

UNIVERSITY LIBRARIES COMMITTEE
Minutes of the Meeting
September 12th, 2003
11:00 AM

Present: Karen Albertus; Ken Cmiel; Carolyn Dyer; Pat Kenner; Yangbo Ye, Chair

Staff: Nancy L. Baker, University Librarian; Kelly Avant, Secretary; Sandy Ballasch, Coordinator, Access Services

Absent: George Bergus; Maria Barbosa

I. Call to Order and Introductions

Ye called the meeting to order. This is the first meeting of the committee this year, so each member introduced themselves. Ye also reviewed the Committee's charge, which is to advise the University Librarian on policies pertaining to collections and services at the Libraries.

II. Course Reserves

Baker gave the Committee some background on electronic reserves, with which some of the branches have already experimented. We now have the ability to put all reserve into the InfoHawk database so students can search for their course/instructor and class reserve materials. However, some policy issues have risen. Ballasch went over 2 recommendations to ensure copyright/fair use of materials put on reserve. Right now anyone can click into course reserves and see the materials there. It is recommended that this point of access require authentication - users will be asked for their HawkID and password. This restriction should satisfy publishers in that the Libraries has made a good faith effort to restrict access to licensed products. Traditional reserve will still take entire books and other print materials. The problem arises once materials are digitized (i.e., copied) - then copyright becomes an issue.

Second, because of the move to more electronic reserves, it is proposed to have faculty determine if their materials fall under fair use, or if they need to get permission from the publisher/copyright holder, instead of having Libraries' staff do this. The Libraries would give faculty information on a web page to help determine what category their materials fall into. Faculty will also be asked to sign a form stating they got permission for their reserve materials or otherwise followed copyright guidelines.

Dyer asked if community members could still come in and look at the paper list in reserve, and yes they can. The Libraries is trying to get away from permanent reserve, if these items exist, they would not be listed with other reserve materials - in fact they should be put in reference or have shorter term loans.

Much discussion centered on the faculty being asked to take over their own copyright clearing. Cmiel thought this was a terrible idea, shifting the burden to faculty. How will the faculty be educated about this? Ye suggested this may effect how faculty design a course. Ballasch felt the majority of faculty should not have problems determining fair use if they look at the 4 criteria. Generally, faculty also have a better chance of getting permission than Libraries, and can probably negotiate better fees. Baker said that the

library doesn't have enough staff to clear copyrights, however, other universities have set up centralized copyright offices on campus, and the UI may have to look at this since there are more copyright issues emerging than just reserve services. Both Ballasch and Baker tried to emphasize that the University's General Counsel is concerned that faculty are not paying enough attention looking at copyright; and has agreed that the suggestions the Libraries has made on how to deal with copyright issues is the right direction to go in.

Action: The Committee agreed that authentication was a good idea; it was recommended that Ballasch take the Committee's concerns on shifting copyright permission to faculty back to her group for discussion.

III. **Community Recall of Books**

Baker asked the Committee for advice on community recall and described a recent situation where a community borrower wanted a book that had been renewed by the same faculty member for 3 years. Baker reviewed how current circulation policies do not allow community borrowers the privilege of recall, though in this situation the book was eventually recalled for the borrower. Baker had 3 possible solutions: do nothing at all - just follow current circulation policy; handle special situations as they come up, but pointed out that we don't know if community borrowers have a problem unless they complain; or give community borrowers some way to recall materials.

Action: The Committee agreed that giving community borrowers the privilege of recall is the right thing to do. Ballasch will work on a policy. It was suggested that the Libraries should let community borrowers know they have this privilege, perhaps by posting signs. Letting students know they have this right also was discussed. Ballasch said that signage could be placed by the circulation desks.

IV. **University Librarian's Report**

Baker updated the Committee with several items: 1) the final report from the space consultants is expected within the next few weeks; 2) the Libraries is currently undergoing a planning process to look at possible ways to restructure - this is necessary because since FY02 our budget has been cut by \$747,000; 3) a new service called Live Reference was started this past winter - there were 455 transactions between February - June, which is excellent especially since the Libraries has done little advertising of the service; 4) began electronic delivery of articles to requester's desktops which has also been well received; 5) The *Aleph* software (InfoHawk) was upgraded, thus enabling the conversion of the entire database to Unicode, which allows records to be viewed with native Chinese, Japanese or Korean characters, and a four-year project to convert old cards to machine-readable format was completed; 6) donations to the Libraries in 2002 totaled \$823,179, of which 31% were gifts-in-kind; 7) the Annual Report is being prepared and the Committee will see it as soon as it's available; 8) the Libraries began a partnership with the Athletics Department, which initially will include a solicitation brochure in some of their mailings, as well as ads in the football programs.

V. **Adjourned at 12:05 pm**

Remaining Fall Semester meetings:

- Friday, October 10, 11:00 - 12:00 PM, Main Library Second Floor Conference Room
- Friday, November 14, 11:00 - 12:00 PM, Main Library Second Floor Conference Room