

Library Liaison Advisory Group
Fall Quarter Meetings 2012

The meetings were held in Driscoll Suite 1864 on October 30 (3-4:30 pm), November 1 (12-1:30 pm), and November 5 (9-10:30 am).

Each meeting began with introductions. We had five agenda items.

1. Collections update (Michael Levine-Clark, and Peggy Keeran for Michael in the last meeting)

An update on the collections that will be housed in the renovated Penrose Library.

- There will be about 325 browsing periodicals, plus newspapers, near the Front Porch Café (more about the café below).
- There will be about six months of new books located in the central area on the main level.
 - We used to have just three weeks of new books on the main level, so a significant increase.
 - The “Browsers” (new fiction, literary works, and popular non-fiction formerly in a separate location) will be integrated in with the new books, and will no longer circulate for just three weeks.
- DVDs will be coming back, but not the VHS. DVDs will be located on the upper level.
- All the rare books in Special Collections will come back, and be located in a secured space behind Special Collections on the lower level.
- We will have a very small print reference collection near the Research Center, with some of the former reference books in the book stacks on the lower level.
 - We have replaced many print reference books with electronic versions in order to free up space on the main level and in the book stacks.
- Monographs collection:
 - The decision about the composition of the monographs collections wasn't made until the collections had been moved out of the building. As we didn't know what we would be bringing back, we put the collection into size order rather than call number order, because organizing the collection by size saved space.
 - We are currently identifying the monographs that will return to Penrose, and putting them into call number order at Hampden Center, so they will be ready to return to the stacks in Penrose. Both identifying the titles and putting into call number order is a great deal of work, and requires tremendous coordination of collections, coding, and labor.
- Criteria used to identify monographs to return to Penrose:
 - The Provost convened a committee of faculty to provide the library with parameters for what to include in the collection. The following are based upon those parameters.
 - Books published after 1983 with the following exceptions:
 - If there is a digital version of the monograph, the print will stay at Hampden Center.
 - If there are multiple editions of a title, only the most recent edition will be kept in Penrose.

- Publishers which we don't normally buy (University Press of America, Edwin Mellon)
 - Exceptions by disciplines (bringing back a subset of some sciences, technology, electrical engineering, and computer science)
- For books published prior to 1983, the criteria for returning to Penrose are:
 - If the book has two or more check outs, it will return (with the multiple editions and ebook exceptions still applied)
 - Image heavy books – books that need to be browsed (art, photography, and books from other disciplines that are image heavy)
- We are still in process of putting this collection together, and coding books for return to Penrose. Not everything is coded yet, and everything not in call number order.
- We will not have a perfect collection when we move back in. It will be mostly right, but we will have to make adjustments. We will work with faculty and students for recommendations.
- This has been a very complicated process.
- Questions?
 - What is the timeframe?
 - Penrose is scheduled to reopen in spring break. We are working so that the collections are back before we open.
 - What about the literature collections? If *War and Peace* in Russian hasn't checked out, then what will you do?
 - Right now, the volume will not return to Penrose, but these are the types of questions we will work on with faculty and students after we return, to try to adjust the collection so that it is more relevant.
 - We will still have the 2-hour turnaround from Hampden Center after Penrose reopens.
 - We will have to switch older books out to add new books in, and, if we get an ebook or later edition, then the print book goes to HC.
 - We hope that the ebook collection will go up enough to offset the need to move print books not available in electronic form out of Penrose.
 - Weren't certain non-image collections that aren't image heavy supposed to be coming back, such as ranges in the Fs? Image heavy books aren't always the most helpful to have available.
 - The overall criteria for the monograph collection will be the post-1983, pre-1983 that circ twice, and image heavy books, but we will work with faculty on areas where the collection needs to be adjusted.
 - What will happen in Winter Quarter? Will the books still have 2-hour turnaround?
 - There will be a lot of work behind the scenes, but we will make sure the collection moves don't have an impact on students or faculty.

- Who established the criteria for what would come back?
 - The faculty committee convened by the Provost in June of 2011 made recommendations to the Provost and Chancellor, and we were given that document to work from.

2. Library website redesign (Sheila Yeh)

Sheila Yeh, the library's Digital Infrastructure and Technology Coordinator, explained that we are working on a library website redesign, which we hope to launch next summer. As part of our objectives, we would like the new site to:

- Respond to stakeholder's needs.
- Present information about the services available in the library.
- Create a user-friendly website that is easy to navigate and which encourages users to return.

