

# Meeting #4

## Agenda - FAL Advisory Committee Meeting

December 10, 2018 10:00-10:50am

### DFA 4.112

#### Attendance:

Catherine Hamer, Holly Williams, David Cohen, Sarah Chestnut, Molly Roy, Becca Pad, Catherine Kline, Amelia McElveen, Austin Shirley, Amber Welch, Jim Buhler, Jeff Smith, Martha Hilley, Sydney Kilgore

#### Absent:

Ann Reynolds, Jessica Chambers, Jason Wilkins, Caroline Rock, Andrew Carlson, Fran Dorn, Adraint Bereal, Logan Larson

#### Minutes:

Becky Liendo

### Meeting start 10:02am

**Reminder for next year's meeting: location changed to Art History conference room.**

1. Update: Provost's [Task Force on the Future of the UT Libraries](#) (Hamer)
  - last time we met we talked about the Provost's Task Force and the Town Hall
  - We had about 130 attendees
  - There are plans to hold 2 more town halls in the Spring - Feb and Apr
  - The subcommittees (spaces, collections and digital scholarship- have met at least once)
  - Campus outreach, including surveys, focus groups, is on their agenda/strategy for next semester
    - Comment from FALAC: Reach out to campus earlier, sooner the better (have some meetings on Tue/Thurs or Mon/Wed) - mix it up, add some variety so that more campus constituents can be involved
      - Request through Feedback portal/feedback form
  
2. Update: Recruitment, Humanities Liaison Librarian for Performing Arts (Hamer)
  - Onsite interviews Week of January 14, 2019 & Wednesday January 16, 2019
  - Two Candidates
    - Public presentations: at 11am (both days)
    - When we get closer, bios and CVs will be sent
      - 20 applicants, and these two were at a higher level
      - If we could have a digest to send it to Chairs and to send to the Committee so it's easier to distribute. Catherine will send to group before break.
      - There is a chairs and director's meeting on Wednesday, Holly to let them know to be looking for Catherine's email with info.
  - About a 30 minute session w/the candidate with only faculty- moderated by chair of search committee or the person they'd be reporting to. You will be able to ask questions. Joint interview session: Music, Dance, etc.

### 3. Laptop Loaner Program

(Williams)

- Some background info: At the time Laura S. was still here and the new school was coming online and some schools are starting to require laptops - there was a concern that students wouldn't be able to buy a laptop and wouldn't be able to do the work. The college decided to do a laptop loan program - 7 laptops at the college expense for up to 3 day check out through FAL
- It was all set up and then we don't know what happened with the program: was it successful? How often was it checked out?
  - The system doesn't track who checked out the laptop but how many times it was checked out.
- Was there sufficient check out uses: over 500 checkouts for 7 laptops (not a lot)
- Even though the numbers aren't super heavy one of them circulated 176 times, another 100+ times – but with that kind of circulation there was a lot of wear and tear.
- Were there any arts specific programs loaded onto them? (yes: Rhino, Logic X, and Adobe Creative Cloud).
- The libraries got out of the laptop loaning program but the school is welcome to have them or UTL can surplus them
- Can't leave the building w/the laptop is an option to make them more available and have less wear & tear...
- There is access to computers all over campus - but is it worth the expense (laptop)?
  - And there is an administrative process that involves IT
- Are there other libraries that check out laptops? Not anymore.
  - If we want to do it, it'd have to be through department

### 4. Collection Development and Curation, Continued

(Hamer)

