# University Library Committee Annual Report, 2021-2022

## Membership

Schools (three)   Valerie Hedquist, Art (2023)
 Shawn Clouse, Management Information Systems (2024)
 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*vacant*

*Humanities* (One)  Clint Walker, World Languages and Cultures (2024) *Sciences* (One) William Gardner, Geosciences (2021)- Chair

Social Sciences (One) Irene Appelbaum, Linguistics (2023)

Mansfield Library (Two) Natalie Bond (2023)
 Teressa Keenan (2024)

Staff (One; One-year term) -*vacant*

Student /Undergraduate(Two; one-year term)
 Emma Wickum
Student /Graduate (One; one-year term) - *vacant*

Ex-Officio(Non-voting) Barry Brown, Interim Library Dean

Meetings

The Committee met via Zoom except for the April meeting given the ongoing safety concerns of COVID -19.

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 evaluation of the Dean of Libraries.  The committee also participates in accreditation processes affecting or involving the Mansfield Library.

Communication items

Budget/Library Collection

* [The Collection Development Policy](https://www.lib.umt.edu/about/policies/collection-development/collection-development-policy.php) was revised. It articulates guidelines for The Maureen and Mike Mansfield Library to ensure quality and relevance in the acquisition and retention of materials in the collection designed to reinforce the missions of the Libraries, the Academic Departments, and the University. The primary goal of collection development at the University of Montana Libraries is to build and organize a collection of information resources in support of the curricular and research needs of the students, faculty and staff. Secondarily, the collection provides academic library service to Montana residents and national and international library networks. The policy will now be reviewed and revised regularly (every 2-3 years).
* The library budget for FY2022 is flat. The total budget is larger than last year’s budget, but the increase covers personnel benefits (formerly centrally funded). The Library Collection Budget (see appended) is flat. A flat collection budget results in a funding gap given the yearly increases in the cost of journals and databases. The library will cover this year’s gap for collections (approximately $200,000) with Foundation gift funds and endowments. No resource cancellations are expected this year (unless an unexpected budget recession occurs).
* Despite the pandemic, last year was one of the top fund-raising years for the Mansfield Library with over $332,000 raised from 118 individual donors. Their generosity underscores the value they place in the Mansfield Library’s mission, vision, goals, and values. The library does not have a dedicated Foundation Officer. It sends a newsletter, works with the Foundation during the phone-a-thon, and provides tours to visitors. Patrons are grateful for the services and for access to the archives and special collections.
* The library finalized a multiyear ejournal package subscription renewal with Taylor & Francis and Elsevier.
* The Mansfield Library has been maintaining two unique, specialized, collections for the Teaching and Learning Department based on the historic curricular and research needs of the faculty and students. The Children’s Collection and Curriculum Collection are located on level 2. The library will continue maintaining the Children’s Collection.   However, given the general space needs and the dated materials in the Curriculum Collection  (nothing has been added since 2010 and most of the items were published prior to 2000) and the fact that only 129 items have been checked out over the last few years, the library is proposing changes. All of the unique items from the Curriculum Collection circulated over the last 4 years will be added to the General Collection (i.e., integrated by subject area across all the monographs and serials in the library). Additionally, any items specifically selected by Teaching and Learning faculty or by Mansfield Library faculty will also be added to the general collection. The remaining Curriculum Collection items will be removed. The University Library Committee recommended consulting with the English Department Chair as well, given the English Teaching program.
* The library budget was reduced in FY2021 and some collections had to be cancelled to reconcile the loss of $500,000 in the collection budget. Following campus communication, the cancellation of 9 ejournal packages (and over 4,000 journals) went into effect January 2021. However, some publishers did not turn off access until several months later and one of the publishers (Sage) only recently turned off access. Two departments (Communication Studies and Marketing and Finance) have expressed concern over the recent loss of Sage journals for their research and graduate programs. To restore access to Sage journals the library budget would need an increase of $138,000.

Next year (FY2023) if the library receives another flat budget, or a reduction in budget, then additional collection cancellations will be needed. The next collection cancellation review would need to consider resources such as Elsevier ScienceDirect, the Wiley Ejournal package, the Web of Science database, etc.

