Meeting Synopsis:

1. Call to order
2. Review of the minutes from December 9, 2020
4. Libraries Budget update – Denise Pan
5. Good of the order
6. Adjourn

1. Call to order
The meeting was called to order at 2:33 p.m.

2. Review of the minutes from December 9, 2020
The minutes from December 9, 2020 were not approved due to a lack of quorum. They will be reviewed at the next council meeting.

Betsy Wilson shared a presentation with the council regarding the libraries strategic space plan (Exhibit 1).

A member questioned the fire and seismic safety of these buildings. The Assistant Dean for Admin Services offered to investigate the seismic and fire threat information for Sandpoint. The building does meet UW standards for safety, but the assistant dean will follow up with specifics.

It was noted that the move to off-site shelving for materials is due to limited space on campuses. The Sandpoint facility will be expected to fill by the end of the project (30k feet), but off-site shelving will need a total of 75k feet. Members emphasized the need for additional space to hold copies and collections of physical items always requires off-site shelving.

4. Libraries Budget update – Denise Pan
Denise Pan shared a presentation on the libraries budget for collections and subscription review (Exhibit 2).

Pan asked the council to consider a subscription review rubric to provide more engaging information in substantive and collaborative discussion. Members noted concern with a rubric which could disenfranchise faculty in minority departments and their access to niche collections.

University libraries plans to have a draft of target amounts in February 2021.

5. Good of the Order
The co-chairs of the library dean search committee will be updating library staff in February. FCUL will attempt to get an update from the dean search committee.

6. Adjourn
Minutes by Alexandra Portillo, xanport@uw.edu, council analyst

Present:

**Faculty Code Section 21-61 A:** Michael Kucher, Julie Nicoletta (chair), Sundar Balakrishnan, David Beck

**Faculty Code Section 21-61 B:** Betty Lanman, Gordon Aamot, Kate O’Neill, Jacob Lackner

**President’s Designee:** Betsy Wilson

**Guests:** Denise Pan, Moira Lynn Fiscus, Lauren Pressley

Absent:

**Faculty Code Section 21-61 A:** Trent Hill, Douglas MacLachlan, Khalfani Mwamba, Randolph Otto, Juliet Shields

Exhibits

Exhibit 1 – fcul space planning jan 13 2021

Exhibit 2 – FCUL 2021-01-13 Subscription Rubrics
Libraries Strategic Space Plan: Sand Point as Enabler

FCUL
January 13, 2021
Betsy Wilson
DELIVERING SUCCESS

Agenda
- Libraries Strategic Space Plan
- Recommendations, drivers, and goals
- Sand Point Shelving Facility
- Opportunity
- Timeframe
- Preparation
- Other Space Opportunities
Libraries Strategic Space Plan

- Dugdale Strategy and Mahlum Architects
- January 2017
- Broad consultation including FCUL
- Guidance for space decisions and investment
Recommendations

• Additional offsite shelving to enable the following benefits:
  – Increase core campus study space to address current shortcomings and projected population growth
  – Build on proven track record of success in creating innovative spaces (e.g., OU GL, TRAIL, Research Commons, Data Science Studio)
  – Ensure long-term responsible stewardship of the Libraries distinctive and valuable collections
In Response to Drivers

• Growing student demand for new and evolving library space
• Limited availability of highly-valued central campus space to meet this demand
• Changing nature of research and scholarship, such as digital scholarship and data-intensive research

• Libraries’ role in UW Innovation Ecosystem
• Continued collections growth housed in environmentally sound conditions
Major Goals of the Plan

- Provide additional study space for growing campus population
- Provide new kinds of facilities and service points to enhance user experience
- Collaborate with partners to develop consultation services to meet evolving needs
- Accommodate the collection in proper environmental conditions
- Develop better space adjacencies for more efficient staff operations
To achieve these goals

