During the academic year the Library Committee dealt with the following matters:

1. Planning for Digital Collections
   In the fall the Committee reviewed and endorsed the Report from the Digital Library Task Force produced during the previous summer. This report lays out procedures whereby library staff and Academic Technology Services staff can review plans for digital collection projects faculty and others and provide counsel to assure that these labor intensive projects will be useful to their intended audience(s) and will remain accessible into the indefinite future. The report is available at http://oncampus.richmond.edu/is/library/digital/reports.htm.

2. Status of Library Materials Budget
   The total budget for library materials for FY03-04 is $2,041,857. In order to meet inflationary increases and maintain the same level of buying power in FY04-05, the library would need an increase of 8.61%. It expects to receive an increase of 6.83%. The shortfall will be addressed in two ways: The books allocation will be reduced and the serials allocation will be reduced. The library anticipates that ongoing routine review of journal subscriptions with faculty will identify titles that can be canceled to meet the reduction in the serials allocation.

3. Scholarly Communications Crisis
   The committee received information about the various factors that contribute to the scholarly communication crisis—i.e., the runaway cost of subscriptions to scholarly journals. It also received information about solutions scholars and librarians have proposed. This is a very complex issue. Librarians must manage its effect year to year; however only the international scholarly community can address the causes of this situation by bringing its collective influence to bear and by changes in habits.

   During the course of the year the library developed a Web site on the problem. Each week additional information was added and a SpiderBytes message announced this addition to all faculty. All of this information is accessible at http://oncampus.richmond.edu/is/library/scholarcom/SCX1.htm.

4. Planning for Boatwright Memorial Library Expansion and Renovation
   Since late fall a group led by Kathryn Monday, Vice-President for Information Services, has been developing a plan for the expansion and renovation of Boatwright Memorial Library. The Strategic Plan provides for such a project.

5. Policy Options for Faculty with Long Overdue Books and Other Materials
   Faculty have borrowed more than 700 books and other items from the libraries that are in “lost” status in the online catalog. Most of these books are probably not truly lost; they simply haven’t been returned. The library’s system assigns “lost” status to items loaned to faculty that have not been returned within 120 days of their due date. These books are not available to others to find through browsing the stacks. Presumably users of the catalog choose not to place a recall on a book listed as lost.

   Options to encourage return of these items include blocking faculty borrowing privileges at a certain threshold and/or requiring faculty to pay for lost items. The charge per lost item is currently $50 plus a $10 processing fee. The committee favors the latter option. The library staff will continue to investigate this issue and return to the Library Committee with recommendations in the fall.
6. Library Services for Distance Education

The School of Continuing Studies has begun to offer programs at locations outside of Richmond. Distance education poses special challenges for library services. In early May the university librarian will meet with SCS faculty to review the Association of College and Research Libraries’ “Guidelines for Distance Learning Library Services.” (See http://www.ala.org/ala/acrl/acrlstandards/guidelinesdistancelearning.htm). UR currently meets some of the guidelines but falls short on others.

Respectfully submitted,

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