

University of Washington  
Faculty Council on University Libraries  
April 8<sup>th</sup>, 2015  
2:30 p.m. – 4:00 p.m.  
Odegaard Mezzanine Conference Room

**Meeting Synopsis:**

1. Call to Order
  2. Approval of the Agenda
  3. Approval of the Minutes from March 11th, 2015
  4. Chair's Report on April 6<sup>th</sup> SEC Meeting
  5. Proposed changes to the Libraries Loan Code (Thom Deardorff)
  6. Tour of Odegaard Library Spaces and Programs (John Danneker)
  7. Adjourn
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**1) Call to Order**

Lattemann called the meeting to order at 2:35 p.m. John Danneker (Director, Odegaard Undergraduate Library) was present as a guest. The council met in the Odegaard Mezzanine Conference Room, as they planned to take a tour of the facilities and services of the library, hosted by Danneker, at the culmination of regular council business.

**2) Approval of the Agenda**

The agenda was approved as written.

**3) Approval of the Minutes from March 11th, 2015**

The minutes from March 11<sup>th</sup>, 2015 were approved as amended.

**4) Chair's Report on April 6<sup>th</sup> SEC Meeting**

Lattemann noted there are numerous versions of the Class C open access resolution, drafted by Michael Rosenfeld and Ben Marwick of the FCR, and FCUL members should be diligent in making sure they read the correct finalized version which was voted on and passed in the Senate Executive Committee (SEC). Michael Rosenfeld presented the resolution. Lattemann explained that Tim Jewell (Director, Information Resources and Scholarly Communication) was present, and others – who were able to supplement additional information for committee members. She explained there have been concerns expressed over a university-wide open access policy because of associated licensing and legal issues. Sean O'Connor (chair, IPMAC) is one of the forefront advisors on the issues with a university-wide policy, though he was not present in the meeting. Lattemann noted that the conversation around legal

ramifications will become more significant as the open access movement at the UW grows in popularity. The resolution was approved by the SEC, and will be forwarded to the Faculty Senate to be voted on in the April 21<sup>st</sup> meeting.

Lattemann explained the 4<sup>th</sup> whereas clause was heavily truncated by the body before the resolution was passed. Beyond that, there were few changes made to the resolution text.

## **5) Proposed changes to the Libraries Loan Code (Thom Deardorff)**

Deardorff explained a lot of the work being done to revise the Libraries Loan Code falls into general “housekeeping” practices. He noted the process for review of these changes includes the Faculty Council on University Libraries, and the UW Board of Regents – who will review the changes in their July 9<sup>th</sup> meeting.

Deardorff noted the newly proposed Libraries Loan Code includes:

1. Changes for departmental delivery of items from UW libraries
2. Changes to the Libraries Operations Manual
3. Changes in Fines and Charges; necessary for the current billing structure - also revised to highlight fines and charges in general terms, no longer providing long-winded detailed information

Deardorff explained there will still be a four-day grace period for book returns to the library. He explained the changes are partially necessary to implement what is already being practiced. Deardorff noted mailing addresses are not necessary anymore, as almost all correspondence is conducted through email.

After a few small grammatical revisions were suggested by the council (mostly typos in proposed language), the council approved the revisions by unanimous vote.

## **6) Tour of Odegaard Library Spaces and Programs (John Danneker)**

### *Introduction of John Danneker, Director*

Danneker explained he began as Director of the Odegaard Undergraduate Library (OUGL) in September of 2015. He thanked the Council for the opportunity to introduce himself, and explained he planned to give them a tour of the newly renovated building and all of its associated services at the culmination of the discussion. Amanda Hornby was also present (Teaching and Learning Program Librarian, OUGL).

Danneker explained he has a long history of working in libraries. He explained one of his main goals in directing the OUGL is facilitation of staff development, and he places special emphasis on this. He explained the building is virtually brand new, and many of its associated services are new, as well. He noted the reputation of the UW libraries is recognized across the nation, and that after first meeting the staff he realized how accomplished and committed they were to students and to the UW community at large. He explained this as one of the factors which made the job of OUGL Director appealing.

