Faculty Meeting Minutes
May 10, 2018

A regular meeting of the Faculty of the University of South Carolina Libraries was held on Thursday, May 10, 2018 at 2:30 p.m. in Thomas Cooper Library, Room 204. The Presiding Officer and Secretary were present. The minutes of the last meeting were approved without amendment.

The report of the Associate Dean of Administrative Services was received.

The report of the Associate Dean of Libraries was received.

The report of the Associate Dean for Collections was received.

The report of the Associate Dean for Special Collections was received.

The report of the Irvin Department of Rare Books and Special Collections was received.

The report of the South Caroliniana Library was made.

The report of Moving Image Research Collections was received.

Dean McNally asked Ms. Verba to speak about the USCreativity Initiative event she, Mr. Appling, Dr. Heckman, and Ms. Schwoebel will be involved with. Her comments are included in the compiled reports.

The report of South Carolina Political Collections was received.

The report of the Office of Oral History was received.

The report of the Dean of Libraries was received.

The report on the April 4 meeting of the Faculty Senate was received.

The report of the Library Professional Development Committee was received.

The report of the Nominations and Elections Committee was received.

The report of the Libraries Select Tenure Committee was received.

The report of the Ad Hoc Travel Implementation Committee was received.

The Library Technology Report was received.

The report of the Secretary was received.

For the Good of the Order, Dr. Dubnjakovic advised the faculty of a knowledge base that DoIT is constructing and would like feedback on it.

The following candidates were nominated for election prior to the start of the May 10 meeting:

- Presiding Officer: Kathy Snediker
• Secretary: Laura Litwer
• Parliamentarian: Jessica Harvey
• Library Professional Development Committee (1 seat):
  o Jean Clenney
  o Jade Geary
  o Kristina Schwoebel
• Nominations and Elections Committee (1 seat)
  o Jean Clenney
  o Christee Pascale
  o Kristina Schwoebel
• Peer Review Committee (2 seats)
  o Andrea L’Hommedieu
  o Lydia Pappas

Nominations for the offices listed above were reopened at the meeting. No nominations were made. Nominations for these offices were closed.

The meeting adjourned at 3:44 p.m.

Respectfully submitted,

Laura Litwer
Secretary
Compiled Reports from the May 10, 2018 Library Faculty Meeting

Report of the Associate Dean of Administrative Services, Diversity, Inclusion & Equity

Ms. Horton reported that the Libraries are now two months into processing travel requests and reimbursements through PeopleSoft. At first, reimbursements seemed to be taking a long time as we all learned the system, but now reimbursements seem to be coming more quickly.

Ms. Horton reminded the faculty that annual report time is approaching. All faculty should have their annual accomplishments to their supervisor by July 1st, to cover the time period July 1, 2017 – June 30, 2018. Supervisors should have their reviews to the Dean’s Office by the end of July.

Report of the Associate Dean of Libraries

New furniture for some of the study rooms will be ordered this summer thanks to gifts to the Olsgaard Fund and Senior Class Legacy funds. The Space Planning Team helped to prioritize most crucial areas needing new furniture.

Lots of cleanup projects happening this summer to include painting and carpet cleaning, signage updating, and more graffiti removal in Cooper Library.

Work has begun on a grant from the Mellon Foundation to develop a plan for expanding the Annex as a state-wide storage facility. USC is partnering with PASCAL on the grant and Hope Derrick is working to get an RFP posted to hire a consultant to work with the planning team. The planning team includes Hope Derrick, Miranda Bennett, Nelson Rivera, Rick Moul, Amy Trepal and myself. We will be working with this consultant, as well as PASCAL common collection committee and libraries around the state, to produce a plan that Tom can then take to legislature.

The Raymond lift at the Library Annex is still not consistently operating. We are working through University purchasing office to purchase a new machine. We also have plans to migrate away from GFA to a new inventory control system called CAIAsoft, hopefully sometime this summer. CAIAsoft is hosted, web-based, and integrates better with ILS systems. We will ask for input from many areas when it comes to implementation.

