Library Committee  
Annual Report Academic Year 2013-2014

In FY14, the Library Committee held four meetings. Items of business for the committee included an update on the proposed library renovation planning project, a review of the new consultation and research assistance room (Room 224), and the FY15 materials budget request. The major item of business for the year, however, was print management strategy. Highlights of these discussions are summarized below.

1. **Tisch Library Renovation Planning Project Update:**
   There have been enormous changes in the way that research is done since the library was renovated in 1996, including greater integration of computing technology. 2005 was the official start of the quest for a Learning Commons at Tisch. In May 2012, a planning consultant, Aaron Cohen and Associates, was hired to provide a conceptual design. Cost estimates were generated last spring and 8 renovation options were presented to the A&S and SOE EADs in May. As a result of feedback from the EADs, a more detailed cost estimate was created for one of the options, which was then presented in late August to the EADs, the Deans of A&S and SOE, David Kahle, and other members of Central Administration.

   The proposed plan includes 3 phases. Preliminary work started this past summer with ILL being moved into the Access Services area and Room 224 being built out for research consultations. Phase I includes a Learning Commons being built on the main floor of the library (Level 2); Phase II includes the DDS moving to Level 2 and expanding. GIS also will expand, enabling an increased connection between GIS and the DDS, and the service points for library transactions will be consolidated; and Phase III includes an expansion of the Level 1 study areas. Laura will present to the Executive Committee in November to advocate for inclusion in their 5 year capital plan.

2. **Print Management Strategy:**
   Tisch Library is running out of room for the collection whether we renovate or not. The footprint of the collection needs to be reduced by approximately 20% and future collections growth will need to be managed with off-site locations. It is unique that we do not have off-site storage already. Cultural values and faculty-driven assignments and requirements will be an important part of the strategy. The timeline for the transition to off-site storage is within the next three years.

   The committee reviewed and discussed statistics regarding collection circulation rates and models for selecting material for off-site storage and retrieval as well as channels for presenting the information about the impending on-site storage problem with the Tufts community. Tisch Library staff created a webpage - [http://www.library.tufts.edu/tisch/print_management/](http://www.library.tufts.edu/tisch/print_management/) - and a Qualtrics survey for A&S faculty and affiliates to answer. Additionally, Laura Wood announced the survey effort and invited questions at the 3.12.2014 A&S Faculty meeting. The Library Committee developed and submitted the following report and recommendations to the library administration to guide future evaluations of collection locations and services.

   *The Library Committee convened on four occasions in the academic year 2013-14 and devoted the majority of its time to consideration of a print management strategy for Tisch Library.*

   *Firstly, the Library Committee accepts Tisch Library’s rationale for relocating off-site some of its print collection. Shelf space is set to fall beneath accepted standards within a few years. Moreover, the library plans to re-allocate existing areas for alternate educational uses. Even if these plans do not materialize, shelving for new acquisitions will run out within a decade. The Library Committee also recognizes that timely extension of the existing building in the present university environment is not a feasible solution to the current problem. The Library Committee agrees that now is the time to design a print management strategy incorporating off-site storage.*

   *Second, the Library Committee expresses its great appreciation for the careful process the library administration has initiated, in cooperation with faculty and students, to devise an appropriate print management strategy, which will be not just economical and efficient, but also and more importantly serve the university community and its values.*
Based upon the Library Committee’s own deliberations, as well as its study of the Print Management Strategy AS&E Faculty Survey conducted in Spring 2014 by the Library, the Committee makes the following print management strategy recommendations:

1) To continue the process of Library Committee consultation in devising a print management strategy; to reach out to undergraduate and graduate students, using focus groups and other appropriate means; and to follow-up the survey with individualized discussions with concerned faculty members and departments.

2) To devise a print management strategy sensitive to different areas’ and disciplines’ needs. For example, Committee discussions and Survey results indicated that scientists were quite comfortable with off-site storage, whereas humanities disciplines (e.g., classics, art history, history, literature) expressed a greater need to retain print resources on site.

3) To prioritize moving journals rather than monographs off-site. (See Survey results, section 2.) The one exception raised here, in the Survey, was the desire to keep some older journals on-site.

