University of Washington  
Faculty Council on University Libraries  
October 14, 2020  
2:30 p.m. – 4:00 p.m.  
Zoom

Meeting Synopsis:

1. Call to order
2. Introductions (5 minutes)
3. Review of the minutes from May 13, 2020 (5 minutes)
4. Review FCUL charge letter (10 minutes)
5. Dean of the UW Libraries report - Betsy Wilson (5-10 minutes)
6. Libraries Budget/Sustainable Scholarship report - Denise Pan (15 minutes)
7. Library Services report - Lauren Pressley (15 minutes)
8. Meet with co-chairs of the search committee for the new Dean of the UW Libraries – Joy Williamson-Lott and Brian Reed (30 minutes)
9. Good of the order
10. Adjourn

1. Call to order
The meeting was called to order at 2:31 p.m.

2. Introductions (5 minutes)
Chair Nicoletta started the meeting with council member introductions.

3. Review of the minutes from May 13, 2020 (5 minutes)
The minutes from May 13, 2020 were approved as written.

4. Review FCUL charge letter (10 minutes)
Chair Nicoletta detailed the 2020-2021 charges given to FCUL from the faculty senate (Exhibit 1)

5. Dean of the UW Libraries report - Betsy Wilson (5-10 minutes)
Betsy Wilson provided the council with an update on the UW Libraries and noted their upcoming retirement.
Currently, libraries are not doing much hiring but are focusing on filling critical positions to create flexibility in their fiscal profile due to COVID-19. UW Tacoma was hiring for an associate dean of libraries position and a search committee is starting to review the applicants.
Since COVID-19, library staff across all three campuses have worked incredibly hard to provide for their students, staff, and faculty.

6. Libraries Budget/Sustainable Scholarship report - Denise Pan (15 minutes)
Denise Pan shared a presentation (Exhibit 2) with the council on budget implications for Fiscal Year 2021.
A council member asked about the HathiTrust emergency access criteria from last year. As required by HathiTrust, the physical materials part of HathiTrust are not available to be requested as a print item
check out – only electronic is available. The cost of this service is a membership due, as University Libraries (UL) is a member of HathiTrust.

7. Library Services report - Lauren Pressley (15 minutes)

Lauren Pressley continued Exhibit 2 with a presentation for the council on UL impact and value for services.

A member asked if a physical space is planned for the open scholarship commons. This may be near the reference area, but once building access is available this decision may change. UL would like to host it in a highly visible place with the potential for growth.

UW Tacoma units have been asked to model financial cuts. Is UL in the process of modeling those cuts as well. The Seattle campus has been asked to also model the 5%/10%/15% cuts. They have currently achieved 4.6%. Priority is being put on saving current employment positions.

The Health Sciences Library remains closed. Monitored testing is happening and they are also participating in the curbside pickup. Much of the health sciences library is already available electronically thus the change to the current format was easier to implement.

UW Seattle libraries has 2 pickup days, UW Tacoma is an appointment-based pickup system, and UW Bothell has standing times for library pick up.

UL is following CDC guidelines on cleaning and determining how long the COVID-19 virus stays active on various surfaces – such as containers in the library. The CDC suggests 3-7 days, so the UL is preparing for cleaning and sanitation with the 7-day timeframe.

A council member asked about inter-library loans for physical items. UL is working to determine a reasonable timeline to implement but they are hopeful to start soon. Most libraries have been very accommodating on return requests. Their priority is for faculty, staff, and students to remain well and not worry about immediately returning library items.

8. Meet with co-chairs of the search committee for the new Dean of the UW Libraries – Joy Williamson-Lott and Brian Reed (30 minutes)

In advance of the meeting, council members were asked to discuss questions for the Dean of UW Libraries search committee:

1. What, from the point of view of the faculty, would make for an ethical, inclusive, and transparent search process?

Williamson-Lott and Reed noted they plan to craft the job description to invite a wide variety of candidates. Members suggested the description should include examples of support the candidate will have to succeed such as proof by the university they are committed and can support the new dean.

