

**DRAFT**

## **Committee on Library**

### **Annual Report 2003 – 2004**

**David Rempel, MD, MPH**  
**Chair**

During the 2003-2004 academic year, the Library Committee met five times as a Committee and augmented the Committee's work through numerous email communications. The Committee addressed several significant issues, foremost of which related to providing feedback and information from UCSF faculty to facilitate negotiations between the University and Reed Elsevier – regarding proposed increased costs to the University for electronic journal access. Additionally, the Committee considered proposed budget reductions for the Library, use of Library space and privacy issues related to the notification to comply with the U.S.A. Patriot Act. The Committee continued to participate in oversight of the policy on the use of library space, requests by administration to use library as teaching space, cancellation of journal print titles and broached many complex issues related to the UC and local campus digital library collections.

#### **Journal Cancellations**

Due to the rising prices of library resources and the continued flat collections budget, the Library will once again be required to cancel journals. In 2003/04, cancellations were limited to the print version of titles that were available in duplicate formats (print and online). The Library cancelled the print version of approximately 400 titles, which was the majority of titles with duplicate formats.

For 2004/05, cancellations focus on 2 areas: the remaining titles with duplicate formats for which we can cancel print and low use print only titles (low use defined as fewer than 5 uses during journal use studies).

Based on increases in library resources and highly requested new resources, the library estimates that \$115,000 will have to be re-allocated or cancelled this year. The Committee agreed that an email should be sent to faculty in order to solicit input regarding which titles, if any, are more vital than others as well as inquire into general use of different journals.

#### **Resolution of Online Licensing Crisis**

This year, although all publishers increased their license fees, the most severe increases were proposed by Elsevier. In 2003, the University spent \$8 million on digital titles and \$2 million on print titles. Access to Elsevier journals cost the University 50% of its total online budget, yet use of these journals equates to only 25% of total online journal use. At the same time, Elsevier's revenues and profits have risen significantly--26% within the last year. Despite this, Elsevier still insisted on negotiating higher license fees over the next five years.

In response to Elsevier's demands, Academic Council Chair Pitts distributed a letter to UC Faculty alerting them to the possibility that the University's libraries may have to make major reductions in available journals in the University of California's shared digital collection for 2004 and beyond. ([Appendix 1](#)) At a subsequent meeting, the Committee members discussed the increased costs and alternative means for publishing and drafted a formal letter outlining these issues addressed to UCSF Faculty, Department Chairs, and Directors. ([Appendix 2](#))

Both letters spurred UCSF Faculty into action ([Appendix 3](#)) which contributed to an eventual agreement with Elsevier. <http://www.ucsf.edu/senate/2003-2004/ASO-11-01-03-Publications.pdf>, <http://www.ucsf.edu/senate/2003-2004/j-LIB-10-30-03-LenZegans.pdf>. See the letter to faculty announcing the agreement in [Appendix 4](#).

### **Addition of Student Representative**

The Committee received a request from the Associated Students of UCSF (ASUCSF) requesting that ASUCSF have a representative at all Committee meetings. Although Committee bylaws indicate that the ASUCSF and Graduate Student Association may send representatives in alternate years to participate as ex-officio members, the Committee invited an ASUCSF representative to participate on the Committee as a permanent guest in 2003-04.

### **Faculty Carrels**

The Committee considered a report from the Library on usage patterns of faculty carrels, which revealed that there has been a low demand for, or use by the faculty of the faculty carrels (which can be reserved for daily, weekly, or monthly usage). The Committee discussed the need to continue to publicize carrel availability to faculty. Additionally, the Committee decided to offer hourly reservations and implement a phone reservation system. There has been some suggestion that the carrels should be opened up to graduate students. The Committee decided to continue to evaluate the use of faculty carrels and if there is no increase in use, it will consider recommending opening up the use of these carrels to graduate students.

### **Use of Library Space by Non-Library Tenants**

The policy on the use of library space, adopted by the Academic Senate in 2002, was implemented at the beginning of 2003. The policy requires that all units or programs that occupy space in the Library prepare an annual report to the University Librarian, which identifies the nature of their work and the type and level of contribution the program makes to the Library's mission. The Committee reviewed the annual report ([Appendix 5](#)) of all units residing in the Library and determined them to be in compliance with the Library's policy on space usage.

## **Library Security**

The Committee reviewed a preliminary report from the Library Building Security Task Group which outlined various concerns and recommendations. Of note was the recent installation of card access control for campus buildings such as the medical center, which have been installed based on the campus Bioterrorism Task Force's recommendations. In general, the most common Library security concerns are related to theft, inappropriate behavior and loud speaking, and consumption of food. The Committee agreed to not recommend restricted access to the Library at this time and will continue to monitor security issues involving the Library as well as campus initiatives to increase security overall at UCSF. ([Appendix 6](#))

## **Request for Library Space**

The recent changes to the curriculum for all schools has increased demand for small group meeting spaces on the Parnassus Heights campus. In an effort to accommodate this need, Campus Planning has suggested that conference rooms on the Parnassus Heights campus be considered to use for teaching small "break-out sessions". CL-101 was identified by campus planning as a conference room that could be made available for teaching.

