

Library Liaison Advisory Group

Agenda

October 28, 29, and 30, 2013

1. Welcome and Introductions (Peggy Keeran)
2. Digital Media Services (Franklin Jackson)
3. Serial cancellation process (Michael-Levine Clark)
4. Refworks (Carrie Forbes and Chris Brown)
5. Browsing and subcommittee of LLAG members (Peggy Keeran)
6. Data management update (Kathleen Gregory)
7. GIS metadata management system (Sheila Yeh and Fernando Reyes)
8. Data management infrastructure (Mike Hiskey)
9. Course Reserves (Ryan Buller)
10. IRISE and library research and instruction initiatives (Esther Gil)
11. Special Collections and Archives research (Kate Crowe)
12. Research Center update (Erin Meyer)
13. Wrap Up (Peggy Keeran)

1. Welcome and Introductions - Peggy Keeran

- We will meet this year in the Fall and Spring quarters.

2. Digital Media Services - Franklin Jackson

- The [Digital Media Center](#), a post-production lab offering 14 Mac computers with Adobe Suite, is located on the main level of the AAC. This is a self-service lab with staff available to help facilitate multimedia projects. Staff can work with patrons' media and to incorporate it into projects. The DMC has included other products such as Microsoft Office and access to the Internet for more functionality, and they are open to requests to add other software applications. Slowly as word has gotten out about this center, they have seen a steady increase of use. So far, six classes have come in for instruction. Faculty are encouraged to assign multimedia projects that the DMC can help facilitate.
- We are developing a research guide with images/video to help students identify potentially useful digital content in the library's online collections.
- The technicians at the DMC offer training help and workshops. Please come in at your convenience or schedule help with any technician for your class; technicians can come to your class as well. Groups and one-one-one assistance are offered.
 - An example project from Mathematics: Students were required to record their steps recorded during the project, and were required to quantify the data after. This project involved various devices, working with media, and applying the media to a larger class project.

- Services and Features:
 - Windows and Adobe assistance is offered in conjunction with raw media content. The DMC has a vision to be a place for general media guidance for the campus.
 - Statistics software will not be available in the DMC at this time because the focus is on multimedia, and statistics does not quite fit into this vision. Statistics visualization services may be coming for faculty/students at DU in the future from through a different program.
 - Electronic transcription services are not currently available in the DMC, however such software is being considered.
 - Digital Voice Recorders and field packages which include 2 cameras, light kit, and a recorder are available for check out from the Lending Desk. Students can take the kits abroad to record their experiences.
 - In terms of digital conversion, the DMC cannot convert anything that is protected under copyright. Staff can convert media from analog to digital for a fee, but they can also train individuals who wish to convert media without a fee.
- Contact them at Library-av@du.edu (email is preferred), stop by, or call 303-871-3190.

3. Serial cancellation process - Michael Levine-Clark

- It is never fun to cancel subscriptions/remove anything from collections, but we are at the point, budgetarily, where we have no choice.
 - The library's budget is \$5.5 million annually, and within that, ideally 60% should be used for subscriptions and 40% should be used for one-time purchases.
 - The budget does not increase by enough annually to reflect the inflating subscription prices, roughly increasing by 5% annually. Over time, more money is spent on subscriptions rather than on one-time purchases for books. We need to cancel subscriptions in order to move money into the one-time purchase portion of the budget.
 - We are currently spending 75% on subscriptions and so need to decrease this to 60-65%.
- We are trying to identify things to cancel that are unnoticeable (i.e. nobody really uses, items are duplicated in some way) but can be substituted by things that can be acquired by Interlibrary Loan, or indirectly through a database subscription such as Academic Search Complete.
 - A potential impact might be a sliver of journal access, not the entire range of a journal.
 - We are creating lists of potential cancellations in serials with access data before bringing it to the group, which takes time. Journal vendors are providing usage reports. The Collections Department is trying to give librarians as much information as possible on usage so they can help facilitate the decisions for cancellation.
- We will be contacting you with some of these titles but will not contact for the obvious choices such as duplicate versions of titles.
 - We may be cancelling standing orders for monographs that are subscription-based and are not being used (i.e. large set/volume every year).

