Minutes
Faculty Library Committee Meeting
Thursday, September 22, 2011, 2:30-3:55 pm
Library Room 2032

Present: Gabrielle Esperdy, Andrew Hill, Liping Wei, Boris Khusid, Sima Bagheri, David Lubliner, Mark Arnowitz, Wei Xu, Stephen Tricamo, Keun Ahn, Richard Sweeney, Ann Hoang, Doreen Mettle, Maya Gervits, Davida Scharf, Heather Dalal, Bruce Slutsky, Haymwantee Singh, Matthew Brown, Lisa Weissbard, Susan O’Connor

1. Minutes of April 7, 2011 - Copies of the minutes were handed out. Nobody had any objections.

2. Interlibrary Loan (ILL) & Rapid ILL Report
   Boris Khusid mentioned that he uses ILL heavily, but did not receive some of the requests he submitted. Rich explained that our library has had to reduce journals in the last few years because of a flat budget and that other institutions are also cutting journals. He acknowledged that this is becoming a major problem. Doreen, however, pointed to the 96% fill rate for Rapid ILL requests. Rich asked that the unfilled items Boris had requested be tracked by Doreen and Bruce for the next meeting to see what happened.

3. Report of the University Librarian
   a. Level AY 2012 Library Budget
      The library budget remained the same as it has been in past years. Rich discussed the idea of open source alternatives and mentioned that physics is one area that uses more open source journals.
   b. Springer Journals
      The library has the funding for the Spring Journals package because of the Provost Set Aside (PSA). This covers 1800 titles.
   c. Erin Finnerty E-Resources/ Serials Librarian
      Erin resigned and has accepted a position at Richard Stockton College.
   d. Lisa Weissbard, Cataloging Librarian
      Lisa was appointed temporary E-Resources/ Serials Librarian. She became involved mid-process in the journal ordering. She’s done a remarkable job.
   e. Haymwantee Singh, Technical Reference Librarian
      Haymwantee has been a technical reference librarian at NJIT since 1992. She has opted to become the E-Resources/ Serials Librarian effective October 1, 2011. Rich said he looks forward to having her in this position.
f. **Vacant Technical Reference Librarian Position**

The library is advertising for this position due to Haymwantee’s change in position. The library is looking for a candidate with a master’s in library science as well as a second master’s in a science area.

**g. AY 2011 Annual Report**

Rich showed and discussed a few charts from the report. A total of 11,272 questions were asked to the Intelli Response on the website. For ILL, there was a 96% fill rate this year and 1,589 items were requested. Electronic theses continue to be put up on the website. The library lost one technical reference position that had been filled by Andrea Spender. The library also lost all part-time positions. Because of this, the library’s hours were lowered for AY10 and AY11. The Van Houten library has seen continued lower user visits; this is attributed to the fact that students can get remote access to many materials. The architecture library remains very busy with high numbers of visitors. Overall circulation is down with more students using e-books and electronic resources. Davida asked the question of whether the library can start counting e-book usage. Last, Rich said that journal titles have increased due to many being built into database packages. At the same time individual journal titles are down.

4. **New Library Canon Copier Machines**

Doreen said that the library has changed vendors to Canon. There are now 3 copiers on the first floor. They are newer, have better quality, and can print double-sided. They have coin machines as well as an option for cards that can be purchased at the Canon store. The copies are now 5 cents for an 8x11 size copy.

5. **Packages Saved by Provost Set Aside (PSA)**

Lisa discussed that the Springer Journals, American Society of Civil Engineers (ASCE) package, and American Association of Mechanical Engineers (ASME) have been saved by the PSA. The total amount of the PSA is $20,000. The other departments also received a share of the PSA.

6. **2012 Journal Cancellations, Renewals and New Subscriptions**

Faculty members were directed to look at the reports on the faculty library committee page of the library website to see the journal charts in detail. Lisa explained that the money allocated is $225,775 and how it gets broken down. Overall, 18 journals were cancelled at a cost of $26,361. Rich noted, however, that three of these journals were swapped for other titles. Rich also explained that rather than go through every journal change that faculty should look at the journal lists and talk with their library liaison, Lisa, or Haymwantee if there are any questions. Finally, Lisa noted that any changes to the journals should be given to her by Friday, September 30. These changes can be substitutions, but not anything that would increase the amount spent.
7. **Maintaining Databases**
   All databases for this year will be maintained using one-time funding from electronic thesis and dissertation money. The library would have been $15,000 short without this funding.

8. **Middle States Accreditation and the Library**
   Rich discussed that a draft has been written for this and that it has some information about the library in it. Some information includes that salaries increased and materials increased a small amount. The library kept databases, but lost books and individual journals. Middle States accreditors will be coming in April.

9. **Information Literacy Status Report**
   Davida wrote this report summary and discussed that it covers since 2005, and especially from 2009. This report was given to the UCRC and Middle States. Rich will put it on the website. Heather and Haymwanatee went through department documents to see where research and assessment was done. Davida urged faculty to look at their part.

10. **CAB 1006**
    Central Avenue Building (CAB) 1006, the room that is at the entrance of the library, will now be used for Community Connections.

11. **New LibGuides**
    Ann discussed LibGuides, also called Research Guides. She explained that the library began subscribing to this program last year and that librarians have been trained to create them. The library currently has 86 guides. There have been 1,600 accesses since January. Ann welcomed faculty as partners to create the guides. Andrew Hill asked how to access the guides and Rich demonstrated from the library homepage. Last, Ann mentioned that Google Analytics show that they are being widely used both in New Jersey and around the world.

12. **TeamSpot**
    TeamSpot includes a room and equipment for up to 10 people to collaborate through shared browsing and file transfer. The room was not used much last year, but it will be tried again for another year. Students or faculty members that use the room need to first download the software. Ann encouraged faculty to go the website services link to learn more.

13. **Student Issues** - no student issues

14. **Other Old Business** - no other old business was discussed
15. New Business

David Lubliner asked if it would be possible for librarians to come to the department to talk about open source journals and their rankings. Davida said that most open source journals are not ranked and that there is little information on them. David asked the same question of open source books. Davida again said that it’s hard to find information but that we can try to work on it.