The Library Dean is working with campus administrators (including the new Provost) to find long-term solutions to create a predictable, and sustainable, library budget to best support UM students and faculty – particularly given UM’s new status as an R1 Research University. For the short term the discussion is focused on the library budget for FY2023. Longer term discussion issues include: establishing a rational, predictable Budget Model for library funding; ensuring a sustainable budget which may include some funds from Research Grant Indirect Costs; and exploring the costs and benefits of funding a Foundation Officer for the library to increase fund- raising.

* The library is providing trial access to some primary Gale databases through 5/13/22. Dean Brown demonstrated how to find the following [resources](https://libguides.lib.umt.edu/diversity-and-inclusion-resources-from-gale-trial): [**Racism & Social Justice**](https://libguides.lib.umt.edu/c.php?g=1221757&p=8937393#s-lg-box-wrapper-33311617)**,** [**Gender & Sexuality**](https://libguides.lib.umt.edu/c.php?g=1221757&p=8937393#s-lg-box-wrapper-33312521)**,** [**Colonialism, Imperialism & Indigeneity**](https://libguides.lib.umt.edu/c.php?g=1221757&p=8937393#s-lg-box-wrapper-33314970)**,** [**Perspectives & Debate**](https://libguides.lib.umt.edu/c.php?g=1221757&p=8937393#s-lg-box-wrapper-33316004)**,** [**Ethnicity & Area Studies**](https://libguides.lib.umt.edu/c.php?g=1221757&p=8937393#s-lg-box-wrapper-33312650)**.** Additionally, the library has established a trial of the [Making of the Modern World](https://libguides.lib.umt.edu/making-of-the-modern-world-trial)collections from Gale. The library would appreciate feedback in order to gage interest in the collection. The next step would be to marshal the requisite funds.

Operations

* [Library Building Hours increased](https://www.lib.umt.edu/about/hours/default.php) from 83 hours open each week in AY20-21 to 99 hours open each week for AY21-22 (including evening hours until Midnight Sun. - Thur., and being open on Saturdays). Both Library users and the ULC requested increased hours. The Provost then approved personnel recruitment enabling this increase in hours.

The draft Library building hours for Summer Session 2022 were shared with the Committee. The planned hours are the same as for Summer Session 2021 (see below) and reflect the need to reduce staffing hours based on availability and stats. The library is engaged in contingency planning if needed to secure staffing. The only unexpected closure is one or two days at the Missoula College Library.

Mondays – Thursdays, 7am – 7pm

Fridays, 7am – 5pm

Saturdays, closed

Sundays, Noon – 7pm

The draft library building hours for next academic year were shared with committee members. The library will be open later Mondays through Thursdays until 1 AM (instead of Midnight) and will open earlier on Saturdays and Sundays at 10AM (instead of 11AM). The changes are based on gate counts (numbers of people entering and exiting the library) from this academic year.

* The Mansfield Library was proactive in responding to the work of the University Design Team and UM’s Priorities for Action. It established Taskforces on Organizational Planning; Antiracism; and Building Space and drafted new Mansfield Library Priorities for Action. The [reorganization of library administrative structure](https://www.lib.umt.edu/about/organizational-chart-ml-october-2021) better aligns units and creates efficient workflows and communication to better serve library users. The Mansfield Library [Mission, Vision and Values](https://www.lib.umt.edu/about/mvv_2021) have been drafted.

The DEI Committee’s role is to actively challenge racism and support diversity through library collections, services, instruction, exhibits, and physical and virtual environments in recognition of the Mansfield Library’s unique responsibility to, and long history of, upholding equal and accessible access to information and promoting intellectual freedom, freedom of inquiry and the right to privacy. A DEI Learning session for library employees occurred on Tuesday , March 15th. Dr. Alison Pepper and Dr. Salena Beaumont Hill facilitated the session. The session clarified the definitions of D, E, I, and Anti-racism, discussed various forms of microaggressions and their effects, and highlighted resources available for UM students and faculty.