- We will bring cross-disciplinary databases and journals to LLAG for consideration by email.
- We will also contact departments for potential cancellations for discipline-based subscriptions.
- We will share things that are under consideration for cancellation and get feedback.
- We recognize that some things may have heavy use by one or two people but generally appear to have low use; we value that usage and will protect those titles.
- We would like feedback that recognizes the need to cancel something. We have to do so in order to get the budget back into alignment over next 2 years so that we may continue to increase our collection with purchases.
- How many times would an item be requested through Interlibrary Loan before it is made a part of our collection?
 - The Interlibrary Loan costs for borrowing will be weighed with the decisions. There are copyright fees that come into play after a certain number of articles are borrowed from the same journal. We wouldn't cancel something that receives high enough use that we'd have large ILL costs.
 - Document Delivery/Interlibrary Loan has improved over past years in terms of fast return; we are using better services that match up with library's holdings. The library also has wonderful staff in Interlibrary Loan to facilitate fast deliveries.
- Annually, we check our access versus what is available electronically online and in print and consider these in our collection decisions.
- If we make a mistake, we can correct it by reinstating that subscription if necessary.

4. RefWorks - Carrie Forbes and Chris Brown

- During the Spring Quarter 2013's LLAG meeting we were asked about citation management resources, and we said we would put on the agenda for the Fall meeting.
- Currently DU subscribes to RefWorks, a citation manager available through the library's database list under "R".
 - Please also view the RefWorks libguide for a tutorial:
 - <http://libguides.du.edu/Refworks>
 - You can create your own account if you have not logged in before (should/does not have to be your 87#), but you need your DU email address to sign up.
- We are researching the update to RefWorks Flow--coming in January 2014--which works more like Mendeley where you can drag items into the system.
- RefWorks is slightly different than EndNote in its structure.
 - RefWorks is cloud-based, so that Internet connectivity is required for access.
 - EndNote is client-based and does not require an Internet connection.
 - RefWorks is searchable, as are many other products such as Endnote.
- Folders and subfolders allow one to organize citations.
 - Currently, RefWorks does not have a limit on the number of folders/citations you can store in your personal database.

- RefWorks fully integrates into Word so you can write and cite simultaneously.
- Summon is one of our databases that has a direct export feature to RefWorks, as do many of our other databases and Google Scholar.
 - Look for the option to Mark the Citation, and a Saved Items folder, where one can export citations.
 - There is an Article Linker button to link back to the full text from the citation in RefWorks.
 - RefWorks does not save PDFs unless one purposefully does so. Flow will have the option to upload the PDF and the metadata into the system automatically for journal content, but not for book chapters.
- RefWorks has a bibliography-creation feature and offers many citation styles.
 - RefWorks provides the ability to generate bibliographies according to the citation rules of a selected list of journals, which is useful for publishing.
- As DU alum, one continues to have access to RefWorks through DU, which is the only database alum will have access to after graduating.
 - However, alums will not have access to the article links in RefWorks after graduation because their access is restricted.
 - In RefWorks Flow, uploaded PDFs can be accessed as well as the citations, even after graduation.
- Compatibility:
 - One can import from an Excel file using comma-delimiters to consolidate into RefWorks.
 - BibTex: Most of our databases do not have BibTex export option, but Summon and Google Scholar can export to BibTex.
 - Zotero: RefWorks is most likely compatible with Zotero, but RefWorks may not work well with EndNote.
 - Zotero can store PDFs locally and has a sharing database.
 - Flow will have more compatibility with other citation managers and is designed to have more collaborative functionality.
 - Zotero allows Word and Open Office to create citations while writing, as does RefWorks and RefWorks Flow.
 - Dropbox: Flow should work with Dropbox.
- We are looking at Mendeley and Papers for functionality features such as dragging videos, pictures, PDFs, etc.
 - In comparison, RefWorks Flow is a relatively cheap increase to the current subscription, and it performs well with most of our databases. However if Flow does not perform as hoped, we will keep researching other options.
- When migrating from RefWorks to RefWorks Flow, one should not have to create a new account. There should be just an option to switch to the new interface.

