Year End Report
Library, Media and Information Systems (LMIS) Committee
15 April 2010

Committee Members: Jennifer Neighbors (Chair, Fall semester), Bob Boyles (Chair, Spring semester), Mark Cain (through Janurary), Jane Carlin, Alyce DeMarais, Joe Granville (student; fall semester), Pierre Ly, William Morse (from February), Mark Reinitz, Wayne Rickoll, Jeff Tepper; Cindy Riche attended.

Charges from the Faculty Senate:

1. Recommend a point of purchase system for print management.

2. Review and implement policy regarding digital collections management.

3. Review and implement copyright policy.

4. Review and implement intellectual property policy.

5. Work in consultation with the Curriculum Committee to develop mechanisms to integrate information literacy programs throughout the curriculum.

6. Assist Technology Services in training and transitioning faculty to Moodle.

7. Evaluate the performance of the new Tech Help Line.

Print Management: The committee reaffirmed the objectives of implementing a print management system. The primary objective is to reduce excessive extraneous printing and therefore address the college's goal for sustainability. The secondary objective is to manage costs. These objectives will be achieved by implementing a print management system that will allow for a number of pages printed without charge (enough to cover student academic needs) followed by modest charges per page after the limit is achieved. It is estimated that the print management system will save the library alone hundreds of thousands of pages printed and at least $5,000 annually. Technology Services is planning to implement a print server that will help track printing, and its associated costs, across campus.

Print management has been an ongoing issue the LMIS Committee has discussed throughout the year. A print management system, Pharos, was selected as the vendor by the print management task force; however, upon further review it has been decided to evaluate additional vendorsdue to the high cost of the Pharos system. At this point other vendors are being considered and proposals are due by the end of April. Vendor selection is expected this summer.

The questions remain of how, and when, to roll this out to the UPS community. The committee discussed a number of ideas for educating the campus community about printing, print management, and the new system. The Committee feels it is important to share information with faculty via Department Chairs. The Committee endorsed the development of a communication

plan that emphasizes the idea of connecting the implementation of print management with our commitment towards sustainability, green environment, and reduction of waste. Cindy suggested that TS might be able to play a role with advertising and publicity and will follow-up with colleagues. A brief discussion concerning the amount of printing required in different disciplines took place. This is an important topic to address in publicity. We endorse the development of a "press release" providing a general overview and key concepts.   Jane Carlin contributed a number of good ideas:

1. Create a "brand/logo" associated with the program. Perhaps we could go with PrintWise and use an image of an owl as a logo or try to associate the concept with already established university themes such as sustainability.
2. Create a central web page that would provide information on why we are doing this and emphasize the following: conserve resources, equalize print usage and set an acceptable standard. This is not an effort to add to student expenses, but rather a program to track printing and to encourage responsible printing, as well as to manage copy and print services to ensure better service
3. The web site and any publicity and outreach should include endorsement of this effort by key groups.
4. Initial correspondence should include the timeline of the project so that students and faculty understand we are working on a pilot project and monitoring use.
5. Create a weblog or input form to gather comments and concerns to help build the FAQ page. We need to send some community wide emails indicating print system is coming, where the pilot project will be etc....Need a contact staff member or email for the project or program: printwise@pugetsound.edu

Initially, the plan was to begin piloting the service over the Spring and Summer semesters 2010. The idea was to have two dedicated printers monitoring usage and work out the kinks. This was to have a follow-on plan of implementing the print management program in the Fall of 2010 to the campus community. This will be on a trial basis with no fees incurred for printing by students. This trial period will help establish the page limit for printing without charge. It's currently thought, based on other universities' history, that the page limit will be around 250 pages per semester before fees kick in for the user. Planned full implementation was to be for Spring 2011.

In light of the recent decision to evaluate other products in addition to Pharos as the print management source, these timelines will be pushed further along by at least one semester and, more likely, by one year. This is contingent on establishing a print management source.

Digital Asset Management: Last year, Jane Carlin, Cindy Riche, David Tinsley, Alyce DeMarais and Peggy Firman reviewed existing policies and procedures associated with Digital Asset Management.   This year the following implementation plan has been put in place: Transfer of the ContentDM software program to the Library, establishment of an Institutional Repository through DSpace called *Sound Ideas* and the ongoing development of new image databases.   *Sound Ideas* is a digital repository of historical and scholarly materials created by members of the Puget Sound community. Important works sponsored by or affiliated with the university are shared openly with students, faculty, lifelong learners and the broader world for non-commercial use and the preservation of scholarship for future generations. Projects under development include archiving of Arches magazine, OT theses, and summer research award

reports. The Library has continued to move forward with maintaining the current digital collections web page, provide support to staff and faculty using this resource, as well as developed, with John Finney, a new digital database: *A Sound Past. A Sound Past* chronicles through historic photographs the people, buildings, events, athletics, and campus environment that make the University of Puget Sound such a unique place. *A Sound Past* includes a growing collection of photos selected from the University Archives.

