Library Committee
Report for Academic Year 2017-2018

The Library Committee for 2017-2018 is comprised of the following members:

- **Calvin Blackwell**, Economics
- **Juliette Bourdier** (Chair), French, Francophone and Italian Studies
- **Adam Domby** (secretary), History
- **Susan Flynn**, Teacher Education
- **Marcello Forconi**, Chemistry and Biochemistry
- **Bethany Goodier**, Communications
- **Courtney Murren**, Biology

Non-voting *ex-officio* member,

- **John White**, Dean of the Libraries

In addition to Dean White, the Library was represented by:

- **Heather Gilbert**, Associate Dean of Collections & Content Services
  (Nov. 17th and Apr. 17th)
- **James Williams**, Associate Dean of Public Services
  (Nov. 17th)

Meetings:
The committee met twice during the academic year, as is customary,

- once during the fall semester, November 17th
- once during the spring semester, April 17th
Mission

The Library Committee focused primarily on the Library’s materials budget. In 2018, the library material budget was reduced by $50K, which an improvement compared to the previous year’s cut of $123K.

College of Charleston Libraries

Material Budget 2018

<table>
<thead>
<tr>
<th>Expenditure Type</th>
<th>Description</th>
<th>Budget (FY15)</th>
<th>Budget (FY16)</th>
<th>Budget (FY17)</th>
<th>Budget (FY18)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serials</td>
<td>Any subscription based resource that is paid in regular increments (usually annually). Most always experiences an inflationary increase in prices each invoice cycle.</td>
<td>$2,089,135.81</td>
<td>$2,204,391.80</td>
<td>$2,179,495.48</td>
<td>$2,367,500.00</td>
</tr>
<tr>
<td>Firm Orders</td>
<td>Print or electronic books ordered by faculty on campus. Funds are allotted by major, minor, and general fund.</td>
<td>$380,000.00</td>
<td>$326,989.28</td>
<td>$247,802.94</td>
<td>$115,000.00</td>
</tr>
<tr>
<td>Approval Plan</td>
<td>Method of acquiring library materials whereby a vendor selects material based upon profiles established by librarians</td>
<td>$320,077.19</td>
<td>$330,077.19</td>
<td>$193,051.06</td>
<td>$200,000.00</td>
</tr>
<tr>
<td>DDA</td>
<td>Our E-book Demand Driven Acquisitions program. DDA is a model of library collection development in which a library only purchases materials when it is clear that a patron wants them. For libraries, we load ebook records and after enough students access a particular item, the item is automatically purchased. DDA and PDA (patron driven acquisitions) are interchangeable terms.</td>
<td>$50,000.00</td>
<td>$45,000.00</td>
<td>$87,614.52</td>
<td>$60,000.00</td>
</tr>
<tr>
<td>Kanopy PDA</td>
<td>Our patron driven acquisitions program for videos. Works like DDA.</td>
<td>$0.00</td>
<td>$15,000.00</td>
<td>$15,000.00</td>
<td>$22,000.00</td>
</tr>
<tr>
<td>New &amp; One-Time</td>
<td>Used primarily for electronic resources that have a one-time purchase price (as opposed to an annual subscription). This is a newer fund that is dependent on several factors, including board budget approval.</td>
<td>$33,251.00</td>
<td>$51,005.73</td>
<td>$127,000.00</td>
<td>$35,000.00</td>
</tr>
<tr>
<td><strong>Total Budget</strong></td>
<td><strong>$2,872,464.00</strong></td>
<td><strong>$2,972,464.00</strong></td>
<td><strong>$2,849,464.00</strong></td>
<td><strong>$2,799,500.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

1. Additions to Library Collections

In spite of the budgetary restrictions, new library resources were added:

- **British House of Commons 19th & 20th c. Parliamentary Papers**

The UK Parliamentary Papers, 19th & 20th Century Collections, are the most detailed primary source for nineteenth- and twentieth-century Britain, its colonies, and the wider world. This comprehensive collection includes all of the papers issued by the House of Commons between 1801-2000. Full-text searchable.
• **Dublin Castle Records 1882-1921**

The Dublin Castle administration in Ireland was the government of Ireland under English and later British rule, from the twelfth century until 1922, based at Dublin Castle. Dublin Castle Records contains records of the British administration in Ireland prior to 1922, a crucial period which saw the rise of Parnell and the Land War in 1880 through to the establishment of the Irish Free State in 1921. This collection comprises materials from Series CO 904, The National Archives, Kew, UK.