- **Key enabler is the development of increased offsite shelving capacity**
- Relocation of up to 30% of existing on-site print collections
- Creates 75,000 ASF of central campus space for repurposing for immediate and long-term opportunities:
  - Engineering
  - Health Sciences
  - Suzzallo and Allen
  - Kane Hall
  - OUGL ground floor
In conjunction with the Provost, the Libraries and the iSchool are funding an ambitious project to design and construct 30,000 ASF on 4th floor of Building 5D for collections and renovation of Allen South 1st floor for temporary use (3 plus years) by iSchool after which will used for priority student centered offerings.
Sand Point Timeline

- **Solicitation of Design-Builder** December 2020-March 2021
- **Design** April-September 2021
- **Construction Work** September 2021-April 2022
- **Closeout** April 2022-January 2023

- Maximize shelving capacity through compact shelving
- Identifying additional funds
- Planning for what materials and how many items to relocate
Planning for Sand Point

• Capacity dependent on shelving decisions
• Project priorities:
  – Relocating materials to Sand Point 4th floor of Building 5D
  – Items equal to capacity in Allen South 1st floor
  – Decommission Kane Hall as facility for Libraries collections
• Other considerations
  – Libraries facilities/shelving operationally full
  – New materials and growth
  – Long term preservation of materials and environmental conditions
  – De-duplication and de-selection (weeding)
Creating Other Space Opportunities

• Open Scholarship Commons
  – Launched as a virtual service
  – Space on first floor Suzzallo

• Complementary planning for Engineering

• Health Sciences Education Building
  – “Touchdown spaces” for library and information services

• TEAL (Tateuchi East Asia Library) Renovation
  – Goal: flexible engagement and collaboration space
  – Donor has given 1/3rd of $3M total needed; need $2M in hand before design build
  – Video vision

• UW Tacoma Library and Learning Commons
Questions and Discussion

• Suggested FCUL upcoming agenda items
  – State of the Stacks at Suzzallo and Allen Libraries
  – Update on Sand Point Preparation
  – Location strategy for physical collections
  – Communication pathways
Contents

• Libraries budget update
• Communication pathways via Libraries Website
• From Principles to Rubrics? Navigating substantive and collaborative discussions and decision-making
FY21 Budget - January Update

- Governor Inslee’s 2021 Supplemental Operating and 2021-23 Operating & Capital Budget Proposals, see OPB Brief.
- The Seattle Campus will allocate another $250k of the Main Resources Budget to Seattle Fund Groups (for books & one-time purchases), and retain the remaining unallocated balance of ~$500k.
- A subsequent budget contraction exercise will depend upon actual results from the upcoming 2021 Legislative Session, which begins in January.
New print materials during COVID

• Libraries continues to order print books and journals
  • Support subject areas where print is preferred or online not available

• Availability to check out new print material is extremely delayed
  • March to October 2020: In compliance with UW COVID-19 Safe Start Phases, stopped on-campus operations (processing receipt of physical resources) and continued ordering remotely.
  • November 2020 to present: a few staff on-site on a part-time basis.

• With current on-site staffing
  • Priority: organizing and managing a 7 month backlog of mail and unprocessed physical materials to enable processing at a future date.
  • Not expecting to return to pre-pandemic service levels until January 2022
By the Numbers: COVID print backlog

As of January 2021

- 600 boxes of books
- 70 mail bins of unsorted journal issues*
- 10k newspaper issues
- 330 microfilm reels
- 1,300 sorted journal issues*

* ~2,200 print journal subscriptions at a total annual cost of $622k
## FY22 Subscription Review Timeline 2021

