**Academic Services Committee**  
**Monthly Meeting Minutes**  
**April 21, 2014**

**Committee Members Present:** Sonit Bafna (president), Kristin Butler, Peter Hesketh, Denise Johnson Marshall, Helena Mitchell, Carrie Shepler, and Lori Critz (guest speaker)

**Not present:** Arjun Meka, Michelle Powell (Executive Board liaison), Susan Wells Parham, and Amy D’Unger

Sonit Bafna called the meeting to order at 12:03 pm.

Sonit Bafna called for a vote to approve the meetings from the March meeting. Peter Hesketh motioned to approve the minutes, and Denise Johnson Marshall seconded. All of the committee members present voted to approve the minutes.

Sonit announced the committee composition for next year: [Myrtle Turner from GTRI and Mandi Dale Johnson from Library will be joining the committee; Denise Johnson Marshall was re-elected; Peter Hesketh and Helena Mitchell’s term have expired. Carrie Shepler’s term also will be truncated due to her election to the Executive Board. A replacement will be named.

Lori Critz (head of the Faculty Engagement department of the library and subject librarian) was a guest speaker for this meeting. She spoke both about the library renovation project and the move of the majority of the hard copy collection to a storage facility / service center in conjunction with Emory University.

- These two items are separate, but very connected, projects.
- Storage facility / service center
  - This is a joint venture with Emory, but the facility will be owned by a 4013C and effectively leased (99 year) to Georgia Tech and Emory.
  - Collections still are owned by the individual institutions.
    - The rationale is multi-fold:
      - Preservation of materials
        - The current library building is in poor shape, and the collection is suffering.
        - The new building will be climate controlled and offer a 200 year preservation minimum
      - Lack of student space on campus in general
        - Catherine Murray-Rust (Vice Provost Learning Excellence and Dean of Libraries) was approached about utilizing the library for student purposes and collaborative space.
        - Simultaneously, the library has been pushing for years to show that building is in poor repair.
Moving the collection provides space that can be used by students.

- Most of the Georgia Tech collection will move from Price Gilbert and Crosland Towers to the facility.
  - This includes over 1 million volumes in phase one, but additional volumes may be moved later.
  - A small core collection will be held at Georgia Tech.
  - Rapid delivery from the facility is promised (twice daily).
  - The length of time that books can be checked out will need to be shortened.
  - Georgia Tech students and faculty also will have access to the Emory collection
    - This will increase Tech access to medical collections.
    - There will be a combined catalog.
      - NC State’s (open source) virtual catalog will be our model
      - This model allows you to "look" at the shelf at related books
      - Books can be removed from the virtual shelf to browse content.
      - Lori Critz will send a link to NC State’s catalog.

- Renovation of existing space
  - Library faculty and staff are working with BrightSpot Strategy (a consulting firm out of New York) who have worked on campus engagement projects before.
  - Faculty and grad student interviews of about 35 people were conducted in November to get notion of visions.
  - Work continues this semester with talk with those working in the library and shadowing faculty (have faculty do time journals to find points in teaching/learning that library will/can help with).
  - The Board of Regents has hired a design a two-part design team
    - A team out of Kansas City has worked on campus previously, and there also is a local team (both include design and architecture)
    - The teams have an early May deadline to make three presentations (conceptual ideas) to the Board of Regents who has a big say in which one goes forward.
  - The next phase is to get money for construction (nothing guaranteed yet—only design money is approved right now). A bond process will be needed/used to fund the construction.
  - It appears that a good deal of the space will be student study space that can be used for:
    - Collaborative space
- Project space
- Individual study space.

  - Potential design features:
    - The archives will be moved out of basement (mold issues!) to 3rd or 4th floor in Crosland Towers.
    - Approximately 150 people who work in library will have office space on upper floors of Tower.
    - Contemplative spaces (quiet spaces)
    - Teaching and learning lab (request by faculty)
      - A space where faculty can get assistance with innovations in teaching (places to make video and podcasts; access to high end software; expertise to help use it)
    - Innovation and entrepreneurial center
    - Project rooms
      - Spaces that could be reserved either short or long term (month?) for project development
    - Lots of light
      - More windows and open spaces/atria, etc.
      - Top floor of Crosland Towers may be an open reading room.
    - Multiple coffee shops.
    - Scholars event hub
      - Conference space for about 100 people along with rooms of various sizes for poster sessions, break out rooms, etc.) which will be essentially free (no rental fees, etc.).
    - Graduate student commons area with individual and social spaces as well as workrooms.
      - Helena Mitchell and Peter Hesketh suggest something similar to programs at other institutions where there are carrels that can be reserved by graduate students.
      - Lori Critz mentioned that the University of Colorado has rolling file carts that can be reserved and then moved across the library to different spaces each day.
    - Grad students also want dedicated room that holds 20-30 and has excellent audio/visual systems that can be used for holding dissertation and thesis defenses.

Sonit asked whether a faculty club or lounge space might be added during the renovation (20 years ago bottom floor of library was a faculty dining area). Andy Smith (?) has raised this issue, but results of survey regarding it have been mixed so far. Helena Mitchell stated that the ASC did a survey and/or a report regarding this a few years ago. Carrie Shepler will look for the report on T-Square and forward to Lori Crtiz.
Helena Mitchell asked about needs of disabled persons. Is accessibility of the documents being considered? Lori Critz responded that physical accessibility will not be an issue. While many newer constructions grandfather in old accessibility rules, this will not be the case for the renovated facility.

Peter Hesketh asked if one can visit the storage facility. Lori responded that the actual books cannot be accessed, because special machinery will be needed to remove from them from 30 ft high stacks. However, there are reading rooms that people can use once they have requested specific books, and one could order many books at one time (for example, 10 years worth of a given journal). There also will be a rush deliver service for special cases.

Sonit asked the process of deciding what will constitute the small collection that will stay on Campus. The current proposal states that 25,000 volumes (approximately 1000 per school or department) will be retained. Librarians for those disciplines will help decide what should be retained, and it will vary by departments. The library still will maintain reserves that are separate from the core collection.

There is a push for purchase of as much electronic material as possible (even when print versions are purchased) so that more people have immediate access.

Sonit asked how the ASC can assist with these projects. Lori replied that, over the summer, the library would appreciate using the committee to conduct more surveys on usage. The committee is amenable to that.

Peter Hesketh asked if renovations will happen simultaneously or sequentially. Lori responds that it will be one building at a time, but the decision as to which building will be first has not been made. However, the desired start date is July 1, 2015. DM says shut down of PG will be an accessibility issue to cut through Clough. LC says right now they think CT first, but still up in air.

4. Denise Johnson Marshall sent out a statement on issues related to universal accessibility of campus services, but it did not go to the entire committee. Carrie Shepler will circulate it.

The date and time for next month’s meeting will be May 19th at noon. Carrie Shepler will reserve a room and send out the location.

Minutes respectfully submitted by,

Carrie Shepler
Secretary, Academic Services Committee