The Assessment Team is working on questions for a faculty survey to launch this fall. They will be asking for feedback on the survey at some point over the summer before it goes out.

Ana reported that the Music Library has been given a collection by local musician Dick Goodwin.

Associate Dean for Collections update

Collection Development & Acquisitions is working on end-of-year purchases, including monographs (check out the new choices on the popular reading shelves), digitized primary source collections, and evidence-based e-book programs.
A new gift-in-kind policy will be posted on the Libraries’ website. We will, as a general practice, no longer accept gift materials for the circulating collection, but gifts will remain an important source of materials for Special Collections, and, of course, monetary gifts to the Libraries will continue to be encouraged.

Miranda recently attended the Carolina Consortium meeting at UNC Greensboro and will travel to Chicago May 17-18 for the Center for Research Libraries annual Council of Voting Members and Global Resources Collections Forum.

PASCAL anticipates announcing the vendor for the shared library services platform (SLSP) later this month. The general membership meeting will be held Thursday, June 7, at Midlands Technical College, Northeast Campus. Please RSVP on the PASCAL website if you plan to attend.

USC Libraries are well represented on the working groups for the PASCAL SLSP project:
- Amber Cook, member of Access Services & Resource Sharing
- Scott Phinney, chair of Cataloging & Metadata
- David Shay, member of Cataloging & Metadata
- Christee Pascale, chair of Collection Management & Acquisitions
- Marilee Birchfield, chair-elect of Discovery, Reference & User Experience
- Brent Appling, chair of E-Resources, Knowledgebase Management & Link Resolving
- Josh Garris, ex officio member of Systems
- Glenn Bunton, chair of SLSP Steering Committee

Report of the Associate Dean for Special Collections

Special Collections librarians across units have collaborated on a gift in kind policy that will be accessible from the new webpages.

The Heads of the Special Collections Libraries met last with Beth Well to discuss the gift in kind process and the documents we currently use.

While librarians across the Special Collections units have been hard at work on their webpages, our archivists have been working especially hard on making finding aids accessible in ArchivesSpace.

Report of the Irvin Department of Rare Books and Special Collections

Our current exhibition, “The Duty of a Writer,” featuring items from the Richard Layman Dos Passos exhibit will close at the end of May. Our next exhibition, drawn from the Darla Moore Collection of 19th Century Southern Literature and History, curated by Michael Weisenburg will be announced in June.

We are preparing for the Thomas Cooper Society dinner featuring Maj. Gen. Charles Bolden as our speaker. This year’s dinner will celebrate Maj. Gen. Bolden’s donation of his collection to the South Caroliniana Library.

Report of Moving Image Research Collections
• Heather is out this week and next but accessible by email as she is on campus at a leadership event – Lydia is back from the annual general meeting of the FIAF – Amy will be out from May 25 – Jun 8 on her honeymoon
• Students – we have several students working over the summer, a couple of rollovers from the spring semester and a couple of new summer interns, as well as a summer intern from NYU’s MIAP program
• USMC project – there will be another shipment of Marine Corps films coming in June, mostly 35mm films, whilst we process the films we already have in house with the help of aforementioned students

Report on USCreativity Initiative Workshop and Design Event

Heather Heckman, Kristina Schwoebel, and Sharon Verba will all be participating in Design Thinking Facilitation Deep Dive, and then serving as co-leaders on (opposing!) teams of faculty and students from across campus in the Great Gamecock Design Challenge. The challenge will be to design a buzz-worthy and collaborative space out of a dilapidated bus. Brent Appling will also be representing the library as a member of a Design Challenge team.

Heather, Kristina, and Sharon will then each be expected to develop a design challenge of their own, one which can be executed in one year and which "should be related to your work at USC in some way, whether teaching, curriculum, research, service, something specific to your unit, or a big interdisciplinary opportunity."

So expect more to come!

Report of South Carolina Political Collections

Dr. David Snyder’s American Diplomatic History class recently completed research papers using SCPC’s diplomatic-related collections. One of the students in the class, Elizabeth Gearhart, received the third-place prize in the Garnet Track of the University Libraries Undergraduate Research Award. Another recipient of an Undergraduate Research Award, Black Track winner Sophie Kahler, used the Modjeska Simkins papers as one of the resources for her project. As far as we know, these are the first winners in the award program to use SCPC resources.

