



Library Committee

Annual Report 2001 – 2002

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Chair

During the 2001-2002 academic year the Library Committee met eight times. Chair Humphreys outlined the Committee's goals at the first meeting on September 12, 2001, which included:

- 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 Library Space

The Library Committee formed an Ad-Hoc Committee to evaluate the space needs and allocation at the new Mission Bay development site. The Ad-Hoc Committee's charge was to:

- Identify which parts of the collection for possible transfer from Parnassus
- Identify which parts of the Parnassus collection to duplicate at Mission Bay
- Make an assessment of the digital access already available at all UCSF sites
- Identify amount of work space and common areas needed
- Identify number of carrels and faculty study rooms needed
- Ensure that the library could meet the needs of the faculty and students on the Mission Bay campus.

UCSF Librarian Karen Butter reviewed the plans for two small library spaces in Buildings 21 and 24 at the Mission Bay Campus. However, the amount of space currently identified is not considered adequate to serve the projected population to be located at Mission Bay. The Ad Hoc Committee determined that approximately 25,000 square feet would be needed to meet the demands of the faculty and students relocating to Mission Bay; not the 6,000 square feet currently allocated. The Ad Hoc Committee also learned that student demands for library usage is highest at the beginning and end of graduate studies, and is used minimally by Post Doctoral students. The development of the Library in Building 24 is underway. The Committee will continue to solicit faculty and student needs through the use of surveys, coordinate the Library's needs with the Campus Planning Office and was successful in adding a faculty who will move to Mission Bay to the committee.

Policy on Use of Library Space

Today's Library services multiple purposes. In addition to its historic function as a book repository it must also deliver information electronically regardless of physical location. While this change may affect the configuration of physical space, it does not diminish the demand for study, research, and learning space.

The University formula for Library space is derived from student enrollments. One primary purpose of the Library is for education, and any changes in space allocation should consider the impacts this will have on students. To guide decisions on how Library space is utilized, the following principles should be considered:

1. The first priority for use of Library space is for tasks/programs/units that are supervised by library staff and directly meet the Library's mission.
2. If programs are proposed to be housed in Library space, and they are not supervised or managed by Library staff, the following criteria must be met:
 - a. The work to be done in those units must be linked in substantive and meaningful ways to the Library's mission. This implies a focus on the health sciences knowledge base.
 - b. Changes in the allocation of Library space require review and approval of the Academic Senate Library Committee.
 - c. Library space will only be assigned if it enhances the mission of the program.
 - d. The units/programs that occupy Library space will report annually to the University Librarian on the nature of their work, and the type and level of contribution to the Library's mission. These reports must reflect a continuing fit with criteria (a) and (c) above. The University Librarian will forward the reports to the Academic Senate Library Committee.
3. The University Librarian will report annually to the Library Committee regarding Library space requirements, including considerations of: changes in numbers, locations and composition of student/faculty populations; impact of digital storage and online databases to the current allocation of space; and, new campus programs that could impact Library space allocation.
4. The Academic Senate Library Committee will review and re-examine this policy at a minimum of every five years and make modifications as necessary.

Digital Library

A number of initiatives were undertaken to enhance access to the Digital Library. The first phase in the wireless project in the library has been completed. The second and third floors were wired for laptop use. This enables personal laptops to connect to the UCSF network within the library building. Starting in September 2001 five laptops were made available to faculty, staff, and student for a two-hour loan period within the library. During the first three months of the program, the laptops were checked out 750 times. The Library also provides zip drives available for loan along with the laptops. High speed Internet connections were installed in the Faculty Carrels so faculty could have high speed access to UCSF servers including e-mail.

By the fall of 2002, the E-reserves system should be in place. This system will provide faculty and students web access to material which has been traditionally available at the Reserve Desk. E-reserves will permit access to these documents outside the Library environment, and is anticipated to resolve the problem of materials not being returned to the Reserve Desk.

Another initiative of the Library is the web-based "Desktop Delivery" for Inter-library Loan services. This project is designed to deliver interlibrary borrowing requests in electronic form. Documents ordered through this system are converted to an electronic format and made available online to the requestor. All of the UC Libraries are expected to have this system in place by July 2002.

The UCSF Library staff will work with the Committee to determine when it should move to an electronic-only format for some journals. In order for faculty and students to have remote access to electronic journals and UCSF Library database, users were required to make the transition to the use of a VPN gateway in December 2001. The VPN gateway allows access to electronic databases and journals to UCSF faculty, students and staff who are working off-campus.

A significant accomplishment was the Library's ability to obtain a license for Nature and all of its associated journals, including: Nature Biotechnology, Nature Cell Biology, Nature Genetics, Nature Immunology, Nature Medicine, Nature Neuroscience, Nature Structural Biology, Nature Reviews Cancer, Nature Reviews Genetics, Nature Reviews Immunology, Nature Reviews Molecular Cell Biology, and Nature Reviews Neuroscience.

The Digital Library also added three new publishers including: Lippincott Williams & Wilkins, Cambridge University Press, and Oxford University Press. No new nursing titles were added because they will not be ready until 2002. Additional new resources include Journal Citation Reports, Encyclopedia Britannica, Statistical Universe and Inter-University Consortium for Political and Social Research (ICPSR) Data Sets.

Several titles are still under negotiation including AMA titles, Cell Press and the New England Journal of Medicine. The price for consortia licensing is either unreasonable or non-existent.

The California Digital Library (CDL) interface with MEDLINE was replaced with PubMed. CDL MEDLINE was discontinued effective December 19, 2001. Training is offered through the Library for any faculty or students needing assistance with how to use PubMed.

Library Budget

For the next academic year the Library is facing potential reduction in its annual budget, with no funding provided for adding new collections. Reducing duplicate subscriptions by converting to the electronic-only journals is one way the Library is moving to sustain anticipated budget shortfalls.

Construction Projects in Kalmanowitz Library

During the 2001-2002 the UCSF Library has undergone a variety of structural modifications. The front doors on the first floor were replaced. New stacks and compact shelving was added to the first floor. The carrels were relocated to the front of the stack area. Shelving for journals on the west side of the 3rd

floor has been replaced with study tables. The Center for Tobacco Control Research and Education is still under construction and will be located on the 3rd floor.

Issues for 2002 – 2003 Academic Year

- Library space at Mission Bay should be at the forefront of discussion by the 2002-2003 Committee. The Committee should advocate for more space in order to meet the demands of those located at the new campus site.
- The movement toward a digital library should continue. Significant progress has been made in this area, and further steps should be undertaken to ensure a successful completion. The Library will release an new website in early 2003 and plans to work closely with the user community in its design. The new website will include ‘portals’ designed for specific groups. For example, one is planned to support clinical decision making. The Library will continue to expand licenses for databases and electronic journals when licenses are acceptable and prices reasonable.
- The Committee will follow up on the implementation of a Policy for Use of Library Space.

Respectfully submitted,

Library Committee

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