

**SACS Focus Report  
VCU Libraries  
Attachment 9**

**Sample Minutes  
VCU Libraries Advisory Committee**

**VCU Libraries Advisory Committee Meeting**  
**Thursday, April 24, 2003**  
**Tomkpins-McCaw Library Conference Room**

**ATTENDANCE:**

Tom Biber, Rosemary Farmer, John Duke, Judith Lewis, Roy McKelvey, Peter Moon, Wes Poyner, Walter Sampson, John Speich, Sharon Smith, Jean Shipman, and John Ulmschneider

Roy McKelvey, Chair of the VCU Libraries Advisory Committee, called the meeting to order at 12:15 p.m.

**OLD BUSINESS:**

- The minutes of the March 21, 2003 meeting were approved.

**NEW BUSINESS:**

- **Meeting Schedule for the Summer**

The committee agreed not to meet during the summer. However, the committee will meet on May 19, 2003 at 1:00 p.m. to review the final list of serial cancellations. Also, during meeting the committee will select a new chair.

John U. suggested the first meeting of the fall semester be held on Friday, September 3, 2003.

- **Collections budget reductions strategy: update and calendar; discussion and consideration of feedback**

The Libraries' met its deadline to have the proposed list of serial cancellations posted by April 2, 2003. The list will be available until May 7, 2003.

Currently, the Libraries has received comments on 163 journals. Approximately, 98% of the feedback has been from faculty members. A large concentration of feedback is from the VCU Medical Center. Notably, a large number of faculty is concerned about losing access to Science Direct titles. However, in order to maintain access to the Science Direct titles, the Libraries will have to cut a larger portion of other titles.

The Libraries is recognizing a pattern of feedback from those who are assertive about titles in their field of study or research; however, they aren't giving any alternatives of titles to cut. The Libraries is compassionate about the effects of cuts; however, recognizing, there is not much to be done to alleviate pain.

- **Budget and income stream FY03-04**

The University restored \$283,000 to the Libraries budget for FY 2003-04. Therefore, the Libraries' budget cut for FY 2003-04 is reduced by 6.87%.

#### FACR Allocations

John distributed a spreadsheet to the committee which described FACR allocations for VCU Libraries and VCU IT from 1990-2001. He further explained the Libraries percentage of FACR allocations have decreased over time. Currently, the University is allocating 4% to IT and 1.4% to the Libraries. John U. advocates often for increasing of FACR funding. He's made commitments to use all of the FACR funding to increase the Libraries' collections. Committee members suggest sending a delegation from the VLAC committee to meet with Dr. Torr and discuss the possibility of increasing FACR funding for the Libraries.

Judy Lewis, Wes Poyner, and Tom Biber have agreed to meet with Dr. Torr to discuss the FACR allocations.

#### Off-Campus Student Library fee proposal

The Libraries proposed an off-campus program fee which will be a per-hour program fee applied to all students enrolled in off-campus programs. The tuition and fees committee adopted the proposal and now it has to be reviewed by the Board of Visitors. The fee will cover the direct cost of supplying off-campus students with materials. Currently, the Libraries spend over \$40,000 annually to deliver materials to off-campus students. This figure does not include personnel costs.

#### Student Library Fee proposal

Recently, John U. met with the academic campus SGA President to discuss the results of a survey the SGA did of students asking their thoughts of a proposed library fee of \$30 per semester. John worked with them to insure their approach stipulated the money to be used for student services only. Results of the survey indicated the majority of the students polled support the need for a library fee.

#### Photocopier revenue and costs

John U. distributed a document detailing the Libraries photocopier revenue and costs for fiscal years 1996-2003. Some years ago, the University realized that having photocopiers in the Libraries would create an income stream. Therefore, the only way to manage the income would be to list it as an income line in the budget that contributed to the Libraries E&G. Therefore, the Libraries received a \$270,000 boost in its budget; however, it shows as a negative number in the Libraries budget, thus creating an income obligation for the Libraries. Unfortunately, due to the increase in digital services, the need for photocopying has decreased. The Libraries would like to omit the income obligation and

convert the monies to an auxiliary. There is still a need for copying; however, the need has decreased significantly. To aid the Libraries, the University reduced the amount to \$133,220. Although this helps, it's still too much of a loss to the Libraries.

To help aid the offset, the Libraries would like to increase the cost of photocopying from 9¢ to 10¢ a page. The last fee increase was two years ago when the fee increased from 8¢ to 9¢ a page.

