# University Library Committee Annual Report 2017-2018

## Membership Kate Brayko, C&I (2018)  Stacey Gordon, Law (2019)  Tony Ward, Public Health (2019) Tobin Shearer, African American Studies Anna Kline, Geography (2020) Meradeth Snow, Anthropology (2018)  Teressa Keenan, Mansfield Library (2018)  Megan Stark, Mansfield Library  - Fall  Donna McCrea (2020) - spring

Student Members   Henry Curtis - Fall
   Kat Cowley - Spring

Meetings

During the academic year, the ULC meets on the second Monday of each month, 4:10-5:00 pm, in the Dean’s Conference Room in the Mansfield Library (except on the first Monday in December and May if necessary).

Committee Responsibilities

1. **Communication**:  The University Library Committee (ULC) communicates between the Faculty Senate and the library administration.
2. **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.
3. **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.

## CommunicationBudget /Library Collections

* The library faced a significant challenge to cut (over $600,000) to the collections in 2017-2018. An email message and postcard was sent to all UM faculty asking for feedback on possible cancelations.
* In FY15 the library had 64 employees, including adjunct faculty and the Dean of Libraries (not including student employees). In April of 2018 it has 40 employees. Since July 1, 2015, 27.95 FTEs library positions have been lost permanently or have not been approved for rehiring. These include five faculty positions: Social Sciences Librarian, Missoula College Librarian and Distance Education Coordinator, Humanities Librarian and Instruction Coordinator, Government Documents Librarian, and eLearning and Instructional Technology Librarian. It has been very difficult for the library to maintain essential services and programs given the personnel cuts, and impossible for the library to provide the same level of services and programs as it did in previous years.

**Lost positions since 2016**

2016 (UM campus-wide personnel reduction): 11.75 FTE lost

2017 (UM hiring freeze): 11.20 FTE lost

2017 (VSO): 5 FTE lost

* Librarian Megan Stark provided an update on proposed changes to information literacy instruction offered by the Library (April 9th, 2018). The instruction department is down 4 tenure-track faculty and 2.25 staff in the last 18 months. Therefore the library will rescale the program to match resources. In class workshops will not be available for Intermediate Writing Courses. There are several online videos and Moodle tutorials that can be used by instructors to meet the information literacy learning outcome. Instruction will still be provided to WRIT 101, COMM 111 and the Freshman Seminar. Intro to Honors or Athletics, and Ways of Knowing will not be individually supported. A Library Lab similar to the Writing Center’s Side Car will be piloted for Advanced Writing Courses in Humanities, Social Science, and Science. Instructors of Advanced Writing Courses are sent an invitation for specialized instruction but only a quarter to a third takes advantage of the resource. This will be offered in tandem with the Pilot next fall. After assessment of the two models the library will determine the best option.
* The library prepared and submitted APASP reports for 6 library units. The APASP Taskforce placed them in the categories below:

### Priority for development and growth

* Access and Collection Services Report
* Information and Research Services Report

### Consider for development and/or modification

* Bibliographic Management Services Report
* Mansfield Library Administration Report
* Technology and Systems Services Report
* Paw Print Report

Interim Provost Edmond recommended “*Additional investment in those programs which support retention, persistence and completion. Rather than targeting investment in the individual programs supporting student success, a comprehensive investment plan for the Office of Student Success is recommended. This plan should include a focus on such efforts as Academic Advisement, the 1st Year Seminar, tutorial support, the Writing Center, Math Enrichment, Student Engagement, Honors programs, Co-requisite courses, services provided through the Mansfield Library and related programming.*

The library should also be recognized for its service to the research mission of the university. Collections were a part of UM’s priorities in President Stearns’ final recommendations.

### Fiscal Year 2019 Budget

The budget cuts for the library in FY19 include five staff positions via VSO, one faculty line via VERIP, and one faculty line being transferred to College of Business, a total of $320,943. Funding for the Missoula College Librarian was moved out of the Mansfield Library’s budget by Interim Provost Edmonds and was transferred to the College of Business’ Accounting department to help hire a faculty member to comply with accreditation standards. The Library will be allowed to hire one 20-hour per week adjunct faculty member to support the Government Documents in order to fulfill its legal obligation as a regional federal deposit library.

