I. **Impact of University Budget Reductions – Dr. Saunders**

- The library received a 5% budget reduction which was applied to three lines: Operating, Library Materials, and Silverman Center.
- We have reduced a number of categories in our Operating budget, including new equipment, bindery, and travel. We did not eliminate these lines but reserved funds to meet commitments.
- One ongoing challenge to our Operating budget is copyright clearance charges which are hard to predict and control. In recent years our expenditures have increased exponentially, and last year we spent over $24,000. Copyright clearance covers certain materials placed on electronic reserves and qualifying journal articles borrowed on interlibrary loan. We cannot sustain ongoing increases so we have to work with faculty to discuss alternatives.
- The cut in the Silverman Center line pertained only to the supplemental funding that the president gives the SSPC. The library is still supporting the Silverman Center collection from library funds as well.
- Bridget Euliano will brief you on the impact to our Library Materials Budget line.
II. Collections Impact and Update – Bridget Euliano (Memo attached)

- February 15th is the deadline for departmental ordering
- We will place all orders that we can but due to the budget reduction some orders might not be able to be placed this fiscal year. We will communicate with you regarding those orders.
- There was a budget reduction of $83,255 to the budget that we use to pay for existing subscriptions.
- When the budget reduction occurred, we did not have money to pay for the subscription invoices we had in hand.
- We decided to find a way to pay for those invoices with other library funds.
- We estimated the amount of money we would need to pay for online subscription invoices that would be arriving between now and the end of the fiscal year.
- Dr. Saunders requested funding from Dr. Pearson to be able to pay for these remaining invoices. The funding request was denied.
- Those invoices will have to be paid from other library funds and this may possibly impact departmental ordering.
- Other measures taken – we decided to cancel all standing orders that are paid for out of the library’s budget. It has also been decided that there will be no New Faculty Start Up Grants awarded in FY12/13.
- Since this is a permanent budget cut, the library will be cancelling some subscriptions in order to absorb the reduction for next fiscal year. Our Electronic Resources Review Committee will be reviewing our current online subscriptions and looking at the use of those subscriptions. The library will also be reviewing print journals for possible cancellation.
- Formal communication will be sent via email after today’s meeting.

III. Library Access Policy – Ted Bergfelt (Attached)

IV. LibQUAL+ Lite Survey – Bridget Euliano

- **Who?** Students, Faculty, and Staff
- **What?** This survey gives you a chance to tell us where our services need improvement so we can respond to and better manage your expectations. More than 1,000 libraries have participated in LibQUAL. Some of the goals of this survey are to:
  - Help us better understand student, faculty, and staff needs and perceptions of library service
  - Collect and interpret feedback systematically over time (2006, 2009, 2012)
  - Enables benchmarking with peer institutions by providing us with comparable assessment information
- **When?** The survey will be available from February 6th through February 29th.
• **Where?** You will receive an email with a link to the survey. Emails will be sent to faculty, staff, and students. There will also be a link to the survey on the library’s web page and on the library’s Facebook page.

• **Why?** In addition to the goals of this survey already mentioned, this survey is an important tool in the library’s effort to comply with the Middle States standard of institutional assessment. As part of that standard, we are expected to develop and implement an assessment process that evaluates its overall effectiveness in achieving its mission and goals.
  - The LibQUAL surveys conducted by the library in 2006 and 2009 have directly led to improvements in the library. Many of the improvements ended up being of little or no cost. For example, we received feedback in 2009 that the quiet zone areas of the library were not being enforced adequately. We put up big, bright posters in the quiet zone areas that have helped. Also, we received a lot of feedback that students wanted the library open earlier in the mornings. That is something that we might not have assumed ourselves. Now the library is open a full hour earlier than it was when the LibQUAL survey was administered in 2009.
  - One more reason “why” – by completing the survey, you are entered into a drawing to win prizes!

• **How?** Click on a link to the survey from an email you will receive or from the library’s web page and complete the survey. The survey should only take about 10 minutes to complete.

• **Please take the LibQUAL survey and encourage your colleagues to take the LibQUAL survey in February!**

**Calendar:**

- LibQUAL+ Survey, Feb. 6-29
- Spring Break, Feb. 27-Mar. 3
- Easter Break, Apr. 5-9
- National Library Week, Apr. 8-14
- Silverman Symposium, Apr. 19-20
- Commencement, May 4

**Spring Semester Meeting Schedule:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>January 19</td>
<td>3-4 p.m.</td>
<td>L-202</td>
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<tr>
<td>February 16</td>
<td>3-4 p.m.</td>
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<tr>
<td>March 15</td>
<td>3-4 p.m.</td>
<td>L-202</td>
</tr>
<tr>
<td>April 19</td>
<td>3-4 p.m.</td>
<td>L-202</td>
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</tbody>
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Next meeting library staff will discuss copyright clearance and ways to comply as well as durable links.

Respectfully submitted,
Kathryn Liermann
1/19/12
Gumberg Library
Duquesne University
Interim Access Policy

Policy:

Gumberg Library provides information resources, educational opportunities and individualized services embodying Duquesne University’s Spiritan identity and commitment to academic excellence. The primary users of Gumberg Library facilities, services, and resources are the students, faculty, administration and staff of Duquesne University.

All library users are expected to comply with the library’s policies available at www.duq.edu/library.

Any person in the building may be asked to show photo ID at any time.

Children entering the building must be accompanied by an adult at all times.

Members of the general public are not permitted to enter the building without an appointment.

Access to the building may be restricted to users currently affiliated with Duquesne at times designated by the University Librarian. Restricted hours will be posted on the library website and will be publicized in advance if possible.

