11-2-2016

Faculty Senate Library Committee Meetings Essence Notes

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Faculty Senate Library Committee
Essence Notes
11/02/16

Attending: Bede Mitchell, Russell Thackston, John Barkoulas, Timothy Giles, Laxman Pandey, Harvey Moody, Linda Kimsey, Rebecca Kennerly, Fred Smith, Debra Skinner, Jeff Mortimore, Alva Britt.

The committee met to follow up on Chairman Thackston's presentation to the Faculty Senate regarding the library's project on which resources currently licensed by Henderson Library should be dropped in the event that the Library's budget shortfall of $900,000 cannot be covered through year-end funds.

Today's meeting focused on developing the written directions that will accompany the spreadsheet listing the "low usage" subscriptions to be reviewed by departments, and the plans on how to distribute the materials. Bede distributed a copy of the fact sheet identifying the project for the committee's review. He then presented the spreadsheet prepared by Collections and Resource Services identifying the low usage databases and journals. The spreadsheet identifies titles, usage and cost per usage for a two year period, 2015 and 2016. Each title is hyperlinked should the user need to go directly to the database/journal to identify contents. A column is made available for the department head to rate the importance of the database or journal by choosing one of the following: abstain (default), critical (3), important (2), desirable (1), unneeded (0). The committee discussed different scenarios for the rating column and how to add definitions for the choices. Revisions to the spreadsheet will include:

- An "instructions" page will be the first tab which will identify the project's purpose and explain how the department should proceed in rating the databases and journals and adding justification to the ratings.
- The instructions page will state that those titles not to be renewed will be cancelled and switched from "online access" to "interlibrary loan access".
- Those titles on the spreadsheet that cannot be acquired through interlibrary loan will be taken off the list.
- The listing of databases and journals will be on separated pages.
- An additional column after the rating column will request the user to "add feedback for the rating"; a pop-up will remind the user "no feedback has been added".
- A final tab "FAQ;s" will contain a list of questions compiled by the committee; answers provided by Collections and Resource Services.

1. How will departments be informed of the outcome of this review process?
2. The review process requests that departments provide written feedback for any resources we identify as either Critical (3) or Important (2). What kind of feedback should we provide?
3. What is the difference between a database and a journal?
4. If the library cancels subscription access to a database or journal, do we lose all access to the content?
5. Can the library restore subscription access to a database or journal that is cancelled but later deemed to be critical or important?
6. If a database is cancelled, how do I find alternate indexing for a specific title?
7. How does requesting materials via Interlibrary Loan (ILL) differ from subscription access?
8. How do I set up an Illiad account in order to submit ILL requests?

Final edits to the spreadsheet will be made and shared with the committee in Google Docs for final feedback. Once finalized, the document will be shared with the deans informing them that their department representative on the Library Committee will work with them to get the document distributed to the department heads. They will also be informed that a Library representative will be happy to meet with them and or their department should they desire. Projected date to distribute the documents is prior to Thanksgiving break. The Google

Document will be viewable by the Library Committee in order to monitor the feedback progress. If deemed necessary, the committee will meet in January for a progress update, or communicate by email.

Projected completion date is Friday, March 10, prior to spring break. The departments should have completed their reviews and the committee will reconvene to review the feedback and make decisions. A written summary of the feedback will be compiled along with what actions will be taken. This decision will also be contingent on the amount of year end funds the library might receive. .

Bede stated that the library is still working through the list of ProQuest databases recently added to GALILEO and finding many that we will no longer have to pay for. To date this process has generated savings over $100,000 toward our $900,00 shortfall. He will continue to provide an update on this progress.

It was the consensus of the committee that a department survey of subscription usage should be done on a regular cycle.