4) Not to move new materials off-site. The Committee and the Survey with near unanimity strongly decried moving new materials off-site, which deprives faculty and student researchers of ready access to the latest developments in their field. While recognizing reasons of efficiency for this option, the Committee believes community needs and values supersede the economic rationale. If the Library chooses to pursue this option, it will have to educate the community extensively and seek its consent prior to implementation.

5) To model print management strategy order and delivery standards upon existing arrangements at other institutions, specifically Harvard University, which members of the Tufts community already use and find acceptable.

6) To include in the print management strategy a mechanism for community members to initiate an appeal review of off-site designations. It is important that off-site relocation not be seen as irrevocable for every item, in other words that the needs of the community are not superseded by the logic of the plan. The Committee recognizes this may incur some cost and trouble (while foreseeing actual reversals kept to a minimum). Serving and being sensitive to community needs and values are priorities well-worth resourcing.

It is clear in the ways the library administration has already closely consulted with the Committee and the community regarding a print management strategy that it values community input and priorities. The Library Committee has the utmost confidence in the library administration’s capacity to continue this collaborative process and to arrive ultimately at an economical print management strategy that meets community needs.

3. Room 224:
Room 224, formerly the Interlibrary Loan office, was created to meet the need for a new type of research assistance. This need emerged from student, faculty and library staff feedback to the space planning consultants in FY13; the decrease in questions at the reference desk, especially research questions; and the increase in the number of one-on-one and small group research consultations between librarian subject specialists and students and faculty. Room 224 provides a semi-private space for these types of consultations with greater technology capabilities. Room 224 is a dual boot Mac/PC space. It includes statistical software and Adobe CreativeCommons software. Currently, appointments are booked through individual librarians, but the library is looking at ways to implement an online reservation system.

The reference desk is staffed now by graduate students who answer basic questions, help patrons with printer/computer problems, and refer students who need librarian assistance to Room 224.

4. The FY15 Materials Budget:
The library requested an 8.2% materials budget increase for FY15. The increase would allow the library to maintain current collections and purchase the new materials needed to support growing teaching and research needs. Due to journal inflation, a 5% increase is projected to maintain the status quo and ensure the protection of the current book, journal, and electronic resources base. This is an increase of $381,645 on
a $7,632,894 materials budget. An additional 3.2% is requested to purchase new materials that have been identified through extensive faculty outreach, review of the curriculum, and examination of the publication and research universe. This is an increase of $245,800.

Economists are predicting that journal inflation for FY15 will again hover around 6%. We feel that we have reached the limit of our fixed costs and that it would not be prudent to continue to add materials that have recurring costs without a budget increase that exceeds inflation. This is particularly true in the STM fields, where journals and databases are the primary means of scholarship, and where fixed costs are now about 95% of the budget.

We recognize that Tufts University is undertaking long-term efforts to curb expenditures and that this may require belt-tightening in many areas, including the library. This makes it hard to imagine budget increases beyond 5%. If the library again received a 5% budget increase for collections in FY15, we will review all journal subscriptions and begin discussions with faculty on possible cancellations. Such an effort is necessary in order to decrease our recurring fixed costs.

As a part of the TEAM procurement effort this spring and summer, collections and acquisitions staff from all the libraries worked diligently with Deloitte and Purchasing to identify cost savings with subscriptions/licenses. After intensive review of our purchasing practices, Deloitte concluded that based on current library stewardship there were no significant savings to be had, although they were able to renegotiate a contract with our serials subscription agent for university-wide cost saving. The only other option for savings is cancelling journal subscriptions. Tisch librarians carefully review journal usage data and interlibrary loan data on an annual basis. We cancel little-used titles and add new titles when possible, but without an increase that meets rising journal costs, we will have to start to cancel core titles. This is a difficult time to cancel journals given the current expansion of STM research and teaching at the university. Collections librarians, particularly in the sciences and engineering, are continually asked for new journals, particularly by the new faculty hires. We cannot continue to add journals in the STM fields at the expense of other disciplines—such as the humanities, arts, and social sciences—that are more book-dependent. This is why we would initiate cancellation discussions if current budget increases are level or reduced.

Submitted by the members of the Library Committee:
Daniel Abramson, Art and Art History, and Chair of the Library Committee
Rachel Bonoan, Graduate Student Council Representative
Benjamin Carp, History
Patrick Forber, Philosophy
Ning Ma, German, Russian & Asian Languages and Literatures
Christie Maciejewski, TCU Senate Representative
Malik Mufti, Political Science
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