In order to get input, the liaisons, except for the librarians, participated in a card-sorting exercise. The exercise conducted was based upon user-centric design techniques to help us meet our goals.

We employed the card-sort method to gather data during the meetings because it is a simple technique to use in order to solicit input from users, it is quick and reliable, it helps the design team understand how users mentally organize information, and it is particularly useful for a website's navigation layout and design.

The liaisons were supplied with five cards listing potential categories on the future website (About, Search & Find, Services, Get Help, Affiliated Libraries) and cards with the names of each link (Research Center, Interlibrary Loan, Prospector, View Account, etc.) offered on the current website. The goal was to have the faculty place each card with the name of a link under the category where someone would logically look for that link. Here is a mockup of the library website, with the five categories:

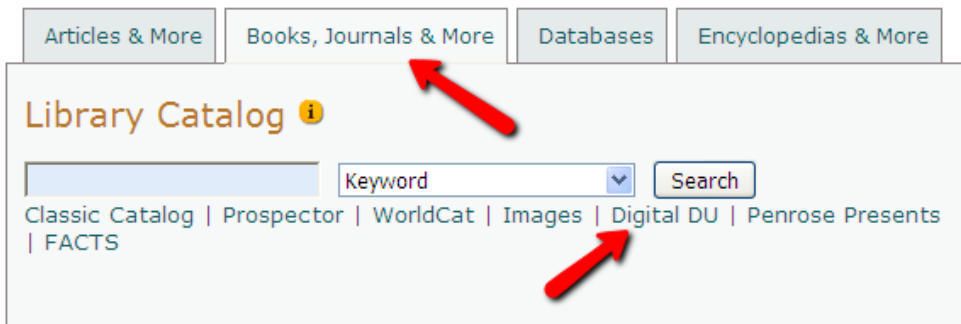


Faculty worked in teams of 2 or 3 to complete the exercise. If faculty members questioned the need for a link, or were confused about categories or links, they wrote these concerns or observations on a piece of paper, and these comments will become part of the design process, along with the sorted cards. The exercise took between 20-30 minutes.

3. Digital DU (Kate Crowe)

Kate Crowe, the new Curator for Special Collections and Archives, provided an overview of Digital DU, its current digital collections, and future possibilities through collaborations with faculty and students.

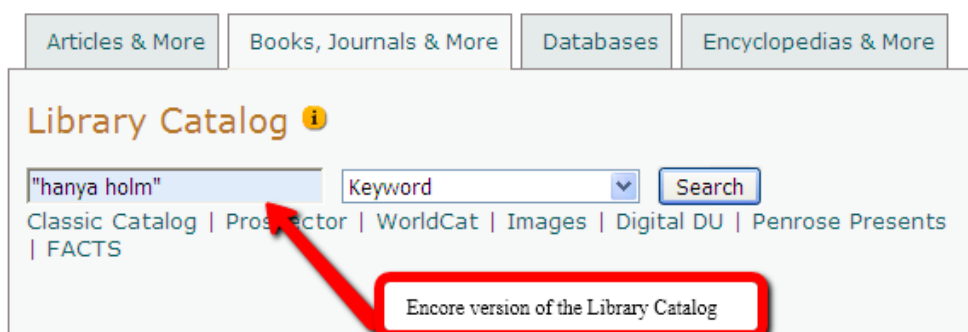
Digital DU contains multiple collections, and serves as a preservation repository for digitized and born-digital items of significant or enduring value. To access Digital DU, click on the “Books, Journals & More” tab on the Penrose homepage, and then on Digital DU:



In Digital DU, the collections are arranged thematically: Beck Archives of Rocky Mountain Jewish History, Faculty and Student Research, University Images, Denver History, University Athletics, and Penrose Library, and the contents are full-text searchable:



Digital DU collections can be searched via the Encore (not the Classic) version of the Library Catalog, too:



Click on the “Digital DU” link in the facets list to the left:



All publicly available content can be found using either of the methods above. Document types include images, documents, newspapers, audio, video, the Kynewisbok yearbook (“Golden Book of Knowledge”), and more. The full text of the yearbook can be searched for words such as “founders day” or browsed page by page (the full text search does not take you to the point in the volume, so it is necessary to browse to find the text). There are audio/video collections on Colorado Jews in the Arts, vignettes of people honored at Founder’s Day, and oral history audio files of community members in the University Park neighborhood and Allen Breck’s sound recording on the history of that neighborhood. There are images from the ski collection ephemera, for example, a Golden Ski Book of Kitzuhel passport from a ski school with stamps of ski runs completed.