Outreach /Services/Exhibits

* The Mansfield Library was voted the Best Study Spot, by the recent campus-wide survey.
* The library hosted a discussion panel, “When Monuments Fall- White Nationalism and Public Spaces,” on September 13, 2017.
* Adrienne Alger, library faculty, chaired the Griz Read program this year. A series of reading events were held on campus related to Griz Read.
* A special Montana Book Festival event, [“Classic Literary Texts in Archives and Special Collections,”](https://messaging.umt.edu/owa/redir.aspx?C=v1HyEhDRFNsWUG1sZCWGgcIaKWHPXVRqJ3f0fGFN30lWKoS2KA_VCA..&URL=https%3a%2f%2fwww.facebook.com%2fevents%2f129318877803498%2f%3facontext%3d%257B%2522ref%2522%253A%25223%2522%252C%2522ref_newsfeed_story_type%2522%253A%2522regular%2522%252C%2522feed_story_type%2522%253A%2522117%2522%252C%2522action_history%2522%253A%2522null%2522%257D) was held with featured discussions of four UM faculty members, Ashby Kinch, Elizabeth Hubble, Prageeta Sharma, and Rob Browning, on September 28, 2017.
* The library hosted a session, “Digging for History - learn where to find information in government sources,” October 2, 2017.
* The library hosted a new exhibit, “Tap er’ Light”: Mike Mansfield’s Gentle Leadership and Political Civility,” with materials from the library’s archives and special collections. It is a fascinating look at the Civil Rights Amendment and the Vietnam War.
* The library offered a [workshop](http://libguides.lib.umt.edu/workshops) series.
* Kate Zoellner and Jaci Wilkinson lectured at UM’s partnership institutions in China, Beijing Normal University and Southwest University of Political Science and Law, in March 2018. Kate presented “Information Literacy Program and Assessment Efforts at the University Montana Library,” and Jaci’s topic was “Improving Instruction with User Experience Heuristics and Data.” The library colleagues in China want to emulate our information literacy program at their own institutions.
* For the fifth year, the Mansfield Library had an outreach table at the International Festival, April 8, 2018.
* In celebration of UM’s 125th anniversary, Archives and Special Collections highlighted its collection of more than 175 oral history interviews conducted with UM faculty, students, staff and administrators

### Facility / Technology

* The library facility (Payne Family Library at Missoula College) was open on July 3, 2017. It is named after one of the donors of the new Missoula College building. It currently operates with 1.5 staff FTE.
* The library opened a new space on Level 1 for Virtual Reality (VR). The space consists of a powerful computer, a specialized monitor, and a virtual reality headset.
* The library collaborated with UM central IT, Department of Mathematics, SELL, Mansfield Center, and other units on a Light Board recording studio on Level 1. The ULC was given a tour of the studio. It allows UM faculty and students to record and produce online courses.
* Glenn Kneebone, the library’s Paw Print and One Button Studio Manager was officially invited to Shanghai International Studies University (SISU), a UM partnership university to help them set up a One Button Studio and other innovative learning projects. He also was awarded the George M. Dennison Presidential Staff Award in recognition for his work that brought excellence, merit, and distinction to UM. He was presented the award by President Seth Bodnar at the UM Charter Day awards ceremony on February 15, 2018
* The new discovery interface (Primo interface) implementation started this summer. The library’s web team continues to fine-tune the platform.
* Incorporating best practices of Universal Design for Learning is included in the library’s strategic plan. The workgroup’s report was provided to members of the ULC.
* The library joined the Big Sky Country Digital Network with three other Montana institutions to promote the library’s digital collections. Digital Public Library of America (DPLA), a national digital platform that gives more exposure to the library’s digital collections, is indexing the collections.
* The final design of the Learning Commons is complete. Schrock Construction made the successful bid. Construction will start after commencement in May 2018 and will be done in phases as funds are available.
* A ScholarWorks Snapshot shared with the Committee showed total downloads of (1,414,316), the most downloaded paper, the top ten collections and the number of downloads per country/region.

Advocacy
* The Senate passed a [resolution](http://www.umt.edu/facultysenate/documents/FSDocs17-18/LibrarySupportResolution_11-9-17.docx) (authored by ASCRC) in support of the Library at the November meeting. It calls for the administration, the library, and the University Library Committee lead an effort to devise strategies for innovative means to support essential subscription services (e.g. Science Direct).
* Chair Snow sent an inquiry to Vice President Whittenburg regarding IDC’s. It seems the Library does not receive the 1% that is suggested when researchers apply for grants. The following response was shared with the Committee.

