

Monday, September 10, 2018
10:00AM-10:55AM
FAL 5th Floor

Attendees:

Lorraine Haricombe, Vice Provost & Director of UT Libraries
Catherine Hamer (Co-Chair), Director of Academic Engagement, UTL
Austin Shirley, Graduate Student, Theatrical Design
Holly Williams (Co-Chair), Senior Associate Dean for Graduate Studies and Accreditation, Theatre and Dance
Logan Larsen, Undergraduate Assistant, Studio Art
Molly Roy, Graduate Student, Theatre and Dance
Amber Welch, Head of Technology Enhanced Learning, UTL
Jim Buhler, Professor, School of Music
Jeff Smith, Professor, Art and Art History
Sydney Kilgore, Media Coordinator, VRC
Becca Pad, Humanities Liaison Librarian, UTL
Fran Dorn, Professor, Theatre and Dance
Sarah Chestnut, Graduate Student, Art Education
David Cohen, Assistant Professor of Practice, Design and Creative Tech
Ann Reynolds, Associate Professor, Art and Art History
Jason Wilkins, Assistant Professor of Practice, Design and Creative Tech
Jessica Chambers, Undergraduate Assistant, Arts and Entertainment Tech
Martha Hilley, Professor, School of Music
Becky Liendo, Administrative Associate, UTL

Agenda:

- 1. Introductions**
- 2. Framing**

**All
Vice Provost & Director Haricombe**

Recognize the Provost support and funding of all renovations. Looking forward to feedback from students. FAL is an example of a 21st century library and a much better utilized space than what it used to be.

Recognize Chris Carter and his team who helped renovate this space on time and within budget. Beginnings of the idea of transformed spaces: recording studio, Foundry, continue library building, constantly evolving.

FAL AC is a timely development. Student representation is important.

Concerns: [regarding Music and Theatre & Dance Librarian vacancies] fully aware of the need to bring expertise to FAL. It is a temporary solution in the meantime with hiring of two GRAs. We will engage this group of what the needs are. In the libraries, things have changed too, leveraged the skills and expertise across UTL to help with vacancies. Need to make the best decisions for the whole library with our limited resources.

Questions/Comments:

- When will this transition be done – 3rd and 4th floors within FAL? (Dorn)

- It's been done and furniture is still coming (tables and chairs).

3. Draft Charge

Hamer & Williams

Catherine Hamer review: 4 goals to this committee's charge. (*Refer to Attachment A, Page 7*)

- Goal 1: serve as advisory group for/from faculty, students and staff on library resources, activities, collection stewardship and staffing.
- Goal 2: Serve as an advocate for resources to support staffing and materials adequate to COFA research needs. In the College of Fine Arts research includes practice-based, creative activity as well as traditional scholarship.
- Goal 3: Serve to facilitate bi-directional communication between UT Libraries and COFA faculty, staff and students.
- Goal 4: Serve as a generative idea bank for ongoing and sustainable FAL improvements.

Catherine Hamer review: Members, Meeting and Reporting

Holly Williams review of reporting.

Questions/Comments?

- Specific deliverable that results from our meeting/committee? (Wilkins)
 - A number of things, as things come up. (Williams)
 - Monthly report and final review/end of year report. (Hamer)

4. Expectations: Communication

Hamer & Williams

Bi-directional communication; expectation that information flows both ways. (Williams)
Some of the other libraries/colleges have committees (Hamer)

Questions/Comments?

- Question: Are all those connected w/libraries away from PCL? (Architecture, Geology, etc.)
 - yes

Agenda a week in advance (handouts, reading materials, etc.)

Action	Send link of Future of Fine Arts Library web links either CoFA, UTL, FAL	Williams	Expect to have it this week.
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Action items:

5. Needs Assessment for Librarian Vacancies

Hamer & Williams

Review FAL Staffing – timeline (Williams) (*Refer to Attachment B, Page 8*)

FAL Staffing - timeline

- Dec. 2015 Laura Schwartz, FAL Head Librarian, left the position. No replacement. David Hunter, interim Head Librarian.
- Sept 30, 2017 Retirement of FAL Music Librarian David Hunter, no replacement currently scheduled.
- Aug. 10, 2018 Retirement of FAL Theatre and Dance librarian Beth Kerr, no replacement currently scheduled
- Sept. 2018 2 GRAs hired to assist Music and Theatre and Dance undergraduate research and teaching.
 - a. Music
 - b. Theatre & Dance

Questions/Comments:

Feedback from the group, FAL staffing timeline (first section about librarian transitions).