Current projects include scanning the *Clarion* to make it fully available online, in time for the sesquicentennial in 2014. Kate welcomes suggestions from faculty about digital projects of our collections that will help in research and teaching.

We would also be interested in collaborating on faculty research projects. Kate highlighted a previous collaboration between the library and a faculty member: Susan Schulten's [Mapping the Nation: A Companion Site to Mapping the Nation](#) website. These are maps that Susan either couldn't include in the printed version of her book, or which were printed in black and white due to the expense of printing in color. The website allows the maps to be seen in high definition, and to be zoomed and explored. Images found in the website are stored in Digital DU – in the past, these types of accompanying materials would have been on CD. The website was developed by DU alumni who have a Web-design firm called "Time for Cake." We structured the data so the images could be available in chapter form, and could serve as a companion to the printed volume. Even if Susan's website disappears in a few years, the images will still be available in Digital DU. We would like to partner with faculty in the future who have other types of digital preservation and access needs.

We also want to preserve student research. We have worked with Graduate Studies to make more than 600 electronic theses and dissertations (ETD), back to 2008 and which do not have embargoes, available online. Students have signed off on allowing the documents to be publicly available. ETDs can also include supplemental research data in other file formats (examples [1](#) and [2](#)). We are starting to ingest ETDs right after the submission to ProQuest.

- Question: How about projects that students start here which expand and live on? These projects could use a good stable platform for long term preservation and access.
 - Yes, this is a type of project that would interest us.
- Question: Can the individual change his or her mind and pull content from the website?
 - Did suppress one image where student didn't want it on the internet, but didn't delete. This is a preservation repository, so the decision to preserve would have been made at the beginning of the project.
- Question: Are there plans for pre-2008 dissertations?
 - This is a resource issue, and we would need to check with Graduate Studies on priorities. We have the technology to do the project, but we also have the non-embargoed dissertations from 1997 forward already accessible via [ProQuest Dissertations and Theses](#).
- What are procedures for working with faculty?
 - Nothing formal yet, but we are working on a case-by-case basis. Have done pilot projects in the past.
- What is the purpose of Susan's site?
 - To allow access to the high-definition, color images and to provide valuable supplemental information. This supplemental information used to be on CD. Be aware these maps are not copyrighted works – we can't preserve and store digital content which we do not have copyright on, or which is not in the public domain.
 - This repository allows permanent solution for digital content – there are other solutions if not interested in long-term preservation.

4. Penrose Library renovation update (Nancy Allen)

Nancy gave a PowerPoint presentation to update the LLAG on the renovation.

We are expecting to have the city-occupancy certificate for the library in mid- to late-January 2013, which will mean the building will be done. That will give us February and half of March to move in. We have a lot to move in, and we need to do it systematically. One example: we saved 4000 pieces of furniture, which has to be cleaned and refurbished (even the furniture currently used by Penrose faculty and staff), so we are working on logistics and plans for that.

The Academic Commons = Penrose Library PLUS. We will have some of the same non-library service points as before, such as the Office of Teaching and Learning, the Writing Program and Writing Center, the Math Center, and UTS (this service will now include both hardware and software help, and an open lab with workstations (PC and Macs)). The new Front Porch Café will offer ZeBi's full, locally-sourced and sustainable food service, from Sodexo. We are also adding a new academic event space that will seat up to 125 people.

Nancy displayed an image of Carl Dalio's rendering of the new building. The exterior is coming along, although the south central entryway and the west addition are still lacking limestone surfaces. All the brick currently seen on the outside will be covered in limestone, and all the towers will be insulated with quilted copper. We will have all new windows and the glazing will make a huge difference on quality of light in the building. The tower-like structure on the SW corner is a chimney with two fireplaces (one in the café and the other in the Quinette Family Reading Room).

What is new inside? There are dramatic changes.



- A central atrium will bring daylight into the main and upper levels – the light will be a gentle north and east light, and only one hour of the year will the sunlight come in directly.
- There is a perched meeting and training room where librarians will offer workshops through our instruction program.

