
Library, Media, and Information Services Committee

Meeting Notes for 5/1/2018

Present: Jane Carlin, Kate Cohn, Jeremy Cucco, Sue Hannaford (Chair), D. Wade Hands, William Kupinse (Note-taker), Ann Gleason, David Latimer, Lori Ricigliano, and Lisa Wood

The meeting was called to order at 9:03 a.m.

Minutes: The minutes from 4/17/2018 were approved with minor corrections.

Announcements: Having previously circulated a draft among LMIS committee members by email to obtain input, Sue Hannaford announced that she presented the final, year-end report to the Faculty Senate at its April 30, 2018 meeting, the last of AY 2017-18. Sue noted that committee members could still submit revisions to the report, however.

New Business:

1) Jane Carlin provided a brief overview of the Archives & Special Collections spaces and collections. She highlighted the number of classes that utilize the collections as well as faculty and independent scholars who use our collections for scholarships and research. Jane described the current student exhibit on display that provides a history of Home Economics on campus. With the support of faculty advisor Prof. Amy Fisher, the student identified primary source materials from both the library's Archives & Special Collections and its circulating collection to develop a narrative of this fascinating but nearly forgotten program.

Jane described a select collection of materials she had assembled so that the other LMIS committee members could get a sense of the breadth and depth of Archives & Special Collections. These materials ranged from some of the oldest and rarest volumes to contemporary handmade artists' books. Jane's remarks drew from the written text that follows, which she provided immediately following the meeting and which is reproduced here with minor edits:

Apian, P., Beller, Jean, Everaert, Martin, Gemma, López de Gómara, Francisco, Girava, Gerónimo, . . . Gemma, Cornelius. (1584). *Cosmographia, sive, Descriptio universi orbis. Antverpiae: Ex officina Arnoldi Coninx*. This is one of the rarest books in the Collins Library and a complete description of the acquisition process can be found at this link: <https://www.pugetsound.edu/academics/academic-resources/collins-memorial-library/cosmographia/>

Burrell, G., & Midnight Moon Press, publisher. (2017). *Un[Hood]ed*. Morgan Hill, California]: [Midnight Moon Press]. *Un[Hood]ed* examines the alarming audacity demonstrated by white supremacists in the United States. Once hidden under homemade white robes, today's alt-right members feel emboldened, empowered, and unafraid of the

consequences of their racism. They no longer feel that they have to hide their identities. *Un[Hood]ed* looks at the direct and indirect messages from President Donald Trump to white nationalists. While he frequently claims ignorance of such a movement, his behavior and language tell another story.

Moore, S., & Firmage, Richard A. (2015). *A Musings : For Aileen*. Vashon Island, Washington: Suzanne Moore. *A Musings* was designed to offer historical references juxtaposed with contemporary applications of universal design and lettering concepts, sometimes described in the text and sometimes less obvious, for the reader to discover or make their own connections. Historical letterforms and their modern interpretations, a parallel between letterforms and architecture, with a contemporary Tacoma architectural reference, and passages about the symbolism of the letter A are all part of the 'story.'

Spiers, A., Michaelis, Catherine Alice, & May Day Press. (1996). *Tide turn*. Vashon Island, WA]: May Day Press. Limited ed. of 120 copies. Letterpress printed at the May Day Press by Catherine Michaelis. Signed by the artist and poet. Catherine's drawings of shells were made into zinc plates. Text pages are interleaved with paper handmade with seaweed created by the artist and poet. Single signature binding out of the same seaweed paper with a cover flap.

Zimmermann, P., & Space Heater Editions, publisher. (2009). *Sanctus sonorensis*. Tucson, Ariz.: Spaceheater Editions.

The cover image is part of the Sonoran desert in Southern Arizona about 50 miles from Lukeville, and just a couple of miles from the Mexican border. It is one of the most heavily trafficked and dangerous entry points for illegal Mexican immigrants entering the United States, and many die there each year from exposure and lack of water. The skylscapes were all photographed in New Mexico and Arizona during 2003 and 2004.

— colophon

This is a book of border beatitudes. This work comments on the complicated attitudes of Americans on illegal immigration from Mexico. The cover shows a photograph of the area of Southern Arizona, which is the most active in terms of migration across the Sonoran desert, and where thousands have lost their lives in the deadly desert heat. The interior pages show the progression of a typical high desert day from dawn to sunset with a single line of text on each two page spread.

— Artist's statement at Vamp & Tramp Booksellers website, viewed 11 July 2013.

Jane announced that on May 10, 2018, the Archives & Special Collections would hold an open house from 1:30-2:30 p.m., as part of a day-long event on the Humanities and the Makerspace.

Jane described current work by Lori Ricigliano collecting various kinds of ephemera, especially relating to matters of race.

Jane encouraged faculty to consider how materials from Archives & Special Collections can be integrated within the curriculum.

2). Sue introduced LMIS's second item of new business, noting that it touches upon a subject of great faculty concern: the reconfiguration of space in the basement level, in particular those areas in which bound periodical have previously been stored.

Lisa Wood asked why the Welcome Center was displacing Library Space. Jeremy Cucco replied that it is the result of a ripple effect of relocations: Campus Security is moving to where Technology Service is located; Print and Copy services are similarly being displaced.

Jane said that the issue of what print materials to retain at a time when journal publishing was shifting rapidly—and in some cases completely—to digital media was a conversation she has been wanting to initiate this year.

