

LMIS meeting minutes September 23, 2014

Attendees: Tatiana Kaminsky (secretary), James Bernhard (chair), Molly Brown, John Wesley, Nick Brody, Cindy Riche, Jane Carlin, Martin Jackson, Benjamin Tromly, William Morse

Call to order 3:03 by Bernhard.

No official charges from the Faculty Senate yet.

Minutes from 09/09/14. Approved.

Review the library circulation policy. The committee reviewed the draft of the library circulation policy for faculty (attached), which was posted to SoundNet for review by LMIS members prior to the meeting. Carlin explained some of the rationale for creating a more explicit faculty policy included the need for loan policies to be consistent with UPS values and also equity for all members of the campus community. Carlin clarified that this policy is for present and future; all late fees from previous years were forgiven. Tromly asked about comparison to other institutions. Carlin said that policy was drafted to be in line with Orbis Cascade Alliance (e.g. changing replacement fee for lost book from \$50 to \$90). Also stated that other institutions, such as U. of Washington, have policies where faculty are fined late fees. One of the challenges with late fees for faculty is that there is little opportunity for enforcement. With students, holds can be put on registration or release of diploma, but faculty enforcement is difficult. As a result, it has not been equitable (some faculty members have paid late fees and some have not). A change in the new policy is that prior to this time, faculty could renew library items twice, meaning that they could keep books for up to 18 months. Now faculty members can renew items once and keep materials for up to a year. Carlin would like to implement the new policy and see how things go over the next year. Then can revisit. Bernhard asked about a comment made on the faculty listserv that decisions were made without faculty input. Kaminsky voiced the opinion that LMIS is a standing committee that represents the faculty in these matters so the faculty voice is represented in the discussion through the committee. Tromly brought up the point that a book may be needed for more than one year in some situations. Carlin reiterated that the library will work with faculty on a case by case basis to find options to support the faculty member in obtaining a personal copy of the text and/or to work with the faculty member to find an alternate solution. Jackson asked how widely this policy should be shared. Discussion ensued. LMIS agreed that the policy should be available through the circulation policies on the library website. Brody also recommended that language in the document clearly state where the changes were made to be in line with other institutions.

Wesley moved that LMIS endorse the document (see below). Brown seconded. Approved unanimously.

Other business. Carlin mentioned that the library is working to consider the future physical needs of the library, including versatile engaging learning spaces for groups, best strategies to support technology use, etc. There is a report on SoundNet on this topic. Bernhard asked for examples of learning spaces that are being considered. Morse gave examples of how advances in computing

have changed how students meet, so the trend in libraries and technology is to change the spaces so that students can hook up computers together, use larger screens, include furniture that helps to absorb noise to support group work, etc. Carlin also talked about spaces with flexibility (spaces within spaces, moveable furniture, more whiteboard space, etc.). Collins library is a beautiful space, but doesn't have some of the things in place to support these changes in learning, including not having spaces for researchers to work, spaces for students to store belongings, etc. More classes are coming in to the library as well and need to be supported. Riche pointed out that the building itself is aging and will likely need some big remodeling. Brown talked about the student perspective that a more fluid environment will help students with collaborative work in a less aggravating way.

Jackson said that meeting times and locations were sent out through Outlook but recognizes that not everyone uses Outlook. Bernhard said that he would send the meeting times and locations in an email.

Adjourned at 3:38 pm.



Collins Memorial Library Circulation Policy for Faculty – Update for LMIS

Context:

The library completed a yearlong migration to the new SILS this past summer. A full report of this major effort has been shared with the LMIS Committee via email and is available on the LMIS SoundNet site. As part of the migration process, the library reviewed policies associated with circulation, completed an extensive inventory of collections, updated records, and reviewed long overdue books. Long overdue books constitute books that have in most cases been out of circulation for two or more years and are no longer accessible to the academic community. As we reaffirmed our longstanding commitment to sharing resources with the 36 Alliance libraries and to our students, we worked with individuals to return long overdue books. Faculty have always received fines for materials not owned by Puget Sound, such as Summit and Inter-Library Loan books. To remain in good standing, the library has an obligation to cover the fees charged by lending institutions. Faculty have not received fines or bills associated with long overdue items from our library collection.

Prior to implementing the SILS, we renewed all faculty loans and waived fines, thereby clearing all records and starting out with 0 balances for all faculty in the new academic year.

Policy Updates:

The changes in circulation policy were discussed the LMIS Committee in spring 2014. They reflect our commitment to responsible stewardship of our fiscal resources, to support collaborative collection development across the academic library network of the Orbis Cascade Alliance; that is to ensure we have more access to a greater number of individual academic titles in our Alliance Libraries and to support the concept of shared resources across the Orbis Cascade Alliance. Faculty receive a six month loan on regular books owned by Puget Sound and may renew those items for another six months. After one year, we ask that you return the books to the library so that they can be part of the circulating collection and be available to the greater academic community. If after one year, it is imperative to have that item in your personal library, please consider purchase of the item. Faculty will now receive an electronic bill, just as all members of the academic community do when items are not returned. In addition, the same fine policy that applies to students and staff will apply to faculty. The bill is a reminder of the cost of

library items and hopefully will serve as a reminder to return items. Puget Sound materials that are checked out may also be recalled after a designated period of time.

| Circulation rules | Before | After |
|-------------------------------------|---|---|
| Faculty fines for regular UPS items | \$0.00 | \$1.00 per day per item |
| Faculty fines for ILLiad items | \$1.00 per day per item | \$1.00 per day per item |
| Faculty fines for Summit items | \$0.50 per day for the 1 st ten days, then \$1.00 per day thereafter | \$1.00 per day per item |
| Replacement fees | \$50 or at-cost price of book | \$90 per item |
| Loan period | Fixed due dates of either February 1 st or August 1 st with 1 renewal | A true 6-month loan period from the date of check out with one renewal. |

Questions:

1. Why do we have loan rules?

We have loan rules to apply specific circulation parameters and borrowing privileges to specific patron types. All library users are subject to circulation rules and regulations. They allow the library to specify how the shared integrated library system will work to carry out its policies.

2. The books I have out are really esoteric and were purchased to support my research. I can't imagine anyone else would want them.

The library purchases books to support the entire academic community. Returning books to the collection supports our ongoing commitment to student and faculty scholarship, collaborative collection development and sharing across the academic library network. We are a member of the Orbis Cascade Alliance and we benefit in many ways from membership. Part of our contract stipulates a commitment to collecting wisely and sharing freely. The consortium limits the number of monograph copies purchased to increase the depth and breadth of the collections.

3. What is the point of returning the books, as I can just turn around and check them out again?

It is a way to account for items checked out on your account and encourage you to return items that you are no longer actively using. We certainly can't stop you from checking out the materials again after one year. However, after one year, you may determine that it is beneficial to purchase the item as it may be integral to your research. We respect individual needs and are happy to work with you to help acquire

the materials or assess best options.

4. What is the difference between fines and replacement fees?

Fines are charged when an item is returned after the due date. After a period of time, the non-returned item moves to a replacement status. The charge of \$90 is added to the user record. This represents the average replacement cost of an academic monograph.

5. Why even charge fines - seems old-fashioned and a lot of work?

The prompt return of library materials is the responsibility of all borrowers and fines serve as an incentive to ensure their return. We want to make these valuable resources available to others, who have an equal right to use them.