###  Personnel

* [Prof. Natalie Bond](https://www.lib.umt.edu/about/directory.php?ID=4028) was hired as the new tenure-track Government Information librarian. She was accepted into the UM Pedagogy Project and was awarded a UM Experiential Learning Faculty Support Fund grant.
* Two library faculty are on sabbaticals. Prof. Megan Stark is a Visiting Librarian at Missoula Public Library, gaining new professional insights from the lens of the public library community while conducting research on how academic libraries are redefining their core identity and which responses and partnerships increase the library’s value. Prof. Donna McCrea is working closely with the UM President and Provost’s offices to research and establish a dedicated records management program for the University of Montana. She also received a $10,000 grant award from the Montana History Foundation.
* Prof. Teressa Keenan is on a steering committee for an accessibility related IMLS Laura Bush 21st Century Libraries grant. She is working with others at the Ferguson Library (Stamford, CT) on an IMLS grant to improve library services for people with disabilities and reduce reading barriers. The project will increase the accessibility and customization of digital resources and reading materials.
* The library employs many students each semester and engages them in various trainings and professional development. Several team-building exercises occurred this academic year including a Pattee Canyon picnic, afterhours online and board games, tacos and fun in the Library Commons, and Westside Lanes with refreshments, bowling and arcades.
* The Online Learning Librarian recruitment effort was not successful due to the lack of qualified applicants.
* John Greer, Head of Technology and System Services in the Mansfield Library moved into a new position providing Academic IT Support. He is still responsible for the Mansfield Library Technology and Systems, but will report to the Chief Information Officer, Zach Rossmiller, who now reports to the VP of Administration and Operations.
* The search for a permanent library dean will likely not take place until a new provost, and deans of H&S and Law School have been hired.

###  Scholarworks

* Last year UM faculty and student publications in Scholarworks (the UM institutional repository managed by the library) reached a total of over 86,000 items and had over 5 million downloads, by researchers from around the world with the top 5 locations of US, Philippines, India, United Kingdom, and Canada.

The institutional repository content from the UM Law School Jameson Law Library (the previously separate Scholarly Forum@Montana Law) has recently moved into and become integrated with the Mansfield Library managed Scholarworks.

Prof. Wendy Walker added an unpublished book, *Thoughts on Today and Tomorrow*, by former UM Philosophy professor Richard Gotshalk to ScholarWorks. The book was submitted by his widow. Prof. Walker also worked with graduate students to add GradCon papers and presentations to ScholarWorks. She is also working with undergraduate students to add UMCUR papers and presentations to ScholarWorks.
* The Mansfield Library Archives and Special Collections will assist with the digitization and preservation of some Oral Histories as part of a $499,000 Humanities NEH grant.
* The library has added two new 3D printers in Paw Print which have the capability of making 3D prints with moving pieces, translucent parts or with two colors printed at the same time.
* The Committee was provided with the draft recommendations of how the Mansfield Library can support UM as a Flagship for the Future in response to the Provost’s academic planning document and provided feedback. 21st Century Libraries are welcoming social hubs. The library is simultaneously balancing support for an R1 institution while focusing on student success. It learned lessons from the Pandemic and is well prepared to provide remote service to faculty and students. Once the vision is adopted, the permanent dean will work with the administration and UM foundation to raise funds.
* The Mansfield Library Inter-Library Loan (ILL) service was recognized by OCLC (the international library bibliographic utility) for their exceptional work, meeting the Express standard of consistently delivering articles and other digital resources within 18 hours through OCLC’s WorldShare ILL network. By participating in the Express program, Mansfield Library’s users will benefit from speedy delivery from other libraries offering the same high level of service.
* The library is conducting a sign audit with the goal of making signage more consistent, useful and user-friendly.
* The Call for Artists project received eight submissions. An artist was selected by a jury including Prof. Valerie Hedquist and several library employees. The finished art will go on the south wall of Level 5.
* The library is also working with several groups, including Montana Museum of Art and Culture, to get art installed on the East Wing area walls on Level 3.
* The [Maureen & Mike Mansfield Library Annual Report for Fiscal Year 2021](file:///C%3A%5CUsers%5Ccamie.foos%5CBox%5CFaculty%20Senate%20Office%20Files%5CLibrary%5CULC%2021-22%5CAgenda%5CNotes%5C%E2%80%A2%09https%3A%5Cwww.lib.umt.edu%5Cabout%5Cplans-reports%5Cml-annual-report-fy21) was shared with the Committee.

Outreach /Services/Exhibits

* A new print Visitor Guide (available at the Information Center or admin office) was created to help inform users of library services and to facilitate self-guided building tours.
* The library created a video [Orientation for New Students](https://www.youtube.com/watch?v=8ez6VE6ZG6s) and advertised it on the library website at the beginning of Fall Semester.

