March 23, 2011 Meeting Minutes

In Attendance: Alyce DeMarais, Tim Hoyt, Pierre Ly, William Morse, Mark Reinitz, Jason Sawin, Jeff Tepper, Ariela Tubert.

Meeting Called to Order: Mark Reinitz called the meeting to order and the minutes of the February 23, 2011 meeting were approved.

Library Update: There was a brief discussion of the following library update provided by Jane Carlin over email before the meeting:

1. Elevator Project: A new elevator will be installed this summer that will provide access to the 3rd and 4th floors. The location of the elevator will be at the front of the building near the existing freight elevator. There will be some shifting of documents, music materials and minor disruption to services this summer.

2. EBook Project: The Library will be introducing a patron driven Ebook project this fall in collaboration with the Alliance libraries. The books will be "pre-selected" from academic publishers and once purchased, will be accessible by simultaneous multiple users, which will be great for classes.

3. Distributed Print Repository: Collins Library, in collaboration with Alliance Libraries and major research libraries in the western United States is involved in what is called a distributed print repository program. Individual libraries commit to retaining back runs of journals thus permitting partner libraries to discard titles to open up stack space or provide for a reconfiguration of user spaces. Over the summer, we will be evaluating our participation in this program and possible withdrawal of materials.

4. Academic Integrity: The Library has partnered with orientation staff and the Academic Standards Committee to create a new learning program for all incoming students that will include both the Research Practices Survey and a new tutorial on Academic Integrity that will be accessible to all incoming students from the welcome web page.

5. Current Periodicals and Newspapers: We keep statistics on the use of newspapers and current periodicals. After a review, we believe it makes sense to redistribute materials to the library stacks and open up this existing space in the east reading room for student study. We may retain a selected browsing collection of popular periodicals and newspapers.

6. Project Information Literacy: Puget Sound students will be included in the next user study directed by this nationally recognized grant program. The focus will be on how students create virtual work and study spaces. http://projectinfolit.org/ (Thanks to Lisa Ferrari for a IRB approval)

7.   Archives: Considerable progress has been made on archives projects by our consultant archivist Elizabeth Knight, who is funded from a grant we received from the National Archives and Records Administration to support emergent archival programs.

Mark Reinitz highlighted that the upcoming Edible Book and the Book Collecting contests.

Intellectual Property Subcommittee Update: Alyce DeMarais reported that the subcommittee is still waiting on feedback to their draft document outlining the intellectual property policy.

Print Management Update: There was a discussion of a draft prepared by Ariela Tubert of the survey to be distributed to the faculty regarding course related printing requirements. Some modifications to the survey were suggested including the rewording of one of the questions, the introduction of a new question, and some changes on the range of possible responses. Ariela Tubert agreed to circulate a new version of the survey over email for more comments (see below for the modified draft which takes into account the suggested changes). There was further discussion of the survey, some of the issues that came up in discussion include: whether we need to consider optional (as opposed to required) printing; whether we should survey students in addition to faculty (it was decided that we would get information on student use from the numbers that we obtain from the printers); whether a reasonable limit would help with reducing the number of documents that are printed multiple times (this was part of the rationale for having a survey as the information collected from the printers will only tell us how much students print but not how much of that is unnecessary printing). William Morse suggested that most students print about the same number of pages with just about 5% being outliers, printing much more than the other 95%.   He suggested that the limit could be set to the average of the 95% and so a survey may not be needed to establish the limit. It was remarked that the survey could nonetheless help to inform faculty. Pierre Ly added that if the goal is to reduce overall printing beyond the excessive printing of the 5% then we need to find out how much of the current printing is course related and how much is not. Ariela Tubert asked about the current numbers from the printers and William Morse informed us that the survey of the printers would be happening throughout April. All student and public printers campus wide will be surveyed and will be part of the print management system once it is implemented but office printers will not be part of it. William Morse mentioned that the University now has a Print Server that processes print jobs before they are sent to the printers (thus allowing for the survey of how many pages are printed); before getting a Print Server, print jobs were sent directly to each printer (making any counting of the amount of printing campus wide very hard). Ariela Tubert agreed to edit the survey document and send it around once more over email. Pierre Ly and Ariela Tuber will be getting in touch with Randy Nelson from Institutional Research for help in implementing the survey. Alyce DeMarais mentioned that the survey needed to be implemented by mid April in order to get proper response before everyone gets busy with the end of the semester.

Mark Reinitz asked about what we want to accomplish as a committee before the end of the semester. It was agreed that we wanted to finish with the intellectual property document and make some advances on print management with the survey of the faculty and the meeting organized by William Morse to discuss possible vendors. The work on copyright is finished for the semester. Working groups were encouraged to continue to work before the next meeting scheduled for April 13th, 2011.

The meeting was adjourned at 12:50 PM.

Respectfully submitted,

Ariela Tubert

Survey of Course Related Printing Requirements
Draft of the survey, updated after the meeting, and circulated by email.

In line with Puget Sound's sense of sustainability, the University will be implementing a print management program in the next year. The print management program will decrease unwanted printing, reduce waste and support the environment. To help the Print Management initiative be introduced as smoothly as possible, we would greatly appreciate it if you could answer the following brief survey. There are only 5 short questions, all multiple choice, and it should take no more than 5 minutes to complete.

1. How do you provide access to course readings (other than books for purchase) for your students?
a. electronic only (Moodle, other website, etc)
b. course packet only
c. both electronic and course packet

2. Do you require submissions of assignments and papers in print or electronically?
a. electronic
b. print
c. both electronic and print

3. On average, how many pages do you <u>require</u> that each student enrolled in your courses print per semester? Please include all required printing of course related materials (readings, assignments, study guides, drafts, etc.)
a. 0-50
b. 50-150
c. 150-300
d. 300-500
e. more than 500

4. Of the number of pages you indicated in question 3, how many could be distributed to students in a course packet that they could purchase at the bookstore?
a. 0-50
b. 50-150
c. 150-300
d. 300-500
e. more than 500

5. Considering the average printing needs of students in your classes, what would you consider a reasonable per semester limit on the number of pages of free printing allocated to each student?
a. 200 b. 400 c. 600 d. over 600