

University of Washington
Faculty Council on University Libraries
January 15, 2014, 2:30 pm – 4:00 pm
Suzzallo 5th Floor – Conference Room East

Meeting Synopsis:

1. Call to Order
 2. Review of the Minutes from November 13, 2013 and December 11, 2013
 3. Vice Provost and Dean's Update
 4. Senior Conservator and Conservation Facility
 5. Good of the Order
 6. Adjourn
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1. Call to Order

The meeting was called to order by Chair Cooper at 2:30 p.m.

2. Review of the Minutes from November 13, 2013 and December 11, 2013

The minutes from November 13, 2013 and December 11, 2013 were approved as amended.

3. Vice Provost and Dean's Update

Odegaard Undergraduate Library

Wilson reported that the Odegaard Undergraduate Library won its third award: Institute Honor Award for Interior Architecture. This is a national award that recognizes individuals in the top of their field. The library also won the AIA Library Building Award which recognized excellence in library buildings.

CLIR grant

UW Libraries received the CLEAR grant which awards libraries that are making "hidden collections" available to the public. UW received the grant in collaboration with the University of British Columbia to manage over 183,000 rare and unique Chinese materials from the early 20th century to the 1970s.

UW Libraries Budget

Wilson does not expect many alterations to the budget other than supplemental changes. There is a freeze on in-state, undergraduate tuition which is a significant change to the state budget. In July all categories of UW staff will receive salary increases which will reflect a second increase in a 12-month period. The Provost has requested all deans to submit requests for new funding through the Provost's reinvestment fund. UW Libraries is focusing on requests tied to strategies and user needs, including:

- First-year Experience Librarian
- 3 graduate assistants
- Learning Technologies Librarian

- Health Sciences Inter-professional Librarian
- Digital Data Librarian
- GIS Programmer
- Funding to pay for increases in state minimum wages
- Funding for new and emerging programs

The Provost currently has \$7 million to distribute but received \$30 million in requests from departments across UW. It is hard to prioritize funding requests, but UW Libraries would like to ensure it can maintain current employees/services. A question was raised about proposals to increase minimum wages in Seattle. A working group is looking into the issue. Wilson reported that from conversations around UW students and faculty have shown tremendous support for UW Libraries and is confident that the libraries will receive additional funding. The decision on the Provost reinvestment funds will be made sometime in early spring.

Shared Integrated Library System

Wilson reported on the progress of the shared integrated library system. UW's vendor, Ex Libris, assigned additional personnel to UW and staff members are now working directly with developers to improve the system. The group has identified and prioritized the critical issues complicating the system and is working with the vendor to address the fixes.

Alma, the backend of the system which deals with acquiring and circulating materials, has seen increased improvements such as record loading. For example, Alma now performs daily loads which increase the functionality of electronic resources. Primo, the user interface of the system, was taken down to a beta search. UW Libraries convinced the vendor to use real UW users to test the usability of Primo to identify improvements and glitches. UW Libraries will see a new release on January 26th which will include new improvements. Then in late April/early May the system will move to a new platform to improve performance with new features like "citation formatter". Wilson reported that Ex Libris is meeting the milestones which were asked of them and by early February UW Libraries will begin to communicate with the UW community about the improvements to the system.

4. Senior Conservator and Conservation Facility

Stephanie Lamson (Head of Preservation Services) and Justin Johnson (Senior Conservator) provided an update of the conservation program and facility design. The conservation facility project, "Building Conservation Capacity at the UW and Pacific Northwest", is funded by the Mellon Foundation through a \$1.25 million challenge grant. As part of the grant funding is contingent upon UW's ability to raise \$1 million by September 15th. At this time UW Libraries has raised half of the required funds for the grant. Lamson explained that this award follows other top-tier libraries such as Columbia and Duke. UW was chosen due to the depth of our collections, the need for a stronger presence of conservators in the PNW, and our preservation leadership in the region. Additionally, the closest regional preservation center is located in California, but the facility primarily focuses on art rather than library conservation.

The core goals of the new facility are to provide onsite conservation of special collection materials and offer ongoing training to the Pacific Northwest. UW Libraries needs more staffing to provide advanced treatments for special materials, specifically a Senior Conservator to lead conservation work. The current facility, aka "the Mentry", is 2,000 square feet for up to 7 people at one time. This is a very tight space and is getting much smaller with the newly-arrived Senior Conservator. Additionally,

the space lacks the critical equipment for special treatments such as a fume hood and a water purification system.