- RefWorks Share does not really share, but it shares in one-direction (i.e. faculty shares with students and students cannot edit).
 - With RefWorks Flow, the entire class can share and build bibliographies within the current DU community, with unlimited sharing. Outside the DU community, there is a limited amount of sharing capabilities.
- Will RefWorks Flow integrate with Canvas, which may take the place of Blackboard?
 - We are looking into this, but you could probably share a bibliography by link from Flow.
- Does RefWorks work with Activity Insight?
 - We are looking into that.
- RefWorks Flow workshops will be offered to LLAG and by request for classes-please let your liaison know of your interest. Quarterly, RefWorks workshops are offered, and the online workshops are recorded for later viewing.
- Please contact [Chris Brown](#) in the Research Center about citation manager software for any questions you may have.

5. Browsing and subcommittee of LLAG members - Peggy Keeran

- As part of an ongoing discussion about access to collections as we move from physical to virtual collections, particularly browsing, Peggy would like to form a subcommittee of LLAG liaisons.
- The purpose is to identify strategies, perhaps a survey, in order to discover ways in which faculty access the collections, how they browse now, and what we can do better to assess current use and future needs.
- Peggy is looking for volunteers from this group to help find the best way for faculty feedback.
 - Volunteers: Gregory Ungar, Mohammad Abdul Matin, Bin Ramke, Jeff Bowen, Annette Stott.

6. Data Management Update - Kathleen Gregory (Data part 1)

- Last spring, Kathleen introduced data management and data curation to this group as an important topic in conjunction with the library.
- Jenny Bowers and Kathleen Gregory conducted interviews with 11 people in the Social Sciences and Sciences, asking about data preservation, storage, and sharing research data.
 - From these conversations, one of the concerns/results/themes was a concern for how best to deal with data storage issues.
 - Conversations were had concerning how to store data effectively and how to best provide for future storage of future data production.
- Mike Hiskey from UTS will discuss general initiatives regarding research data support, as well as issues specific to data storage.

- Another result of informal conversations about research data management was the development of a metadata management system for the department of Geography and the Environment. One of the Geography professors wanted to teach her students how to catalog, share, and discover GIS data.. Sheila Yeh and Fernando Reyes created a metadata management system to meet these needs.

7. GIS metadata management system - Sheila Yeh and Fernando Reyes (Data part 2)

- Fernando Reyes, a senior systems developer in University Libraries, with Sheila Yeh and Dr. Jing Li, developed the metadata management system for Dr. Li's class.
- Dr. Jing Li in Geography approached Sheila Yeh about a metadata system for use in her courses with the goals of:
 - Exposing students to metadata standards by the Federal Geographic Data Committee (FGDC),
 - Becoming familiar with data management processes, and
 - Experiencing the benefits of data sharing.
- The GIS metadata management system was adapted from the Art and Art History Department's system which was developed with the modular approach in mind.
 - Only very few modules needed to be modified to reflect GIS's specific metadata needs.
 - The system debuted on October 9 to senior students in Professor Jing Li's class. Students were taught to follow Federal Geographic Data Committee (FGDC) metadata standards to enter the metadata for their dataset which was uploaded to the GIS system. Students then shared their dataset amongst classmates.
 - The Library will collaborate with GIS professors to promote wider-adoption of the GIS metadata management system.
 - We do not have to maintain any servers in-house for this—it is run by UTS.
 - It has a drag-and-drop upload widget associated with the metadata, and the system will bind the metadata with the file.
 - This system uses LDAP authentication (87#), and individuals must be registered to use this—one cannot just login and be able to perform.
 - Required and optional fields can be customized. Students enter text into fields and add a zip file to upload. They can then search the system to discover, download, and use other students' data.
- The system was stress-tested in class, and students gave feedback via a survey:
 - It was easy to use,
 - They understood the concept of metadata, and
 - They want a faster performance. The system was migrated to a faster virtual machine to accommodate.

- The next stage is the wider adoption to be used for more data storage and to be shared with researchers in other disciplines on campus and in other communities. Over time, data set curation will also be looked at with this system.
- This has applications for other disciplines such as Chemistry and Theatre. Dr. Li, Sheila, and Fernando would like to know of any interest and feedback.

