Present: Daniel Abramson (Chair); Ben Carp; Patrick Forber; Ning Ma; Malik Mufti; Ichiro Takayoshi; Michael Reed; Sam Thomas; Richard Weiss; Bryson Wong (TCU Senate Student Representative); Ex Officio Members: Laura C. Wood, Laura Walters

Absent: Isabelle Naginski; Matt Panzer; Rachael Bonoan (GSC Student Representative); James Golden (TCU Senate Student Representative)

1. Member Introductions and Review of Director’s Report
The meeting commenced with member introductions and the opportunity for committee members to ask questions/respond to any information provided in the Director’s Report. Laura Wood encouraged members to try the beta version of Tisch Library’s website redesign and email her with any suggestions. A question was raised about the ULC proposal for a consulting engagement to benchmark Tufts Libraries with select peers and provide recommendations for alternative organizational and funding models. Laura explained that these recommendations are necessary in order to determine the best approach to meet university-wide needs. Members can contact Laura if they would like to have a conversation regarding this issue.

The Library Committee’s annual report is pending. The committee’s print management strategy recommendations from today’s meeting will be included in the report. A draft will be sent to members for approval before the final report is submitted to Jillian Dubman.

2. Print Management Strategy:
Members discussed the survey responses. Responses tended to be clustered into either end of the spectrum – the preservationists and the digitalists - with people feeling either that there were too many social areas in the library and not enough room for the print collection or that there was not a need for much space for the print collection because information could be accessed digitally. In reality, a balance needs to be struck between the print collection and user spaces. Tisch is committed to print materials, but trends are changing. Additionally, Tisch is buying new books, which will need to be shelved as well. Despite collection weeding and updates to collection editions, the library eventually will run out of room for books if an effective print management strategy is not developed, no matter the amount of user spaces. Some faculty are concerned that important materials for their field will be shipped off-site if the selection criteria does not take into account factors particularly relevant to their discipline – e.g. – digital translations available in Philosophy are not authoritative translations. Having newer books off-site has advantages and disadvantages; metadata can be found digitally, but immediate accessibility to new material could be beneficial.

A data analysis of Tisch and the other Tufts libraries is forthcoming. Designating a set of peers for comparison is in process. Reports can be run to determine the number of books that fall into different categories. This information will provide a big picture regarding where we stand and what will happen if we take different approaches with the print management strategy. The analysis also will reveal whether there is a good digital copy of books available via the Hathi Trust.
Every effort will be made to try to find the “sweet spot” for each discipline regarding what we can send off-site. It is important to note that if books are moved off-site and they are consistently requested, we can move them back on-site. It is best to avoid this, however, since there may be financial implications. Off-site books that are requested for reserve materials will be kept here for the duration of the course. Of note, the libraries will be implementing a new discovery tool that we hope will make it easier to browse virtually in multiple formats.

Members wondered if faculty will be given a list of books that will be shipped off-site so that they can weigh in if they have concerns. Since the process is complex, library staff will employ a print management outreach plan instead, meeting with specific individuals and departments to invite further conversation. Focus groups will be set up for faculty as well as undergraduate and graduate students re: print and e-books. An LC member recommended orienting the faculty focus group questions in terms of pedagogy.

Committee members raised the following questions:

- Can print book circulation data be tracked for students v. faculty? Yes, it can.

- What is e-book usage like? E-book usage is high in both the sciences and social sciences. Tisch buys as many of the e-books as possible because publishers often make changes during the lease period, including pulling e-books out of lease packages.

- Would off-site books have the same call numbers as when they were on-site? Yes – the call number is in the record, no matter the location. They likely will be stored off-site by size, however.

- What will the turn-around rate be for requested books? One – three business days (Monday – Friday, 9 AM – 5 PM) is the typical time period. Geography is one of the variables that could affect the timing. The waiting may prove more difficult for students than faculty since faculty are more familiar with other means to obtain materials and they do not tend to make last minute requests. Faculty and librarians can teach students about how to work the impending system and considerations to take into account once the system is implemented.

- Can Tufts model their off-site storage system on Harvard’s?

- Can search engines be enhanced for ILL materials so that all of the fields fill in altogether in one place? This enhancement is in process. ILL data is reviewed regularly and in blocks of several years. Lending activity for materials through ILL has markedly increased, while our need for borrowing is holding steady.

- What is the review process for lost books? The lost books list is reviewed bi-annually to determine if the books on the list should be repurchased. Contact Laura Walters – laura.walters@tufts.edu – if there is a lost book that is needed.

- Could the library institute an appeal process for books that have been sent off-site so that faculty have a means of recourse?

Based upon the discussion, Danny Abramson will write and circulate a draft of print management suggestions for the committee to approve.
**Agenda Topics for Next Year’s Committee:**

1. Tisch Library’s Strategic Planning – The library’s strategic planning process is starting anew this summer. Feedback from the committee will be garnered in the Fall.
2. Continued print management discussion and updates.
3. Other suggestions can be emailed to Laura Wood – laura.wood@tufts.edu.

The meeting was adjourned at 1:20 PM. The Library Committee’s annual report will be emailed to members soon.