1. **Introductions** (Peggy Keeran)
2. **Library Updates** from the Dean (Michael Levine-Clark)
   a. Faculty Positions
      i. We have hired a new Associate Dean for Scholarly Communication and Collections Services – Jack Maness starts on February 27
         1. He is currently director of Science libraries at UC Boulder
         2. The associate dean position will oversee collections, cataloging, acquisitions, and work alongside Carrie Forbes, Associate Dean of Student and Scholar Services
      ii. Three Reference Positions Recently Advertised
         1. We hope to interview in May and start for next year
            a. Coordinator of Research Center and Instruction Services
            b. Science and Engineering Reference Librarian
            c. User Experience and Student Outreach Librarian
      iii. We will soon be filling an electronic resources librarian position
         1. Collection Analysis and E-Resources Librarian – title changing
      iv. Sheila Yeh has accepted a position as Assistant Dean of Library and Information Technology at Hawaii at Manoa beginning in March – congratulations Sheila!
3. **DMPTool** (Sheila Yeh and Ben Fotovich)
   a. Data Management Planning Tool
      i. Many grant proposals require Data Management Plans
         1. NEH and NIA are notable examples
      ii. DMPTool can assist by providing a framework and other tools for creating a plan to include in proposals
      iii. This tool has been around for about seven years, but we now have it set up with institutional log-ins
         1. Uses single sign on (SSO) as will other UTS tools (firstname.lastname)
         2. This is nicer than using a non-affiliated account because the institutional affiliation will include DU-specific tools, language, and support
   b. Sheila shared some features:
      i. Allows creation of a profile for authors
         1. Can connect your ORCiD (Open Researcher and Contributor ID)
            a. Standard author identifier
            b. Not yet required by everyone, but free and usable for unique identification, so that publications by someone who published under various names, or someone with a common name, can be readily found by using the ID to search
ii. Includes templates and a library of major funders’ guidelines/requirements
iii. Many universities are using this tool, and individuals can connect through this tool with partner researchers at other institutions
c. This is supported by UTS
   i. Ben Fotovich is working to build templates specifically usable by DU
      1. Modeling from grant proposals that were successful.
      2. Adding language specific to data storage at the University of Denver
d. Questions:
   i. This tool will help us make the plan, but will not disseminate it to granting agencies, correct?
      1. Yes, that is correct. It will help to build the document, but you must submit through traditional channels.
      2. Your collected data is not stored here.
   ii. If someone already has a DMPT account, can they connect that to the DU system?
      1. Better to use the University system – contact Ben Fotovich at Ben.Fotovich@du.edu for further information.

4. REDCap (Chris Brown and Ben Fotovich)
   a. This is a relatively new tool for gathering and managing data on Human Subjects.
      i. Allows manual entry of data as well as survey entry in the system itself.
   b. Created by RedCap Consortium (Vanderbilt)
      i. Acronym for Research Electronic Data CAPture
      ii. We’ve been working on bringing this resource to DU for a few years.
         1. Currently 7 projects in production and 15 in development.
         2. Still creating a support pathway for this resource.
            a. Email Ben Fotovich at Ben.Fotovich@du.edu with questions.
   c. Check out this resource at redcap.du.edu
   d. Chris Brown gave a brief demonstration.
      i. Sign on with SSO (firstname.lastname)
      ii. Process for starting
         1. Get IRB approval
         2. Contact Ben for setup
         3. Work with Chris Brown to design, Christopher.Brown@du.edu
   e. Questions:
      i. How is this better than other applications like Survey Monkey, etc.?
         1. This passes FERPA and HIPAA requirements for security.
            a. The platform is hosted on local servers, not the cloud.
      ii. Can I use this for program-based surveys? If so, do I need IRB?
         1. This is intended only for IRB projects. So for now, probably apply for IRB as a best practice.
      iii. Can this be connected to other survey software (Canvas, etc.)?
         1. Yes.
      iv. Would IRB exemption count to use this?
         1. Yes. The idea is just to help ensure that human data is managed effectively.

