

**UNIVERSITY OF WASHINGTON
FACULTY COUNCIL ON UNIVERSITY LIBRARIES**

The Faculty Council on University Libraries met at 2:30 p.m. on Monday, **October 13, 2003**, in 36 Gerberding Hall. Chair Seelye Martin presided.

PRESENT: *Professors* Martin (chair), Bulgac, Kerr, Lavelly, Moy, Schepp and Wilkinson;
 Ex officio members Ogburn, Sercombe and Wilson;
 Regular guest Charles Chamberlin, Deputy Director of Libraries.

ABSENT: *Professors* Brown and Sutton;
 Ex officio members Fuller, Ullman and Zabel.

Welcome and Introductions – Chair Martin Seelye

FCUL Chair Martin Seelye welcomed new and returning members to the 2003-2004 academic year. Council members introduced themselves, identified their department or unit, and briefly noted their academic or administrative focus.

Approval of minutes

The minutes of May 28, 2003 were approved as written..

Libraries Budget Update and Strategies – Betsy Wilson, Director of Libraries

Wilson distributed the Libraries' "FY 2004 Budget Reduction Plans and Anticipated Impacts," a report she prepares annually for the Provost's Office.

Wilson noted that the Libraries received a very helpful budget cut exemption, but still had to make a 2.27% cut in Personnel and Operations.

The \$256,936 cut in Personnel amounts to 1.9% of total personnel budgets. Two librarian, a .5 professional, and 3.2 classified staff positions had to be eliminated. As the budget document states, the Libraries is no longer able to meet its budget cuts solely by eliminating positions held vacant in anticipation of reductions. Existing staff have been shifted to cover strategic areas as needed. The Libraries' hourly wage budgets will not be reduced, particularly in the light of the mandated annual minimum wage increases and chronic under funding of that budget.

Wilson said, "We tried to protect personnel as best we could. The impact of these staffing reductions will be felt across the Libraries and the University as a whole. When we eliminate a position, or reduce a position by half, there is an unavoidable diminution in service to our faculty, staff, students, and the greater scholarly community."

Unfortunately, the evening guard position in the Suzzallo and Allen Libraries had to be eliminated. As a consequence, service staff will be diverted to dealing with security issues. More calls to campus police will be made to help resolve problems with users that would have been handled in-house in the past. The Libraries has revised and clarified its internal security policies and initiated a program to train all staff to respond to security issues, to minimize the impact of the loss of the security guard.

The Library publication officer will now be a half-time position. Concurrently, the Libraries' print publications program is being reduced. There will be an increase in the use of the web to disseminate information and to communicate the Libraries' clientele.

Two senior librarians have been reassigned to fill two vacant librarian positions: Head, Maps Collection and Cartographic Services, and Head, UWorld Express. Some library staff had to be cut to accommodate the transfer of these librarians.

A Library Specialist Supervisor II had to be cut in the Health Sciences Library. And a Library Specialist I position was eliminated in the Serials Services Division. These cuts will impact the managing of the Libraries' electronic resource collection and effect a slowdown in the Libraries' work to reconcile problem catalog records for journal titles.

Wilson said, "We continue to look at re-engineering to avoid these cuts. We have reviewed the Libraries' service points and collections locations to study models that can support user and library staff in the most cost-effective manner. Based on the study, we are moving forward on plans to merge the Forest Resources Library and the Natural Sciences Library. Dean Bruce Bare and I have appointed a joint steering committee to plan for the merger implementation in FY 2004. The execution of the merger will cost about \$20,000."

Wilson said the Libraries staff has been creative in streamlining operations. "We have reduced the equipment budget, as well as recruitment advertising, copying, facility upgrades and renewals, printing and publications. But the largest cut will be yet another cut to our equipment budget. We can accommodate this cut on a short-term basis, but to do so on a long-term basis could be risky."

Wilson said the University Libraries budget includes a designated line for the Cooperative Library Project. The UW serves as the fiscal agent for this Council of Presidents effort, and as such this budget serves the six public baccalaureates. Unlike UW budgets, the COP budget experienced a cut of 4%. Anticipating constrained funding, the Libraries initiated a merger with Orbis, an Oregon-based academic library consortium, to form Orbis Cascade Alliance during the past year. The merger has been completed, and the combined Summit catalog and delivery system is fully functioning. This will help the Libraries contain costs while expanding access for the University's faculty, staff, and students to 22 million volumes in 26 academic libraries in Oregon and Washington. At the same time, however, the 4% cut to the databases budget for the COP institutions will mean fewer funds available for cooperatively licensing databases, and a diminishment of service and access.

As for Library Materials, the permanent annual allocation of \$700,000 for materials inflation provided partial relief, and reduced the need to cancel an estimated 1800 serial titles. Since the cost increases are estimated to be 1\$ million, the Libraries is proceeding with the cancellation of approximately 600 serial titles, reducing the number of monographs purchased, and making other necessary adjustments.

Wilson pointed out that, with inflation projected to continue at 10% annually, the weakening dollar, and sustained funding being uncertain, the question will remain every year whether the Libraries will have to cancel critical titles. Initiatives such as SPARC are making a difference in realigning scholarly publishing. Faculty are recognizing that scholarly publishing must undergo fundamental change. But progress and change is incremental and slow. For the foreseeable future, the Libraries and the University will continue to wrestle with the existing structures.

