

LIBRARY ADVISORY COMMITTEE MEETING MINUTES
Weinberg Memorial Library
Wednesday, November 20, 2024

The meeting came to order at 11:35 a.m., by Dr. William Miller.

Present: Dean George Aulisio, Dr. Deborah Budash, Mr. Brian Castrogiovanni, Dr. Tracey Collins, Prof. Kate Cummings, Dr. Christopher Fremaux, Dr. Jennifer Kaschak, Prof. Michael Knies, Associate Dean Jean Lenville, Dr. Wendy Mannetti, Prof. Bonnie Markowski, Dr. Robert McCloskey, Dr. William Miller, Prof. Linda Mlodzienski, Prof. Ian O’Hara, Prof. Sylvia Orner, Mr. Spencer Owens, Dr. Kimberly Pavlick, Prof. Sheli Pratt-McHugh, Dr. Paul Sampson, Dr. Jong-Hyun Son, Dr. Ben Willis, Prof. Donna Witek, Dr. Patricia Wright, and Dr. John Zych.

Unable to Attend: Dr. Anthony Betancourt, Dr. Lori Bruch, Prof. Marleen Cloutier, Mr. Phil Erb, Prof. Colleen Farry, Dr. Michael Fennie, Ms. Sharon Finnerty, Dr. Joyanna Hopper, Dr. Jakub Jasinski, Dr. Michael Landrum, Dr. Nathan Lefler, Dr. Yibai Li, Dr. Masood Otarod, Dr. Christos Pargianas, Dr. Virginia Picchietti, and Dr. Katorah Williams.

Prof. Witek motioned to accept the agenda, seconded by Dr. Pavlick.

Dr. Miller motioned to approve the minutes, seconded by Dr. Zych. The minutes were accepted as written.

II. Unfinished Business

1. Electronic Resources Subcommittee (Sylvia Orner)

Sylvia discussed the subcommittee’s role in evaluating electronic resource subscriptions.

- Background:
 - Prior to 2023, departments managed subscriptions. A centralized fund was created to handle rising subscription costs.
- Subcommittee Purpose:
 - Evaluate 20-30 resources each semester.
 - Gather faculty feedback on usage and pedagogical value through anonymous forms.
 - Recommend resource retention or discontinuation to the Dean.
- Process:
 - Feedback forms will be sent early each semester to department chairs and Library Advisory Committee members.
 - Members will receive all relevant materials two weeks prior to meetings.
- Timeline:
 - Aiming to begin in Spring 2025.

- Subcommittee membership will be voluntary and semester-specific.
- Key Points:
 - Prof. Orner Emphasized the importance of faculty feedback beyond raw data.

Sylvia will finalize the resource list for Spring 2025 and reach out for volunteers. No motion required at this time.

III. Dean's Report (George Aulisio)

1. Iron Mountain Storage Deaccession Proposal

Dean Aulisio updated the committee on the proposal to deaccession approximately 14,000 low-circulation titles stored at Iron Mountain.

- Background: The library sent two shipments of books to Iron Mountain for offsite storage. The first shipment has been successfully returned to the library's collection, but the second shipment of 14,000 books remains in storage.
- Proposal: Dean Aulisio suggested deaccessioning this second shipment to reduce the environmental impact of storing unused materials and save the library at least \$8,000 annually, with potential savings increasing due to inflation and contract negotiations.
- Key Points Discussed:
 - Circulation data shows extremely low usage for most of these books, with only a few flagged for retention by faculty.
 - The deaccession process would involve receiving about 200 boxes of books each month for 5-6 months. Faculty should submit retention requests before Christmas.
 - The plan aligns with sustainability goals and would result in significant cost savings.
- Motion:
 - Dean Aulisio moved to approve the deaccession of the second shipment and discontinue remote storage services. Motion seconded by: Dr. Pavlick. Unanimously approved.

Note from Dr. Miller -

- Dr. Miller acknowledged the higher turnout at the September meeting, which was held on a Tuesday from 11:30 AM to 1:00 PM.
- He proposed considering adopting a similar time slot for future meetings, possibly on Tuesdays or Thursdays late in the month. The current meeting serves as a trial to gauge the effectiveness of this scheduling.
- Dr. Miller recognized the Library staff's recent achievement of being named **Library of the Year**. He voiced appreciation for the library staff's dedication and excellence.

- A celebratory cake was provided, and all staff, including the Dean and Kym Fetsko, were acknowledged for their hard work.
- Applause and congratulations were given.

III. Dean's Report – Continued

2. Library Glossary of Terms (with Dr. Miller)

- Plan for Dissemination:
 - Dean Aulisio and Ms. Fetsko will collaborate to create a glossary of library-related terms, including departments, services, roles, and acronyms.
 - The glossary will be shared with faculty, integrated into new faculty orientations, and available on the Library Advisory Committee webpage.
- Overview of Key Terms:
 - Library Advisory Committee: Provides advice on library policies and practices with representation from all academic departments, students, and staff.
 - Friends of the Library: A membership group offering borrowing privileges to non-university affiliates and an advisory board focused on fundraising.
 - Schemel Forum: A community education program offering external funding for events and classes.
- Faculty Departments:
 - Technical Services: Led by Prof. Cloutier and Professor Orner; focuses on cataloging, acquisitions, and licensing electronic materials.
 - Research Services: Led by Prof. Witek, Prof. Pratt-McHugh, Prof. O'Hara, and Prof. Cummings; focuses on information literacy and student consultations.
 - University Archives, Special Collections, and Digital Services: Led by Prof. Knies and Prof. Farry; responsible for preserving university history and managing rare collections.
- Staff-Led Departments:
 - Circulation Services: Manages borrowing, reserves, and laptops (Mrs. Pat Savitts, and Mr. Eric Pencek).
 - Interlibrary Loan: Facilitates access to and sharing of materials from other libraries (Mr. Kevin Kocur).
 - Media Resources: Provides DVDs, streaming media, and public performance rights (Mrs. Sharon Finnerty).
 - Library Systems: Ensures system functionality and resolves access issues (Ms. Jen Galas, Mrs. Mary Kovalcin, and Ms. Sam Davis).