2. What outcome(s) would you like to see from this search? How would you define and measure success?

Members defined a successful candidate as someone effective in battling for library resources, despite the continuing diminishing resources. They need to be aware of this situation and have a proven track record of growth & philanthropic efforts. If person has experience with a large system, such as UW’s three campus system, it would be ideal. Williamson-Lott and Reed noted a commitment to open access was more grounded in the call for applications.
3. What obstacles, if any, do you foresee during and after the search?

Williamson-Lott and Reed mentioned that while the lockdown continues, interviews will be conducted via zoom. Many organizations are hiring this way during 2020 but they will discuss this issue with the search firms. Space limitations are also a concern members would like potential candidates to understand, including how to handle remote campus visits for finalists.

It was mentioned that MLIS underwent a virtual accreditation visit. A member encouraged Williamson-Lott and Reed to reach out for information about how that went. Members were concerned that candidates unable to go to campus may not have a real sense of how the libraries work.

The pre-committee is working right now. They will be convening this Fall and the committee will officially meet in the Winter when they will detail the job description with stakeholder and search committee meetings. They will survey the entire UL and gain feedback for the search process and will provide periodical updates. Williamson-Lott and Reed will provide the provost recommendations for a hire by the end of Spring quarter but there may be need for a brief interim position.

A member questioned about the hiring timeline. Ideally it would be Spring 2020 but there may be lag time between offer and acceptance and start date. The new position would be moving away from dual titles, as just a dean of UL libraries but it does not diminish the scope of their work.

There have been no official inquiries about the current Dean of UW Libraries retirement. Academic search firms do exist, but Williamson-Lott and Reed are determining who will be involved in that search. This process will run like other external dean searches, with concerns to privacy issues and they will follow those similar protocols. They are aware of internal candidates and those best practices.

9. Good of the order

Nothing was stated.

10. Adjourn

The meeting was adjourned at 4:02 p.m.

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

Present: Faculty Code Section 21-61 A: Trent Hill, Michael Kucher, Douglas MacLachlan, Khalfani Mwamba, Julie Nicoletta (chair), Juliet Sheilds, Helene Williams, Sundar Balakrisnan, David Beck
Faculty Code Section 21-61 B: Betty Lanman, Gordon Aamot
President’s designee: Betsy Wilson
Guests: Denise Pan, Lauren Pressley, Joy Williamson-Lott, Brian Reed

Absent: Faculty Code Section 21-61 A: Randolph Otto

Exhibits

Exhibit 1 - FCUL 2020-2021 charge letter
Exhibit 2 - FCUL 2020-10-14
October 19, 2020

Julie Nicoletta, Chair  
Faculty Council on University Facilities and Services

Dear Professor Nicoletta:

The Faculty Council on University Libraries is charged with responsibility “for all matters of policy relating to libraries such as, but not limited to, collection development; services to students, faculty, and others; the system of libraries, including branch libraries; space needs; and budgetary requirements” (Faculty Code, Sec 42-4). Activities historically performed include receiving regular updates on library news and logistics from appropriate administrators, with members reporting substantive updates back to constituents, as well as providing faculty and student feedback to the Vice Provost for Digital Initiatives and Dean of Universities Libraries on specific topics of interest, offering guidance and prioritization of concerns where warranted.

Our recommendation is that the council identify specific goals that can be accomplished by the end of the 2020-21 academic year.

The Senate office did a background review to help identify goals for your council. This included review of minutes from last year’s meetings, review of discussions at Faculty Senate meetings, and selected outreach for topics. Recommended goals and / or topics for discussion include:

- Subscription review process
- Issues on student access and affordability to learning materials
- Remote learning and open access education resources
- Sustainable Collections
- Support and monitor UW Libraries facilities projects and changes in coordination with the Faculty Council on University Facilities and Services
- Support and monitor work of UW Press
- Three campuses/One library with the Faculty Council on Tri-campus Policy

After your first council meeting, we will be available to discuss the goals your council identified. Thereafter, we will post your council’s goals on the Faculty Senate website to communicate the important work you are doing.