• **Index Islamicus**

An international classified bibliography of publications in European languages on all aspects of Islam and the Muslim world. An effective overview of what has been published on a given subject in the field of Islamic Studies in its broadest sense.

• **Irish Historical Newspapers**

Irish Historical Newspapers contains 15 essential newspapers from the Republic of Ireland and Northern Ireland spanning more than 250 years—from 1738 to 2004.

• **Knowledge Unlatched 2016**

This eBook collection includes 343 titles from 54 publishers: 147 front list and 196 backlist books of primarily humanities and social science content. All titles are provided as PDF downloads, allow unrestricted use and unlimited users.

• **Slavery in America and the World: History, Culture and Law**

This collection brings together all essential legal materials on slavery in the United States and the English-speaking world. This includes every statute passed by every colony and state on slavery, every federal statute dealing with slavery, and all reported state and federal cases on slavery.

• **Smithsonian Global Sound**

With nearly 3,000 albums and more than 40,000 individual tracks of music, spoken word, and natural and human-made sounds, Music Online: Smithsonian Global Sound for Libraries is the largest and most comprehensive streaming audio collection of world music. Access is provided to the Smithsonian archives and world music archives in Asia and Africa, and is growing regularly as new recordings are added.
2. **New Databases/One-time Purchases**

In spring 2018, the Collection Development Committee approved the purchase of several online databases and collections, specifically:

- Access World News Research Collection, which includes full-text current access to the Post & Courier and the State newspapers
- American Antiquarian Historical Periodicals Collection
- Archives of Sexuality and Gender: LGBTQ History and Culture Since 1940, Pts 1-2
- Cambridge Companions Online: Literature and Classics
- Eighteenth Century Collections Online
- PrivCo (funded by the School of Business but administered by the library)
- Slavery and Anti-Slavery: A Transnational Archives, Pts 2-4

3. **Lowcountry Digital Library**

- **Content added**

Heather Gilbert and Tyler Mobley, directors of the Lowcountry Digital Library (LCDL), work with institutions from across the coastal region of South Carolina on the digitization and description of their unique cultural heritage materials. This year LCDL digitized 5,758 items, generated 11,717 metadata records, and made a total of 9,497 new objects available online.

- **Lowcountry Digital History Initiative Project Update**

The Lowcountry Digital History Initiative (LDHI) is a digital public history project hosted by the Lowcountry Digital Library (LCDL). LDHI currently has 22 comprehensive digital history exhibitions in place. In 2017-2018, the site supported almost 75,000 visitors with over 182,000 page views. These numbers represent a 20% increase in unique users from the previous year and a marked uptick in views bringing the project’s usage back up to launch year levels. This increase in usage can be attributed to multiple factors. First, Mobley relaunched LDHI with a full redesign in December 2017. Alongside the redesign, Digital Projects Librarian Leah Worthington published the first of 2 new digital exhibits launched this year. Both of these exhibit launches benefited from outreach facilitated by Worthington and Communications Officer Vincent Fraley. As with LCDL, the presence of a dedicated Digital Projects Librarian improved overall outreach and awareness of the LDHI’s output.
4. **Collection study**

- **Usage Assessment of Electronic Resources**

Angela Flenner, Acquisitions and Resource Management Coordinator, continued loading vendor-provided COUNTER reports (usage statistics) into the EBSCO Usage Consolidation tool. The usage data for 98 unique platforms in the spring of 2018 allowed library faculty and staff to compare the cost-per-use of electronic resources over the last 4 years and select high cost-per-use resources for possible cancellation.

After loading the usage data, reports were exported from the Usage Consolidation program in order to compare cost per use across platforms. As part of this process, a report was generated of those resources that we pay for, but which have recorded zero usage in 2017. The Acquisitions and Resource Management checked the access to these resources to ensure that they were in fact accessible to the College’s users, that they were listed in the catalog, Discovery Service, and other appropriate platforms, and that vendor statistics were actually loaded for that resource. If the usage was truly zero, the resource was added to the top of the Cost Per Use spreadsheet.

