

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

The Faculty Council on University Libraries met at 9:00 a.m. on Monday, **March 3, 2003**, in the Foster Business Library in the Seafirst Executive Education Center. Gordon Aamot, Head, Business Library, conducted the tour of the Foster Business Library. Peter Stevens, Business Reference Librarian and Coordinator for Library Instruction, spoke about the Foster Business Library Reference and Database resources. FCUL chair Geoffrey Sauer presided.

**PRESENT:**     **Professors** Sauer (chair), Kerr, Martin, Schepp, Wilkinson and Zick;  
                  **Ex officio members** Sercombe and Wilson;  
                  **Guests** Gordon Aamot, Head, Business Library, conducted the tour of the Foster Business Library. Peter Stevens, Business Reference Librarian and Coordinator for Library Instruction, spoke about the Foster Business Library Reference and Database resources.

**ABSENT:**     **Professors** Berry, Brown, Chance, Lavelly, Moy, Sullivan and Sutton;  
                  **Ex officio members** Fuller, Ogburn and Ullman;  
                  **Regular guest** Charles Chamberlin

**Approval of minutes**

The minutes of February 3, 2003 were approved as written.

**Foster Business Library (in the Seafirst Executive Education Center): Tour led by Gordon Aamot, Head, Business Library**

Aamot said the Foster Business Library is the “newest ‘new’ library on campus.” The old Business Library was located in Balmer Hall. The Foster Business Library opened on June 23, 1997.

The council met under the most striking physical feature of the “below garden” facility: the 80-foot-long skylight located above the reading area. The skylight and 20-foot ceiling combine to give the space a comfortable, light, and airy feeling. And the muted beige and off-white tones of the library imbue it with serenity. “It doesn’t *feel* like an underground space, because of the skylight,” Aamot observed. The library covers 23,000 square feet, or approximately twice that of the old Balmer facility.

The new space is divided between two levels. The larger, lower level contains the circulation and reference desks, the collections, library workstations, and most of the reader seating. The mezzanine level overlooks the reading area and contains additional reader seating and seven group study rooms. Library tables and carrels are wired for data and power.

Aamot said there are four full-time librarians and five classified staff in the Foster Business Library. The librarians’ offices are located along the side of the main reading area on the lower level. The classified staff offices are on the same level, in the front of the room near the entrance, behind the circulation desk.

Aamot said there are 30,000 users of the library per month, the fourth highest total on campus after the Undergraduate Library (OUGL), the Suzzallo-Allen Libraries, and the Health Sciences Library. There is a 250 user capacity at any one time. Upwards of 55% of the library’s users are students in the School of Business. Approximately 25% are non-business students. On the weekends, many of the library’s users are people from small business and people from other campuses. In the evenings, many students from sororities and fraternities use the library. Aamot said their decorum for the most part is exemplary. Asked if many non-business students and others like to use the library because of its physical attractiveness, Aamot said that is undoubtedly a major reason for the library’s popularity.

“A particular challenge for us in Foster is to keep the character of the library a *business* library,” said Aamot. “We welcome all users, but wish to keep it, primarily, a study, resource, and research facility for those in the School of Business.”

Aamot noted that the Business School has received approval from the administration to proceed with plans for a new Business School complex.

[Lee Copeland, University of Washington Architect, Pete Dukes, Associate Dean of Undergraduate Programs, School of Business Administration, Randy Everett, Project Manager, and others gave a presentation on this project to the Faculty Council on Facilities and Services.

Asked at that meeting about the footprint of the new building and the expansion, Copeland said, “There will be more square feet than there are in the new Law School, but only when the Balmer Hall expansion is included. And for those wondering about the aesthetics of the new building in relation to Balmer Hall, the new façade on Balmer and its expansion will be made to fit aesthetically with the architectural style of the new building, whatever that may turn out to be.”

Copeland said that MacKenzie Hall and Lewis Hall, which contain currently assigned space for the Business School, will remain as they are, but will no longer be affiliated with the Business School.