In addition, the Library and Educational Technology staff held a series of meetings with art history faculty to more fully explore issues associated with image management. The Library also worked with ARTstor to provide access to Puget Sound images via the ARTstor interface.

A new web interface for digital collections is in process and will be available fall semester 2010.

Faculty interested in developing digital collections or contributing to *Sound Ideas*, should contact Jane Carlin, Library Director

Copyright: Committee members associated with review of this policy include: William Morse, Cindy Riche, Jennifer Neighbors and Alyce DeMarais. In addition, Lori Ricigliano will join the review team as she has been involved in the copyright review effort on campus. The current policy is available at: http://www.pugetsound.edu/academics/academic-resources/collins-memorial-library/research-gateway/general-guides/copyright-at-puget-sound/.
The subcommittee reports that Lori Ricigliano will be preparing a copyright tutorial for students during the summer 2010. Educational Technology staff are developing an internal protocol document for appropriate use of materials as well as a "user guide" for faculty on how to appropriately post materials to Moodle. The group also recommends tying an announcement to faculty regarding copyright and appropriate use of materials to the call for texts each semester (through the bookstore).

Intellectual Property: The subcommittee working on copyright also discussed intellectual property. Currently, the policy is embedded in the copyright policy. We need to develop a more succinct policy statement. William Morse has provided an example of an intellectual property policy that the committee can use as a guide.

Integration of Information Literacy: Jane Carlin updated LMIS on the efforts of last year's Committee. A faculty senate resolution supporting the integration of information literacy within the curriculum was passed last year. The reaccreditation reviewers also made the recommendation that Puget Sound continue to review this issue. Librarians have developed a series of online resources for faculty including Research 101, an online tutorial as well as an information portal for faculty and a new site on academic integrity. These resources can be found from the library's main web page. In addition, Jane shared this information on behalf of LMIS with the Curriculum Committee. The Library, along with CWLT and the Academic Vice President's office will host a workshop on the topic of information literacy in May.

Moodle transition from BlackBoard: Educational technology is about two thirds to its goal of moving users from BlackBoard to Moodle. EdTech has asked LMIS members to encourage

colleagues to let them know that EdTech is ready and willing to help them move their classes to the new platform. All migration to Moodle will be completed by December 2010.

Tech Help Line: Based on their assessment data, Technology Services discontinued the use of the Tech Help service. Tech help is now housed on campus with the continuation of some of the new features such as direct transfer to Educational Technology staff for those in a class or event. Technology Services is continuing to refine tech help services.

Other LMIS Activities:

Backup for Faculty Computers: The proposal for external hard drives as a means for back up of faculty computer generated files was not approved for funding. However, the Associate Deans' Office, in conjunction with Educational Technology, is exploring ways to move forward with implementation of external hard drive computer backup for faculty for summer and fall 2010.

e-Portfolios: Bob Boyles and Cindy Riche attended a meeting to discuss the Mahara e-portfolio(mahara.org) plan and potential uses. This will be a cost-free service to our students, faculty and staff. TS will be implementing it over the summer, with a planned pilot phase in late summer. Training will be offered by EdTech staff beginning in late summer.

Faculty Bylaws Revision: The committee recommends the following changes to the Faculty Bylaws to better reflect the titles and membership of the committee. To date, the proposed revision has had one reading by the full faculty and awaits the second reading and vote by the full faculty.

> *Faculty Bylaws* (Revised Edition July 2009)
>
> Proposed revisions to Article V, Sec. 6:
>
> G. The Library, Media, and Information Systems Committee.
>
> a. The Committee shall consist of the Dean of the University (ex-officio), the Director of the Library (ex-officio), the Chief Technology Officer (ex-officio), the Director of Educational Technology, no fewer than five appointed members of the Faculty, and one student.
>
> b. The duties of the Committee shall be:
> 1. To develop general policies, procedures and plans in collaboration with the Library Director and the Chief Technology Officer.
>
> 2. To provide recommendations and advice to all parts of the University community on the role of the library, media and information systems in support of the academic program.
>
> 3. To review periodically the mission and objectives of the library and information systems and to recommend such changes as are needed.
>
> 4. To review periodically the collection development plan for the library to ensure that a balanced collection is maintained for effective support of the academic program.

5. Such other duties as may be assigned to it.

Charges for the 2010-2011 LMIS Committee:

1. Develop and implement print management educational materials.

2. Review copyright policy and protocols.

4. Revise intellectual property policy.

5. Assist Technology Services in training and transitioning faculty to Moodle.

Respectfully Submitted

Bob Boyles