*“Of the $12M we currently recover in F&A roughly 30% is returned to the Deans/Centers/Institutes. We also are charged 8% on transactions by A&F and have about $700k taken “off-the-top” by A&F that is used for central university stuff (I don’t know where that goes). We also cover a number of bond payments for buildings across campus and pay off intercap loans for building renovations. Generally that leaves less than $5M that we use for cost match on proposals, startup for new faculty, the UGP, the Humanities Institute, SSRL, etc. It’s that $5M or so that I have some control over how it is spent. 1% of that amount is the $50k I currently give to the library to cover the Web of Science which is the part of the recovered F&A given to the Library."*
* Committee member Tobin Shearer attended the meeting of ECOS and VP Whittenburg to discuss IDCs. ECOS met with the Provost at a subsequent meeting. Access to appropriate collection materials is important to the academic integrity of the institution. She met with Dean Zhang and Professor Brown to mitigate the budget reductions. The plan is appended.
* Chair Snow and Professor Brown met with Vice President Rosi Keller to follow-up on questions about IDC and present law adjustment allocations. There is a difference between method of budget planning and allocation. And it seems that there is no monitoring.
* Chair Snow was interviewed by the Missioulian for an [article on the Library](http://missoulian.com/news/local/committee-chair-make-library-a-priority-at-university-of-montana/article_63147f44-1c72-5441-afc6-d82edcfbafc2.html#tracking-source=home-top-story-1). She said the Library is a necessary for the intellectual vitality of the campus.
* ULC sent a very strong letter to President Bodnar. The letter is appended.

## Review

* The list of proposed cancelations for FY18 was shared with the committee.  The proposed cancellation list is based on low use or high cost per use.  The list has been distributed to department chairs. The library is no longer receiving regular approval plan book purchases. Two thirds of the collection budget is used for ejournal packages.  The library is attempting to renegotiate with vendors.  If new deals are not made, it will be necessary to cut ejournal packages and add back the highest used titles. The library purchases resources, whenever possible, in consortia with other Montana and regional academic libraries.  It may be necessary to break some of the consortia agreements to make up the cuts. Mediated access to journals is still available through interlibrary loan.
* Professor Brown presented the analysis of the feedback received on the proposed cancelation list.  The responses separated the proposed list into tiers.  The first had the fewest responses, and would have the least impact.  These will be proposed to cut and will provide $186,000 in permanent savings. This leaves $413,000 still to cut with other library funds (e.g. vacancy savings) or to fill in with endowment funds.
* The committee reviewed and approved the request to close the library at 12 p.m. due to two lost circulation staff positions. There was one abstention. It was ultimately approved by the Interim Provost and implemented spring semester. The proposal is appended.

## Appendix

### Circulation staffing

In the last 2 years we lost and have not been allowed to hire a full time Circulation Supervisor position and a half-time Circulation late night Supervisor position. In addition we lost and haven’t replaced a fulltime Assistant Manager position which provided Circulation Supervisor back up. The loss of all these positions, while maintaining 111 open library hours, has necessitated single staff coverage for most of the hours the library is open and that in turn presents significant challenges for the staff. The supervisors that remain have had to endure multiple and frequent schedule changes for the last year and a half. There aren’t enough supervisors to provide coverage in the case of illness or annual leave without at least one or maybe two people changing their schedules. Not only are they unable to plan for life outside work, but they often come to work ill because there is no extra coverage. Additionally with only one supervisor on shift at a time, it is increasingly difficult for them to find time to perform the many other duties (in addition to supervising students) they are required to do including maintain the security of the building, patron interactions, stacks maintenance, billing, till reconciliation, preparing course reserves, posting syllabi, supervising Paw Print after 4:30 and on weekends, room set-ups, and recording of statistics. Finally, they are the only point of service during late night hours and most of the weekend, so they also provide basic tech support and reference services.

