University of Tennessee Health Science Center
Library Advisory Committee
Minutes
December 5, 2012

Present: Dr. Lani Collins, Rick Fought, Hannah Henson, Dr. David Nutting, Dr. Linda Pifer, Dr. Tom Singarella, Larry Tague, Robyn Umans

Absent: Drs. Jacqueline Burchum, Glen Hart, Charles Mansbach, Katie Suda

Guest: Dr. Richard Nollan

Dr. Nutting (chair) called the meeting to order at 2:05 p.m. and welcomed the group.

Dr. Singarella welcomed the committee and thanked them for attending the LAC. He provided an update on the library budget and journal and database cost inflation, collection resources, and services.

Dr. Singarella discussed the search process for the new faculty librarian position to support evening/weekend library hours and the effort to fill the position in early 2013. The vacant staff position in test scoring is filled, and the new employee will begin work next week. Dr. David Armbruster, head of Library Communications and Scientific Editing, will be retiring on February 28, and Dr. Singarella is planning a campus-wide retirement reception for him that day to commemorate his 29 years of service to UTHSC.

The library has submitted materials to the respective campus committees to support SACS and LCME accreditation. Two additional student study rooms were recently added in the library, including one on the third floor (by converting a storage room) and one on the fourth floor (by converting the old copy room).

Dr. Singarella and Rick Fought provided updates on the library renovation efforts in the library. Mr. Fought serves as project manager for the library renovation project, and his team is developing a plan for temporarily moving the library to the 6th floor while the building renovation work is being done.

All library offices will be temporarily relocated in the Alexander building to the 6th floor while building renovation is under way, so it will be necessary to close the library (floors 2-5) to patrons for several months, but at this point we have no timetable (perhaps spring 2013). The 5th floor will probably be used as a staging area, and is now completely empty of books, journals, and shelving; the Historical Collections have been weeded, boxed, and stored; and we are beginning to surplus library furniture.

The upgrade to the Alexander Building is in the final stages of planning and should be placed out on bid in January. The campus Facility Office is working diligently to get this project done in as timely a manner as possible. The work and materials must go through a
bidding process, which will take several months. The planned renovation of the Alexander Building includes a new heating and air conditioning system; replacing carpeting, lighting, ceiling tiles, windows on the east and west sides of the building and new blinds; complete renovation of restrooms; and repainting walls. All of the work emphasizes an energy-efficient “green” result, and floors will receive significant changes.

Although the library will need to be physically closed while building work is under way, all library electronic collections will be available online, and librarians will still be accessible. However, during the process of moving to the 6th floor, many services will necessarily be put on hold or curtailed. After the move to the 6th floor, the library plans to continue a number of services (inasmuch as possible) from our temporary 6th floor location:

• Service Desk – We will have a service desk set up as you exit the elevator on the 6th floor, and librarians will be available.

• Course Reserves – We will have an area set up with the print course reserve materials for students.

• Reference and Outreach Services – Our reference librarians will be available to assist as needed. We plan to set up library computers on the 6th floor for use by UTHSC students, faculty, and staff. Librarians can still help with information and search needs.

• Interlibrary Loan (ILL) – We will still be able to borrow most library articles needed from other institutions (although we will not be able to lend print materials because all of our journals and books will be boxed and stored).

• Test Scoring Service – There will be no change in test scoring services other than the new temporary location.

• Instructional Services – Instructional services may need to be reduced or offered in other campus locations.

• Student study rooms – We are currently evaluating available 6th floor space to determine if we can set up a couple of library student study rooms.

• Library hours – We will need to shorten library hours, but we hope to be open early evening.

All services will be curtailed during the actual move to the 6th floor, except for test-scoring which will continue, but the location may change. Ms. Umans suggested that the library might consider temporarily moving test-scoring to the new “one-stop” Academic, Faculty, and Student Affairs service location in the Madison Building during the actual library move to as to provide a continuity of services; other locations will also be considered, but any office space used must provide a secure location. Dr. Singarella stated that uninterrupted test-scoring services are a priority for the library and campus.
Dr. Nutting asked about the possibility of having campus faculty identify books important to their teaching efforts that might be pulled from the collection and located on the 6th floor while the library is temporarily located there. Dr. Nollan stated he will follow-up on this suggestion, and request that campus faculty submit a list of any books that they would like sequestered during the move and made available on the 6th floor (along with course reserve materials).

Dr. Singarella stated that he mentioned to Dr. Scheid the previously voiced LAC student concern about insufficient study space for students while library floors are closed, and the possibility of finding other campus space with extended access hours for students.

The library is still in the preliminary renovation and relocation planning process, and many people on campus are involved in this effort. Nothing is certain at this point, and no timetable has been established, although we hope that the work will begin before summer and be completed as soon as possible. Dr. Singarella stated that he communicated that the $100,000 pledged by the SGAEC to support the library renovation effort will probably still be needed to support technology and student resources, and the library is counting on having this money available to fill in the gaps.

Dr. Richard Nollan, coordinator of library Reference and Outreach Services provided an overview of his areas of responsibility and specifically discussed the embedded librarian program and solicited input from the committee. Lin Wu has served as an embedded librarian in two College of Nursing courses, and Dr. Nollan reported on the successful outcome and discussed how an embedded librarian participates in student education and improves the student experience through their inclusion in courses. The embedded librarian can offer specialized and individualized library information to students, assisting students with locating, retrieving, and evaluating information for assignments and/or research projects, as well as deliver specialized lectures on topics related to the course content. Topics may include but not limited to:

- Evaluating online sources
- Conducting an effective literature search using library resources
- Using information management tools such as EndNote to organize references
- Using EndNote for writing
- Linking library resources to the course assignment

Dr. Nollan encouraged LAC members to share this information with their respective constituents. Dr. Nutting suggested Dr. Nollan contact Dr. Shreve (academic dean) in the College of Medicine, as well as the faculty who are creating the curricula for (1) the PA program and (2) the re-established BSN degree program, to share information about the library embedded program as the medicine curriculum is being revised. Dr. Pifer stated how extremely useful it was to have Ms. Brenda Green serve as the liaison librarian in Allied Health.

Dr. Nollan also discussed plans for the renovation of the Historical Collections.
Dr. Singarella asked the committee for questions, comments, or suggestions. Mr. Tague asked whether there were any plans to develop a campus institutional repository, and Dr. Singarella stated that he was unaware of any such plans.

Drs. Singarella and Nutting thanked the committee and encouraged members to attend the next meeting.

The meeting was adjourned at 3:10 p.m.

The next meeting is scheduled for February 20, 2013, at 2 p.m. in the Library Conference Room.

Respectfully submitted,

Thomas Singarella, Ph.D.
Professor and Director
UT Health Sciences Library and Biocommunications Center