DUQUESNE STUDENTS, FACULTY, STAFF, ADMINISTRATORS

During posted weekday business hours, Duquesne students, faculty, staff, and administrators entering the building must present a current Duquesne ID only upon request by a staff member.

During all other service hours, they will access the building by swiping their Duquesne ID. They are not permitted to swipe in other users. Individuals having problems with access through the card swipe should contact the Circulation Desk for assistance by calling 412.396.6130.

DUQUESNE ALUMNI

Duquesne alumni are eligible for on-site access to library resources and limited borrowing. They must register and have their status verified at the Circulation Desk the first time they visit. They will be issued a Duquesne alumni library card when they register. On subsequent visits, they must present the alumni library card and current photo ID upon request by a staff member.

During swipe access service hours they will access the building by swiping their Duquesne alumni library card. They are not permitted to swipe in other users. Individuals having problems with access through the card swipe should contact the Circulation Desk for assistance by calling 412.396.6130.
DUQUESNE RETIREES

Duquesne retirees are eligible for on-site access to library resources and limited borrowing. They are issued Duquesne retiree ID cards upon retirement. They must present their Duquesne retiree ID and current photo ID and register at the Circulation Desk the first time they visit. On subsequent visits, they must present the retiree ID card and current photo ID upon request by a staff member.

During swipe access service hours they will contact the Circulation Desk to request entry to the building. They will show current photo ID and their retiree ID card and sign in at the Circulation Desk.

DUQUESNE EDUCATIONAL PARTNERS

Students, faculty, staff, and administrators from institutions with which Gumberg Library or Duquesne University maintains reciprocal agreements must register at the Circulation Desk each time they visit. They must present ID from their home institution and a current photo ID if their educational ID does not contain a photo. Educational partners will be issued a guest pass that they must carry with them at all times.

During swipe access service hours, they will contact the Circulation Desk to request entry to the building.

GUESTS OF DUQUESNE STUDENTS, FACULTY, STAFF AND ADMINISTRATORS

Guests accompanied by a current Duquesne ID holder must register at the Circulation Desk each time they visit and agree to abide by the library’s policies. Guests will be issued a guest pass that they must carry with them at all times. The Duquesne “host” is responsible for the actions of their guests while inside the library and must be with them for the duration of their visit.

If a Duquesne affiliate enters with a child, whether their own or a child to tutor, the child will not be registered, and no ID is required for the child. The Unattended Children Policy applies www.duq.edu/library.

ADMISSIONS AND OTHER TOURS

Access for tours is limited to the public areas of the library.

VISITORS TO STAFF OFFICES, THE ARCHIVES, SPECIAL COLLECTIONS

Appointments are required, and the names of those with appointments will be provided to the Circulation desk in advance by the staff member who is expecting a visitor. Vendors, colleagues from other libraries, and scholars approved by the University Librarian will show current photo ID and will sign in at the Circulation desk. A library staff member will escort all non-campus visitors to and from the area of the library where they are expected.

Visitors with appointments will be issued a guest pass that they must carry with them at all times.

CONFERENCES AND PUBLIC EVENTS

Members of the public attending library sponsored conferences and events will register in advance. They will be issued a guest pass that they must carry with them at all times.
GENERAL PUBLIC ACCESS

There is no access for members of the general public without an appointment.

There will be ongoing review of these policies and changes will be communicated accordingly.

Adapted from Marquette University Visitor Access Policy:
http://marquette.edu/library/about/visitor.shtml

Date issued: September 2, 2010, Revised January 17, 2012
Help Improve Gumberg Library,
Tell us how we’re doing!

- The library seeks input from all faculty to learn how well it’s meeting their expectations and needs.
- Faculty are asked to complete the LibQUAL+ Lite survey and encourage their students to complete it.

The survey will be available at

http://guides.library.duq.edu/libqual

February 6-29, 2012.

Why LibQUAL+ Lite?

- Rigorously tested and validated instrument
- Accurate tracking and detailed analysis
- 1,000+ libraries participate, enabling benchmarking
- Gumberg is committed to using results to improve
- Your responses will be anonymous and confidential.

Questions?

- Web: www.duq.edu/library
- Email: nolfi@duq.edu
- Phone: 412.393.4931

Thanks in advance for your participation and support of our endeavors to improve Gumberg Library!
TO: Deans, Department Chairs and Library Liaisons
FROM: Dr. Laverna Saunders, University Librarian
DATE: January 19, 2012
RE: Gumberg Library Budget Update

I want to remind everyone that February 15 is the deadline for submitting departmental requests for the purchase of library resources. Please organize your orders in priority sequence before sending to your library liaison.

Due to the recent reduction of the library materials budget ($83,255), we will process your requests to the extent possible. We will communicate to let you know the outcome—whether we were able to order all or part. We will also ask whether you want us to hold any remaining orders for the next fiscal year, or if you want them returned.

Since the budget reduction is permanent, we have many tough decisions to make. I have two changes to announce at this time:
   All standing orders have been cancelled.
   There will be no new faculty start-up grants for 2012-2013.

On a positive note, President Dougherty gave the library supplemental funds for electronic resources in early fall. We made selection decisions based on long-standing requests from faculty, strategic needs and special pricing from vendors. Over the coming weeks we will be rolling out these new resources which we know will benefit our students and faculty research. We also made the decision to purchase a large number of electronic books from Ebrary. Information on these recent purchases will be forthcoming.

In the meantime, please contact your library liaison if you have any questions. You may also call our Acquisitions Librarian, Bridget Euliano (x5260), for the balance on your departmental allocation. I invite you to speak with me if you have any remaining concerns. Be assured that we remain committed to serving your information needs.

Xc: Dr. Ralph L. Pearson, Provost