Report of the Office of Oral History

Over 1,000 page views on the Kline Iron & Steel web site in April, and a cultural historian in New York is using portions of the collection in a book he is writing.

Two local grants have been awarded to people outside the university that involve collaboration with the oral history office, which is designated as the repository for the materials. Both should begin sometime this summer, likely July, in the first case exploring experiences of African-American nurses and physicians in the Waverly neighborhood of Columbia, and in the second place augmenting the Rosenwald Schools of South Carolina collection by interviewing additional attendees.
A CLIR grant application was submitted in April for the 1977 International Women’s Year Collection; notification of advancement to the second round will occur in July. Last week we exceeded 100 interviews now online from this collection: http://library.sc.edu/blogs/iwy/ This is a valuable resource for students looking for primary resource material in Women and Gender Studies.

I will be teaching an Honors College course on oral history in the fall. The classroom will be in Hollings. The interviewees will be those who have served our country through military service. If anyone here knows of someone willing to be interviewed, especially those who served during WWII, Korea and Vietnam, please be in touch.

**Report of the Dean**

Congratulations to Ms. Birchfield on another successful year for the University Libraries Award for Undergraduate Research program. It is her leadership that got this program off the ground and keeps it going every year.

Several people, including the Provost, have congratulated the Libraries on having a good year. We do a lot with very little.

Some of the Libraries’ Excellence Initiative proposals are moving forward to the second round of the proposal process. Our proposals are reasonable, intelligent, and practical.

As part of the transition to the hybrid budget model, the university will start a “parallel year” on July 1. This means that whatever is done financially will be translated into the new model. The Libraries will operate as they normally do. There will be some new assessment activities during the coming year, as additional information is sought about how the Libraries’ expenditures impact users.

Level 2 approval for the South Caroliniana Library renovations was received from the Board of Trustees a couple weeks ago.


Dean McNally attended an ARL meeting in Atlanta the week of April 23. A proposal to change the criteria for membership in ARL passed. A proposal to change the way in which people can join the Board of Directors did not pass. While in Atlanta for the meeting, Dean McNally visited the Georgia Tech-Emory shared storage facility.

Dean McNally also recently visited the USC Union campus at the invitation of Campus Dean John Catalano. Dr. Catalano envisions the development of a shared library for the campus and county. Dean McNally supports this project.

Faculty Senate – April 4, 2018
• Short presentations were given by each candidate for Chair-elect of Faculty Senate. Mark Cooper was elected.

• Attendance at faculty senate meetings has been low. Bill Sudduth gave a brief analysis of attendance data because quorum has been an issue several times. Senators were invited to give ideas for improving attendance at these meetings.

• An ongoing discussion about fair faculty payment for summer teaching has been taking place. There were a number of arguments for and against creating a set of expectations to distribute to each academic unit. It came up for a vote, but during the course of the meeting, a number of senators left and there was no longer a quorum.

• Report of the Provost:
  - Discussed the upcoming Day of Giving
  - Climate survey
  - Exam schedule
  - New Blackboard add-on called Blackboard Ally that the University has purchased
  - She provided an update on blueprint meetings, in which departmental leadership creates an annual report for the provost.
  - Update on the first round of the Excellence Initiative (invitations to round 2 had not yet gone out).
  - Update on the new budget model

• Marco Valtorta, Chair of Faculty Senate gave a report. Faculty lunch at Preston's has started again.

  **Report of the Library Professional Development Committee**

  The Professional Development Committee hosted two events, a “Read and Learn” and a conference recap, since the last faculty meeting. We have two events in the planning stages and more information will be coming out shortly. We have a LibGuide with various professional development opportunities listed and hope to have that posted on the intranet under our committee page soon. If you have any ideas for topics or workshops, please feel free to contact any member of the committee.