Many thanks to you and the members of your council, on behalf of Senate Leadership and the faculty of the University, for all your time and work this coming year. I wish you all the best and look forward to working with you.

Sincerely,

[Signature]
Robin Angotti
Faculty Senate Chair
Contents

• Budget implications and strategy for Library Collections (Denise)
• Library Impact & Value by the Numbers
  • Recap and review from Spring & Summer 2020 (Denise/Lauren)
• Libraries status and reopening plans (Lauren)
FY21 Budget - What we know

Context: For State of Washington and UW

- ~$450 million + revenue loss and expense impact estimated within UW Medicine through August
- The state’s Office of Financial Management (OFM) asked all state agencies to model a 15% reduction to state funding for FY21, which is a third of the UW’s General Operating Fund that supports our academic operations on all three campuses (see UW Blog May 13).
- Based on the September Revenue Forecast the economic outlook in Washington state shows modest growth. However, the current state biennial budget is effectively facing a $2.4 billion deficit in FY21 that will need to be resolved (see OPB Blog Sept 24).
FY21 Budget - What we don’t know

Context: For State of Washington and UW

• If or when a special session will be called to address the challenge
• What actions will ultimately be taken to stabilize the state budget
• How those actions will impact the UW
FY21 Budget - Reductions

UW Administration

Implemented “Phase 1” Reduction and Realignment of GOF budgets. Additional reduction/realignment cycles could be initiated due to

- fall student census numbers,
- state budget action such as a special session in 2020 or regular session in January 2021, or
- other unforeseen circumstances.

UW Libraries Seattle Campus

For FY21, UW Office of Planning & Budget (OPB) has reduced the permanent GOF budget on average by $1.47M or 4.6% for the University Libraries on the Seattle campus for

- UW Press
- Hourly (student workers)
- Resources (collections)
FY21 Budget - Impacts

UW Press

• Reducing expenses/costs (e.g. travel & marketing costs)

Hourly (student workers)

• Able to sustain by allocating other sources of funding

Resources (collections)

• Diverse funding sources and endowments
• Ability to cover most of
  • pre-COVID shortfall to the 2019-2021 biennium budget and
  • 4.61% budget cut to the Libraries
FY21 Budget - Support for remote teaching

**NEW**
AVON Academic Videos Online

Over 70,000 documentaries and films spanning a wide range of subject areas including

- anthropology, business,
- counseling, film, health,
- history, music & more.
New Resources for Fall 2020

Funded by UW Libraries COVID-19 Emergency Needs Fund

• Drama Online Core Collection Fine Arts (Drama)
• The Donmar Shakespeare Trilogy on Screen Collection Humanities (German)
• Music Online: Classical Scores Library vols. I, III, IV Fine Arts (Music)
• Springer eBooks Sciences
• Sage Business Cases 2020 update (Business)
FY21 Budget - Next Steps

- Cancellation target of $125,000 in database and e-journal subscriptions for FY21.
- One-time allocations to individual Subject Librarians for this fiscal year are on hold until we receive more information from the UW Office of Planning & Budget (OPB).
- Planning for a comprehensive subscription review for Spring 2021 for FY22.
Upcoming Discussion Topics

• FY21 database and e-journal cancellations
• Principles for Subscription Review
• Subscription Review timeline
• Communication Pathways
Library Impact & Value for Collections by the Numbers

Course Reserves & Teaching

Streaming Videos
• Spr 2019: 15 titles for $4k
• Spr 2020: 62 titles for $16k
• Summer+Fall 2020: 82 titles for $21k

E-Books
• Spr 2019: 41 titles for $3k (print)
• Spr 2020: 98 titles for $20k (e-books)
• Summer+Fall 2020: 96 titles for $14k