The current space has not been renovated since 1963 and UW Libraries hopes to double the amount of space to 4,000 square feet creating a hybrid facility that can incorporate both the general and special collections, allow space for training and manage large, special projects. The space is located on the same floor as this meeting room which was identified due to the ability to easily vent a fume hood. UW Libraries has worked with UW staff from conservation, facilities, and capital projects to complete a predesign that articulates the scope of the layout.

As part of the Mellon grant the Senior Conservator is required to conduct extensive reporting on the physical description of conservation projects. Similar to other conservation programs a database was constructed to track all this information. The database includes a large catalogue of items which includes detailed notes about items undergoing treatment. Johnson mentioned that he has to submit to curators a treatment proposal as well as a final report documenting actual treatment. This also includes before-and-after photographs which are photographed in his studio.

Johnson went into detail about examples of recent treatments. Treatment can range from a variety of forms such as bookbinding, repairs, attachments and washing. Johnson explained that successful treatment is difficult in small spaces where work must be carefully orchestrated, such as the 5x8 space he currently works in. The treatment process can become much easier when there are separate rooms for different steps in the treatment process that allows for uninterrupted work. A recent example of a treatment began in October and finished in December. Typically, treatment is broken up over a longer period of time instead of straight 8-hour days, every day of the week. Johnson estimated the treatment process could take a total of 2 weeks if he focused entirely on one treatment. A question was raised about the color palates added to the photos of treated items. Color palates are used by the photographer to aid in achieving consistency across color ranges.

Johnson provided a virtual walkthrough of the proposed conservation facility. The new facility will have a reception area for individuals to drop off items requiring treatment. Additionally, the area will have a reception window to ensure the facility is secured and monitored. Johnson explained that staff in the new facility would not be able to see people coming and going from the main entrance, so the reception window ensures that the items and expensive equipment are protected at all times. The facility will have increased storage space, provide a larger common work area and have more flat workspace used to conduct treatments. Johnson explained that any flat items within the facility can double as a workspace which will actually triple the amount of table workspace.

Johnson discussed the secondary work space. This is a “wet space” where staff will work with more dangerous and chemical-based treatments. With this new addition the facility will be able to dramatically improve its conservation program while improving its ability to teach students and interns. For example, the new facility will have a teaching fume hood which is large enough to fit large objects, or fit a small object plus a students and instructor.

Additional changes include:

- A large, flat sink for water-based treatments
- Humidification table
- Three small tables that can connect into on large work table

- Drying rack
- Light table
- Photo documentation suite
- Single-person office
- Small library for reference materials
- Material storage

Additionally, the new facility will have larger walking spaces to allow for the transportation of large items. Johnson added that many of the large objects are on wheels to allow for easy movement within the facility.

A question was raised asking the time frame for completing this project. UW Libraries currently have a pre-design document, and once the funding is secured, the design phase will begin. This will require UW Libraries to go out to bid for professional services and finalize the design and construction documents. The actual construction is expected to take 6 months. Fugate expects the project to take 18-24 months to complete.

Currently, the closest conservation program to UW is the Seattle Art Museum. However, that program only focuses on art and not library materials. Berkeley and Stanford University are some of the closest research libraries with conservation programs which handle books and paper. Discussion moved to UW's intern program. Interns come from across the US to work at UW's facility and the nearest teaching program was located at University of Texas before it shut down. Now the closest program is located in Delaware.

5. Good of the Order

Leveque reported on the February 7th rollout of the Sloan Data Science Initiative. Leveque will send the announcement to the council for more information.

6. Adjourn

The meeting was adjourned by Chair Cooper at 3:35 p.m.

Minutes by Grayson Court, Faculty Council Support Analyst, gcourt@uw.edu

Present: **Faculty:** Cooper (Chair), Hill, LeVeque, Nicoletta
President's Designee: Wilson
Ex Officio: Barker, Redalje
Guests: Cynthia Fugate (Senior Associate Dean of Libraries), Stephanie Lamson (Head of Preservation Services), Justin Johnson (Senior Conservator)

Absent: **Faculty:** Latteman (called in sick), Gillis-Bridges
Ex Officio: Kirkendall, Schroeder