Allison Jones, Serials and Electronic Resources Librarian, summarized the data then contacted faculty liaisons in appropriate academic departments to survey their need for the resources with low usage to get a better sense of the importance of these resources to their faculty members and students. Specific title content within an individual publisher package was also reviewed in order to optimize the package contents for our particular institution based on our historic title-by-title uses, as some switching of titles within a package is often allowed by our contract. Thanks to this operation faculty were able to get a better information on our resources and a few responses indicated that the faculty were unaware of a particular resource and were happy to begin using it.

Following the excellent faculty feedback, 23 electronic journals having low usage, and that faculty expressed were not crucial to their scholarship and teaching, were cancelled thereby saving $23,274 to the Libraries’ materials budget.
Concern over recent operating budgets throughout the College is well known to all members of the Committee, and much of the discussion during both meetings this year has centered on the Library’s attempts to hold the line on its services and collection offerings in the face of budget cuts, potential and real.

**College of Charleston Libraries FY19 Proposed Budget**

**Scenario #1 Inflationary Costs Not Approved by Board**

<table>
<thead>
<tr>
<th>Expenditure Type</th>
<th>Description</th>
<th>Current Budget FY18</th>
<th>Proposed Budget FY19</th>
<th>Increase/Decrease</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serials</td>
<td>Any subscription based resource that is paid in regular increments (usually annually). Almost always experiences an inflationary increase in prices each invoice cycle.</td>
<td>$2,587,506.00</td>
<td>$2,370,000.00</td>
<td>$23,506.00</td>
<td>0.11%</td>
</tr>
<tr>
<td>Firm Orders</td>
<td>Print or electronic books ordered by faculty or campus. Funds are allotted by major, minor, and general fund.</td>
<td>$115,000.00</td>
<td>$115,000.00</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Approval Plan</td>
<td>Method of acquiring library materials whereby a vendor selects material based upon profiles established by librarians.</td>
<td>$261,488.00</td>
<td>$226,087.00</td>
<td>$35,401.00</td>
<td>0.13%</td>
</tr>
<tr>
<td>Prep. Paper</td>
<td>Our E-book Demand Driven Acquisitions program. DDA is a model of library collection development in which a library only purchases material when it is clear that a patron wants them. For Libraries, we load eBook records and after enough students access a particular item, the item is automatically purchased. DDA and PDA (patron driven acquisitions) are interchangeable terms.</td>
<td>$40,000.00</td>
<td>$78,000.00</td>
<td>$38,000.00</td>
<td>95.00%</td>
</tr>
<tr>
<td>E-book PDA</td>
<td>Our patron-driven program for eBook. Works like DDA.</td>
<td>$22,000.00</td>
<td>$85,000.00</td>
<td>$63,000.00</td>
<td>291.00%</td>
</tr>
<tr>
<td>News &amp; One-Time</td>
<td>Used primarily for electronic resources that have a one-time purchase price (as opposed to an annual subscription). This is a reserve fund that is dependent on several factors, including board budget approval.</td>
<td>$35,000.00</td>
<td>$35,000.00</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total Budget</strong></td>
<td></td>
<td>$2,800,966.00</td>
<td>$2,880,488.00</td>
<td>$79,522.00</td>
<td>2.85%</td>
</tr>
</tbody>
</table>

**College of Charleston Libraries FY19 Proposed Budget**

**Scenario #2 Inflationary Costs Approved by Board**

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The above scenarios were developed by Library administration to manage potential materials budget losses on the grand scale, while at the same time data were collected on actual journal, article, and database usage. This multifaceted approach to meeting the goal of continuing to provide access to the most essential scholarly materials needed here to support our instruction and research is detailed and time-consuming for library staff. And as new materials become available that should be purchased at a pre-publication discount and/or before a short print run is sold out, monies must be available there. With journal cost increases running on an average of 5.52% a year, journals alone can consume the library’s materials budget. Staying accredited depends in part on the strength of the library’s collections, and the Cofc Library administration is optimistic that inflation funding will be approved for FY 2018-19.