The new Business School Project Manager Randy Everett, at the FCUFS meeting, said that the Business School intends to replace its currently assigned space in MacKenzie Hall, Lewis Hall, and Balmer Hall with a new facility funded entirely through development efforts.

The site is within development area 4C of the Campus Master Plan, north and east of Denny Hall and adjacent to the existing Business School complex including existing Balmer Hall. Improvements which reinforce the Campus Master Plan goals include the following:

- The building height will reflect the smaller scale and lower height of other buildings within the vicinity, limiting new building height to well below the maximum allowed by its location within Height Limit Zone H5.
- Providing parking below the building to replace the existing surface parking in Parking Lots N3 and N4 currently on the site.
- Providing required setbacks from Stevens and Memorial Way.
- Providing diagonal pedestrian path from campus entry at NE 45<sup>th</sup> & 15<sup>th</sup> NE to Denny Yard.

Finally, at the FCUFS meeting, Everett briefly described the proposed components of the four levels of the new building. Among these components are: on the fourth, or top, level, the dean’s office; on the third level, faculty, support space and general offices, as well as an atrium space that will include the top floor of Balmer Hall – which will be joined with the new building – and which will unify the various components of the building; on the second level, more general offices, MBA and program offices, classrooms, and a good prospect from this level; on the first level, tiered classrooms for 60-75 students, and, through the existing entrance to Balmer Hall, a 300-seat auditorium, and the existing Foster Library. There will be two lower levels of parking, and, beneath the lowest level, an existing University utility tunnel. There will be 120 stalls in the parking space on the lower level. The existing “Seafirst” classrooms will remain as part of the new Business School complex.]

Aamot said the Foster Business Library was funded in a somewhat unusual fashion. It received \$3 million as a donation from the Foster family specifically for a new business library, to be matched by \$3 million from other sources. Those matching funds came from the state.

Aamot pointed out to the council the Staff Area, the Reference Stacks and the General Stacks on the lower level. He showed the council the library tables and carrels that are wired for data and power and the librarians’ offices that run parallel to them. He said the library is an ideal space for laptops, and noted that six laptops are circulated regularly, and are heavily used. There are 47 public desktop computers in the

library. Aamot said the wireless network in Balmer and MacKenzie Halls has been extended into the Seafirst Executive Education Center and the Foster Business Library.

Aamot showed the council the “Newspapers” area and reader space, also on the lower level, which he said may be subject to alteration, as it is underused in its present condition, and is somewhat tenebrous. Next to this area are the “Periodical Stacks.” There are 800 periodicals in the collection at present, with an emphasis on current information.

On the other side of the lower level, Aamot pointed out the General Stacks. There are some 70,000 volumes in the library. “A lot of materials are being converted to electronic-only versions,” Aamot said. “Thus, over time, the collection space will be compressed, and more space will be made available to the library’s users, and to enhanced seating and study space.”

Aamot mentioned two recent renovation projects: the 1999 expansion into Balmer Hall, and the 2001 Instruction Room, which contains 18 workstations and is used for classes taught by library staff.

Aamot said the Balmer Copy Center is one of only two copy centers on campus with printing capabilities. “All of our printing is done at the Balmer Copy Center.”

Aamot said that some 4,000 corporate annual reports, involving 800 companies, are sent to shareholders. Recent annual reports can be found on the Web.

Aamot took the council to the mezzanine and pointed out the seven group study rooms, which are used voraciously. All the study rooms have data, power and whiteboards. “Many business school assignments are group oriented, making these study rooms ideal for business students, but also making them much sought after. And there is a two-hour limit to reservations for these rooms, which can be reserved up to seven days in advance. The students are quite resourceful, however, in getting around the two-hour limit. If there are three students in a study group, one student will reserve a room for the first two hours, a second will reserve it for the next two hours, and the third for another two hours.”

With only 51 group study rooms on the entire campus, there is a problem with room availability. “And we do need to ‘manage’ the study rooms; we can’t just leave them open,” said Aamot. “If we did leave them open, there might well be confrontations between groups of students wanting to use the rooms.” A survey in the second year of the Foster Business Library revealed that 75% of the users of the study rooms are students from the School of Business.