In response to questions of LMIS committee members regarding timing, Jane and Jeremy reported that they were given news about moving spaces in mid March. Jeremy described some of the positive changes that would be taking place: stack space outside of Technology Services was being renovated, for example, which would increase visibility of the Tech Desk.

Jane expressed understanding and sympathy of the faculty response to the news that bound periodicals were being moved, noting that the announcement was sudden and did not allow for the due deliberation faculty should expect.

Jane provided details on the affected space, estimating that 60,000 - 79,000 books are there presently. Since removing A-D books was not an option, the reduction of space left meant that the Library would have to identify what other materials could be moved. Jane indicated that the first phase of this project was to identify what journals were available in a stable digital format such as Project Muse and JSTOR. She did indicate that some titles that were older, were no longer active subscriptions, or were not used will have to be removed. These are difficult decisions, she said, and we will have to make difficult decisions.

Jane added that faculty participation in reviewing our collections and the future of our library is very important. She emphasized that this conversation would need to have taken place regardless of the relocations caused by the Welcome Center, as the compact shelving (which is moved by an electric drive system) was nearing the end of its lifespan and was no longer being supported by the manufacturer. Jane estimated that the compact shelving system had 4-5 year left before it would have had to be removed/replaced. Jane was unsure whether the university would be willing to fund long-term storage of bound journals that duplicate materials that exist on a stable platform (i.e. a database to which the university has an ownership right).

Jane outlined that it may be possible to shift the Art books to the lower level and said that doing so would create a positive pairing with the Classics, Religion and Philosophy books that are being moved into the compact shelving room. She noted that the project of shifting books is complex, however, and that it is thus subject to change.

In response to questions from the committee, Jane explained that Facilities is mobilizing its construction crew to start renovating the space the day after graduation. Under this present scenario, A-D books will be moved out by May 17, going into Collins Library 007 next to vending machines. Bound journals in 007 will be discarded if they duplicate the materials in JSTOR, Project Muse, or another stable platform.

Wade Hands suggested contacting departments about particular journals worth retaining.

Jane concurred with Wade's suggestion, noting that input from departments would be an important source of information. The other significant source of information would be use data, she said, but she noted that it was harder to get use data for periodicals, since often users reshelve bound journals themselves. Jane suggested that the decision to discard bound journals would likely be one of LMIS's major charges next year. Jane described the current situation as one of "forced innovation," noting that it's going to be very difficult to throw bound journals that we've invested thousands of dollars into a dumpster, even when faculty know that the library has stable electronic versions of them. Jane touched briefly on the complex logistics of offering the journals to departments, noting that May is an especially challenging time to ask for sustained participation in a rapidly occurring process. Jane said that the Library does have a list of everything in stable digital format that it can share with faculty.

In response to further questions by the committee, Jane clarified that the journals will be moving near the end of the week after graduation. Noting that libraries usually get more time than we're getting, Jane summarized the problem of some journals existing in bound journal format, via databases, and on microfiche; this complexity requires human updating of Primo.

In response to Bill Kupinse's question about how the changes to bound journals will affect summer scholarship, Jane expressed hope that Facilities will be able to retrieve needed materials, with Interlibrary Loan as a more expensive second option; Lori observed that the average cost of ILL is \$26 per item.

Jane reported that the Library will be working on recommendations and a report on the collections to share with the faculty in the fall. She expressed her hope that the recommendations and report will serve as a foundation for discussion and reflection.

3) Noting that we were unlikely to resolve the concerns about bound journals during the time remaining, Sue then turn the committee's attention to the document storage guidelines chart that Lisa had been constructing and revising in response to committee input.

Lisa described making the following additions, which appear in red font in the document storage guidelines chart. Specifically, she

- removed references to graded work, noting the issue would need to be addressed in the future.

- included input regarding where users should keep signed releases and for how long they should retain the
- inserted recommendation that student work be retained for one year
- upgraded the recommended confidentiality level to high confidentiality for faculty reviews and disciplinary actions

Lisa said that she will put hyperlinks at end, but only after the chart had been fully revised and reviewed.

Kate Cohn suggested that we check with registrar about how long to retain student work, noting that students can take up to four semesters off before having to reapply. Jeremy asked that we not refer to “SoundNet” in the document, but use instead the phrase “university storage.” Sue wondered if leaving our highlighting system in place might confuse non-LMIS committee members, as it’s unclear what color stands for what. Lisa resolved to create highlighted and non-highlighted versions of the document storage guidelines chart.

Discussion ensued as to whether the working draft of the document storage guidelines chart should be made available online. Jeremy advised that it not be at this point for a variety of reasons. In particular, posting online could raise issues with Section 509 compliance, in that the action could be seen as lacking accommodation for access of people with sight issues. In addition, he expressed concern that making our internal operations visible to all (since password protected resources inevitably end up circulating beyond their intended audience) would be letting attackers/hackers have the “keys to the kingdom.”

Jeremy then raised the issue of the European Union General Data Protection Regulation (GDPR), which goes into effect May 25, 2018. This regulation, which concerns data that internet entities gather about users, will require sweeping changes to how universities manage their technology. In particular, they must state what data are being gathered. Although intended to protect EU citizens, the EU GDPR will apply to anyone who has lived in EU, regardless of how short a time; this means that all students who study abroad will fall under the definition.

Sue suggested that if we have specific recommendations about EU GDPR, the “Looking Ahead” section of the LMIS final report to the Senate would be an appropriate place to insert them as an emendation.

The meeting adjourned at 9:53 a.m.

Submitted by William Kupinse