



Library Subcommittee Minutes: May 13, 2021

Approved LSM 20-13

Present: J. Chaudhuri, Y. Fang, L. Fu, A. Jones, P. Kilroy, M. Oropeza Fujimoto (Chair), E. Porter, M. Pourhomayoun, C. Rodriguez (Executive Secretary), A. Tayyeb, A. Villa

Excused

Absence: H. Yu

1. Call to Order

Chair Oropeza Fujimoto convened the meeting at 10:52 a.m. (via Zoom).

2. Announcements

2.1 Chair Oropeza Fujimoto welcomed new members to the subcommittee, L. Fu and J. Chaudhuri. Introductions were held among members.

2.2 A. Tayyeb shared a virtual exhibit opening ART from the Frontlines: visual Expressions form Medical Professionals During the COVID-19 Pandemic that he has been working with the Library for the last few months. The art being shared was done during the pandemic, physicians and nurses that do art contributed to the work. His latest piece was published in the Art Section, May issue of American Journal of Nursing. https://calstatela.zoom.us/webinar/register/WN_01T_CXjgRQSPwNLxBblMFA

2.3 Dean Rodriguez announced P. Kilroy performed for the library at the Faculty Author Reception. Emails have been sent to confirm faculty authors who have at least one entry in the bibliography that would like to receive print copy to let us know by this Friday to order the print copy. Extra copies will be ordered to be sent to departments. This process will begin again over the summer for next year with an in-person reception next spring.

3. Election of Chair and Vice Chair for 2021 – 2022

3.1 Ali Tayyeb was elected Chair.

3.2 Maria Oropeza Fujimoto was elected Vice Chair.

4. Intent to Raise Questions

4.1 P. Kilroy asked if there is a way for electronic storage of recorded music or recital recordings in ScholarWorks?

Dean Rodriguez responded ScholarWorks is sort of the open repository, not designed for media files, although if you have a 1-hr video, you would have to download it, a streaming service. We're actively exploring video streaming services with the hope of implementing it next year.

Scott Breivold, Media, Arts and Web Librarian, has been actively advocating for this.

4.2 E. Porter – This came up from the Lecturers, with the face-to-face teaching in fall who use the Library for hoteling and using for their office hours, is there any possibility the hoteling be instituted in fall when school goes back on campus? What is the situation in the Library?

Yes. Dean Rodriguez will provide further updates in his reports on the Library reopening.

5. Approval of the Minutes of the meeting of April 22, 2021 (LSM 20-12)

It was m/s/p (Pourhomayoun) to approve.

6. Approval of the Agenda

It was m/s/p (Tayyeb) to approve.

7. Update Reports

7.1 EPC Liaison – Albert Jones

EPC held the last meeting yesterday and Mauricio Castillo was elected Chair and Sarah Baker for Vice Chair. Both the AIRS policy proposal on modes of instruction and on-line and hybrid instruction were approved and will be sent to the Senate.

7.2 ASI Liaison – Anaid Villa

The preferred name on pronoun passed at the Senate with unanimous decision. When approved by the President, students will be able to put their preferred pronouns on Canvas.

7.3 University Library – Dean Rodriguez

- Library faculty position approval of a Systems and Digital Strategies Librarian.
- A request for a Liaison Librarian to the College of Ethnic Studies, we hope to have an approval for next year.
- Physical reopening of the Library – On target for June 15 return to green tier with very little restrictions. 50% instructions by fall and also the possibly of few restrictions by fall as far as building occupancy and social distancing.
- Target date faculty/staff return – July 1st. The Library will be reopen before July 1st, a soft opening of 1st floor, limited hours, and on a reservation basis. A phased Library reopening starting mid-June and possibly opening the entire Library on July 1st with mask wearing and no food and drink restrictions.
- Faculty Villa Hoteling Space – July 1st is the target for opening for return with vaccination requirement being enforced.
- There's plan for opening of the Access Labs and the College disciplinary labs. The Deans will be working with their ITCs to explore what that will look like.
- The U-SU plans to open early July.
- Campus focus on updating HVAC system, all buildings.
- Lockers installing in June for pick up – Faculty or students can request a book from the Library or any Library. We will continue to mail them or place them in a locker on campus outside the building entrance. Using campus ID, with a code, books can be access.
- Book drop off – returns can be dropped off at the two external drop box. We're looking to installing drive up book drop for those to drive up and return items. The location is being determine.
- Book due date deadline have been extended June 15. Late fees have been waived.
- PPEs (hand sanitizers, sanitizing wipes, and masks) have been ordered and will have it on hand for everyone.

Concerns raised by members:

- A. Some classrooms are over occupancy levels, some rooms have over 100 chairs in the classroom which should only hold 60. There's no room to walk in between the rows of chairs. Are they going to be keeping to the practice when we go to 100% occupancy?
Dean Rodriguez responded the occupancy should be based on the Fire Marshall Occupancy safety, not on how many people can be sweeze in a space. The campus will be updating the room occupancies on campus and he has asked Fire Marshalls to post based occupancies for every room in the Library. The Library is installing real-time occupancy sensors throughout the building. Large digital displays are being installed at the entrance of the building, as you walk in you will be able to see in real time what the current occupancy by floor and the building.
- B. Bathroom issues in KH, there's always a line of 20 people outside. How is it going to be addressed?
Dean Rodriguez responded occupancy will be cut in half, the situation may be exacerbated. Lots of the restrooms are old and small. Restrooms and elevators have been the two major issues that have been shared on campus, some buildings are worse than others. The campus is working on addressing the issue.

C. Will the Library install Plexiglas to protect the employees?

The Library is the first building on campus to install Plexiglas in all the public service desks. Over the last three months, Environmental Health and Safety has been working with the campus to do a safety site assessment that included staff working spaces. Public spaces around campus (e.g., Dean's Offices, advising centers, financial aid/registrar, etc.), Plexiglas have been installed two months ago.

8. Faculty Archive (LS 20-05)

The policy on Faculty Archive is in the handbook for the past 20+ years. The Library has not receive any faculty files in the last seven years and there have been faculty that have retired and separated recently. The policy states faculty files need retain in the College up to five years and after five years, the files are move to the faculty archive located in Special Collections and Archives.

This is being brought up to increase awareness. Many of the Deans are unaware of this policy and many of you are unaware of this policy.

The Colleges have moved into Interfolio, all the files are now electronic. Dean Rodriguez is working with Faculty Affairs to determine what additional faculty archival will look like.

The archives in the Library is not the official University archive and there is an official University archive. Special Collections and Archives have been operating as a default University archive.

Dean Rodriguez recommends for next year, the subcommittee review the policy and make changes to address the digital nature of the files. Files go back to 1950. The policy did not exist until 1998, it was an informal practice to have faculty files move to the archive. The Library Subcommittee may want to make a recommendation that the Library become designated as the official archive site of the University.

9. Next Meeting – September 9, 2021

10. Adjournment – It was m/s/p (Porter) to adjourn at 11:43 a.m.