8. Research data infrastructure - Mike Hiskey (Data part 3 with PPT)

- Mike Hiskey spoke, represented Emerging Technologies and Research Support, which is a new department in UTS. There are three specialists in the department:
 - Mike Hiskey, Director (871-4343)
 - Ben Fotovich, Senior Research Support Specialist
 - Bob Yablans, Senior Research Support Specialist
 - They would like to know more about which software asset management is needed.
 - Please contact the UTS help desk to reach them 871-4700.
- They have a high performance computing cluster on campus, used especially in the Sciences, which have 30 terabytes of compute storage.
 - Researchers may write funds into their grants for computer nodes; as more and more people start investing, the cluster increases, making more resources available for research computing.
 - Many departments have already given money to invest in this cluster.
 - Cluster can transform multiple day-long computational jobs to hours.
 - Down time on the cluster does occur every once in a while (roughly 3-4 times a year). UTS has 2 nodes they can loan for a while to do large amounts of work if purchasing is not an option. The cost per node is typically \$5000.
- REDCap is another project being worked on, REDCap is a service that researchers can use to develop surveys and manage that data. Initially utilized by researchers in healthcare, it can be used across disciplines to manage research data.
 - Hoping to launch pilot programs in November 2013, the goal is to proceed forward next spring and rebuild it to scale for the entire campus to use.
 - Please contact Sheila Yeh or Mike Hiskey if you are interested; they are looking for 5-6 faculty or students to pilot the system for a few months.
- Research Data storage stages: Creating data (local/network), processing/analyzing (local/cluster), and *preserving/presenting (access)/re-use* data (network) space (latter is what is a focus).
 - At DU, storage is thought of as an administrative function. Banner, for instance, is meant to be high performing, redundant and backed-up, resulting in expensive data storage.
 - 1 terabyte at DU is \$5,000 versus Best Buy's 1 terabyte is \$60.

- The last stage of data (access/re-use) must be searchable according to federal regulations, shared within the organization, and preserved for future use.
 - UTS is spending more time looking at data storage at DU, and they need help quantifying needs for data storage management.
 - How much storage do we need today?
 - How much is needed in three years?
 - What type of data is it (pictures, text, etc.)?
 - What percentage of the data is accessed on a daily, weekly, monthly, 6 months, year, etc. basis?
 - What percentage is shared on- and off-campus?
 - How does data storage get funded?
 - Mike is asking LLAG for best ways to proceed. If they do not get quantifiable data, they will fail.
 - If we do not plan for enough storage for the eventual population, then it is possible to run out of storage. UTS will reorganize storage into research buckets instead of departmental servers. Sheila could then look at 1 bucket to index metadata.
 - A concern for new faculty that have been hired within the past few years is that they were told not to store data on personal drives. They have been given mixed messages. Quota storage can be raised if necessary.
 - In order to get a good response rate on surveys, advocacy must happen.
 - We will be going to department meetings; please consider asking us to talk to your group. Discussion is better than cold surveys.
 - One option would be to have discussions first and then distribute the survey.
 - Please contact Mike.Hiskey@du.edu to discuss if you have any ideas.
- Nancy Allen is working with OTL on the Renew DU campaign related to data support on statistics and visualization; this conversation represents a different stage in the life cycle of research data. They are interested in conversing with faculty about all elements of data storage.

9. Course Reserves - Ryan Buller

- When submitting requests for Course Reserve items,
 - The preferred way is to email the department at reserve@du.edu with:
 - Complete bibliographic citations,
 - Course information, and
 - As much detail as you can provide including deadlines, quarter, course name/number, number of students, etc.

- Emails allow for faster processing and provide opportunities for communication about questions. The more information provided, the faster items can be processed.
 - The other method to submit requests is to navigate the [library website](#) to
 - [Services](#), [Course Reserves](#), [Faculty](#), and the *Direct access to Ares* link,
 - Sign in with 87# to Create a Course then fill in the text fields, adding each item you need with as much information as possible.
 - Staff will clean up on the back-end and contact you for questions. Staff does check copyright for each item.
 - There is no need to add student ID numbers to Ares because it uses Banner authentication for your students' access.
- [Course Reserves for Faculty libguide](#) has more information than the webpage.
- When submitting requests at the beginning of the quarter, staff need three weeks to process materials if it is owned already.
 - Give yourself plenty of time for course material requests.
- When electronic reserve items roll over each quarter, how should one remove unnecessary ones?
 - Email reserve@du.edu. This option is preferred for questions, concerns, reactivating requests, etc.
- Please feel free to contact the [Research Center](#) with any troublesome citations.
- Reserves is a great support service for the rights management process—you have not done due diligence if you have only uploaded a link/PDF to Blackboard.