**Committee actions:**

The committee approved the price increase for photocopying.

- **Lectures and programs: Brown-Lyons Lecture and Cabell Lecture**

The lectures and programs have been a great success. VCUL is extremely proud of the reception it has received from the community.

The meeting adjourned @ 1:50 p.m. **The next meeting of the VCU Libraries Advisory Committee will take place on Monday, May 19, 2003 in the 4<sup>th</sup> Floor Conference Room of the Cabell Library. At 1:00 p.m.**

Please direct any corrections of the minutes to Sharon Smith prior to the meeting, VCU Libraries, P.O. Box 842033, Richmond, VA 23284-2033 or e-mail [srmorri1@vcu.edu](mailto:srmorri1@vcu.edu).

**VCU Libraries Advisory Committee Meeting**  
**Monday, May 19, 2003**  
**James Branch Cabell Library 4<sup>th</sup> Floor Conference Room**

**ATTENDANCE:**

Tom Biber, Leila Christenbury, Rosemary Farmer, John Duke, David Harless, Judith Lewis, John Mahoney, Beth Meixner, Peter Moon, Walter Sampson, John Speich, Sharon Smith, Jean Shipman, John Ulmschneider, and Sarah Watstein

Judith Lewis, Acting Chair of the VCU Libraries Advisory Committee, called the meeting to order at 1:11 p.m.

**OLD BUSINESS:**

- The minutes of the April 24, 2003 meeting were approved.

**NEW BUSINESS:**

- **Selection of Chair for academic year 03-04**

The committee deferred selection of a new chair until the first meeting of the fall session. The meeting will be on Friday, September 19, 2003 at 1:00 p.m. at the Tompkins-McCaw Library.

- **Review final list of serial cancellations**

John U. thanked the committee for informing other faculty about the list of serials cancellations and for encouraging feedback. Approximately 200 responses were received, most of which, insisted the Libraries to reconsider cancellations.

The Libraries has been working with departments who have suggested titles to retain and others to discontinue. Doing this will allow the Libraries to compromise with departments and continue to meet the target for reductions

The Libraries moved all FACR funding for May into the collections account to soften the impact of cuts. This action will help reduce the size of the deficit next year. Looking ahead, the projected budget for collections expenditures in FY03-04 looks somewhat dismal. This is due to change in exchange rates, inflation rates, and very tough negotiations with El-Severe Scientific, who are trying to implement extensive rate increases.

The FACR money will prevent the Libraries from canceling some titles or to restore some cancelled titles. Although this is not a large number of titles, the Libraries hope to save approximately \$22,000 worth of material. The Libraries is working with university faculty to determine largely used titles

Without changes in expenditures, the Libraries could face a \$150,000 - \$185,000 deficit next fiscal year. Therefore, unless the University allocates more money to the acquisitions budget, the Libraries will have to cut collections again next spring.

The Libraries will make the final list cancellations available to the University in early June.

- **FACR income FY02-03**

John distributed copies of the Libraries' overhead allocations for FY 02-03. The amount allocated to the Libraries for this fiscal year has declined. The amount received by the university has increased significantly. The budget projections for the Libraries do not include FACR nor an E & G allocation as of yet.

- **Report on meeting with Vice-President Torr**

The VCU Libraries Advisory Committee sent a delegation to meet with Dr. Torr earlier this month. During the meeting, Dr. Torr expressed interest in working with departments that produce large amounts of overhead. She expressed her interest in generating an infrastructure capable of sustaining research enterprise at a high level. Lastly, Dr. Torr asked the delegation to document the amount of funding needed to increase the Libraries' collections. The committee will get the information to her as soon as possible.

- **Review of the ILL Regulations Manual**

Jean Shipman distributed revised copies of the Interlibrary Loan Services Regulations. The manual was updated to include the new borrowing fee as well as information about the new ILLiad system.

- **TML outreach and community relations**

Jean Shipman prepared and distributed a document describing the different outreach projects the Libraries is currently involved in through CHEC.

- **Report on presentation to Board of Visitors**

John U. reported to the Board of Visitors on Thursday, May 15, 2003. He spoke in depth about inflation costs of journals, reduction in collections, the top 100 poll, and what it would take to become one of the top 100 research libraries in the country.