The Committee's primary concern over the proposed use of CL-101 for teaching related to potential loss of use of the room for Library Administration, Academic Senate Committee meetings and projected increased maintenance costs related to increased room usage and whether those increased costs would be borne by the Library or another campus department. The Committee indicated that it would consider recommending use of CL-101 on a pilot, one-year basis for teaching purposes if the following limitations are implemented: 1) that the cost for increased maintenance is provided, 2) That faculty and students using the room adhere to a strict "no food" policy, with any violation or breach resulting in termination of use, and 3) a year-end review by the Library, Library Committee and Campus Planning to determine whether or not such use is adversely impacting the Library.

To date there have been no formal requests to use CL101 for classes beginning in Fall 2004.

## **Reallocation of Library Space**

Due to the space ceiling and the move to Mission Bay, the University is strategizing different ways to fulfill everyone's space requirements. Some faculty have suggested reallocating the fourth and fifth floors of the library for classroom use. However, after reviewing gate count and use of the library, the Committee is not in favor of such action. ([Appendix 7](#)) In response, the Committee drafted a letter to the Chair of the Senate regarding the importance of retaining library space for library use. ([Appendix 8](#))

## **Fishbon Library at Mt. Zion**

During the review of the proposed 2004-05 campus budget, the Committee on Academic Planning and Budget, requested the Committee's input on a funding request for the Fishbon Library at Mt. Zion. The Committee, citing special collections, student and faculty use, and the importance of promoting health through preserving, developing, and disseminating the world's health sciences knowledge base,

recommended support for funding for the Mt. Zion Library and formally requested that the Library Committee be involved in any discussions or planning efforts related to the use of the Library for non-traditional use. ([Appendix 9](#))

### **Library Budget**

The anticipation of budget cuts caused the Committee to consider options as recommended by the University Librarian that would have minimal effect on library operations. Under the proposed compact between the Governor and the University of California ([http://www.governor.ca.gov/govsite/pdf/press\\_release/Higher\\_Education\\_Compact.pdf](http://www.governor.ca.gov/govsite/pdf/press_release/Higher_Education_Compact.pdf)), a 40% graduated increase in student fees over the next three years would allow for UCSF budget increases of 3%, 3%, 4%, 4% and 5% over the next five years. UC budget priorities for these funds include increasing faculty salaries (3% raise within 24 months), offsetting health benefit costs, funding enrollment growth, and supplying more money for financial aid and instructional support. Under this scheme, the campus will not be receiving money for increased utility costs, maintenance, or new buildings. Next year's priorities include an increase in faculty and staff salaries for the 2005-2006 year as well as securing funding for maintenance and facilities. Increases to the library's book and journal budget are essential to keep up with the inflationary pressures to maintain current collections and to consider modest additions of new journals to support the research of current and new faculty. The library administration is currently working with consultants to come up with a strategic plan to present in the fall 2004.

### **Privacy Issues Related to the Patriot Act**

Since the implementation of the Patriot Act (the Act), the Committee has been working to develop policies which will enable compliance with the Act, while preserving privacy for its patrons. Due to the fact that the library collects data about library users as part of normal business, K. Butter charged a Privacy Task Group to look at what personal data is currently collected. Over the past several months library staff have surveyed what data is collected, generated a report, and established 'best practices' ([Appendix 10 & 11](#)). The recommendations of 'best practices' are now being implemented to assure that only necessary information is collected and that record retention is the minimum required for business purposes. The Policies and Procedures are being reviewed by Legal Affairs and upon approval will be made available to patrons. ([Appendix 12](#))

### **Issues for 2004 – 2005 Academic Year**

The following are a list of ongoing issues that should be addressed by the 2004-05 Committee:

- 1 Review and implementation of policy on user privacy to comply with the U.S.A. Patriot Act
- 2 Revisit issue of reducing hours of operation in anticipation of future mandatory budget reductions
- 3 Complete implementation of new carrel reservation policy
- 4 Continue the initiative to provide for the submission of electronic dissertations
- 5 Continue to monitor and evaluate use of Library space to reflect Library and campus needs
6. Continued evaluation of paper journal and electronic journal needs and costs
7. Evaluate new methods of scientific publication that support sustainable business models
8. Assess current library use and future needs at both Mt. Zion and Mission Bay.

Respectfully submitted,

## **Committee on Library**

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Judith C. Barker  
Karen Butter, University Librarian  
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Thomas Newman  
Keir Reavie

### **Appendices to Committee on Library 2003-04 Annual Report**

- [Appendix 1:](#) Letter from Academic Council Chair Pitts to UC Faculty Regarding Possible Reduction of Journal Titles, October 15, 2003
- [Appendix 2:](#) Communication to Faculty, Department Chairs, and Directors, November 1, 2003
- [Appendix 3:](#) Chronicle of Higher Education Article Regarding UCSF Professor Journal Boycott
- [Appendix 4:](#) Letter from Chair Pitts and UC Librarians Regarding Agreement With Elsevier, January 7, 2004
- [Appendix 5:](#) Use of Library Space Annual Report, Fiscal Year 2002-2003
- [Appendix 6:](#) Security Report
- [Appendix 7:](#) Library Use Data: Gate Counts
- [Appendix 8:](#) Communication to the Chair of Senate Regarding Use of Library Space, July 6, 2004
- [Appendix 9:](#) Communication to Academic Planning and Budget Regarding Fishbon Library, July 13, 2004
- [Appendix 10:](#) Report of the Library Privacy Task Group, February 17, 2004
- [Appendix 11:](#) Staff Procedures for Law Enforcement Requests for Library Records
- [Appendix 12:](#) Privacy Policy – DRAFT

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