

COMMLISS Minutes

October 8, 2008 1-2pm in 230B Library

Present: Lori Carroll, JoAnn Jacoby, Brant Houston, Lisa Romero, Sue Searing, Linda Smith

1. Review agenda—additions; minute-taker:

COMMLISS members had no additions to the agenda; Lori Carroll agreed to take minutes for this meeting.

2. LIS Survey (responses so far, plan for analysis)

COMMLISS members reviewed copies of the LIS Library Services Survey. Sue Searing sent the survey to 1443 potential respondents via LIBNews and GSLIS's All faculty, staff, and grads email list. Between September 28 and October 2, 2008, 329 people responded, a 23% response rate overall. Within the library, the response rate was 15%, and within GSLIS it was 24%. Regarding the latter amount—about half of GSLIS student respondents were LEEP students, an accurate reflection of the 50 % ratio of LEEP students in the GSLIS student population.

According to Sue, she accidentally reversed the position of the words “more” and “less” in two responses for questions number four and five that might affect people's responses. Only a few people questioned her about it, however. She hopes that her error won't wildly skew data about the frequency of visits.

Because we need to analyze the raw data quickly, JoAnn Jacoby recommended that her graduate student Michelle Chronister apply the online utility Wordle to analyze word frequency in the survey data to generate and graphically display themes. The goal is to identify key themes and give a sense of the big picture. JoAnn also suggested that committee members volunteer to divide and review the responses to the open-ended questions numbers 6-10 for key themes and concerns. It was decided that after Sue sends the Excel file of raw survey data, Linda Smith will review responses to questions 6 and 8, Sue will review responses to question 7, and Lisa will review responses to questions 9 and 10. Because there is some overlap in the demographic choices, it might be necessary to double sort to break down user groups. Further, as JoAnn pointed out, Sue can provide more thorough analysis of the survey data now and in the future as she thinks best.

3. Communications Library Focus Group

According to Lisa Romero, the Communications Library Focus Group is composed of a representative from the College of Media, the Departments of Advertising, Journalism, and ICR, the Undergraduate Student Services of the College of Media, and the College of Media's staff representative. The group will discuss recent changes in academic programs, evolving research emphases, and expectations for student learning to help Lisa evaluate the collections and services provided by the Communications Library. Linda Smith will check the DMI for the total number of faculty represented by the College and its departments.

4. Update on discussion re: Cinema Studies and Speech Communication

Lisa Romero met with Bob Cagle and Kathleen Kluegel to discuss where to place cinema studies material. Currently, with the exception of two people, cinema studies faculty are

scattered throughout the university with dual appointments. Right now, the faculty are happy with the status quo—With the material in the English Library/Communications Library has materials relating to documentaries and the industry itself, and could take on cinema studies material if faculty are relocated to Gregory Hall, but another approach might be preferable if faculty remain dispersed or are relocated elsewhere. Lisa recommends waiting till the Ebert Center for cinema studies is established before considering changing the location of cinema studies material.

Regarding the transfer of collection and services in support of the Department of Communication in Las (formerly known as Speech Communications from the Education and Social Science Library', Lisa Romero noted that she has been in discussion with Nancy O'Brien and Lynne Rudasill for over a year, and that they all agree this would be desirable as it would remove an artificial division between these overlapping collections and services. Likewise, the Dept. of Communication faculty that Lisa spoke to said the transfer makes sense because an increasing amount of their research deals with media. Lynne Rudasill will discuss this idea with the Communication Department Head. Meanwhile, Lisa has been transferring material to Main Stacks and Oak Street to ensure sufficient space for the transfer (material of 10 linear feet of current issues and bound journals and 21 linear feet of books currently in ESSL). Per Sue Searing, Peggy Steele should be able to help update the location of the speech communication material as a batch.

5. Oak Street Transfer Principles and LIS Duplicates

COMMLISS reviewed and discussed two handouts distributed by JoAnn—1. Recommendations for Management of Collections and 2. a printout of an Excel sheet titled Duplicate Items in Other Libraries. The first detailed accepted criteria for transferring material to Unit Libraries, Main Stacks, or Oak Street. Sue remarked that many libraries currently are sending material to Oak Street that don't follow these guidelines which are not workable due to physical logistical problems in Main Stacks. JoAnn suggested that we try to work within these principles and articulate those barriers we come against. The second handout is part of a duplicate item report—JoAnn said it could be used for a broad overview at this point, and with Peggy Steele's help to process the data, it could be made more useful. While JoAnn processes the data, Sue asked for and JoAnn agreed to send the raw data as is to assist Sue's identification of duplicate material. JoAnn also will continue working on a report with John Weible to identify material that hasn't circulated since the Voyager Catalog came online in May 2001 (approximately 7 years ago).

6. Collection principles for transfers to/from Communications, space estimates; Collection principles for transfers from LIS, space estimates

According to Sue, LIS has adopted the same transfer criteria as Communications and Education Libraries, i.e., transfer material that hasn't circulated since 2000 to Oak Street.

7. Disposition of LIS Reserves

LIS Library needs to relocate reserves starting Spring 2009 due to reductions in staffing and hours. COMMLISS discussed the pros and cons of relocating LIS Reserves to Undergraduate, Communications, or Grainger Libraries using Sandy Wolf's document titled Relocation of LIS Library's Print Reserve Materials. The committee discussed the benefits of each unit's proximity, environment, and hours. Communications Library has a good environment and

proximity, and Lisa confirms that they can extend summer hours depending on when they get a permanent full-time staff person. Lisa also said that they place material on reserve according to the teaching faculty's preferences (e.g., 2-hour or more checkout, Room Use Only, etc.). Sue stated that LIS Reserves includes approximately 200 books, about one book case or seven shelves of material. The collection won't grow much because LIS Library puts as much material on e-reserve as possible. However, the collection won't dramatically decrease in size till they get more e-books. Lisa said she'd need to look at their space and their current permanent reserve collection.