The meeting adjourned @ 3:00 p.m. This concludes the VCU Libraries Advisory Committee meetings for the 2002-2003 school year. Thanks for your valuable input and ideas. The first committee meeting of the 2003-04 school year will be held on Friday, September 19 at 1:00 p.m. at the Tompkins-McCaw Library.

**VCU Libraries Advisory Committee Meeting**  
**Friday, October 24, 2003**  
**James Branch Cabell Library 4<sup>th</sup> Floor Conference Room**

**ATTENDANCE:**

Sadeeka Al-Majid, Tom Biber, Rosemary Farmer, John Duke, David Harless, Shannon Jones, Allison Junio, John Mahoney, Roy McKelvey, Beth Meixner, Patricia Perry, Walter Sampson, Jean Shipman, John Speich, John Ulmschneider, Bert Waters, and Sarah Watstein

Preceding Chairman, Roy McKelvey, called the meeting to order at 1:34 p.m.

**OLD BUSINESS:**

- The minutes of the May 19, 2003 meeting were approved.

**NEW BUSINESS:**

- **Selection of Chair for academic year 03-04**

Rosemary Farmer has been voted Chairperson of the 2003-2004 VCU Libraries Advisory Committee.

- **Theses and Dissertations processing fees: revisions for electronic theses and dissertations, and per-volume copies**

VCU Libraries is proposing a fee of \$25.00 for processing electronic theses and dissertations. Currently, the fee structure is set-up for hard copies only. The fee for submitting an electronic thesis and dissertation would cover the cost of binding author copies and required department copies.

The committee approved the assessment of a \$25.00 fee for electronic thesis and dissertation submissions.

- **Mission-Vision-Values Statement**

VCU Libraries started the process of revising its Mission-Vision-Values statement (MVV) this past summer. Holding a retreat in July '03 to start the revision process, the Libraries has since developed a draft of the new statement which was reviewed and approved by President Trani and Provost McDavis. John U. distributed copies of the draft to the committee for review, citing the new MVV statement will form the foundation for a new strategic plan in which the Libraries will start constructing this year.

The committee reviewed the draft and approved it. The statement will now be posted in the Libraries and added to its web-site.

- **Building Hours**

Sarah Watstein and Jean Shipman distributed copies of the Libraries' operating hours during the exam and holiday intersession periods. These documents can also be found on the Libraries' website at: <http://www.library.vcu.edu/about/hours.html>

Committee members voiced concerns about the reduction of hours and staff at service points. However, the committee did endorse the extended hours of Cabell during the exam and holiday intersession period. With reservations about the reduction of hours at TML, the committee endorsed the proposed hours of operation for TML as well.

- **FACR income FY02-03 and restoration of journals**

Recapping his email to the committee in September '03, John U. briefly discussed the restoration of some journal subscriptions scheduled for cancellation. The restoration of titles was made possible by a \$200,000 allocation from FACR overhead funding. John U. distributed a copy of the email and a list of restored titles to the committee.

Due to the Library's steadily decreasing budget, the Libraries is projecting a cancellation of approximately 500 more titles. The Libraries will have to prepare this fiscal year for possible cancellations next year.

- **Master Site Plan**

VCU has a master site plan which oversees and directs the development of its physical plant. The master site plan was last revised in 1996. It's currently being revised again. Dr. Trani sent an email announcement to the entire university community describing the process and noted there is a planning committee headed by Brian Ohlinger of Physical Plant and a steering committee which consists of the Vice President's who are overseeing this revision process. The VCU Libraries was added to the agenda to speak with the consultants to guide that revision process.

John distributed a copy of the written report he submitted to the planning committee.

The meeting adjourned @ 3:00 p.m. **The next meeting of the VCU Libraries Advisory Committee will take place on Friday, November 21, 2003 in the 1<sup>st</sup> Floor Conference Room of the Tompkins-McCaw Library at 1:00 pm.**

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**VCU Libraries Advisory Committee Meeting**  
**Friday, November 21, 2003**  
**Tompkins McCaw Library 1<sup>st</sup> Floor Conference Room**

**ATTENDANCE:**

Tom Biber, John Duke, David Harless, John Mahoney, Roy McKelvey, Beth Meixner, Jean Shipman, Sharon Smith, John Speich, Bert Waters, and Doris White

Acting Chairman, Roy McKelvey, called the meeting to order at 1:35 p.m.

