: Data Manipulation and Visualization with a Wildlife Biology PhD student.

## Facility / Technology

- The library has a new service desk and carpeting due to the flooding in the library that happened in February due to a burst pipe. Most of the renovation was paid by the insurance claim.
- The windows were washed over the summer.
- The Accessible Technology Room was renovated.
- Due to staff reductions the library is now contracting with Spectral Fusion to update its website.
- A new card reader replaced the lock mechanism on the door to the Accessible Technology Room, removing the access barrier created by needing to use a key to enter the room.
- There is new signage guiding students to the Payne Family Library in the Missoula College building.
- The Video Wall (aka the Display Wall) is up and functional in the library commons. Some initial policies and procedures are being drafted. The Spring and Summer semesters will be pilots for utilizing this new display wall.

- The current infrastructure requests (under major repairs) for UM, which go to OCHE and then MT Legislators, include \$1.2 Million in funds for the replacement of the Mansfield Library roof and authority only for \$6 Million of renovations for the Mansfield Library. The roof has lasted twice as long as expected.
- The library now has gender neutral restrooms on level 3.
- The Committee was informed of the Mansfield Center's desire to expand their office area on level 4 and were provided with a tour of the area. However, the general economic impact and travel restrictions from COVID-19 have resulted in the postponement of the expansion for the foreseeable future.
- John Greer, Head of Technology and System Services provided an update on Esploro. In collaboration with the Research Office the university signed on as an early adopter (alpha stage) to Esploro to track the research and scholarly activity at UM. Esploro is designed to "systematically capture, manage and disseminate research output and data." The platform will provide a single location to report research output and does not require individuals to upload work. Esploro also generates data analytics, provides customized researcher profiles, and can search for grant funding related to the research output.

## Appendix

### MANSFIELD LIBRARY - COLLECTION BUDGET FY 2020

14 August 2019

**I. STATE FUNDS**      \$3,319,172      Allocation

No inflationary increase allocated to FY 2020 Collection Budget  
 State Allocated Funds for Collection Budget = \$3,319,172  
 Addition: UM Affiliate Libraries Cost Share of \$150,000  
 Addition: Foundation Funds and Other OTO funds of \$200,000

### II. ALLOCATIONS

Continuing Resources	\$3,024,759	State Fund Allocation
(Databases & Ejournals & Print Journals &	(\$200K Foundation and Other Funds - Addition)	
Ebook Subscriptions & Standing Orders)	(\$150K Affiliate Libraries Cost Share - Addition)	
Monographs & Media	\$126,252	State Fund Allocation

Collection Utilities	\$146,161	State Fund Allocation
Postage & Handling	\$20,000	State Fund Allocation
Binding	\$2,000	State Fund Allocation