1. Chair’s Welcome and Member Introductions: David Garman, Chair

2. Bound periodical withdrawal project: Dorothy Meaney, Interim Director (See attachment.)

DCA needs secured storage on Level G, which is where the bound periodicals are located. An announcement regarding weeding of the bound periodicals will be added to Tisch Library’s website with a letter to the faculty asking them to review titles and advise staff of those that should be kept on-site in print format. Dorothy asked the committee for feedback about the letter. Members suggested 1) underlining the first sentence in The Details section; 2) adding sentences to detail other options for obtaining materials other than the print option; 3) offering faculty members the opportunity to take print materials that will be withdrawn from the collection if they’d like to have them; and 4) sending an alert to the department chairs to encourage their faculty to take a close look at the withdrawal list. Alicia Morris also will check to see which copies of the print materials are preserved by the big research libraries.

3. Digital Scholarship Work in Tisch: Alicia Morris, Assistant Director of Acquisitions, Cataloging and Metadata Services

Current services include:
- data management plans; research data management; multi-media across curriculum (video and audio production support); support for data, stats, and GIS; building digital collections and providing access to digital scholarship; providing metadata creation, digital preservation, and access to faculty and student scholarship in the TDL; building interfaces for teaching and access; consulting with faculty and students on metadata; and providing digitization services, including digitization of accessible materials.

Additionally, Tisch Library has been working with partners across the libraries and in TTS to create a pilot project within the Harvard Dataverse instance that will be launched this Spring. The goals of the pilot are to 1) create an understanding of the data needs of researchers in the Schools of Arts and Sciences and Engineering and 2) design services to support those needs. [Dataverse is an open source web application that allows researchers to share, preserve, cite, explore, and analyze research data. It facilitates making data available to others, and allows replication of others' work more easily.]

Support spaces include:
- the DDS and Digital Design Services offices; the Data Lab; the Repository Practice Space

Current partners include:
- Tufts staff from Tisch Library and other Tufts libraries and TTS
- Faculty – Classics, Art and Art History, Biology, and more
- Projects – DISC; Digital Humanities Steering Committee; Digital Tools for Premodern Studies

The need has far surpassed capacity, and effective response to ad hoc requests is no longer feasible. Services/support for digital scholarship need to be coordinated within the Tisch Library as well as across the Tufts libraries, and with partners from AS&E and TTS.

Alicia asked committee members for advice in identifying:
- needs; gaps; services needed by students and faculty; space needs; what the library should pay attention to as digital scholarship grows

Other institutions’ digital scholarship services have different foci and strengths. We have looked at some of those other institutions (such as Brown, BC, Northeastern, and UC San Diego) to gain insight into the above.

Faculty praised the DDS as well as the Data Lab staff and facilities for providing space and services that enrich curriculum development and student work. It was suggested that Tisch increase marketing and promotion of its services (including concrete examples) to different constituents, i.e. faculty, graduate students, and undergraduate students. Creating a journey map would be useful to illustrate where to go for which library services. Additionally, the library needs to define its wheelhouse and communicate better with other Tufts University units, like TTS and GIS, regarding the services they provide.

4. **Update on Single Service Point and Working Group:** *Dorothy Meaney*

A weekly working group comprised of staff from Access Services and Research and Instruction will be developing a project plan for both “one-stop shopping” and more in-depth assistance. Improved staff and student worker training; data collection for the service; scalability of the service for periods of increased need; and virtual reference will be among the issues that are addressed. Poor communication and inadequate training have been identified as huge issues for both staff and student workers. Training student workers to be research assistants in a peer-to-peer model has been proposed as an option. Having librarians housed behind locked doors was cited by faculty as a concerning obstacle.

Rachael expressed that the grad student retreat is an excellent training about various aspects of research and that the timing of its offering is on point.

5. **Library Director Search:**

The committee agreed that a longer-term strategy needed to be developed to advocate for the creation of a University Librarian position.

The meeting was adjourned at 1:30 PM. The Spring semester Library Committee meetings schedule is as follows:

- **2 February**: 12 – 1:15 pm, Tisch Library Room 204
- **2 March**: 11 am – 12:15 pm, Tisch Library Room 204
- **13 April**: 12 – 1:15 pm, Tisch Library Room 204
- **27 April**: 12:30 – 1:45 pm, Tisch Library Austin Conference Room