**OLD BUSINESS:**

- The minutes of the October 24, 2003 meeting will be approved via email

**NEW BUSINESS:**

- **Borrowing Privileges: appropriate privileges for faculty**

The Libraries will be reviewing its borrowing policies in the spring. This is a systematic process which is done every few years. Jean Shipman distributed copies of the current borrowing policy to the committee and asked members to forward any questions or concerns about borrowing privileges to John Ulmschneider's attention.

- **Faculty recruitment and upcoming interviews**

Currently, the Libraries is recruiting for nine faculty positions. A number of those positions had been on hold due to budget constraints. The Libraries is continuing to freeze classified positions and use the salary savings to cover faculty positions.

The Libraries is currently scheduling candidate interviews. Committee members are invited to attend candidate presentations. Presentations are scheduled as follows:

**Assistant Head of Acquisitions and Serials Librarian**

December 2, 3, & 11 from 10:15 a.m. – 11:00 a.m.  
JBC 4<sup>th</sup> floor Special Collections Reading Room

**Education Services Librarian**

December 12 & 15 from 10:00 a.m. – 10:45 a.m.  
TML 1<sup>st</sup> floor conference room

**Collection Librarian for Business and Public Affairs**

December 17 & January 7 from 10:15 a.m. – 11:00 a.m.  
JBC 4<sup>th</sup> floor Special Collections Reading Room

- **Status of new library management software: progress towards re-implementing previous features online**

The Libraries recently instituted email notices for overdue books. At this time, the notices are sent to VCU email addresses only. Soon, the Libraries will be sending courtesy email reminder notices three days prior to material due dates. Also available electronically will be electronic holds (placing materials on hold to pick-up at a later time). Later in the spring, the Libraries will be initiating electronic recalls of materials.

The Libraries is projecting to have the RALC catalog (Richmond Academic Library Consortium) reinstated at the beginning of the Spring semester. VCU Libraries was the host of a unified catalog which allowed users to search all of the local colleges for the same material in one setting. Included in the RALC catalog are VCU, UVR, VUU, VSU, and other local community colleges.

- **Response to SACS off-site review team**

As stated in the previous meeting, the off-site task force found 13 points they couldn't determine as meeting compliance or not. Out of the thirteen points, two were specific to the Libraries. One of the areas identified was input into coarse needs. This area was quickly corrected because the Libraries has the necessary documentation on file. Another area of needed improvement is funding for the Libraries. To address this issue, John U. met with Provost McDavis to propose a first year allocation of \$133,000 to help offset the revenue deficit from photocopying shortfalls. He also requested \$325,000 to secure collections for a year.

The Libraries has not received a response on this proposal as of yet.

- **Collections and scholarly journal subscriptions: projections and expectations for Spring semester 2004**

Along with other Virginia institutions, VCU Libraries is now in the process of negotiating with one of the major publishers to help solve the journal problem of next year. However, even with successful negotiations, the Libraries may still face a \$300,000 deficit in its journal budget. If this occurs, there will be another cut in collections due to steady inflated costs of subscriptions. The Libraries' acquisitions budget has not increased in 10 years, in fact, the budget has been decreased.

- **Promotion of Biomed Central and other alternative publishing venues**

As an alternative to the increasing cost of journals, the ARL (Association of Research Libraries) has started an initiative called SPARC (Scholarly Publishing and Academic Resources Coalition) in which editors of current journals are asked to consider publishing other journals under the auspices of SPARC at a cheaper cost to libraries. However, a major disadvantage to SPARC is there is still a cost for each journal.

The Libraries subscribed to Biomed Central to help authors pay the upfront fee for publishing. This is an open access kind of initiative where authors retain the copyrights, there is open access from the date of publication, it's indexed to Pubmed for immediate discovery, and it's also archived in Pubmed Central.

The negative side is that tenure institutions have not recognized these journals in the same degree for tenure promotion. Therefore, the Libraries is encouraging faculty members to publish and to consider the articles contained within them as valuable research tools.

The Libraries has subscribed to Biomed for two years and will cover author fees. Biomed Central charges an annual fee of \$500 per article for publishing. The Libraries also formed a task force to determine techniques for promoting publishing alternatives including Biomed Central. There will be a web page created for scholarly communication alternatives in the very near future which will list a number of alternative venues for publishing.

- **Announcements**

There were no new announcements

The meeting adjourned @ 2:25 p.m. **The next meeting of the VCU Libraries Advisory Committee will take place on Friday, December 12, 2003 in the Special Collections Reading Room of the James Branch Cabell Library at 1:30 pm.**

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