5. ACRL Framework (Carrie Forbes)
   a. www.ala.org.acrl/standards/framework
b. **ACRL**: Association of College and Research Libraries  
   i. Main professional body for academic librarians  

c. **ACRL Framework**  
   i. Broad concepts that the Association believes that students need to know to move closer to being informational literate (these are applicable to any subject).  

d. We have a Moreland Grant fund for curriculum development stipends for faculty to work with a librarian to improve information literacy outcomes in their major courses  
   i. We put the call out last Spring for proposals, and used the Framework to guide development.  

e. **Handout from Carrie**  

f. **Questions:**  
   i. When will the call for Moreland Grant proposals be sent out for this coming year?  
      1. Usually early May.  

6. **Library Online Resource Challenges for the Visually Impaired** (Carrie Forbes)  
   a. At our last meeting, the issue of access to library services for the visually impaired was raised by Kate Ross from Social Work. We’ve partnered with the Social Work department to investigate. This is an update on the work we’ve done and our findings thus far.  
      i. Our new system is JAWS compliant and ADA compliant  
         1. This doesn’t mean that it is optimally designed for patrons to use.  
         2. We’ve been meeting with several Social Work students who use screen readers to help us discover how they are using the site and how we might improve it.  
            a. There are specific patterns that screen readers typically follow across a webpage, but ours is not being read correctly.  
            b. There are similar issues with several of our databases.  
      ii. We have control over our site, but not as much over database vendor sites  
         1. We are investigating ways to leverage vendors for improvements  
      iii. If you know of someone who uses VI technology and would be willing to help us out, please let us know  

b. We are also working on a project to evaluate traffic flow on the main level of the library for those unable to visually perceive the flow of the space  
   i. We welcome feedback on this as well.  

7. **Diversify your Syllabus** (Esther Gil)  
   a. The library Inclusivity and Diversity Committee want to share ways that the library can help faculty to diversify their syllabi:  
      i. Creating research guides with diverse sources  
      ii. Creating visual tutorials to help students through the research process  
      iii. Consultations for faculty looking for diverse resources to add to curriculum  
      iv. Consultations for students looking for diverse sources for research  
      v. **Handout from Esther**  
      vi. Please contact your liaison for more information.  

b. **Questions:**  
   i. Does anybody know of a rubric for evaluating course materials for diversity?  
      1. Valentina Iturbe-LaGrave in OTL may have some thoughts.
8. **Changes in Lending Policies Coming this Summer** (Ryan Buller)
   a. The checkout length for Prospector items has shifted
      i. One six-week checkout with no renewals
         1. The old rule was a three-week checkout with one renewal (the loan time is still the same)
         2. Our connection to Prospector is not as seamless as we would like. We were manually renewing Prospector requests, and our volume is too high for this process
         3. We worked on this in partnership with the Colorado Alliance of Research Libraries (the Alliance)
      ii. **Questions:**
         1. What is a Prospector item?
            a. Lending from Colorado libraries who are members of the Alliance, plus the University of Wyoming. This includes public and academic libraries.
            2. Do we receive a notice that a Prospector item is coming due?
               a. You receive a notice that something is coming due three days before it is due, and the day it is due.
            3. What is the difference between Prospector and Interlibrary Loan?
               a. ILL also facilitates moving materials between libraries, while Prospector allows the patron to make the request directly.
               b. Prospector has guaranteed loans, set checkout length, a courier, etc.
               c. ILL is worldwide, and there are no guaranteed loans, the loan length is extremely variable.
   b. This summer we will be extending the media check-out rule
      i. Currently one week with one renewal
      ii. Will become two-week checkout with three renewals allowed.
      iii. This includes DVDs, VHS, videogame consoles, videogames, etc.
   c. This summer we will also reinstate patron-driven recalls for checked-out material
      i. This will be an additional option in an item record, like the Request link.
      ii. If the due date is more than three weeks out, a recall will automatically switch the date to three weeks from the recall request.
         1. This would generate an email to the current holder to return the item
         iii. This is an attempt to facilitate better access to our materials for our students
   d. Also, this summer we will implement automatic renewals of books for faculty
      i. Books checked out to faculty from our collections are due on May 15. For items that are not recalled, the library will automatically renew all books.
      ii. This would not impact this year’s due date – faculty members must still renew their books this May.

