1. **Call to order**
   
The meeting was called to order at

2. **Review of the minutes from December 9, 2020 and January 13, 2021**
   
The minutes from December 9, 2020 and January 13, 2021 were approved as written.

3. **Chair’s update - Julie Nicoletta**
   
Chair Nicoletta updated the council on the dean’s search committee, funding for the Sand Point Shelving project, and WA HB 1119 “Notifying students of courses with low-cost instructional materials and open educational resources at the four-year institutions of higher education”.

They also noted senate interest in creating a new council to focus on informational technology.

4. **Dean’s update: Pathway to Reopening - Betsy Wilson**
   
Betsy Wilson (President’s Designee) updated the council on King County COVID-19 Phase 2 guidelines for libraries and individual study spaces (Exhibit 1).

5. **Libraries Budget/Subscriptions Review - Denise Pan**
   
Denise Pan shared an updated with the council on the Libraries’ space planning, sustainability, and budget scenarios (Exhibit 2).

The council noted interest in developing legislation to support funding for libraries.

6. **Remote learning and open access educational resources - Robin Chin Roemer, Lauren Ray, John Danneker**
   
Roemer (Director of Online Learning & Innovation), Ray (Open Education Librarian), and Danneker (Director of Learning Services & Odegaard Undergraduate Library) shared a document (Exhibit 3) with the council regarding UW Libraries remote learning and open educational resources.
7. Good of the Order
Nothing was stated.

8. Adjourn
The meeting adjourned at 4:04 p.m.

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

Present: Faculty Code Section 21-61 A: Michael Kucher, Douglas MacLachlan, Khalfani Mwamba, Julie Nicoletta (chair), Otto Randolph, Sundar Balakrishnan, David Beck
Faculty Code Section 21-61 B: Betty Lanman, Gordon Aamot, Jacob Lackner,
President’s Designee: Betsy Wilson
Guests: Denise Pan, Lauren Pressley, Sheryl Stiefel, Robin Chin Roemer, Lauren Ray, John Danneker

Absent: Faculty Code Section 21-61 A: Juliet Shields
Faculty Code Section 21-61 B: Kate O’Neill

Exhibits
Exhibit 1 – Re-opening slides fcul feb 10 2021
Exhibit 2 – FCUL 2021-02-10 State of Stacks and Cancellation Target
Exhibit 3 – Libraries Remote Learning and OER – FCUL 10 Feb 21
A Pathway to Reopening

Betsy Wilson
Vice Provost and Dean of UW Libraries
FCUL February 10, 2021
Impetus

• Moving into Phase 2
• Desire of UW Leadership to have more activity and services on UWS campus during Spring Quarter
• Governor’s Library Services COVID-19 Guidelines (1/29/21)
• Continuing with curb-side and digital services

• No immediate plans for reopening
  • UWT under renovation
  • UWB study space has proven sufficient
A PATH TO REOPENING

Based on Washington State Healthy Washington Phases and UW guidelines.

- While Libraries may be eligible to expand services, changes to operations will likely not take effect immediately upon a transition to each new phase.
- Plans are subject to change pending public health status and unit readiness (staffing, ability to implement health and safety protocols, etc.).
- See websites for UW Bothell and UW Tacoma Libraries for site-specific information, including for course reserves.
- Status of services is current on the Libraries' COVID update web page.

Current

[Healthy Washington Phase 2]

Most staff working remotely, per state and UW guidance. Additional services may be added in Phase 2 (see “Next Up”).

AVAILABLE

- Librarian support and services online: consults, class instruction, events, 24/7 chat
- No-contact pick-up (maps, gov. docs included)
- Select book returns open
- Interlibrary Loan – electronic resources and scans from other Libraries

NOT AVAILABLE

- Services, studying, check-out, events inside the Libraries (all Libraries spaces closed to the public).
- Access to Special Collections, microforms, newspapers
- Interlibrary Loan – requests for physical materials, including from Summit

NEXT UP

<table>
<thead>
<tr>
<th>Services/Spaces</th>
<th>Goal Timing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Study Space @ Research Commons in Allen Library (UW Seattle) *</td>
<td>by start of Spring quarter 3/29</td>
</tr>
<tr>
<td>ILL requests for physical materials (NO Summit)</td>
<td>Spring quarter, TBD</td>
</tr>
<tr>
<td>Limited access to Special Collections, microforms*</td>
<td>TBD</td>
</tr>
</tbody>
</table>

* Husky Card required for access. Locations are TBD. Open spaces will not include branch libraries on Seattle campus.

