Present:

Mr. Ted Bergfelt, Gumberg Library
Dr. Benjamin Binder, School of Music
Dr. Perry Blatz, McAnulty College
Dr. Alison Colbert, Nursing
Mrs. Bridget Euliano, Gumberg Library
Dr. Pam Koerner, School of Pharmacy
Dr. Stuart Kurland, Faculty Senate
Dr. Laverna Saunders, University Librarian
Dr. Michael Seaman, BSNES
Ms. Shannon Smith, SGA
Mr. Phil Weber, GPSC
Mrs. Kathryn Liermann – recorder

Excused:

Dr. Suhail Abboushi, School of Business
Dr. Darius Prier, School of Education
Dr. Ruth Hicks, McAnulty College
Dr. Diana Williams, School of Health Sciences
Dr. James Ulrich, SLPA

Guests:

John Euliano, Gumberg Library
Roberta Hatcher, Modern Languages
Mark Prestopnick, SLPA alternative
Diana Sasso, Gumberg Library

I. Revised Course Reserves Policy – Diana Sasso
   • University Library Committee Course Reserves Policy attached

II. Student and Faculty Concerns – All
   • Dr. Saunders shared Power Point slides illustrating unattended study tables. She is asking for ideas on how to address these student behaviors.

III. Library Materials Budget update – Bridget Euliano
• **One Time Purchases**: Reminder that the deadline for submitting departmental orders is February 15th. If you have any requests for books, ebooks, or DVDs, please send them to your departmental liaison.

• **Subscriptions**: Reminder that we have the Faculty/Liaison Recommendation List. If there is a journal or a database that requires an annual subscription, it can be added to the List. We refer to the List when new electronic resource deals start or change. We also use the List to concretely demonstrate the need for new research materials.

• If a new program is being developed a library impact statement must be included with costs on Capitol Request and Operating Budget forms. Funds are needed to support new programs.

IV. Reference & Instruction update – Ted Bergfelt

• Shawn Klocnek has replaced Alyson Youngblood as ERes Coordinator.

• Reference has begun to do RefWorks sessions geared to APA, MLA, and Chicago formats, in addition to the regular Basic and Advanced sessions.

• At Reference, we now have 4 computers set aside for quick lookups, as opposed to the single machine we had available before the sprucing up of the 4th floor.

• Ted showed the new arrangement of our research guides and the box for suggesting new topics for guides

• URL for University Library Committee is on the front page of the Gumberg Library home page.

V. Library Strategic Priorities – Laverna Saunders

• Below are the main goals for the Gumberg Library Strategic Plan. This will be put on Weave Online.

<table>
<thead>
<tr>
<th>Gumberg Strategic Plan</th>
<th>FY 2012-13 Objective</th>
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</thead>
<tbody>
<tr>
<td><strong>Goal</strong></td>
<td>1.4. Improve printing experience at Gumberg Library (address LibQUAL+ Lite Survey)</td>
</tr>
<tr>
<td>1. Enhance our users' experience.</td>
<td>2.1. Promote eBooks and specific electronic resources</td>
</tr>
<tr>
<td>2. Optimize access to information resources.</td>
<td>3.1 Complete the refresh</td>
</tr>
<tr>
<td>3. Enhance the library's physical and virtual</td>
<td></td>
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<tr>
<td>Goal</td>
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<tr>
<td>environments.</td>
<td>of Circulation/Reference service area and enhance student study and printing zones</td>
</tr>
<tr>
<td>4. Strengthen the effectiveness and efficiency of library operations.</td>
<td>4.1 Experiment with iPads to develop mobile and instructional support services.</td>
</tr>
</tbody>
</table>

Documents posted to ULC campus guide [http://guides.library.du.edu/ulc](http://guides.library.du.edu/ulc)
University Library Committee Purpose
Gumberg Library 2011-2012 Annual Report
Gumberg Library 2010-2015 Strategic Plan

Schedule of meetings:
No December meeting – Happy Holidays!

SGA Study Break in Gumberg Library, December 12, 3:00 p.m.

Respectfully submitted,
Kathryn Lierman 11/16/12
Policy Overview

1. All course reserves require Duquesne ID for access and are available only for the duration of the course for which the material has been assigned unless the material is being temporarily restored for students who have received incomplete grades and need access to complete their coursework.

2. The library will not place materials on course reserves if such use does not comply with U.S. copyright law and Duquesne's copyright policy, including Duquesne's Fair Use Checklist.

3. The library seeks permission from rights holders and pays reasonable fees to use copyrighted materials when fair use does not cover a particular item.

4. Materials requiring copyright permission will not be placed on reserve until permission is received. This may take several months; therefore faculty members should allow sufficient time for permission to be obtained when submitting course reserve requests.

5. Library staff will assist instructors to find alternate sources if an item cannot be placed on reserve due to cost or copyright restrictions.

6. The library will apply cost limits for permission fees on a per course basis. The current course cap is $250. Maximum subsidized cost per individual permission is $100. Instructors will be offered the opportunity to pay any fees above the course cap.

7. No more than three copies of a copyrighted article will be accepted for print reserve.

8. The campus bookstore provides print and e-coursepacks through internet services as Xanedup and Academic Pub. These services assist faculty with creating copyright cleared digital course packs, with the understanding that students will pay for them as they pay for texts.

9. Access to electronic reserve materials will be limited by password protection to students taking the course for which the material is designated. The library will not supply students with electronic reserve passwords; this is the responsibility of instructors.

Materials Eligible for Course Reserves

- Library owned books, audiovisuals, and photocopies of articles from print journals in the collection that are not available in a database licensed by Gumberg Library.

- Faculty owned books and audiovisuals, and lawfully acquired personal photocopies will be accepted. Materials obtained through interlibrary loan may not be put on reserve.

- Links to articles in databases licensed by Gumberg Library or websites that are freely available online, such as open access journals.

- Faculty owned exams, lecture notes and sample lab reports, and other personally developed materials for which the faculty member is either the rights holder, permission can be obtained from the rights holder, or falls under the fair use guidelines.

- Physical models such as human bone models used to study anatomy that would be impractical to require students to purchase.

Limits for Book Excerpts on Course Reserves

- An entire book may be placed on print reserve if owned by the library or the faculty member who makes the request. An entire print book will not be scanned and placed on electronic reserve.

- Excerpts from print books (10% of a work with nine or fewer chapters; one chapter of a work with 10 or more chapters) will be placed on electronic reserve. If the amount requested exceeds this limit, the library will request permission and pay reasonable royalty fees.

- Links to electronic books available in Gumberg licensed databases may be included on reserve or in an instructor’s reading list. See Gumberg’s Deep Linking Guide for information on creating links.
Copyright Permission Expenditures for Summer and Fall, 2011 and 2012:

<table>
<thead>
<tr>
<th></th>
<th>Summer</th>
<th>Fall</th>
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<tr>
<td>2011</td>
<td>$1,123.41</td>
<td>$2,946.57</td>
</tr>
<tr>
<td>2012</td>
<td>$714.25</td>
<td>$1,506.51</td>
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Note: Spring semester costs are usually the highest due to reuse of materials.

Cost Decrease from 2011—2012
Summer: $409.16 (36.4%)
Fall: $1,440.06 (48.8%)