Open Educational Resources

* Professor Windy Walker created a new [Open Access Research Guide](https://libguides.lib.umt.edu/openaccessweek/home) which all faculty should review. She and Prof. Hilary Martens (from Geosciences) presented a webinar on Open Educational Resources (OER) through the office of Organizational Learning and Development, on Oct 29th, during [Open Access Week](https://sparcopen.org/our-work/open-access-week/). Prof. Walker highlighted open access options for graduate students in a writing workshop offered by the Writing and Public Speaking Center. Prof. Wendy Walker presented on Open Educational Resources (OER) at a recent University Leadership Council meeting.
* Professor Erin Baucom created a [Research Data Management guide](https://libguides.lib.umt.edu/data-management/overview) which faculty may find helpful.
* Librarians provide course integration instruction for information literacy (intermediate writing courses), and online research guides (advanced writing courses), and graduate student orientation and classes. They also provide reference/research assistance via the information center, online chat, email, and zoom appointments. Staff acquire books, ebooks, media and streaming videos, and journal articles for instructors and student and faculty researchers. Archives and Special Collections, as well as Collections and Metadata personnel assist researchers and process collections and create digital collections. Printing and scanning services and technology support and checkout of laptop computers (doubled availability), hotspots, headphones and microphones, etc. are ongoing, as is support for students and faculty using the One Button Studio and Lightboard Studio for video creation and podcasting. The library is offering a [workshop series](https://libguides.lib.umt.edu/workshops) as well.
* The “Wayback Wednesday” photographs in UMToday are from the library’s Archives and Special Collections.
* The library sponsored Soup Wednesday on Wednesday, March 16th from 12-1p.m in the Payne Family Native American Center rotunda.
* The library collaborated with the Mansfield Center to celebrate Mike Mansfield’s 119th birthday on Wednesday, March 16th from 2-5pm in the Theta Rho room. There was cake, trivia, prizes, and music.
* Humphrey Fellows (mid-career professionals from around the world selected for the competitive Fulbright Exchange Program) will be here early May to tour the library and learn more about library services.

Facility / Technology

* The Wi-Fi in the library building was upgraded over the summer and should provide better service to library users.

###  Building Renovations and Partners

* There are many ongoing building renovation projects in the library. On Level 1 compact shelving was setup and all the government documents were moved into them. The floor is open to the public again. Library users are able to access materials in the compact shelving without assistance. Testing Services (part of ELCS) will be moving soon into a renovated room on Level 1 where e-Sports used to have space. Materials from Level 4 are in the process of being moved onto shelving on Level 1 in anticipation of construction on Level 4 for the expansion of the Mansfield Center with onsite room for Defense Critical Languages and Culture Program, and the Global Leadership Initiative Office. Level 4 construction may begin this summer. Glass walls have been installed on the main ground floor (Level 3) in the East Wing where the Writing and Public Speaking Center (ML322) has been meeting with students this academic year. All projects are coming in with a 30% higher cost due to inflation and delays based on the national labor shortage. The funding is coming in part from a DCLCP grant and a new student building fee. Decisions are still being made about the design. The committee was given a tour at its last meeting April 11th.

## Appendix -MANSFIELD LIBRARY - COLLECTION BUDGET FY 2022

 **I. STATE FUNDS** $2,836,536 State Fund Allocation

 State Allocated Funds (SAF) for Collection Budget = $2,836,536

 No inflationary increase allocated to FY 2022 Collection Budget

 Addition to SAF: UM Affiliate Libraries Cost Share of $168,000

 Addition to SAF: Foundation Funds & OTO funds of $203,000

**II. ALLOCATIONS**

Continuing Resources $2,633,060 State Fund Allocation

(Databases & Ejournals

& Print Journals & ($168K UM Affiliate Libraries – Addition to SAF)

Ebook Subscriptions ($123K Foundation/OTO Funds – Addition to SAF)

& Standing Orders)

Monographs $ 36,000 State Fund Allocation

& Media

 ($80K Foundation Funds – Addition to SAF)
Collection Utilities $150,476 State Fund Allocation

Postage & Handling $15,000 State Fund Allocation

Binding $2,000 State Fund Allocation

# Planning Document for Library and Information Resources Section of the UM Northwest Commission on Colleges and Universities Year 6 Accreditation Report