### **Peter Stevens: Business Reference Librarian and Coordinator for Library Instruction**

Stevens showed the council the Foster Business Library Home Page, and the library’s diverse online business databases, resources, and links.

“Many people access our Home Page from dormitories, fraternities and sororities, offices, and innumerable other locations,” said Stevens.

He showed the council the Library Catalog, under “Business Databases,” that lists the most heavily-used databases. The major categories of databases include: “Books”; “Articles: Full Text”; “Articles: Citations and Abstracts”; “Company and Industry”; and “International/Country Information.”

As for research links listed on the Foster Business Library Home Page, major categories include: “Business Resources on Web”; “Business Research Guides”; “Business Research FAQ”; Class Assignments and Web Sites”; and “Team Consultations.”

“Business Libraries on the Web” are listed (libraries in other schools and universities). “Search the Internet,” “Internet Surveys and Statistics,” “Guides to Citing Sources on the Internet,” “Business Research Tools,” and “Periodical Lists” are other resource and research categories available on the Home Page.

Stevens showed the council the various “Links” available on the Home Page: “Library Links,” B-School [Business School] Links,” and “UW Links.” He said there is “all kinds of information on companies and products, as well as information on employees and salaries.” He said the Hoovers online database is a “great Web resource” for information on industries, government agencies, and trade associations. And there are numerous other invaluable resources in all of these links.

The Web site also tells students which reference books will be of greatest use to them, and helps them find the volumes they most need among the 70,000 in the library’s collection.

Stevens showed the council a most interesting “archive of Team Consultations” held at the library over many years. Someone may remember, for instance, that they were on a team consultation in a certain month of a certain year, but may not remember the exact title of the team consultation. The archive can bring up the team consultations held in the month being referenced, and reveal the title and the Web address to the person conducting the enquiry. (The title may simply be the name of a particular company or a particular industry, or it may be something more elaborate.) “There are 240 Team Consultation Web Pages now,” said Stevens.

### **Report from the Director of Libraries – Betsy Wilson: Director of Libraries**

#### **“Any Time Any Place Library”**

Wilson distributed a brief description of the “Strategic Plan: 2002-2005.” She said the Libraries’ Strategic Planning team has just launched its plan for the 2003 academic year.

A major activity of the Strategic Planning team is that, every three years, it focuses on “key action areas.” Key action areas for 2003 include the “Any Time Any Place Library” and excellence in collections and digital resources.

The Libraries, said Wilson, “is trying to ratchet up the ‘Any Time Any Place Library’.” She distributed to the council a “Report of the Task Force on the Any time Any Place Library: Summary Statement: October 15, 2002.”

The six principles on which the Task Force based its work are:

- The Libraries will strive to provide all services without limitations of space or time.
- Library services will be personalized and allow users flexibility in customizing their local environment.
- Save users time.
- The Libraries needs to ensure effective access to information over time.
- The Libraries will expand its collections and services by leveraging external resources.
- The Libraries must be flexible to respond to user needs.

The Task Force made the following global points of emphasis: that ATAP principles and services will be essential for the continued survival of the UW Libraries; and that critical challenges in marketing will include the continued need for the library as a physical “place” to bodies (university administrators, the Board of Regents, state legislators) that can fiscally impact the Libraries and who may meet all their information needs online, the recognition of the value of the Libraries to users who only see library resources through their own tools, and the recognition of the value of preservation to everyone.

Among highlighted points with regard to users and services are the following: The Libraries will be serving an incredibly diverse (in many definitions of the word diverse) user population in 2010. The information location of choice of much of that group most likely will be the Internet. The Libraries must be able to define who its user population is: what their skills are; what tools they use; what their information access and use expectations are; and what their information seeking behaviors are. In order to meet the needs of remote users, the Libraries must offer more historically in-library-only services remotely and offer more of

those services around the clock. Information literacy issues will become more important to the Libraries and to users as the quality and level of services evolve.