HathiTrust ETAS (Emergency Temporary Access Service)
• 1.7 million print books and serials in the UW Libraries collection available in HathiTrust Digital Library
• Accessed 20K times and on average more than 110 times/day since April

New /Trial Databases: 14
Library Impact & Value for Services by the Numbers

Spring Qtr Week 1 Comparisons

- **Interlibrary Loan**
  - 2019: 1057 (92% fill rate)
  - 2020: 1043 (92% fill rate)

- **Reference Chat**
  - 2019: 438
  - 2020: 615

- **Searches (entire month)**
  - September 2019: 189,381
  - September 2020: 176,041

- **Research Guides (LibGuides) views**
  - 2019: 96,879
  - **2020: 96,518**

- **OERs - Publishing on Pressbooks (pilot)**
  - 280 Registered UW Users
  - 150 UW instructors/staff have registered for workshops
  - 15 books published (7 book selected as “Featured Titles” on our catalog)
  - [https://uw.pressbooks.pub/catalog](https://uw.pressbooks.pub/catalog)
The Big Picture: A Virtual Fall

- Updated Website
- Online teaching, reference, and consultations
- No Contact Pick-Up for physical materials
The Big Picture: No Contact Pick-Up

Steps:
1. Search and find
2. Make your request
3. Wait
4. Get notice & follow-up instructions

Books Are Back!
Library Pick-Up Service

Request Online
www.lib.uw.edu
Teaching & Learning: Orientations

- Dawg Days
  - 8 synchronous offerings
  - 1 asynchronous offering
- Graduate Student Research Institute
- Departmental Orientations
Teaching & Learning: Instruction

• Professional Development for Librarians
• Teaching Resources Page for Faculty
• Instruction Sessions Trends
Research & Scholarship: Support for Emergent Practices

- Digital Scholarship Summer Immersion Program
- Research Data Management Planning workshop
- Reclaim Hosting/Manifold pilot
Launch of the Open Scholarship Commons
  ○ Virtual Fall launch
  ○ Physical launch once we’re able to be back in the building
Community & Engagement

- Partnering to offer Debate Watch Parties
- Voter registration efforts
- Annual Constitution read-aloud
Plans going forward

Exhibit 2

Phased Re-Opening

Phase 1

- Librarian support and services fully online: consults, events, 24/7 chat.
- Interlibrary Loan - electronic resources and scans from other Libraries.
- NOT AVAILABLE
  - Public services inside the Libraries (All Libraries spaces closed to the public).
  - Book returns.

Phase 2 [current phase]

- Librarian support and services fully online: consults, events, 24/7 chat.
- No Contact Pick Up Service Available.
- Interlibrary Loan - electronic resources and scans from other Libraries.
- Very Limited amount of critical Libraries staff working on site, per UW guidelines.
- Select book returns open

Phase 3

- Librarian support and services fully online: consults, events, 24/7 chat.
- No Contact Pick Up Service Available.
- Interlibrary Loan - electronic resources and scans from other Libraries.
- Some Libraries staff working on site, per UW guidelines.
- Select book returns open.
- Some (1-2) Libraries spaces open for individual study.*
  - Expanded access to physical materials via interlibrary loan.

Phase 4

- Librarian support and services fully online: consults, events, 24/7 chat.
- Some Libraries spaces open for individual study.
- No Contact Pick Up Service Available.
- Interlibrary Loan - Expanded access to physical materials via interlibrary loan.
- Some Libraries staff working on site, per UW guidelines.
- Select book returns open.
- Browsing of physical collections or check out inside Libraries
  - NOT AVAILABLE
    - Access to Special Collections, maps, microfilm/form.
    - Group study rooms.
    - In Libraries events or exhibits.

* Locations are TBD. Branch libraries are not being considered as viable options for limited individual study areas.
Thank you!

Let us know if you have questions or comments

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