Prepared by Kate Zoellner (kate.zoellner@umontana.edu), March 2022

## Select Previous Reports

* [Mid-Cycle Self-Evaluation Report (March 13, 2020)](https://www.umt.edu/provost/faculty/assessment-institutional/docs/university-of-montana--nwccu-mid-cycle-report-with-appendix.pdf) (library not mentioned)
* [Year 1 Self-Evaluation Report (March 1, 2018)](https://www.umt.edu/provost/faculty/assessment-institutional/docs/university-of-montana-year-1_final.pdf) (pp. 22-23)
* [Demonstration Project Year 7 Report (March 15, 2017)](https://www.umt.edu/provost/faculty/assessment-institutional/docs/UM%20Year%207%20NWCCU%20Demonstration%20Project_FINAL.pdf) (pp. 19, 26, 50-54)
* [Year 3 Self-Evaluation Report (March 1, 2014)](https://www.umt.edu/provost/faculty/assessment-institutional/docs/UMONTANA_YEAR%203%20REPORT.pdf) (pp. 38, 50, 63, 76)

## Important Dates

* Year 6 Report to cover 2017-2022
* September 2, 2022 – Zoellner submit draft to Brown
* October 15, 2022 – Authors submit first draft of their writing assignments
* December 1, 2022 – The University Assessment and Accreditation Committee provides feedback on these first drafts
* January 15, 2023 – Authors submit second draft of their writing assignments
* February 15, 2023 – Final editing completed
* March 1, 2023 – Report submitted to NWCCU

## Scope

* Narrative of 2-3 pages
* Appendices for evidence checklist

## Relevant Language and Evidence Checklist from [NWCCU Handbook of Accreditation](https://nwccu.app.box.com/s/nimzpotmpq9f6ezg95refbkwlco9ofzy) and [NWCCU 2020 Standards for Accreditation](https://nwccu.org/accreditation/standards-policies/standards/)

### Standard Two – Governance, Resources, and Capacity

The institution articulates its commitment to a structure of governance that is inclusive in its planning and decision-making. Through its planning, operational activities, and allocation of resources, the institution demonstrates a commitment to student learning and achievement in an environment respectful of meaningful discourse.

### 2.H.1 Library and Information Resources

Consistent with its mission, the institution employs qualified personnel and provides access to library and information resources with a level of currency, depth, and breadth sufficient to support and sustain the institution’s mission, programs, and services.

Evidence Checklist:

* Procedures for assessing adequacy of library collections
* Library planning committee and procedures for planning and collection development
* Library instruction plan; policies/procedures related to the use of library and information resources
* Library staffing information; policies/procedures that explains faculty/library partnership for assuring library and information resources are integrated into the learning process

## Narrative Content Areas

* Scope of library services
* ULC mandate and charge
* Writing Course Guidelines information literacy learning outcomes
* Collection description and access points
* Instruction outcomes and offerings, and outreach
* Internal and external partnerships (e.g., Writing and Public Speaking Center, TRAILS)
* Potentially response to COVID

## Evidence Checklist Documents

### Procedures for assessing adequacy of library collections

* [Collection Development Policy](https://www.lib.umt.edu/about/policies/collection-development/collection-development-policy.php)
* Program Proposals and Accreditation Review Template

Potentially data, recommendations, or process information related to:

* Collections Realignment Task Force (Summer 2020)
* Department and Campus Feedback (Fall 2017 and Fall 2020)
* Library Workgroup (Fall 2020)

### Library planning committee and procedures for planning and collection development

* [University Library Committee of Faculty Senate](https://www.umt.edu/faculty-senate/committees/faclibrary/)
* [Collection Development Policy](https://www.lib.umt.edu/about/policies/collection-development/collection-development-policy.php)
* [TRAILS (Treasure State Academic Information & Library Services) Documents](https://trailsmt.org/documents/) or [TRAILS Committees](https://trailsmt.org/committees/)

### Library instruction plan; policies/procedures related to the use of library and information resources

* [Information Literacy Curriculum](https://www.lib.umt.edu/services/info-lit/curriculum.php) (under review, URL will remain the same when changes are made)
* [Policies](https://www.lib.umt.edu/about/policies/default.php) (Policies page includes Check Out, Course Reserve Materials, Interlibrary Loan, Room Use, and other policies)

### Library staffing information; policies/procedures that explains faculty/library partnership for assuring library and information resources are integrated into the learning process

* [Organizational Chart](https://www.lib.umt.edu/about/ml_org_chart_spring2022.pdf)
* [Information Literacy Curriculum](https://www.lib.umt.edu/services/info-lit/curriculum.php) (under review, URL will remain the same when changes are made)
* [Writing Course Guidelines](https://www.umt.edu/faculty-senate/committees/writing_committee/guidelines.php)