In conclusion, as directed by the Provost, Wilson said the Libraries had planned for a larger cut like other schools and colleges. While only the 2.27% required cut will be returned to the University, the other identified reductions will be pooled internally. "We will hold these funds in anticipation of a budget cut for FY 2005, for reallocation to strategic initiatives, and to take advantage of new opportunities," said Wilson.

The Libraries is enacting a number of strategies to operate within reduced funding, and is continuing to retool operations and leverage technology to promote timely response to opportunities and needs as they arise. "We did better than we thought we would," said Wilson. "But the situation is still serious."

Libraries Facilities Planning: Indirect Cost Recovery and the Libraries – Betsy Wilson

Wilson said, "The University is in the midst of a review process for a negotiated federal rate for indirect cost recovery. At present, the University factors in at 1.5% of the campus rate. The Libraries has been working to understand how we can factor into that. We would like the percentage of the rate for the

Libraries to increase. An enhanced indirect cost recovery for increasing the amount of grant work done off-campus would certainly help the Libraries.”

Wilson is working with Jane Wiseman, Director of Management Accounting and Analysis, to see what opportunities may be possible. “Can we charge off-campus grants for direct Library services?” asked Wilson. “Is there any additional cost? What *are* the services?” These are questions being looked at. Also being looked at, in the upcoming year in the Board of Deans, are the ways in which indirect money is allocated.

Wilson said the Libraries will be part of the University’s research infrastructure review. How to leverage the indirect cost return will be one topic in the review. “This is a big priority for the Libraries administration. This could be an FCUL Agenda item,” said Wilson. “We’d like to get our rate as close to 2.5 as possible. It’s now at 1.5. But the total goal is to get the entire University’s rate up, so that if our rate is up, that will not mean that some other unit’s or department’s rate will therefore be too low.” Bulgac said, “Be as concrete as you can; that will help.” Wilson said, “Some University of Washington buildings are literally off-campus, but, because they are owned by the University, are considered to be on-campus. And, in the case of two contiguous buildings on Roosevelt Avenue, one may be considered off-campus, and the other, on-campus.”

Tri-Campus Policy and Relationship to Tri-Campus Libraries – Betsy Wilson

Wilson said, “The Libraries may be unique in the way it fits in to the University’s tri-campus structure. University Libraries is one library serving three campuses.’ She noted that the heads of the UW, Tacoma and UW, Bothell libraries report to her [i.e., to the Director of the “one library”].

Wilson told the council, “From the beginning [of the development of the libraries at the other campuses], there was an understood principle: The infrastructure of *this* library would be used to develop media, reference and other services at the other campus libraries. We do the hiring, the promotion and tenure, and the technical services here at UW, Seattle. We provide preservation support, digitizing projects, and archiving here. This is far less expensive than if three separate libraries had been built.”

Wilson said there is daily delivery to all three campuses. Though, she added, most of what is delivered is books. “We also do a lot of scanning and send a lot of attachments back and forth.” The other campuses’ libraries are developing excellent collections, she noted. “And they now send as much material to us as we send to them.” As for cost of running the UW, Tacoma and UW, Bothell libraries, Wilson said, “So far, the other campuses can pay their way. And this has worked for over a decade now.” She added that people from the UW, Tacoma library “come up here often, to the UW Libraries in Seattle. This works very well overall.” [Many people who work at the library in UW, Bothell have no need to make such a trip; and many of them live in Seattle.]

“We also serve as the library for Cascadia Community College, which is actually half of the UW, Bothell campus. Cascadia pays \$1.6 per biennium to us for library services and collections.. They have full access to our materials, and use that connection as part of their recruitment strategy.” Chamberlin said, “The other campuses also pay 10% overhead to the University.”

Agenda building for 2003-2004

1. Wilson and Martin have arranged for the council to visit the Marian Gould Gallagher Law Library for the second FCUL meeting of Autumn Quarter. That visit will take place on November 24th in William H. Gates Hall, L142, at 2:30 p.m. Law Librarian Penny Hazelton will conduct the tour of the library.
2. Wilson said there is now a “Scholarly Communications Website” that the council might enjoy looking at. The council discussed Scholarly Communications in several meetings in 2002-2003. (The URL for this Website is: <http://www.lib.washington.edu/ScholComm/>)

3. Wilson said there will be another Triennial Survey of Students in spring 2004. A council meeting could be devoted to looking at the results of the survey. Also, some council members may wish to help with the survey. If so, they should contact FCUL Chair Seelye Martin or Betsy Wilson.
4. Information skills and information literacy is an issue the council may want to pursue this academic year. This was an issue in last year's FCUL discussions.
5. DSpace was addressed by Wilson in last year's council discussions. University Libraries is one of seven universities originally involved in this innovative software being developed out of MIT: DSpace is a repository for sharing research: an access to digital scholarship.
6. Beth Kerr said the council could discuss ways of teaching library skills to undergraduates, graduates, and faculty.
7. The issue of security on computers was suggested as a possible topic of discussion. Wilson said students have funded over 100 special computers for which users, in order to log on, need both a password and UW Net ID. The general public does not have access to these 100 computers.

If council members have ideas for 2003-2004 FCUL agenda items, they should contact chair Seelye Martin.

Next meeting

The next FCUL meeting is set for Monday, November 24th, in William H. Gates Hall in the Law School (just south of Burke Museum), at 2:30 p.m. The council will meet in L142 and Law Librarian Penny Hazelton will conduct a tour of the Law School Library at 3:00 p.m.

Brian Taylor
Recorder