- No replacements of Head Librarians in branches, mainly because of the UTL re-organization process.
- Question: Was the re-organization done for efficiencies or budgetary constraint? (Smith)
 - Both. Relieve professional librarians from facilities management (separate the operational from the professional). So we have staff that takes care of operational so that our librarians can focus their expertise on engaging with students, staff and faculty. (Haricombe)
 - Thinking about the expertise our liaison librarians have: they can teach, answer questions, etc. Make sure their professional time is being used well. (Hamer)
- Question: Who advocates for the building/resources - decisions about the space get made with faculty and students? (Buhler)
 - Dean Doug Dempster and Vice Provost and Director Lorraine Haricombe work together to make decisions on the space (Haricombe); right now this committee is set up to advocate and advise.
 - Nobody is in the structure who advocates, within this kind of the space (Buhler)
 - If you want to communicate it (about the facility) there are librarians and staff here that can help communicate this (Haricombe)
 - Actively work with faculty and each other to work through the lines directly to the appropriate people. Issues are being addressed instead of to a central head (Becca).
 - One of the roles of this group - all advocates of resources and this space. Talking to students. Talking to your colleagues in your departments with the experiences, you have in working with these spaces. A lot of the work we're doing with faculty isn't visible, pedagogical partnerships advance the library at large. A chance for all of us to advocate. (Welch)
- Question: With the reorganization w/all the libraries. Is this something that is tweakable as we go along? (Hilley)
 - Yes, there is always room for adjustment. Becoming more agile and be change-ready for what is coming next. (Hamer)
- Question: In other councils, some suggest that all information discussed in the meeting are to stay in the meeting. Do you see us as communicators that go back to our faculty/academic units and advise? (Hilley)
 - Absolutely, that is the idea. (Williams)
- Question: From library umbrella and Dean's office – concerning that the staffing timeline doesn't go further than 9/2018. Do you have ideas what kind of timeline? (Hilley)

- This is what we have to work with. It's reliant on how this committee responds. (Williams)
- Hoping to start a recruitment ASAP, ideal to have it accomplished by April.
 - Are the funds there to do that? (Hilley)
 - We'll take care of it. (Haricombe)
- Question: What are the positions? 1? 2? (Theatre & Dance positions) (Buhler)
 - Can't guarantee that we will be able to recruit for 2 professional positions, just to be clear on that – we don't have the funds. Need to hear what your needs are. Spoke with the Provost about this very issue. We absolutely understand that we need professional experience. (Haricombe)
 - This fiscal year - had to give back 450K (staff, students, operational – could not touch the collections line), not getting them [funds/staff lines] back. The structure that we have, that we've taken off some of the management responsibilities from librarians so that when we bring professionals in they will be focused on what they were hired to do [focus on subject areas/liaison work]. (Hamer)
- Question: If there was just one position, if they had some kind of information kiosk, beyond book research (journals, etc.) From Day 1 need: someone with that specific knowledge. (Shirley)
 - Yes, expertise (Haricombe); teaching research and support - need to engage and embed with students (consultations)
- Question: And when you are talking about 2 positions, are you talking about Theatre & Dance and Music? And do you think you *won't* be able to fill those? (Dorn)
 - Yes and we're going to take a hard look again. I just don't want you to have expectations – don't want to leave this meeting without you knowing the hard cuts we've had to make for the 2 years. Flat budget is a loss in funding and what we have to work with. (Haricombe)
 - We have at least a 5% inflation on resources every year. These are some of the difficulties we have. May want to hire 2 positions but only be able to afford 1 strong position. So, we may need to look at hiring 1 librarian with strong abilities across both fields – it's not unusual find a performing arts librarian [covering music, theatre, dance] (Hamer)
- Question: is there a UTL Task Force? (Williams)
 - Provost's Task Force, will be announced this semester. For the libraries, general – necessary as we look at libraries campus-wide. (Haricombe)
- Speaking to the timeline: sharing work of libraries in other spaces beyond FAL. There are other people who have expertise in music cataloging who continue to buy collections. In terms of theatre and dance we have humanities librarians that are sharing the work load of instructor requests, when we get them. So our support for those disciplines is paired down but they are still ongoing/happening/continuing as we continue with the staffing vacancies. (Pad)
 - This is something that we get to talk about at our next meeting, in terms of organizational structure of how things are being placed in different areas. That is good information. The issues, of staffing, are on the table and should be thought about. (Williams)
- Question: What is the methodology of receiving feedback: how and by when? (Haricombe)
 - Feedback by the end of this month to put something out by Oct 1.
- Put a structured survey/job description and respond to that (instead of a multiple responses)
- One thing I would like to see before a decision is made on 1 librarian vs. 2. There are libraries of similar scope and programs (in terms of size) that are handling both practices, review. A Performing Arts librarian is different than what we have here. (Buhler)