FUTURE PHASES

- Additional spaces open for individual study
- Expanded access to Special Collections, microforms, newspapers
- Browsing of physical collections and check-out inside Library
- Interlibrary Loan – Requests for physical materials (YES Summit)
- Group study
- In-Libraries events and exhibits
Building the Plan

• 1-2 individual study spaces during Spring Quarter
• First space will be Research Commons (ground floor of Allen South)
• Assess and learn before looking at 2nd space (OUGL ground floor?)

• Special Collections and archival materials access
  • Maybe appointments
• Microforms
  • Maybe relocation or loanable readers
• ILL for some physical items
Reopening Team for Research Commons

- Space/Furniture/Safety
  - Moving out furniture
  - Spacing
  - Reserving seats
- Personnel/Procedures
  - Who will staff areas
  - Training and protocols
- Communications and User Experience
  - What do users need?
- Co-chairs: Linda Ambre (Facilities) and Jackie Belanger (Assessment and Planning)
- Learning from other libraries
- This is hard stuff—so many details
Communication and User Experience

• FAQ for Individual Study Space @ Research Commons
• Signage, videos, social media, PA announcements
• UW Libraries Website for up-to-date info
UW Libraries to Open Individual Study Space in the Research Commons!

lib.washington.edu/coronavirus

UW Libraries to open Research Commons

A new space for individual study is coming!

lib.washington.edu/coronavirus
Early reports

“Just a quick note to say that I am receiving positive feedback and thanks from partners across campus about the news of RC study space availability. Thank you for providing text to share with stakeholders and making sure information is consistent.”

From OUGL Librarian

“At last! Great news for graduate students!”

From CTL
Safety and Health First Priority

Assess, assess, assess
Adjust, adjust, adjust

We’re on the Pathway to Reopening
Faculty Council on University Libraries

February 10, 2021

UNIVERSITY LIBRARIES
Contents

• Libraries Spaces
  • Re-cap and context
  • State of the Stacks at Suzzallo and Allen Libraries
• Subscription Review
  • Budget Scenarios
  • Cancellation Targets
Libraries Strategic Space Plan - recap

Student and Collection Needs

• Increase core campus study space
• Creating additional innovative spaces
• Ensure long-term responsible stewardship of collections

Recommendation

• Build additional offsite shelving
Campus Context - **2019 master plan**

Enrollment trends

### Table 1. Student, Faculty and Staff Figures

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2016</th>
<th>2028</th>
<th>2014 - 2028 Difference</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Student Population (FTE)</td>
<td>45,724</td>
<td>47,219</td>
<td>52,399</td>
<td>6,175</td>
<td>20%</td>
</tr>
<tr>
<td>Staff (FTE)</td>
<td>16,324</td>
<td>17,620</td>
<td>19,563</td>
<td>3,239</td>
<td>20%</td>
</tr>
<tr>
<td>Faculty (FTE)</td>
<td>7,107</td>
<td>7,675</td>
<td>8,310</td>
<td>1,410</td>
<td>20%</td>
</tr>
<tr>
<td>Total Population (FTE)</td>
<td>69,135</td>
<td>72,514</td>
<td>80,272</td>
<td>13,324</td>
<td></td>
</tr>
</tbody>
</table>

Space Deficit

### Table 3. 2028 Space Needs Determined by the Space Needs Model by Category (gross square feet*)

*Assumes 0.5% net to Gross Square feet.

Deficit includes existing and projected deficit.

Deficits provide an indication of a specific space trend and are based on existing FTE and projected FTE figures.
Libraries Context

Changes in Use Patterns

Space Allocations

* No major facilities changes since 2015
Libraries Context

Environmental Conditions*

- All of today’s on-campus storage conditions are so poor (except for the Spec. Coll. vault) that everything would be in better conditions if housed at the Sand Point Shelving Facility.
- Yet even the Sand Point Shelving Facility building is not an ideal facility...
- In the Suzzallo and Allen stacks, 34% of the print materials were published before 1975
- These volumes ideally would be put into conditioned storage as soon as possible to preserve them longer ...

* As reported in Libraries Strategic Space Plan, Dec 2016
Although the acquisition rates of physical materials are anticipated to slow over the next decade, the Libraries’ collections will continue to grow to meet evolving research needs.

- All of the libraries are approaching or have reached their operational stack capacity and some are even 100% full.
- Libraries are considered operationally full once they reach a 80-85% working capacity.
- The Sand Point Shelving Facility is now also operationally at its limit.