# UW Libraries Loan Code

## WAC 478-168-160 University of Washington Libraries - Loan Code - Purpose

The Board of Regents of the University of Washington has established the following regulations which govern the lending of library material from the University of Washington Libraries (excluding the Marian Gould Gallagher Law Library and Library and the Elisabeth C. Miller Library in the Center for Urban Horticulture).

The loan code for the University of Washington Libraries is contained in WAC 478-168-160 to WAC 478-168-390.

## WAC 478-168-180 Identification Card - Conditions of Use

1. Each borrower is responsible for obtaining an official identification card from the appropriate University office or a library borrower's card from Library Account Services.
2. An identification card is authorized for use only by the individual whose name appears on the card.
3. Official identification must be presented for the completion of each in-person circulation transaction.
4. Each borrower is responsible for materials checked out on his/her University of Washington identification card or library borrower's card. Library materials are not to be loaned to others. ~~except as designated in 478-168-180 (6).~~
5. Campus borrowers are responsible for keeping the ~~Registrar or Payroll Office~~ **appropriate university office** informed of changes of address. ~~Off-campus borrowers are responsible for keeping Library Account Services informed of changes of address.~~
6. ~~Each University of Washington faculty, academic personnel, administrative personnel, professional staff, Visiting Scholar, and other individuals as authorized by the Dean of University Libraries, may designate up to two proxies or couriers for the purpose of picking up materials for his/her use~~

## WAC 478-168-190 Disclosure of Library User Identity

Unless otherwise required by law, all library records that contain information about individual users of library services are confidential.

## WAC 478-168-270 Date Library Material Is Due

Material is due on the date and hour specified at the time checked out or as adjusted by recall. If the hour is not specified, material is due at midnight on the date specified.

## **WAC 478-168-280 Return of Library Material**

1. Reserve material must be returned directly to the unit from which it is borrowed. If it is returned elsewhere, it is considered to be returned at the time it is received at the unit from which it was borrowed. Special material may be designated for return directly to the unit from which it is borrowed.
2. All other material is considered returned the date it is returned to any library unit in the system.
3. Material returned to the outside book drop when the library unit is closed will be considered returned as of closing time the previous day the library was open.

## **WAC 478-168-310 Fines and Charges**

1. All borrowers are subject to a uniform system of fines and charges for late return of library material and for replacement costs when required. The Dean of University Libraries or his/her designee will set the schedule of fines and charges on a regular basis
2. The approved schedule of fines and charges will be available online ~~and in the Libraries Operations Manual.~~
3. Fines are monetary sanctions for the late return of material.. ~~Fines are levied only when an overdue items is returned prior to billing.~~ **Other charges are levied to defray the costs incurred by the Libraries in billing, processing sanctions, and other activities related to the recovery of material that is overdue.**
4. ~~Billing charges are levied to defray the costs incurred by the Libraries in billing, processing sanctions, and other activities related to the recovery of material that is substantially overdue.~~
5. Replacement charges are levied to pay for the replacement of ~~substantially~~ overdue material. The replacement charges include the cost of the material and the cost of processing the material for the shelves. All library materials, regardless of fines and fees paid, remain state property.
6. Binding, mending and damage charges are levied to repair material, to prepare replacement materials for circulation or to compensate for the decreased value of materials due to irreparable damage.

## **WAC 478-168-320 Notices and Invoices**

1. All notices and invoices for library charges will be sent via United States first class, campus or electronic mail.
2. Failure to receive a notice or invoice does not exempt the borrower from charges.

## **WAC 478-168-325 Payment of Fines and Charges**

Fines and charges should be remitted to Library Account Services unless the charges have been referred to the collection agency. Departmental purchase orders are not acceptable on the basis

that fines and charges may not be appropriately paid by departmental, grant or other funds controlled by the University.