9. **New Photography and Broadsides Collections in Special Collections** (Kate Crowe)
   a. The Milmoe collection is essentially catalogued. The photography collection just arrived, so we are less familiar with it at this point.
   b. Broadsides
i. In this context, broadside is a single poem or a snippet of a work printed on a broadside page. Usually includes custom typography, custom design, created by a printmaker or designer.

ii. Easy ways to disseminate information – now fine art ephemera

iii. Two poems shown from Gwendolyn Brooks.
   1. Jane Addams September 6, 1860 – May 21, 1935
   2. Second Sermon on the Warland

iv. Translations:
   1. It is thought from below... (originally in French)

v. Visually striking image juxtaposed
   1. Imogene Knodle

vi. Snippets of non-poetic works
   1. [Suppose we had produced...] by Karl Marx

vii. Historical context
   1. Wer Herscht/Who Rules (originally in German)
      a. written by a Holocaust survivor

c. Milmoe Photography Collection
   i. Search in the library catalog for “Milmoe Collection”
   ii. James O. Milmoe
      1. A big name in commercial photography
      2. Colorado-based
      3. Known for photographing art
      4. Our metadata librarian has an art library background, and described the collection as a “photographer’s photography collection”
      5. Milmoe curated this collection himself
   iii. Could be a great collection for visual analysis of images in your subject area

d. If you are excited about using any of these, please contact Kate Crowe at Katherine.Crowe@du.edu

e. Bin Ramke thanked the library for purchasing the collection – it will be well used in his classes

f. Anne Penner indicated that this would be useful for Theatre design

g. Questions:
   i. How would we go about connecting a class to this?
      1. Contact your liaison, or contact Kate directly.

h. From Michael – Special collections are the way that academic libraries distinguish ourselves as we increasingly share resources.
   i. We have an invested interest in collecting in these areas.
   ii. Students can now study broadsides more easily/better here than they can elsewhere

10. Bibliodérive (Anna Harper)
   a. This is an event opening on February 24. Coming together rather spontaneously between the Writing Program and the Research Center.
   b. We were invited by the School of the Art Institute Chicago to join.
   c. It is about reimagining and doing things that are non-traditional or out of context for the space.
      i. Using the library and its collections in new ways
ii. There will be a series of prompts located at specific locations to create artwork or poetry.

iii. For all disciplines, not just humanities and art
d. You can ask questions via bibliodu.tumler.com

11. Updates on features in Compass and Article Linker (Peggy Keeran)
a. Demand-driven acquisition (DDA) records for print
   i. These are books that in the past the selector for a discipline would purchase in hopes someone would be interested in borrowing them
   ii. By putting the information about these books in the library catalog, the patron can suggest that we purchase, so that we know the book will be borrowed
   iii. We had these records in the library catalog before we migrated, and they should be coming back soon
   iv. Peggy showed what these records will look like.
b. ArticleLinker and ILL for articles only available in print or on microform
   i. Article Linker is the link that connects article citations to full text, but we still have many serials that are only available in print.
      1. Before we migrated to the new system, patrons were able to use the ILL link in the ArticleLinker record to request scanned copies of articles from our bound journals and microfilm.
      2. This feature has now been set up in the new system, so that patrons can once again request scanned articles via ILL for serial publications we only own in print or on microform.
      3. For those who want to request the entire volume, use Request in the library catalog to have the volume sent from Hampden Center.

12. Updates & Questions:
   a. The ULA Proposals are now out. The deadline is in June, but we will resend a reminder each month.