* As reported in Libraries Strategic Space Plan, Dec 2016
State of the Stacks - Seattle Campus

Libraries*

85% = Operationally Full
100% = Over Capacity

* Estimates as of October 2019.

Suzzallo and Allen Libraries*

85% = Operationally Full
100% = Over Capacity

Note: Pre-pandemic unable to shelve 17,500 items. Projected unshelveables (June 2020) estimated on new acquisitions = 35,000 items
Questions?

Suggested FCUL upcoming agenda items:

- De-duplication and de-selection (weeding)
- Location strategy for physical collections
# FY22 Subscription Review Timeline 2021

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 13, 2021</td>
<td>FCUL discussion: draft rubrics for cancellation</td>
</tr>
<tr>
<td>February 10, 2021</td>
<td>FCUL discussion: potential cancellation target amount</td>
</tr>
<tr>
<td>April 7, 2021</td>
<td>FCUL discussion: initial lists of proposed cancellations</td>
</tr>
<tr>
<td>April 9 to August 11, 2021</td>
<td>Posted on Libraries website: Initial list of proposed cancellations</td>
</tr>
<tr>
<td>May 12, 2021</td>
<td>FCUL discussion: FY21 fiscal close and FY22 fiscal open</td>
</tr>
<tr>
<td>August 12, 2021</td>
<td>Libraries Acquisitions dept begins submitting <em>renewals</em> to vendors/publishers.</td>
</tr>
<tr>
<td>August 12 to October 11, 2021</td>
<td>Posted on Libraries website: Second iteration of cancellation list</td>
</tr>
<tr>
<td>October 12, 2021</td>
<td>Last day for public comments on cancellation lists.</td>
</tr>
<tr>
<td>October 19, 2021</td>
<td>Libraries Acquisitions dept begins submitting <em>cancellations</em> to vendors/publishers.</td>
</tr>
</tbody>
</table>
Resources Budget - recap

Biennial Allocations 2009 to 2019

Subscriptions = On-going

Monographs = One-time costs
Resources Budget - recap

Biennial Allocations 2009 to 2019

One-time costs = books & other print/online resources streaming videos

On-going costs = subscriptions to journals, databases, etc.

Note about Databases = online resources that could include books, journals and also videos, audio, datasets, etc...
Restoring Sustainability - recap

• The Libraries builds collections to support all disciplines and areas of teaching and research at the University of Washington.

• In order to pay for unfunded inflation increases and budget reduction on our subscriptions, Libraries needs to redirect spending from books and other one-time purchases.

• To maintain balance in our ability support disciplines across campus we need to reduce our subscription commitments to pay for anticipated inflation and budget reduction.
FY22 Budget Scenario - flat budget*

Without Cancellation

- One-time (books) 6%
- On-going (subscriptions) 94%

With Cancellations

Reallocate & Rebalance Budget

- Cancel 11% or $1.5M Databases & Journals
- Increase One-time Costs = books & other print/online resources streaming videos

* FY21 budget with permanent budget reduction
FY22 Budget Scenario - 5% reduction*

Without Cancellation

With Cancellations

Reallocate & Rebalance Budget

Cancel 16% or $2.1M Databases & Journals

Increase One-time Costs = books & other print/online resources streaming videos

* FY21 budget with permanent budget reduction
Questions?

March update via email (no FCUL meeting) with draft deliverables for subscription review, e.g.

- Assessment criteria and process (rubric)
- Sample lists and feedback form
Thank you!

Let us know if you have questions or comments

Denise Pan, Associate Dean for Collections & Content
Email: dpan@uw.edu  | Phone: 206.543.4786

Lizabeth (Betsy) Wilson, Vice Provost and Dean of University Libraries
Email: betsyw@uw.edu  | Phone: 206.543.1763
UW Libraries Remote Learning
including Open Educational Resources:
History, COVID-era Changes, and Future

Robin Chin Roemer, Director of Online Learning & Innovation, robincr@uw.edu
Lauren Ray, Open Education Librarian, olray@uw.edu
John Danneker, Director of Learning Services (including Odegaard Library), danneker@uw.edu

Remote Learning: Core Resources

- Online collections/materials
  - Databases & ebooks
  - Course materials/ course reserves support, and broader conversations
  - Partnerships / purchases
    - E.g. ETAS via Hathi Trust, accelerated shift in collection strategy toward e-resources

