Library Council Meeting Minutes

October 26, 2017

1. Introductions and announcements
2. Review of the charge of the Library Council
3. Faculty Library Survey:  Review of draft survey questions – Emily Daly
4. The Libraries’ strategic plan:  connections to Duke Together strategic plan – Deborah Jakubs
5. Preview of other topics and brainstorming on future agenda items - All

Deborah Jakubs, Jimmy Roberts, Bob Byrd, Tom Witelski, Ann Elsner, Naomi Nelson, Tim McGeary, Doug Boyer, Yuanfan Yang, Anthony Kelly, Emily Daly, Dave Hansen, Gil Merx, Brian Murray, Mina Cetinya-Rundel, Lynn Smith-Lovin, Bruce Caldwell, Chris Johnston, Kearsley stewart, William Johnson

1. Review of the charge of the Library Council

The charge of the Library Council is really general. Back in the day, this group was the group that actually decided what big purchases for collections and other areas could be made by the university librarians. We’ve evolved into a group to share information about some of the latest things going on in the libraries. We’ll bring different people to talk about different things, ask your advice about strategies to take, enlist you as advocates. We’ve been very successful in terms of attracting talented staff and designing new programs, in renovations, but we have a lot of costs and reasons to wanting to expand our budget. We will talk about ideas that you want to talk about. You have a say about what we meet about.

1. Faculty Library Survey:  Review of draft survey questions – Emily daly (title).

One thing we do every year is the faculty library survey – brief overview of survey layout. It’s very important to get general feedback on incentives and ways to get faculty to participate. We started doing an in house survey in 2013. It’s a high level overview of library services and spaces to see how students and faculty think we are serving their needs. Ways we can market or extend outreach around a particular activity. We gather data and spend a certain amount of time analyzing it, digging into it we conduct focus groups following the survey. Together, the staff come up with recommendations following the survey: services to improve, enhance, new programs, furniture, opportunities for more assessments

We generate ideas for marketing opportunities. We do this every two years because it takes that much time to develop a strong survey instrument and go over the data. We found it’s important to track tends over time but we modify questions over time to adapt. We want to keep the survey short, as we know your time is limited (it is a 5 minute survey).

We ask faculty what their primary libraries are, then we ask questions related to that library. Response rate has been very successful. We do also have an undergraduate and graduate student survey.

Someone thought the question about outside services we provide like ILL was a superfluous question because the service is already superb.

A few people thought there was an over-explanation of things like ORE and EG.

It was suggested that the 5 questions were very general and that the data would take some time to separate as opposed to having 15 questions. Splitting them into smaller questions as in materials vs spaces instead of lumping together.

Research vs classroom support 124 and 123 – consider 123 before 124.some would not expect very good answers from 125 and some thought faculty would not be self -centering so the question is not needed.

What would incentivize taking this survey? Give a sense or example of changes coming out of this survey in the past? Monthly e-newsletter to every 2 weeks now. Very good response to that, 3000 on mailing list. Send invitation to Library Council from Deborah instead of Library staff. We have done a raffle in the past. Someone said to raffle a parking spot, a librarian for the day, survey mixer with food? Duke tickets? President’s seats? Volunteer from someone to go through Qualtrics? Deborah said Jimmy should as the chair. Send out to entire council and see what you get back.

1. The Libraries’ strategic plan:  connections to Duke Together strategic plan

In April, Deborah attempted to map the library strategic plan onto the emerging university academic plan now called Duke Together – to insinuate ourselves into that plan to show that we have needs and that we are doing things in support of that plan. For each goal, we identified ways that the libraries support that goal and could benefit in funding in particular areas or things.

The area with the greatest needs is partly an educational exercise for all of you to see the areas we have been moving in recent needs. The positions we hire in the library now have technology as a focus. In many cases, we have to compete with industry to hire the best people. I’ll leave it at that and let EG say what they might want to about it. If you have any ideas for how to carry this message forward on some of these needs.

Do you think it’s effective to look at it this way (taking our plan and mapping it onto the university s plan)?

Highlighting examples may be a good thing.

5) Preview of other topics and brainstorming on future agenda items

A portion of one meeting devoted to Lilly Library especially after the meeting with Tallman.

What would you like to know more about or hear more about or understand about how the libraries run?

Mine – knowing what the boundaries of the libraries are. Some students or faculty using the libraries are not always aware that they are using the libraries. Lilly library has residence hall advocates – maybe something like that on west campus – students that do that with other students. Students may spend 80% of their time at the libraries but many of them don’t consider that using the libraries.

Yuan is interested in bringing those archives alive. Websites like duke today can involve students and showcase those pictures, put it on the duke website. Having students introduce the collections.

The participation of subject libraries seems to sound much better on paper than it actually seems to work in place. I know that’s not a lack of willingness on behalf of the library staff. It’s not a problem with professors. Somehow it doesn’t seem to work. I wonder if we could talk about some sort of best practices to make it work. How do we do better? Continued involvement from a librarian throughout teaching a class.

Help me help you theme. How can a library in 2017 help departments with outreach? Are there ways to do a short video to help faculty envision ways to use the libraries more? Maybe a pilot program. Some faculty members don’t know what they can ask of librarians. What are their limits? Best practices. Untapped connections with teaching. Librarians can create libguides for any classes in sakai.

Students engaging with libraries and subject librarians.

Libraries should do some outreach to help departments connect to their subject librarians.

Some sort of orientation for new students from each department to show them what the libraries have to offer. Volunteer jobs for students so they can be more involved in the libraries – maybe internships.

Send emails to Deborah, Jimmy and Katryna if you have any other suggestions.

Meeting adjourned at 1:25 pm.