In order to maintain the hours of the library, we began using a lead student worker in the late night hours. This student is the sole supervisor from 10:30 to 2:30. He is responsible for security incidents (these happen more often at night) which require him to make judgment calls about when to call campus security or whether he can maintain the safety of the library and our users himself. He is also responsible to close the library, making sure all patrons leave and the building is securely locked. This is too much responsibility for a student. Plus because of his status and his need to be a student first, he cannot be asked to change his schedule, nor can he be brought fully on board with the rest of the team, or trained to the fullest extent. With the staff level as it is, down by 60 man hours per week, I recommend we close at midnight Sundays through Thursdays, starting Oct. 22nd. This reflects a change in our open hours of 10 hours per week, during the hours when we show the lowest gate counts.

The information regarding the Library’s spring semester open hours was posted on the homepage. Students have already expressed unhappiness at the reference desk. It was suggested that the library keep track of the number of complaints and direct students to document their complaints using the electronic suggestion box.

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| UM Mansfield Library 2017-2018 budget cuts plan (for the UM Faculty Senate/University Library Committee on 11/13/2017) |
| **Budgetary line items**  | **Reductions $$$** | **Notes**  |
| Web of Science ($89,500 for an annual subscription)  | 50,000 + | To be funded by VP for Research and Creative Scholarship |
| Individual journal and database cancellations | 187,000 - | The two cancellation lists were identified as low use/high cost per use/no specific feedback from campus faculty. \* |
| Other funding sources | 243,000 - | To be filled by various endowment acquisitions funds. |
| Library operating funds | 75,000 - | A faculty vacancy |
| Library operating funds | 45,000 - | Staff vacancies  |
|   |   |   |
| **Total cuts** | $550,000  |   |
|   |   |   |
| \* The following is a link to the Revised List of Individual Journals and Databases Proposed for Cancellation following campus feedback: |
| <http://libguides.lib.umt.edu/fall-2017-resource-cancellation-lists/revised> |
| Each resource has a rationale (almost all are based on Low Use) and summary of feedback received (note: all those with significant feedback were removed from this current list). |
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### Letter to President Bodnar

Dear President Bodnar,

The University Library Committee would like to welcome you to the University of Montana. We look forward to working with you and growing our institution beyond its current challenges. In particular, we would like to familiarize you with the Mansfield Library and its significant role in the academic mission of the University.

First, a brief introduction to just how much the library does for the UM community:

The Maureen and Mike Mansfield Library facilitates the intellectual and creative pursuits of all members of the University of Montana (UM) community and supports their informational, educational, and cultural development as global citizens. The library serves as a place of study, research, and exploration and enables the discovery, creation and expansion of knowledge through services, instruction, collections, and programming.

The Mansfield Library exists in two primary physical locations, at the main UM Campus and at Missoula College, and also has a virtual presence at Bitterroot College, and provides robust online services and resources. Library operations involve direct instruction, research support, and interactions with students and community members. The library acquires, organizes, preserves and facilitates access to materials, provides instruction and outreach to students and the campus community, and creates and maintains the technological infrastructure necessary for the website and digital collections.

Library resources include: physical collections (books and media); a network of research databases, ebooks, ejournal packages and electronic journal subscriptions; and a web-scale discovery platform. Additionally, the library includes the Archives & Special Collections, is part of the Federal Depository Library Program, and provides one of the largest collections of music, sound, and video recordings in the state and region. The library also administers ScholarWorks to centralize, curate, preserve and make freely available online the research and creative scholarship produced by UM faculty and students. The library’s physical and electronic collections are supplemented by an active interlibrary loan service through which the resources of other libraries are made available free of charge to UM students and employees.

* In FY2017 over 1 million items, were checked out (books and media) from the library or accessed online (electronic journal articles, ebooks, theses, etc) via the library website.
* In FY2017 the library was voted the “Best Study Spot” in a UM student poll. The library is open more hours than any other building on campus, and it houses the largest student study space on campus and hosts about 10,000 visits by students, faculty, staff, and the public each week during the semester.
* In FY17, library employees provided assistance with over 20,000 research and reference questions. The librarians provide research and reference assistance at the Mountain and River campuses in one-on-one consultations and by chat, e-mail, and telephone.

These are only a few of the many resources and services the library provides. However, recent cuts to the library are putting these in jeopardy, and with them the ability of the UM community to continue its research and educational goals. As your term as President and the new semester begin, we hope that you will take the time to look over these cuts, which have been detrimental to the library’s function as the hub of UM’s academic mission.