- HRC (Harry Ransom Center) and libraries are separate, balancing – as we all look at our peers, we need to keep in mind that not all libraries are the same. (Hamer)
- In response to the inquiry about information on library support at our peer institutes (Hamer):
 - University of Michigan
 - Library: Music Library
 - Librarian for Music, Theatre, and Dance
 - UCLA
 - Library: Music Library
 - Music Inquiry and Research Librarian
 - Music Librarian
 - A separate librarian at arts library covering all: Theater, Film, and Television; World Arts and Cultures/Dance; Gender Studies; Lesbian, Gay, Bisexual, Transgender, and Queer Studies
 - Penn State
 - Library: Walter and Doris Goldstein Music and Media Center
 - Music Librarian
 - Theatre Librarian is also Librarian for literature, English & more...
 - Do not see Dance in a librarian portfolio
 - Ohio State U.
 - Library: Music & Dance Library
 - Head, Music & Dance Library
 - A separate librarian for film studies, Theatre, Women's, Gender & Sexuality Studies
 - University of Washington
 - Library: Music Library
 - Music Librarian
 - Librarian for Art, Drama, Dance
- My hope is to bring in someone with seniority in their role and expertise. We will not go out and post it as a brand new librarian role. The nature of this library and school requires someone to come in and understand what it is they need to do – someone with experience. (Haricombe)
- Will this committee be consulted as part of the hiring process? (Williams)
 - This committee will be a part of the interview process. (Haricombe)

Action:	Circulate draft Position Description to the committee for feedback (feedback portal) so we can move forward, to launch search by fall/Oct 1.	Hamer	Expect to have it this week.
Action:	Create Qualtrics survey for feedback on needs for this position by Sept. 14	Williams	By Sept. 14

6. Carrels and Doctoral Study Room assignments

Williams

Question: how to assign the new carrels

- Typically first come, first served to grad students

- Do we want to continue to do that? Reserve some and keep others open, so more students have access? Shelving now available and leave some of the seats.
- We will continue with last year's method of carrel assignment, as we continue to consider the options for Spring. (Williams)

7. FAL Fall Semester Saturday Hours

Williams

Libraries have closed the FAL on Saturday's as of last year. The College decided that might not work for College stakeholders . The Dean's office paid to maintain FAL hours in 2017-18 and track usage. Actual usage was very low – 10 to 20 students total on a Saturday. We did not renew that financial commitment this fall. We can look at it again for the spring.

Questions/Comments?

- Question: It was mentioned that 2 of the 4 director's chairs said there wasn't a need for Saturday hours, which two were those? (Buhler)
 - Theatre & Dance and School of Design and Creative Technologies
 - Art and Art History didn't make the deadline
 - We didn't hear back from Music
- Question: if you wanted access to this building, is it entirely closed? (Cohen)
 - Yes, it is closed. Faculty must talk to SDCT staff about other spaces.
 - We prefer that you don't let students in because of the unaccompanied access they'd have and safety concerns. (Pad)
 - If I wanted to do something on Saturday is there another space available?
 - Consult with your departmental staff (Williams)
- Question: Settled for fall, can it be revisited for next semester? (Reynolds)
 - Yes, there's a cost associated, approximately \$6k/year. (Williams)
 - A point about the decision made on this subject. This was a data driven decision. (Haricombe)
 - Not just an issue of money, for such a short number of hours, staffing these shifts can be difficult with the staff that we have. (Hamer)

Next meeting:

- Be prepared to share "What you hope committee will do/discuss/address"
- Develop a common understanding of FAL organization and operations

Meeting adjourned at 10:55AM by Holly Williams. The next general meeting will be at 10:00AM on Monday, October 8, 2018 in FAL/location TBD.