- Nancy displayed a rendering of the Front Porch Café, which will serve breakfast, lunch, and dinner items, and will indeed have rocking chairs on the porch. Patrons can buy their food and beverages in the café, and exit the main entrance to access the porch on the SW corner. There is an indoor/outdoor gas fireplace in that corner, which can be enjoyed both inside and out.
- Woodwork is being installed throughout the building.
- A variety of study spaces, which takes into account those who work in groups or those who prefer an open-seating space in which to study, as well as those who need deep quiet, and others in between.
 - There will be 32 or 33 group study rooms (had 7 previously) in 3 sizes (4-6 people, 8-10 people, and conference room size). Each will be equipped with a high-definition flat panel that is mobile and laptop friendly, and with a white board.
 - Faculty will be able to reserve these spaces as well, whereas they couldn't in the old building.
 - We are working on a Web-based reservation system for booking study rooms. Patrons can see if room is booked. The room will automatically be released if not used after roughly 15 minutes, freeing it up to be booked by others.
 - For those who don't want group study, we will offer deep quiet rooms and individual carrels.
 - Will bring back some carrels that were in the library before and others built by Daniel Strawn.
 - Deep quiet spaces: one overlooks Evans on lower level and the other is near the SW corner of the upper level.
 - The upper level deep quiet area is for students with long-term writing projects.
 - Students can reserve a locker and carrel for up to a quarter, probably on an application basis.
 - The lower level deep quiet space is for first come, first served.
 - Elegant reading rooms:
 - The Quinette Family Reading Room overlooks the Carnegie Green, and has a fireplace with Daniel Strawn custom-inlay furniture. We will display Special Collections in the built-in cases, such as the ski collection.
 - There are 1864 study seats in the building, which is an important year for us.
 - The architects have used ceiling clouds to define spaces.
- Books and Journals have already been discussed. The contractor is currently putting carpet in on the lower level, and then the manual compact shelving will be installed. There are no, and haven't been any, working elevators throughout the renovation, so everything has been carried in by the workers. There will be two public elevators and one back-of-house elevator in the new building.
- Special Collections will be located on the lower level on the western side. There is a curved wall enclosing the space, and new western windows bring in light. The glass is

UV filtered to protect the collections. There is a seminar room adjacent to Special Collections for classes to come in.

- Exhibit spaces. We have almost too much exhibit space, but we have lots to showcase. Our exhibits committee is small, so they want to partner with other departments to feature our collections/resources/research/teaching and learning.
- A technology-rich events room which seats up to 125 people can support meal events or book lectures, and it converts to student study space when not in use.
- The Research Center is on main floor with Writing Center and Math Center nearby.
- A new digital production services unit will be created, to provide students with digital help. We will want to know more from LLAG about the type of software and service we should offer.

In summary, Nancy discussed the role of the library as conveyer of knowledge from past generations to future generations. Library spaces are being used differently than in the past, shifting from paper to people, and we are working to balance the two. The library is also a community space, serving as the campus' intellectual infrastructure, and with lots of spaces for people with different preferences. Our tag line, "Connecting People to Ideas," is important to us and this new building will help us make connections better than the old building. There was a \$2M overrun because of asbestos, but all asbestos is now all gone.

- Questions: The event area will seat about 125 people. How will it be managed? Will it be available to outsiders?
 - We are having meetings to determine how to manage and book the space, and will work with Kathy Grieves' office on a shared calendar to manage it.
 - Will you charge? We don't know that yet. Some, yes, but others no. Perhaps a hybrid solution. We will post on the website when we know more.
- Question: Will any spaces be designated as classrooms? No, we'll each handle our own spaces (OTL, Writing Center, Penrose).
 - Still working on reservation system for the group study. This will be part of the technology package, so can't say specifically how it will work.
- Question: Can faculty request which statistical software packages are on the computers, because had heard that the small stats lab at Sturm will go away?
 - Write Nancy and Tim Brooks a note about which statistical software packages are required, and they will look into it.
 - We will work with UTS to figure out who is managing what.
 - We are introducing Macs into open workstation configuration.
- Question? What will be the predominate colors?
 - DU colors. Carpet on lower level, cozy – burgundy; middle – brighter (yes, some orange, but a nice orange!); upper level more sophisticated.
 - Most walls painted already. Some blue but most terracotta, cream, subdued colors.

5. Winter Quarter 2013 meetings (Peggy Keeran)

Every other year, the LLAG meets during all three quarters, and this is a year in which we hold meetings in the Winter Quarter. This year, however, we plan to have tours of the building for

members of the LLAG in early February, instead of meetings. Most of the work should have been completed by then, but, because some construction will still be going on, the tours will need to be at 11:30 am or after 3 pm, which are times when the workers are either at lunch or have left. We also need to keep the group sizes down, so the only librarian who will accompany the tours is Peggy Keeran. Peggy will arrange the dates, and will notify the LLAG.