Among highlighted points with regard to collections and access are the following: The concept of Libraries' ownership of information will undergo great change. Shared and cooperative collection development at multiple levels (state, regional, consortial, national) will be much more commonplace. Preservation of electronic materials will need to be undertaken in a regularized way. The Libraries should replicate the best features of commonly used Internet tools. The electronic library should receive the same support as does the physical library.

Among highlighted points with regard to organization are the following: The Libraries should be organized to encourage flexibility and rapid response to users' needs. As much as possible, the electronic/virtual library should be an *alternative* to the physical locations, not just a supplement. Physical services must become more flexible in their hours of operation and in the way "location" is viewed. The Libraries must be more proactive in getting users into both the virtual and physical libraries, and in aiding users in seeing what is important in cycles and changes in information. The biggest challenge to the ATAP library will be economic. A combination of budget reshaping and additional funding will be needed to build and sustain the ATAP library.

#### **"DSpace": Access to Digital Scholarship**

Wilson said the Libraries is making a concerted effort to enhance its excellence in collections/digital resources. She distributed a copy of an article from the February 27, 2003 issue of *University Week* entitled, "DSpace to Provide Easy Access to Digital Scholarship." "We're concerned to enhance research-level collections and resources," Wilson stressed. The article noted that the Libraries "has joined an ambitious effort to create an electronic repository of digital scholarly materials produced by UW faculty and students. The UW is one of the initial partners in DSpace, an initiative born at the Massachusetts Institute of Technology in partnership with Hewlett Packard Co. The DSpace software, which will be available as open source software to institutions that want to create a digital repository, is a 'front end' to the institution's digital assets, allowing for easy entry and retrieval of information. Every document stored in DSpace will have a unique and permanent URL (an 'address' on the Web)."

Wilson also said that ORCA [the ORBIS/Cascadia Alliance, elaborated upon in recent FCUL meetings] will make 22,000,000 volumes available to scholars and students, significantly enhancing grant resources.

#### **Andrew W. Mellon Foundation Retreat**

Wilson said that, on March 9-11, 2003 the University of Washington Libraries will host a retreat on digital scholarship. FCUL Chair Geoff Sauer, council member Stuart Sutton, and ex officio member Laurel Sercombe – who represents the Professional Staff Organization on the council – will attend the retreat. Made possible through the funding of the Mellon Foundation, the retreat will be "a watershed conversation among UW scholars who are deeply engaged in scholarship and the creation of knowledge that was not possible before digital technology. These scholars will engage in the questions surrounding what academic support is needed for technology-enabled scholarship with a particular emphasis on the social sciences and humanities. The conversation will be scholar driven and led. Academic, library, and technology planners and leaders will participate in the visioning process as well."

"There will be major tangible outcomes from the retreat and the subsequent follow-up – a report for the Mellon Foundation and a planning document for the University of Washington. Following the retreat, a small working group will synthesize the proceedings into a Web-accessible draft planning document. Using Catalyst tools developed at the UW, we will solicit scholar feedback from the humanities and social sciences community in particular. Input will be incorporated into a planning document with specific strategies and priorities for implementation. The plan will outline strategies for advancing humanities and social sciences scholarship and new models of academic support, especially the role of the UW Libraries. In addition to the Mellon report and the planning document, a series of press releases, coordinated with the Mellon Foundation, will be used to disseminate the primary findings of the retreat and resulting actions."

**Budget Process**

Wilson said the Libraries has made an “environmental scan, looking for efficiencies and potential cuts, to be able to move forward in the budget process.” The Libraries is “planning for a 5% cut, which would be very difficult. If the cost increases projected for books and serials is not funded, the Libraries could experience upwards of a 10% reduction in purchasing power, which would actually lead to upwards of a 10% cut in funding resources.” Wilson said that Interim Provost David Thorud is very sympathetic to the Libraries’ difficult position, and will do all that he can to ameliorate the budgetary hardships of the Libraries. “We’re looking at ways to reduce costs within the Libraries,” said Wilson. “Specifically, we’re looking at service points and at consolidation of library branches.”

**Next meeting**

The next FCUL meeting is set for Wednesday, April 2, 2003, at 8:30 a.m., in the Petersen Room of Allen Library.

Brian Taylor  
Recorder