While faculty-directed print collection purchasing has decreased 65% over the past 2 years, more money for book purchases has been allocated to DDA, whereby an e-book is purchased if users have made a certain number of uses of it. Print books, although fewer, still arrive on approval, and faculty submit requests and are encouraged to continue to do so through their department liaisons. The liaisons work closely with the Library thus ensuring good communication.

**Library Survey**

The Library conducts an annual campus wide *Survey of Library Use*. The Library and Library Committee worked on revising this survey to make it shorter yet still provide relevant user feedback.

**Library services and use**

In addition to the assistance of all faculty through their library liaisons regarding the potential cancellation of low-use journal titles, the Committee discussed the visibility of the Library’s holdings and services across campus.

- The Library Committee and the Library recognize students’ onsite needs for improvement to its facility. The current level of student use of Addleston requires that more tables have power. Often laptops are plugged into wall sockets and the cord trails across the floor. As a short term solution, the IT is supplying charging power boxes.

- The Library is working on expanding the number of collaborative workspace. Combining the Circulation/Reserve and Information service points could create more student workspace.
• The Committee was asked and provided input on renovation of several Library rooms, Classrooms 120 and 122 were improved, the One Button Studio 136 was made more efficient, and improvements were made to the multimedia meeting, lecture/event room 227.

• The committee requested improvements be made to the faculty room 236 that is available for conducting research, writing, reviewing student papers, or for working on collaborative scholarly projects. There is no longer a Scantron machine located in room 236, which use was very disruptive. IT is working to find a new location for it. In the meantime, Scantron services are available in the Bell South Building on the fifth floor. Faculty requested a lighting system more appropriate for studying.

Good news of interest

• The best indicator of the strength of the collection at the College of Charleston is that it is a net lender for both PASCAL Delivers and the worldwide interlibrary loan network

• Library’s fundraising is going very well, and the Committee Library and Library are thankful for the generous donators.

• Space in the stacks for new print material is not an issue due to extensive compact shelving.

• There is a system in place now for ongoing examination of usage of electronic journals, and collaborative work between library staff and faculty will continue to focus on optimizing e-resources

• Students report they are happy with the Library

• Many small rooms in Addleston saw improvements in technology equipment

• Lauren Fludd (Circulation/Reserve) won the 2016 Excel Staff Award, “Excellence in Customer Service”; Evan Berry (Student Computing Support) won the same award in 2017 and Chris Nelson (Interlibrary Loan) was nominated for “Unsung Champion”.

• A new “catalog display” or Integrated Library System is under discussion at some level.

• Rooms can be scheduled online using Appointment Manager.

• The Library plans to offer a new course, Digital Literacy
The Committee recognizes and appreciates the efforts of the Library’s entire staff to provide the best service and content offerings in a time of budget stress. Protecting the materials’ budget is essential as it takes many years, if ever, to make a come-back and fill in collections once lost. Moving from print to electronic is not feasible in all subject areas for many reasons, and faculty are involved in conversations regarding this aspect of the evolution of CofC Libraries. Digitized primary materials add dimension to collection depth, and access must be added for our students and faculty. The Library is both a provider and a user of digitized primary material for the world’s researchers, and we are duly proud.

The job of optimizing staff resources and monetary resources is complicated, and its results are publicly visible; we, the Committee, applaud the Library’s considerable and ongoing efforts. To do this, the Library needs sufficient funding to maintain what it has now as continuations, namely subscriptions to journals and databases, plus the ability to add new subscriptions as they are published or as the College introduces new programs or as its present programs evolve. In short, like the College itself, the Library is facing serious budgeting challenges for the foreseeable future. Dean White and his staff are doing all they can to minimize the potential damage of these cuts to the Library’s print and electronic collections with the intent of mitigating any possible adverse effects upon teaching, research, and T&P.

The Committee goes on record as saying that ensuring the Library’s ability to maintain its core collection and continuing to acquire the most recent scholarship is absolutely essential to the mission of the College.

Respectfully submitted,

*Juliette Bourdier*, Chair