## **WAC 478-168-380 Appeal of Library Charges**

1. The Libraries has the right to reduce or forgive fines and charges for borrowers in accordance with guidelines specified in the Libraries Operations Manual. Borrowers can appeal unresolved problems to the Library Fines Appeals Committee.
2. 1. The Libraries informs potential appellants of the availability of the appeals process at the time of billing and in all correspondence regarding the application of sanctions.
3. Meetings of the Libraries Fines Appeals Committee are considered brief adjudicative procedures as defined by the Administrative Procedure Act (Chapter 34.05 RCW). Committee meetings are conducted in conformance with the act and other applicable laws.
4. A completed appeals form must be submitted within six months of billing for the charges to be appealed.

## **WAC 478-168-390 Failure to Pay Library Charges and Misuse of Library Privileges**

1. Failure to pay library charges and/or return library material may result in:
  1. Holds being placed on student records.
  2. Cancellation or blocking of registration for students.
  3. Collection processing by the Libraries and/or campus agencies designated by the University of Washington. Such accounts may also be reported to credit bureaus and/or litigation instituted.
  4. Revocation of borrowing privileges.
  5. Civil or criminal action against the borrower.
  6. Any combination thereof.
2. Misuse of library privileges may result in revocation of borrowing privileges by the Dean of University Libraries or his/her designee.

### *Library survey and utilization of space*

Amanda Hornby noted that a survey was conducted to find out how students were using the library - and after renovations had been completed, her team had an interest in knowing if students would use the building in the ways that they assumed and which coincided with the overall design. She explained the building is operational 24 hours a day. The primary questions of the survey were: 1) how are students using the library, 2) which tools are they using, 3) are they working in groups or singularly.

To gather this data, they used an observation team. They also had a triennial self-reported survey that went out to students, as well. Through these practices, they found:

- A marked increase in library users since renovation
- Individual workspace is still critically important to students, and heavily utilized. 70% of students work individually in Odegaard.
- Same amount of students on the third floor of the building as on the first floor. This number is about 350 students at peak hours.
- Access to online and print materials, and to collaborative materials, listed as most important to students. These data were utilized in the ultimate design of the facilities.

*\*All data collected in the 2014-2015 academic year*

There was question in the Council over which department the majority of the undergraduates utilizing the space come from. Hornby explained that data are available, and can be sent to the Council if it would like to request it through email. Hornby noted one of the major populations the OUGL serves are international students. She explained they also collected data on other demographics through varying parameters, which the council may like to see, as well.

Before the tour, Danneker noted partnerships and collaboration would be the key to the success of the OUGL. He noted partnerships in learning technologies are especially important. Danneker explained the OUGL staff also collaborate with other departments, and the library now employs a “first year experience” staffer. He noted up to 12,000 people come into the OUGL every day. The health and wellness center, the career center and other groups are offered days and times to set up on the first floor of the library, to speak with students. He noted that giving these centers and departments the opportunity to meet with these students is extremely important to the library’s overarching vision.

### *Tour of the building*

The Council then toured the spaces and received detailed descriptions of the many services the library offers. A few of these include writing and research help, active learning classrooms, and a variety of computer labs.

### **7) Adjourn**

Lattermann adjourned the meeting at 4:00 p.m.

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*Minutes by Joey Burgess, jmbg@uw.edu, council support analyst*

**Present:** **Faculty:** Lauro Flores, Dianne Lattemann (chair), Julie Nicoletta  
**Ex-officio reps:** Susanne Redalje, Juliya Ziskina, Ellen Barker, Beth Kerr  
**President’s designee:** Betsy Wilson  
**Guests:** Cynthia Fugate

**Absent:** **Faculty:** Kimberlee Gillis-Bridges, Trent Hill, Randall Leveque, Clay  
Mountcastle, Jevin West  
**Ex-Officio reps:** Katherine Sims

**Exhibits**

Exhibit 1 – Library Loan Code revisions