10. IRISE, library research, and instruction initiatives - Esther Gil

- Interdisciplinary Research Incubator for the Study of Inequality (IRISE) has an advisory board facilitated by Tom Romero.
- There are libguides concentrating on interdisciplinary fields, tagged with IRISE for improved searching capabilities.
 - The URL that is created conducting a search on “IRISE” in the LibGuide system will be added to the new IRISE website when it is completed.
- We plan to offer workshops about library resources available for interdisciplinary research to advisory board members and to post-doctorate students once IRISE is up and running We plan to partnerwith OTL to review syllabi and identify library sources to help faculty with these and other types of courses.
- Contact your liaison if you would like a libguide or wish someone to speak in your class about the resources available for students to use in their research.

11. Special Collections and Archives research - Kate Crowe

- Kate Crowe has been working with faculty to incorporate primary resources/Special Collections into courses.
 - Please let us know if you would like us to acquire a certain collection currently not owned.
 - Think how you can add archival/primary resources (print/special/archival materials) into your class as a type of research.
 - Special collections have oral histories, photographs, and other primary sources to engage students.
- There are many ways to approach primary sources in disciplines such as Religion, History, Geography, Art, English, etc.
- Examples of previous departmental collaborations with Special Collections:
 - Annette Stott class lecture on regionally significant research focusing on art at DU.
 - Deborah Howard's art class used original photographs and asked to sketch or create rubbings of plates, which were incorporated into accordion book structures for final projects.
 - Scott Howard's FSEM Shakespearean class used the artists book collection.
 - Writing Program courses which required research on university buildings and people significant to DU's history.
- Please contact with Jeanne Abrams (Beck Archives) or Kate Crowe at archives-1@du.edu for ideas about incorporating archival research into a course, or discuss digital archival materials with your department's librarian liaison.
 - One way to start discovering materials held in Archives and Special collections is to explore Digital DU, our digital repository, located under the [Collections & Archives](#) sections of the library website.

12. Research Center update - Erin Meyer

- The [Research Center](#) is the combination of a reconfigured reference desk staffed by graduate students 7 days week and consultation room where librarians can meet with individuals conducting indepth research projects.
 - The Research Center desk is open until midnight 3 days a week.
 - Consultations are typically 1 hour, and, when possible, students are matched with a librarian in their specialty area.
- This consultation service is extremely popular and has increased usage every quarter from last year.
 - From Spring Quarter 2013, consultations have increased over 20%, and individual appointments have increased over 24%.
 - Consultation appointments are requested by students, faculty, and staff.
 - For the past fiscal year, individuals who have completed our survey regarding individual consultations select "Yes, I'd recommend this service."

- There is a 90% completion rate on this survey.
 - Students who have visited the Research Center usually report they hear about this service through faculty as well as through classmates.
- In the 1 hour consultations, a librarian will work with the student(s) to discuss the research process as well as go over resources for their assignment(s).
 - Librarians also offer appointments for any workshop that has been offered.
- Librarians have designed [Research Guides](#) to meet the needs of specific classes; please contact your liaison if you would like Research Guides created for your classes.
- The Research Center hired 7 new graduate students this year from varying departments:
 - Library and Information Science, Korbel, Counseling Psychology, Joint DU/Iliff, and Creative Writing.
 - Louise Treff-Gangler, formerly the head of reference at the Auraria campus, was hired this fall as the evening/weekend part-time librarian.
- Please feel free to refer your students to us to help with their research. We can provide a blurb to put into your syllabus to encourage your students to seek help with their research projects.

12. Wrap Up - Peggy Keeran

- Thank you for coming!