- Reflecting on what we talked about last time, do you have questions or comments?
  - Still don't know what new books are coming in. In the past, that information was passed along, we used to have a New Books shelve (suggestion: bring back new book/titles dedicated shelf)
    - It is a great way to communicate with the faculty – but it is time consuming and staffing is limited; weekly updates isn't sustainable
  - Is there still a new arrivals feature on the website?
    - There is a way to do a search feature for "new"
  - Is this because of staffing?
    - In part. What are the possibilities of sending information out by semester - to faculty?
    - Instagram/social media for students - integrate
  - Catherine has taken the comment into consideration and will pass it along but can make no guarantees
  - What was the goal to communicate through Instagram?
    - GRAs and students respond to and interact with this platform better than they would a newsletter or long email - need GRAs and students to oversee the account
    - It's to highlight collections, know about events, showcase research, etc.
- Some shelving space has been made on the 5<sup>th</sup> floor but it's not a lot. We're going to have a highly curated collection on the 5th floor. If we did nothing else but bring new materials, it'd be filled.
  - We need to be judicious about what we decide to bring back.
  - Is there something that went to JLF that needs to go here or to LSF?
  - Jim is in the process of getting a list of journals:

- Sometimes you need the whole run of the journal that can't research without having all the volumes
  - If we can digitize them in house that'd be helpful - to avoid mass recalls
- It will helpful to see the list, but we can't make promises and these decisions will most likely wait until the new librarian is set up
- A comment was made about not getting an item from JLF. Response: We are working with some workflows with JLF - we need to know about any setbacks that happen, they're very helpful.
  - Sometimes some things will be unavailable but it's possible that they're in use.
  - What vocabulary and terminology they're using will help us understand and fine tune workflows.
- The 5th floor special collections in 5.104 have moved to CDL and we've received information from faculty when we made a for call for feedback.
  - To help make the determination about what comes here for FAL or goes to LSF. Once the decision is made, it doesn't mean that it can't be revisited - there is some fluidity.
- Received a lot of feedback and work is well underway. Becca Pad is supervising GRAs who are assisting with the project. They are working under her guidance and using information Becca collected to flag materials for future location - it will be worked on more over the winter.
  - If it's for teaching - we can bring it back temporarily
  - If it's for research - students go to CDL, by appointment (email Becca Pad)
  - If it's for other - reach out to Becca
  - See more about the [FAL Special Collections Usage Policy](#)

#### 5. Foundry - Usage Questions, Atwell series and Requests (Cohen)

- Been asking faculty and students about the Foundry and they don't have a clear picture.
- Is there any kind of information like stats for what programs and equipment is being used the most? How often?
  - SDCT and AET faculty about using the Foundry
  - COFA represents the largest user base and followed by College of Natural Sciences, and Liberal Arts
  - The 3D printers usage 50% (Jan 2018 –Dec 2018)
  - Textiles bay usage 20%
  - Recording bay usage 25%
  - Mills bay usage is low and will probably be removed (canvas course - open enroll course)
    - Multiple modules
  - Students can get certified in 1 of 2 ways: walk in or through Canvas
    - Walk in certifications aren't guaranteed because of an as available space
  - Certify an average of is 50 new patrons/month
    - Specifically growing through class integration
  - One VR station - "pilot VR" space - not thrilled with it as a permanent space
    - VR faculty -needs are met through dept. but the one here is more as overflow
- There is a Foundry committee - are there COFA members or AET?
  - You don't have to join the committee to voice your opinion - we are open with conversations
  - It's meant to extend the user base across campus
- Grant for visiting artist series? The Atwell series - joint COFA development
  - Are there any plans to develop and revisit this program? (yes)
  - It's a pool of money to bring in an artist to come in for a week in the Foundry.

- By the time prospective artists look at the amount of money it would take to just get here - they come out even. We should focus more on local and UT faculty.
    - There are faculty members interested but they wouldn't be able to receive the stipend. Maybe use those funds for student assistant.
  - We don't have an opening advertised now because the program is on pause.
  - The funds are there and there is no expiration date.
  - How are they identified?
    - There is a selection committee (on hold) – Comment: it should consist of members broadly representing across COFA
  - Caveat for the grant is it has to be a resident in the Foundry.
  - The budget is approximately \$30K with the thought of bringing in 6 over 3 years.
  - Should create a one-sheet parameter with what it is and how it's set up. Next step is how COFA and UTL wants to administer this. After that is set up then discuss with this group.
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- Other Business/Updates/Announcements? (All)

**Adjourn 10:58am**