The glossary will continue to evolve, ensuring it remains a practical resource for faculty and staff.

- Library's Role and Offerings

The Library provides a range of services, including borrowing, grants (e.g., affordable learning), programming, and information literacy stipends. Resources include books, journals, databases, DVDs, and streaming media. The Library also offers spaces like the Charles Kratz Scranton Heritage Room (5th floor) and other learning environments, which play a key role in programs like the Heritage Hunt, an annual introduction to library services for first-year students.

- Faculty Involvement and Recommendations

Faculty are encouraged to utilize resources such as course reserves and information literacy programs to support student success. It was noted that early engagement with library resources helps prevent last-minute research challenges. Faculty were also invited to participate in the Faculty Scholarship Exhibit in May, which showcases scholarly work. The Charles Kratz Scranton Heritage Room was particularly praised for its historical significance and panoramic views. Faculty are encouraged to arrange student tours or integrate library services into courses for added academic support.

- Continued Library Overview and Initiatives

1. DEIA Committee

The Diversity, Equity, Inclusion, and Accessibility (DIA) Committee focuses on ensuring library resources, services, and spaces are accessible to all students, including those with disabilities or unique needs. Activities include accessibility audits, workshops, and promoting awareness of diversity in research. Updates are available on the library's homepage.

2. Other Library Committees

- Communications and Outreach Committee: This committee manages student engagement via social media platforms, coordinates outreach events, and supports partnerships with groups like the Friends of the Library.

3. Faculty Support and Grants

- Information Literacy Grants: These grants, previously offered as stipends, are being revitalized to foster faculty collaboration with library services. The goal is to embed research skills into curricula and enhance student engagement with library resources.
- Faculty are encouraged to partner with librarians to incorporate library resources into assignments and to guide students in using them effectively.

4. Student Library Engagement

Challenges exist in student familiarity with library systems, as well as hesitancy in seeking help. Some students struggle to navigate library resources for assignments, especially when professors require them. Proposed solutions include:

- Library Classroom Visits: Librarians will visit classrooms to introduce services and build rapport with students.

- Student-Centric Orientation: Tailored orientations will help students leverage Library resources for assignments and projects.
- Partnerships with Faculty: Librarians will offer in-class workshops that focus on specific assignments or research needs.

5. Heritage Hunt and Library Awareness

Programs like the Heritage Hunt will continue to familiarize first-year students with library services. Additionally, a student-focused version of the faculty library overview will be developed to enhance awareness of available resources.

6. Final Thoughts

Faculty are encouraged to engage librarians early in the course planning process to ensure student success. Efforts will continue to make librarians more approachable and accessible, breaking down barriers for students seeking help.

IV. Library Faculty Reports

1. Affordable Learning Grants (Prof. Orner)

- Overview: Grants are available to faculty to replace traditional course materials with library resources or Open Educational Resources (OER).
- Timeline: The submission deadline for Fall Semester proposals is the first Friday in December.
- Judging Panel: Volunteers are needed to review and discuss proposals. The review process takes approximately 30 minutes, and a brief meeting will finalize decisions.
- Reminders: Faculty and departments should check emails for deadlines and encourage colleagues to apply or assist with judging.

2. Bonnie W. Oldham Library Research Prize (Prof. Witek)

- Overview: This annual prize recognizes excellence in library-based research projects from courses across all departments.
- Judging Criteria: Projects are evaluated based on research methods, the information-gathering process, and library resource utilization.
- Prize Details: The prize includes \$500 for each winning project in the categories of Undergraduate Foundational (100-level), Undergraduate Upper-Level (200–400-level), and Graduate Level (500+).
- Deadlines: Projects from Summer or Fall 2024 are due by December 9th at 4:00 PM. A separate deadline will be set for Intercession and Spring projects.
- Faculty Role: Faculty are encouraged to promote the prize to students and complete a support form for student applications.

- Judging Panel: The judging will occur in May, with winners celebrated at the end of the academic year. Faculty, including new hires, are invited to volunteer as judges.
- Additional Information: The prize aligns with Ignatian values and the university's mission to enhance student learning.

V. New Business

- Library Reports: No additional staff reports.
- Social Media Reminder: Stay updated on library events by following the library's social media accounts.
- Student Representatives:
 - Mr. Brian Castrogiovanni was introduced as a new student representative and Class of 2025 Senator. He will chair the Academic Scholastic Affairs Committee, replacing Ms. Amanda Campbell.

VI. Adjournment

- Dr. Wright motioned to adjourn, seconded by Dr. Pavlick.

The meeting was adjourned at 1 p.m.

- Respectfully submitted by Kym Balthazar Fetsko