1. **Review of Directors Report**

The meeting commenced with the opportunity for committee members to ask questions or respond to any information provided in the Directors Report. With no questions or comments at the time, Laura Wood encouraged members to email her with any should they come up.

2. **Print Collection Management Initiative**

**Review of documentation**

Using the summary document on the initiative provided to the committee, Laura Wood highlighted the grid featuring approaches for selecting collections to move off-site and the charts representing collection growth and shelving capacity at Tisch Library.

There were no immediate questions about the different options or the information presented on collection growth/shelving capacity.

**Discussion: engaging faculty**

The committee began to discuss how Tisch plans to share this information with a broader group of faculty/how to engage faculty around these options.

- Committee members were interested to see if the options in the grid can be fleshed out more. In particular, one commented that some of the options are not particularly attractive on the surface, but with more explanation, as he has had the benefit of hearing, they became more attractive. How do we represent these deeper explanations so that faculty members have a fuller understanding of the options?
- There were a number of suggestions for how to gather feedback from faculty:
  - Ask faculty members their opinion on the options via a survey, using a radio button to indicate a preferred approach from the chart.
  - Use a ranking approach, where faculty could indicate which options were most attractive. If so, be sure to ask for explanation to flesh out the ranking. If a ranking is used, the library also will ask for explanations of why rank order was chosen.
- It was noted that ranking options is fine, but what Tisch really values is in-depth information on how the different options will affect teaching and research and this really needs to be emphasized if faculty are to be asked for input via a survey.
Discussion: engaging students

Laura Wood stated an interest in engaging both faculty and students about this initiative.

- Undergraduate students: some kind of article/editorial in the Tufts Daily would reach many undergraduate students
- Graduate students: suggestion to bring information to a GSC meeting this semester—a good forum to bring this to the attention of graduate students.
- The ideal timing for student engagement remains uncertain.

Timetable for next steps

Current plan is for Laura Wood to attend a Department Chairs meeting in late February to bring the initiative to their attention. She will offer to attend department meetings to discuss needs and concerns, etc. The goal is to have all feedback in by the end of March, then use the April 9th meeting to review feedback and develop a draft plan.

There were a number of additional suggestions for engaging faculty:

- Bring this to a larger faculty meeting, perhaps a combined AS&E meeting.
- Combine a survey about this initiative with the bi-annual library survey to be delivered in late February.
- If sending a survey, suggestion to use a provocative subject line to entice faculty to complete it.
- Emphasize how easy it will be to retrieve things from off-site to remove any concern on the part of faculty and help them engage more with the options for deciding which collections go off-site and which stay

3. Room 224

Evan Simpson and Laura Wood discussed the creation and purpose of Room 224. Evan noted that the room was created to meet the need for a new type of research assistance:

- There has been a decrease in the number of questions at the reference desk, especially research questions.
- This drop has been simultaneous with an increase in the number of one-on-one and small group research consultations between librarian subject specialists and students/faculty.
- Room 224 provides a semi-private space for these types of consultations with greater technology capabilities, particularly suited for small groups.
- The reference desk is now staffed by graduate students who answer basic questions, help with printers/computers, and refer to the librarians in Room 224.
- Room 224 is a dual boot Mac/PC space.
- It includes statistical software and Adobe Creative Commons software.
Laura Wood discussed the creation of the space:

- Need for such a space was established in conjunction with Tisch Library’s space planning consultants with input from library staff, faculty, and students.
- Room 224 was a staff space that housed Interlibrary Loan.
- Reconfiguration of the room was cost effective because it entailed no extra cost for moving staff and had no ramifications for other space renovations.
- Room 224 is on the active service floor and near the public reference area.

Faculty feedback:

- Consider renaming Room 224 to better reflect its function. Laura Wood noted that we hope that a new name will be suggested by the users as they, and the staff, use the room and realize its potential.
- How does the user book an appointment in the room? Right now appointments are booked through individual librarians, but the library is looking at ways to make it easier for students and faculty to make appointments with librarians using an online system.

The meeting was adjourned at 1:20 PM. The next Library Committee meeting, the last of the year, will be on April 9, 2014 from noon – 1:20 PM in the Austin Conference Room.