  **Nominations and Elections Committee Report**

  On behalf of the Nominations and Elections Committee, thanks go to all of those standing for this month’s elections for volunteering to serve the library faculty. Nominees for the following positions will be voted on:

  • Presiding Officer
  • Secretary
  • Parliamentarian
  • 1 seat on the Library Professional Development Committee
  • 1 seat on the Nominations & Elections Committee
  • 2 seats on the Peer Review Committee
Absentee voting procedures have been requested, so the ballot and voting instructions will be provided via email. The instructions can also be found in Article VI, Section E of the Library Faculty bylaws. A brief demonstration of the absentee voting procedures will be provided at today’s meeting.

Finally, a big “thank you” goes out to the current members of the committee for their service: Marilee Birchfield, Amie Freeman, Shanna Schaffer, and Stacy Winchester. They’ve done a great job, and it has been a pleasure to work with them.

Report of the Tenure Committee

The Tenure committee is wrapping up Annual Progress Letters and is pleased to announce Elizabeth Sudduth is next year’s Chair.

Report of the Ad Hoc Travel Implementation Committee

Thank you all for your willingness to try out this new system. Annual Travel Budget Requests for all faculty are due tomorrow, May 11. If you have any last minute questions, stay after this meeting to talk with a Committee representative here in 204.

Library Technology Report

1. Summer planning

Library Technology Services is currently developing its plans for summer activities. Each of our areas already has some projects in the pipeline. If you and your area are contemplating any projects that may require involvement and contributions from any area of Library Technology Services please let me know as soon as possible so we can be aware of resources and services that may be needed. Thanks.

2. Presentations

Kate Boyd will be presenting tomorrow at the Transforming Librarians through Technology conference being held at USC Upstate. I believe there are others of our colleagues who are also presenting there.
Megan Oliver recently presented at this year’s Art Librarian Society of North America conference. She is also working with colleagues at several other universities on a proposed a collaborative presentation for the upcoming Digital Library Federation (DLF) conference.

3. Web Migration

The transformation of the Libraries web presence to the new site in the campus content management system (CMS) is approaching its go-live date which will be Wednesday, May 30th. We in the Libraries are finalizing our phase 1 work this weekend. During the next two weeks our campus colleagues will be reviewing everything we’ve done to this point and DoIT will be handling some URL addressing issues in preparation for the launch on the 30th. Please keep in
mind our goal for this first phase of the process is that when we go live the primary functions and resources used by the vast majority of our web presence users will be functional and accessible. Once we go live we will begin phase 2 to handle both the known and yet-to-be-known migration issues that are always expected in such an experience.

Special kudos go to the members of the Web Migration Team and all those who have been actively contributing to deciding content issues, moving content, updating content, creating and designing pages in the new system, etc. A lot of work has taken place and it is much appreciated!

4. PASCAL

The PASCAL shared library services platform purchasing process is still in the “black box” phase of negotiation so no news on that front. Hopes are an announcement of a vendor selection may come by the end of this month but we’ve learned it will come when it comes.

In the meantime, all the key governance groups are up and running. A number of members our faculty and staff are involved in these various groups and will be actively contributing to the success of this initiative and the implementation of a new system as we move forward. Thanks to all of them.

Report of the Secretary

First, I’d like to thank everyone who has served the Library Faculty in an elected position this year. We could not operate without you.

Second, I’d like to thank our reporters for adopting the new reporting procedures. Their efforts are helping to streamline the operations of the Library Faculty as a body.

Third, this is the last regularly scheduled library faculty meeting for this fiscal year. Next year’s schedule will be sent to all faculty members this summer.

If the dates of the following conferences are available when the year’s schedule is being set, they are taken into consideration when setting meeting dates: ACRL, ACSC, ALA, ALISE, AMIA, Charleston, DLF/NDSA Digital Preservation, IFLA, MLA, SAA, SCAA, and SCLA.

Please let me know as soon as possible of any conferences that you would like to have added to this list or any other important dates of which you would like me to be aware, especially if they might affect multiple faculty members’ ability to attend faculty meetings. I cannot guarantee that all potential scheduling conflicts will be avoided, but I will do what I reasonably can to minimize conflicts.