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
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<tbody>
<tr>
<td>January 13, 2021</td>
<td>FCUL discussion: draft rubrics for cancellation</td>
</tr>
<tr>
<td>February 10, 2021</td>
<td>FCUL discussion: potential cancellation target amount</td>
</tr>
<tr>
<td>April 7, 2021</td>
<td>FCUL discussion: initial lists of proposed cancellations</td>
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<tr>
<td>April 9 to August 11, 2021</td>
<td>Posted on Libraries website: Initial list of proposed cancellations</td>
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<tr>
<td>May 12, 2021</td>
<td>FCUL discussion: FY21 fiscal close and FY22 fiscal open</td>
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<tr>
<td>August 12, 2021</td>
<td>Libraries Acquisitions dept begins submitting <em>renewals</em> to vendors/publishers.</td>
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<tr>
<td>August 12 to October 11, 2021</td>
<td>Posted on Libraries website: Second iteration of cancellation list</td>
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<tr>
<td>October 12, 2021</td>
<td>Last day for public comments on cancellation lists.</td>
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<tr>
<td>October 19, 2021</td>
<td>Libraries Acquisitions dept begins submitting <em>cancellations</em> to vendors/publishers.</td>
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</table>
Monthly News Updates

Announcing...
FY22 Subscription Review starting in Spring 2021
Subscription Review Web page

Includes...
- Principles
- Timeline
...and Rubrics?

Collection Analysis and Strategy

Subscription Review 2020 - 2021

Updates:
- December 10th update
- November 8th update

Background:
Due to a pre-COVID shortfall in the 2019-2021 biennial budget combined with the 4.6% reduction to the FY21 budget and a planned additional reduction in the FY22 budget, we are initiating a review of all subscriptions during the 2020-2021 fiscal year.

Annual price increases for databases, journals, and other subscriptions are unsustainable. The Libraries received a modest increase in the 2019-2021 biennial budget that covered a part but not all of this subscription price inflation. The additional COVID-19 related budget reductions for FY21 and FY22 results in a shortfall in funding for subscriptions requires that we take a critical eye to all of our subscriptions.

We are starting this review of subscriptions with databases this fiscal year and will be considering factors such as price, overlap with other resources in content and use, and usage of the resource. A list of planned cancellations will be posted on the Database Subscription Review 2020-2021 page.

We are initiating a full review of all of our subscriptions, including journals and journal packages, in Winter and Spring Quarter 2021. Additional information will be available here when that process is underway.
Rubric... Or not? Or something else?

• Sharing Principles for Subscription Review to provide greater transparency and clarity about our intentions and creates an initial framework for decision-making. What’s next?

• Assessment Rubric have been identified as an best practice for evaluating candidates when recruiting and hiring diverse and inclusive faculty. Could a similar process be helpful for subscription review?
Rubric for Subscription Review

Potential Goals

• Alignment with the Libraries Mission, Vision, and Values
• Clear and consistent assessment criteria and process
• Reflect Subject Area Collection Guidelines

Details

• Overarching rubric structure and prompts on website
• Tool to help maintain consistency and fairness in the review process, and cultivate collaboration
## Rubric aligned with Principles?

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<tr>
<th>Goals...To be</th>
<th>Potential Elements*</th>
<th>Assessment</th>
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<td>Sustainable</td>
<td>Costs</td>
<td>Comparison to other similar</td>
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<tr>
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<td>Usage</td>
<td>Cost per use / Value</td>
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<tr>
<td></td>
<td>Accessibility</td>
<td>Compliance; Keyboard testing</td>
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<tr>
<td></td>
<td>Support underrepresented voices</td>
<td>Uniqueness</td>
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<td>Ability to share cost info</td>
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<td>Resource sharing</td>
<td>No CONTU</td>
</tr>
<tr>
<td></td>
<td>Support UW Open Access Policy</td>
<td>Embargo terms</td>
</tr>
</tbody>
</table>

*see more details [UW Libraries Negotiating Priorities](#)
Discussion Prompts

• Could *Subscription Review Rubric* be helpful?
• Will it provide more information to help engage in substantive and collaborative discussions?
• Other suggestions?
Forthcoming communications

Public Lists and Feedback Form eta April 7, 2021

Examples:

• UMass Amherst
• Purdue
• University of Baltimore
Examples of other communications

• FAQs: Purdue University and University of Iowa
• Town Hall Presentation: UMass Amherst
• Collections Disclosures: University of Virginia
Discussion Prompts

• Do any of these examples resonate with you?
• If so, what seems compelling and why?
• Other suggestions?
Thank you!

Let us know if you have questions or comments

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