A very brief note on the extreme nature of these cuts:

* In the past five years (FY13-FY18, the library’s base collection budget has been cut 33% (from $5,010,076 to $3,366,948).
	+ This has resulted in dramatic losses in access to journals, books, and other resources students and faculty rely on to keep up with the cutting edge in all of our fields.
	+ Included in these cuts is a loss of present-cost adjustments, which when not met, require canceling yet more resources – the journals and books students and faculty rely on for research.
	+ A full list of the most recent cuts to resources can be found [here](http://libguides.lib.umt.edu.weblib.lib.umt.edu:8080/fall-2017-resource-cancellation-lists).
	+ Examples of campus feedback include: 1) Library journals “impact my ability to write NIH grants to fund my research work, publication of my scientific discoveries, publication of scientific reviews, review of grants at NIH study sections, review of scientific journals, presentation of my data at scientific meetings and teaching of both undergraduate and graduate students at UM." (Faculty, Biomedical and Pharmaceutical Sciences, Fall 2017); 2) “I, as well as many graduate students, conduct research for long periods of time off campus or over-seas. During these periods, publications, revisions, abstract submissions for talks/posters, thesis/dissertation progress, and proposal development all rely very heavily on access to electronic journals.” (Graduate Student, Fall 2017)
* Since 2016, the library has lost 21.9 FTE, a reduction of 30% of its staff, including tenure lines. Refilling any of these lines has not been allowed.
	+ This has resulted in a reduction of the library’s hours – closing two hours earlier starting Spring Semester – and will continue to affect library services.

At times the library is being staffed by a student worker, which raises serious security concerns.

These cuts have been strongly opposed by ASUM (some of many examples: [2014](file:///C%3A%5C%5CUsers%5C%5Cmeradeth.snow%5C%5CDropbox%5C%5CUM%20ULC%5C%5CASUM%20Resolution%202014.pdf) & [2017](https://scholarworks.umt.edu/cgi/viewcontent.cgi?article=1632&context=asum_resolutions)) and Faculty Senate (Spring [2014](https://messaging.umt.edu/owa/redir.aspx?C=zF2rFFrFvEGceGXBxdv_dk19Cy4RR1j7-8zFkVGQDkNd88iRT2PVCA..&URL=http%3a%2f%2fwww.umt.edu%2ffacultysenate%2fdocuments%2fFSDocs%252013-14%2fULC%2520Resolution%2520ML%2520Budget%2520Cuts%2520FY%25202015%2520Final%2520Version.docx), [2015](https://messaging.umt.edu/owa/redir.aspx?C=zF2rFFrFvEGceGXBxdv_dk19Cy4RR1j7-8zFkVGQDkNd88iRT2PVCA..&URL=http%3a%2f%2fwww.umt.edu%2ffacultysenate%2fdocuments%2fFSDocs%252013-14%2fULC%2520Resolution%2520ML%2520Budget%2520Cuts%2520FY%25202015%2520Final%2520Version.docx), [2016](https://messaging.umt.edu/owa/redir.aspx?C=1aaPFvO_KpIMknsSkMMF-J8rFVzr4fiw5U03pzq5JV1d88iRT2PVCA..&URL=http%3a%2f%2fwww.umt.edu%2ffacultysenate%2fdocuments%2fFSDocs15-16%2fULC%2520Resolution%2520Faculty%2520Senate%2520FY2017.docx), [2017](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&ved=0ahUKEwilzb3u5_HYAhVT1WMKHdMEDjAQFggpMAA&url=http%3A%2F%2Fwww.umt.edu%2Ffacultysenate%2Fdocuments%2FFSDocs17-18%2FLibrarySupportResolution_11-9-17.docx&usg=AOvVaw2oozXD28FOA3UcXWz-YNWH)), [UM Graduate and Professional Student Association](http://www.umt.edu/umgpsa/stories-folder/170905%20Library%20Budget%20Cuts.php), [APASP](http://www.umt.edu/apasp/docs/Recommendations.pdf), and [the public at large](http://missoulian.com/news/local/mansfield-library-faced-with-another-in-cuts-to-collections/article_62fbf630-36eb-5485-9ae7-fdc4f5a4a301.html). The Mansfield library is a vital part of UM’s infrastructure as a research institution and as such deserves far more funding despite the budget situation on campus. We would be happy to discuss this more with you in person and look forward to your response.

Meradeth Snow, PhD

Chair of the University Library Committee