Library Committee
Report for the Academic Year 2019-2020

The Library Committee for this year included the following members:

Bethany Goodier (Chair), Communication
Calvin Blackwell, Economics
Adam Domby, History
Michael Giuliano, Chemistry and Biochemistry
Carmen Grace (Secretary), Hispanic Studies
David Morris, Sociology and Anthropology
Laura Specker Sullivan, Philosophy

Meetings:
The committee met twice during the academic year as has become the custom. The first meeting took place in person in fall 2019 on November 21, 2019. The second meeting took place on April 14, 2020 via ZOOM because of the Covid-19 quarantine. The library was represented by Dean John White and Associate Dean of Collections, Heather Gilbert at both meetings.

Issues Discussed:
The primary focus of both meetings this year was to discuss the budget outlook and new material acquisitions. In the fall, we discussed the various categories of the budget (e.g. serials, firm orders, approval plan, DDA, Kanopy PDA, New and One Time Purchases) to orient all committee members and the Dean shared the final budget that was approved for this year.

Budgets
The Budget for AY 2019-2020 was $3,019,969.00 representing an increase of approximately 3.4% from AY 2018-2019. The breakdown by category is outlined below.

- Serials (+3.2%): Serials include any subscription-based resource that is paid regularly (usually annually) and represents some of the largest inflationary increases. The Associate Dean for Collections does a remarkable job of negotiating rates and trying to keep increases to a minimum, but this category will increase each year. This budget has
been cut multiple times, but always in consultation with faculty regarding impacts to curriculum.

• Firm Orders (+1.7%): Firm order are print or electronic books ordered by faculty on campus.

• Approval Plan (-12.5%): Vendor selects material based on profiles provided by the librarians. This category received significant reduction this year owing to need in other areas.

• DDA (+38.3%): This category increased significantly as the demand for e-books increased. In this system, the automatic purchase of an e-book for the library collection is triggered after enough students access the item.

• Kanopy PDA (+60%): Similar to DDA above, this is system where videos are automatically purchased after a certain number of users request the item. This has been a significant area of growth and variability with costs rising over 60% in the last year. The library is working with Kanopy to determine options going forward as the current contract requires purchase of a 5-year license when an item is viewed only 4 times.

• New and One Time Purchases (-33.4%): Used to purchase items that have a one-time price rather than an annual subscription. Typically, these items are electronic resources often offered at pre-release discounts.

Cuts are made each year to the materials that are not being used with library liaisons consulting with faculty to ensure that even materials used infrequently remain if needed to serve some programs. The increase in electronic books in our collection proved to be a strength in moving to e-learning environment in Spring 2020 compared to our peers.

In the spring, the Dean shared the proposed budget for the following Academic year presuming no budget increase and accounting only for inflationary costs in each category. Library staff aggressively negotiate inflationary costs. Typically, serial costs will increase 5% or less based on our negotiations (most schools pay typically 7%). They are pursuing 0% inflationary costs for next year because of the Covid-19 crisis. This increase requires a reduction in the firm order and approval plan budgets, but DDA and Kanopy are scheduled to be funded at the same levels or with some increase since these are friendly to online learning. If no inflationary funding becomes available, we will have to cap Kanopy purchases which is not ideal because it creates access barriers to students and faculty.
### New Resources:

The library added several new resources that faculty had requested over the last several years. These items are always listed under the “New/Trial Databases” link on A-Z Databases: Data Planet, Eastman Case Studies, Index of Medieval Art, Native American Indians 1645-1819, Policy Map and Statista. Dean White also announced that the library would be migrating to a new platform over the summer. The new platform will be cloud-based, integrate a number of new features, access resources statewide, and work more effectively with mobile applications. While the migration will begin this summer, it will take about a year to be fully in place. Faculty and staff will be informed of the migration through E-Newsletters, announcements, and on the Library Website. Existing links integrated into current Oaks courses will not work after the migration is complete.

### Issues to be Addressed:

As the committee discussed some of the budgetary challenges and cost of new resources, we were informed that while the SACS process to create a new program requires information about library resources needed to support the program, the library is not involved in the review process. Given the cost of creating a collection that can support programs in some areas, it makes sense that a representative of the library would be involved in the review process. At this point, they are not required to sign off on the proposal and sometimes only learn of new programs after they are deep in the review/approval process. The committee agreed to advocate for their inclusion in the process and recommendation was forwarded to the Chair of the Curriculum Committee for next year suggesting this revision.

<table>
<thead>
<tr>
<th>No Inflation Funding Provided</th>
<th>Category</th>
<th>Description</th>
<th>Current Budget (FY20)</th>
<th>Proposed Budget (FY22)</th>
<th>Increase/Decrease</th>
<th>% Change</th>
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<tbody>
<tr>
<td></td>
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<td><strong>Serials</strong> 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>$2,545,000.00</td>
<td>$2,636,669.00</td>
<td>$91,669.00</td>
<td>3.60%</td>
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<td><strong>Firm Orders</strong> Print or electronic books ordered by faculty on-campus. Funds are allotted by major, minor, and general fund.</td>
<td>$117,000.00</td>
<td>$75,300.00</td>
<td>$41,700.00</td>
<td>-35.64%</td>
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<td><strong>Approval Plan</strong> Method of acquiring library materials whereby a vendor selects material based upon profiles established by Librarians</td>
<td>$175,000.00</td>
<td>$120,000.00</td>
<td>$55,000.00</td>
<td>-31.43%</td>
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<td><strong>DDA</strong> 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>$83,000.00</td>
<td>$108,000.00</td>
<td>$25,000.00</td>
<td>30.12%</td>
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<td><strong>Kanopy PDA</strong> Our patron driven acquisitions program for videos. Works like DDA.</td>
<td>$80,000.00</td>
<td>$80,000.00</td>
<td>$0.00</td>
<td>0.00%</td>
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<td><strong>New &amp; One-Time</strong> 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>$19,969.00</td>
<td>$0.00</td>
<td>($19,969.00)</td>
<td>-100.00%</td>
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<td><strong>Credit from Student Fees</strong></td>
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<td><strong>Total Budget</strong></td>
<td>$3,019,969.00</td>
<td>$3,019,969.00</td>
<td>$0.00</td>
<td>0.00%</td>
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**Strengths of the Library & Strategic Planning:**

Over the course of both meetings we also discussed the contributions the library makes to student success and retention. The Dean of the Library reported that 6 librarians teach several 1-hour courses. There are currently 9 sections online with some discussion of hybrid courses for the future. These courses focus on how to do research and avoid plagiarism. Students who take this course have a stronger graduation rate that those who do not. The library also gives some kind of instruction to over 7000 students per year through FYE and other course sections. This work aligns nicely with one of the pillars of the College’s strategic plan recently adopted by the Board of Trustees and Dean White indicated he would share draft of the library’s strategic plan with the committee in the fall for their feedback.

Respectfully Submitted,

Bethany C. Goodier