- Online services & instruction
  - 24/7 “Ask a Librarian” online chat
    - 200%+ uptick in questions
  - Synchronous instruction & consultation
    - Zoom / Panopto / Google Docs (primary tools)
    - Classes, appointments, office hours
    - Research, Digital Scholarship, Media Arcade, Writing help
    - Teaching Support portal

Questions from FCUL

- How can we help you get the word out about these resources? Does your team ever give this kind of overview in faculty meetings or college excoms?
  - Yes, we have units such as Student Success (within John’s group) that liaise/present with first-year programs and similar partners. We are also always willing to provide overviews to specific groups by request.
  - In terms of OER, most of outreach/instruction has happened via our subject librarians forwarded information to departments. Also, making connections with Center for Teaching & Learning and plugging in to their workshops/consultations. Would be happy to share out with departments and welcome your suggestions for doing so!

Exhibit 3
Remote Learning: What has changed?

- **New online workshops**
  - Undergraduate Researcher Tutorial
    - Pages accessed over 16,000 times since September 2020
    - Integrated with courses in URP, OMA&D units, more
  - Introduction to Business Library Research
  - Omeka / Digital Scholarship Summer Institute
  - Citation Management (upcoming Spring 2021)

- **New virtual events / programming**
  - Going Public 2020 / 2021 (Conference)
  - GIS Symposium 2020
  - Hacking the Academy / Virtual Scholar’s Studio
  - Open Scholarship Commons
  - Virtual Study Room (Fall 2020 / Winter 2021)

- **Increased consistency / Best Practices**
  - Online instruction & consultation
    - Asynchronous & synchronous cases; scheduling; platform flexibility; EDI
    - Example: **Subject Librarian scheduling home**
  - Online events & programming
    - Accessibility; platforms; moderation; follow-up; community-building; EDI

- **New communications & outreach**
  - UW Libraries COVID-19 page
    - Phased Reopening chart (updated)
    - Individual Study Space @ Research Commons (Spring 2021)
  - UW Libraries homepage redesign
  - UW Libraries blog with monthly updates

- **Internal logistics & planning**
  - Online Learning & Innovation
  - Slack / Teams
Open Educational Resources/Open Pedagogy

Libraries Infrastructure to support OER and Textbook Affordability:

- Shift from .5 FTE to full time Open Education Librarian position, UW Seattle
- Online Training Sessions for UW Subject Librarians in Summer/Fall 2020, to be repeated in Spring 2021
  - Open Textbook/OER Search Tools & LibGuides: Hands-on Workshop
  - Open Pedagogy at UW: Addressing Inequity and Designing Renewable Assignments
  - Open Conversation Coffee Hour: Textbook Publishing, OER and Equity
  - Creative Commons Licensing and Open Educational Resources
- Development of OER Subject Guides
  - Provides resources for UW subject librarians and departmental faculty in finding free, openly licensed course materials in their discipline

Faculty-Facing OER Programs & Support

- UW Libraries Pressbooks
  - E-book publishing platform provided by the UW Libraries, to support creating/publishing free and openly licensed course materials.
  - Building community via workshops and UW Pressbooks Faculty Listserv
  - OER and Pressbooks Community Meetup via zoom for tri campus faculty
- Digital Scholarship Summer Immersion
  - In-depth training for UW faculty interested in creating open publications, including OER for use in UW curriculum
- Going Public: Using Open Educational Resources to Improve Classroom Equity

Open Pedagogy examples of Student-Created OER (Fall 2020):

- Building a Greener Future: A UW Research Report into Seattle's Climate Justice Movement
  - Designed and composed by students in Matthew Hitchman’s Fall 2020 English 121 class, this book is intended to introduce UW students and members of the Seattle community to the climate justice movement in the Pacific Northwest.
- The Creative Process ART480 Art Honors Fall 2020
  - Book created by students in the 2020-2021 Art BA Departmental Honors program in the UW School of Art + Art History + Design. 20 visual artists in conversation about why they make, how they work, and how the creative process unfolds.
Screenshot of Book Launch Event for *The Creative Process*, 12/14/20

Explore more examples of UW faculty, student & staff published OER:
[https://uw.pressbooks.pub/catalog](https://uw.pressbooks.pub/catalog) and [https://pressbooks.directory/](https://pressbooks.directory/)

Key “One Stop Shop” Resources:

**Faculty Guidance 2020-21 page** -- Libraries website

**Teaching Support page** -- Libraries website