Important Links:

Fine Arts Library Updates <https://lib.utexas.edu/about/news/fine-arts-library-updates>
 College of Fine Arts <https://finearts.utexas.edu/>

Minutes submitted by: Rebecca Liendo

Attachment A

2018.09.04 FALAC

College of Fine Arts / Fine Arts Library Advisory Committee

The Fine Arts Library Advisory Committee is established (Fall 2018) as an advisory and advocacy group to support the collections and resources of the UT Fine Arts Library. FAL resources serve the faculty and students of both the College of Fine Arts and the greater University of Texas community.

Goal 1: Serve as an advisory group for/from faculty, students and staff on library resources, activities, collection stewardship and staffing.

Goal 2: Serve as an advocate for resources to support staffing and materials adequate to COFA research needs. In the College of Fine Arts research includes practice-based, creative activity as well as traditional scholarship.

Goal 3: Serve to facilitate bi-directional communication between UT Libraries and COFA faculty, staff and students.

Goal 4: Serve as a generative idea bank for ongoing and sustainable FAL improvements.

Members:

Two faculty, one undergraduate student, one graduate student from Butler School of Music, School of Design and Creative Technologies, Department of Theatre and Dance, Department of Art and Art History, appointed by their respective chairs/directors. Faculty will remain on the committee 2 years, optimally in rotation; students one year.

COFA Art, Music, Theatre and Dance Librarian, Design, Technology Enhanced Learning Librarians; Visual Resources Center Coordinator and other FAL staff as warranted by agenda items.

Co-chairs: COFA Associate Dean, Libraries Director of Academic Engagement. Co-chairs will set agenda, facilitate meetings and oversee reporting.

The full group will approximate 20-25 members.

Meeting:

In its first year, the FALAC will meet monthly. At the last meeting of the academic year, the committee will determine the dates/ times of meetings for the subsequent academic year. Meetings will take place in the Fine Arts Library.

Reporting:

The FALAC will forward its meeting notes to the UT Library Committee on a regular basis and provide a short synopsis of academic year FALAC activity at the end of each academic year to the COFA Dean, Director of UT Libraries, UT Library Committee and COFA faculty, staff and students.

UT Box will be utilized as a shared folder for all internal meeting notes and reports. Additionally, meeting summaries will be publicly posted on the UT Libraries website.

Attachment B

2018.09.04 FALAC

FAL Staffing – timeline

Dec. 2015	Laura Schwartz, FAL Head Librarian, left the position. Replaced by Becca Pad (December 2016). David Hunter becomes interim Head Librarian.
Sept 30, 2017	Retirement of FAL Music librarian David Hunter. Libraries reorganized, no longer assigns Head Librarians in branches. Subject duties undertaken by Beth Kerr. No replacement currently scheduled, but under review.
Aug. 10, 2018	Retirement of FAL Theatre and Dance librarian Beth Kerr, no replacement currently scheduled, but under review.
Sept. 2018	2 GRAs hired to assist Music and T&D undergraduate research and teaching.

FAL Saturday Hours - timeline

Fall 2017:	UT Libraries eliminated Saturday hours to FAL
Fall 2017-	
Spring 2018:	COFA dean's office restored limited Saturday hours at COFA expense. Hours posted on FAL site. Data collection of actual Saturday FAL usage was implemented. All information was disseminated to COFA Chairs/Directors.
June 8, 2018:	COFA Chairs/Directors received FAL Saturday usage data. Usage was determined to be very low on Saturdays, usually between 10-20 unique individuals TOTAL on those afternoons. We don't know if they were all COFA students, or a mix of UT students. The cost to COFA – approx. \$5k-\$6k.
August 17, 2018:	COFA chairs were polled for feedback from their units on Saturday hours. Deadline for response was Aug. 23, 2018 in order to implement hires if needed. Two of four units responded by deadline, reporting that Saturday hours were not needed. Resulting determination made that COFA would not fund Saturday hours for Fall 2018; FALAC Committee would review that for Spring 2018.

General FAL hours:

Mon-Thurs	7:45 am- 10:00 pm
Friday	7:45 am – 5:00 pm
Sat	closed
Sun	12:00 pm – 8pm