COMMITTEE ON LIBRARY
Janice Humphreys, RN, PNP, PhD, Chair

MINUTES
Meeting of September 12, 2001

PRESENT: Chair J. Humphreys, Librarian K. Butter, P. Den Besten, M. London, L. Mitteness
ABSENT: M. Shetlar, I. Sim, H. Pollick
GUESTS: G. Persily, Library Department, D. Stites, Chair of Academic Computing Committee, L. Sheiner, Academic Computing Committee, Academic Senate Director T. Maimon and Senate Analyst E. Langdon-Gray

The meeting of the Committee on Library was called to order by Chair Humphreys on September 12, 2001 at 11:58 am in Room L-101. A quorum was not present.

Announcement from the Chair
Chair Humphreys stated that priorities for 2001-02 include:
- Developing guidelines for the re-allocation of Library Space
- Creating a proposal on the critical need for adequate Library space at Mission Bay
- Establishing better communication with committees that address campus computing issues
- Enhancing communication with faculty, students and staff on library-related issues

Mission Bay
Chair Humphreys reported that she met with Daniel Bikle, Chair of the Academic Senate and Len Zegans, Vice Chair of the Senate and discussed strategies regarding space allocation for the Library in Mission Bay locations. The task for this year’s committee is to develop a strong statement of need, along with estimated space requirements, for a Mission Bay Library. This proposal will need to illustrate how the library at Mission Bay will serve the faculty, staff and student community that will be housed there. The Library Committee agreed to form an Ad-Hoc Committee on Mission Bay Library Space to produce the proposal. Points to consider will be:
- Which parts of the collection to transfer from Parnassus
- Which parts of the Parnassus collection to duplicate at Mission Bay
- An assessment of the digital access already available at all UCSF sites
- Amount of work space and common areas needed
- Number of carrels and faculty study rooms needed
- The need for all of the above to reflect the presence of the faculty, resident and graduate student programs, housing and childcare currently planned for the Mission Bay campus.

Current status of Mission Bay Library space
UCSF Librarian Karen Butter, a member of Mission Bay Operations and Services Committee, reported that two small libraries are planned for Buildings 24 and 21. These are not adequate for the population to be located there.
Meeting Schedule

The meeting time for the Committee on Library will be the second Tuesday of every month from 12:00-2:00pm in L101. Meeting dates are listed on the website for the Academic Senate under “Calendar of Meetings and Events” at http://www.ucsf.edu/senate/0-calendar/index.html

Identification of Representatives

Chair Janice Humphreys is the System-wide and UCOL Representative for 2001-02.

Computing and The Library

Chair Humphreys announced that Dan Stites is retiring from UC San Francisco. For the past two years Dr. Stites and Vice Chancellor Steve Barclay have lead the effort for a governance structure that would included a campus-wide Information Technology Strategic Plan. Dr. Stites provided the committee with information about the strategic planning process, campus-wide information technology issues, and discussed faculty involvement in the process. He noted that Dr. Lew Sheiner represents the Academic Senate on the Academic Computing Committee. With the strong leadership of the Library in various information technology initiatives, such as the Center for Instructional Technology, the committee suggested that one of its members should serve on the Academic Computing Committee. Martin London volunteered. Dr. Stites noted that Karen Butter will take over as chair of the Academic Computing Committee and that she would follow-up with the appointment.

The Chair suggested adding a representative from Informatics Technology to this Committee as a permanent guest.

Electronic Collections

Over the next year Karen Butter, UCSF Librarian and the Library staff will work with the committee to consider when to move to electronic-only access for some journals. Currently, the library pays for both the electronic and paper editions. Gradually, due to budgetary concerns and use patterns, maintaining only an electronic subscription may be reasonable. Other UC campuses, including UC Santa Cruz have moved in this direction. There would be ways to request the paper copy should the electronic not be adequate. Karen Butter, UCSF Librarian reported that many publishers are now putting their older volumes on the web and significantly expanding access. Librarian Butter also reported that “back-translating” is in process in order to allow UCSF users digital access to pre-1990’s issues of subscribed publications.

Library Publicity/Orientations

Karen Butter, UCSF Librarian, indicated that she would like advice on how best to inform faculty about changes in library services and programs. The recent switch from Medline to PubMed is one example. The Library does not want to overwhelm faculty with email announcements and has considered returning to a printed newsletter, if that would be a more effective way to notify faculty. The Committee also discussed strategies for tailored presentations to graduate students, post-docs, departments and research groups. A committee member suggested linking orientations to the process of assigning the Melvyl user name: an orientation could be offered to all new students, staff and
faculty at that time. Library staff currently works with each of the schools to schedule student orientation sessions. Additionally, library staff serves on curricula committees to integrate instruction about library resources at appropriate places in the academic program. Gail Persily introduced the Digital Library Renovation Project and described a number of the significant changes occurring in library systems and databases over the next year.

**Election of Committee Vice-Chair**

The election of a Vice-Chair was postponed until the next meeting on Oct 10, 2001.

**Student Report**

No student report. The Chair will invite two students to serve as guest members on the Committee on Library: one from the Graduate Student’s Association (GSA) and one from the Associated Students of the University of California, San Francisco (ASUCSF).