University of Tennessee Health Science Center
Library Advisory Committee
Minutes
December 11, 2013

Present: Jacqueline Burchum (phone), John Cox, Rick Fought, Tom Singarella, Nick Saites, Larry Tague

Absent:  Lani Collins, Glen Hart, Charles Mansbach, Linda Pifer, Katie Suda,

Guest: Richard Nollan

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

He again mentioned that he would use Blackboard to communicate with the committee, and documents will be posted there: https://blackboard.uthsc.edu/webapps/login/

Larry stated exciting times for the library as it works through the renovation, and he encouraged members to take appropriate committee information back to their constituent group. Katie Suda, the LAC representative from Pharmacy has accepted another position (Chicago) and will no longer serve on the LAC.

Tom Singarella welcomed the committee and thanked them for attending. He stated that we have finally successfully completed contract negotiations for Micromedex, which has been problematic due to contract language. We currently have completed a trial for Lexicomp and plan to purchase it, but the process will take several months. He provided an update on materials to support LCME, SACS, and COP accreditation, and the LCME site visit in November. He mentioned that the library has been open 24/7 for almost two months, using an external security agency contracted by Campus Police to staff the library evenings and weekends after normal hours (with no library services). Student numbers using the library between midnight and 5am have minimal (e.g., 5-7 students), with most students arriving after 6am.

Tom Singarella and Rick Fought provided updates on the library renovation efforts.

• November 6, 2013--Building renovation out for bid
• December 5--Receipt of bids.
• Dec 20--Library will close (5pm) for packing (not to reopen until Jan 24)
• December 30-Jan 3--Library completes packing
• Jan 6-Jan 23--Library moves, unpacks, and set-up on 6th floor
• Jan 24--Library reopens on 6th floor

At midnight, December 19, 2013, 24/7 library access will be discontinued due to the holiday break and the upcoming library move to temporary space.
At 5:00 p.m. on December 20, the library will officially close until January 24, 2014. During this period, everything in the library (e.g., books, shelving, furniture, offices, materials) will be packed up and moved to the Alexander 6th floor.

During the process of moving to the 6th floor, many services will necessarily be put on hold. After the move to the 6th floor, curtailed library services will be available. All library electronic collections will be available online, and librarians will still be accessible. Decline will be deactivated (Dec. 20–Jan. 23, 2014), and requests will be filled via electronic access only.

At 8:00 a.m. on January 24, the library will reopen on the 6th floor with curtailed services and limited space.

When we reopen on the 6th floor, the new library hours will probably be:

- Monday-Friday: 8am-10pm
- Saturday: 8am-5pm
- Sunday: 2pm-10pm

These hours will remain in effect until such time as Phase I is complete, and library floors 2, 3, and 4 are renovated, and we move back downstairs (e.g., 4-12 months). In the meantime, library services will be limited as indicated in the table on the library renovation web pages: [http://library.uthsc.edu/renovation/](http://library.uthsc.edu/renovation/)

There will be no 24/7 library access during the renovation period, and the library will be closed to non-UTHSC patrons.

Only UTHSC students, faculty, and staff will routinely be allowed entrance to the library on the 6th floor during the renovation period.

Tom requested that the campus please bear with the library as we move to limited temporary space and work our way through the myriad issues associated with final planning for library renovations. We believe the small discomfort at this time will be worth a new state-of-the-art renovated library space with new furniture and technology.

The library is communicating to the campus appropriately. Renovation notices and digital posters have been developed and have been placed by the library. We are sending news information to the faculty, staff, and student lists, and posting information on the library blogs, as well as the library social networking sites.

Tom and Rick discussed the various kinds of furniture items and configurations that are being developed for the library renovation. The furniture vendor for the library (state-contract) is CFA, and a week ago (December 5-7), with CFA representatives they visited the Chicago Merchandise Mart and met with several furniture vendors to discuss and
examine various furniture possibilities for the library renovation. Further work and meetings are underway.

Tom again reiterated that the planned renovation 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. The renovation will include three phases. Phase I renovation will include floors 2, 3, and 4; Phase II will include floors 5 (library) and 6 (IT); and Phase III, floor 7 (IT). After Phase I, we will reopen with access to all library floors except for the 5th floor while it is being renovated. The 5th floor will be used as a staging area and is now empty of books, journals, and shelving; the Historical Collections have been weeded, boxed, and stored. Rick discussed the efforts of Steve Tom to coordinate the library move, and the many moving parts in doing so.

**Presentations**

- Rick Fought presented on the EBSCO Discovery service the library recently added as a solution as a federated single-search interface for most library resources. [http://www.ebscohost.com/discovery/about](http://www.ebscohost.com/discovery/about)

There were several questions related to the EBSCO Discovery service. John Cox requested a presentation to his department, and Richard Nollan said he would arrange one.

- Richard Nollan provided an update on the library Archivist position, job search, and duties and responsibilities for the position. He stated that we are completing final paperwork to offer the position to a candidate.

Larry and Tom asked the committee for questions, comments, or suggestions.

Larry asked if library instructional activities, and particularly Endnote, would continue to be taught after the library moved to temporary quarters. Richard stated that he believed Endnote would be offered at a future date. Larry suggested considering online facilities to teach Endnote to the campus, and Richard said he would pass the information along to Brenda Green, who coordinates library Instructional Services.

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

**NOTE:** The next meeting will be held on **February 19, 2014, at 2 p.m.** on the **6th Floor Alexander (library move) #624 Conference Room.**

Respectfully submitted,

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