

University of Oregon Libraries
University Library Committee (ULC)
Spring Meeting, 2014–2015 Academic Year
Tuesday, May 5, 2015
3:30 p.m.–5:00 p.m.
Rowe Conference Room, 115H, Knight Library

MEETING MINUTES

Present: Jack Boss (Music and Dance), Denise Gigliotti (East Asian Languages), Mark Horney (Center for Advanced Technology in Education), Adriene Lim (Dean of Libraries), Jimmy Murray (UO Libraries), Christopher Sinclair (ULC Chair; Mathematics); Tim Jenkins (Physics), Amy Lobben (Geography), Debra Merskin (Journalism and Communication)

Guests: Andrew Bonamici, Shane Turner, Mark Watson

Absent: Richard Chartoff (Chemistry), Gordon Sayre (English)

Privacy policy final review before PAC

- The privacy policy is to go to PAC first and then to the Senate.
- Adriene reiterated that the privacy policy would have been reviewed at some point, but has been moved up the timetable.
- The UO Libraries' policy is based on the American Library Association's (ALA) policy templates. Privacy policies usually focus on the intrusion of privacy inward (i.e., from police, etc.). While patrons' privacy *is* important to us, another important aspect of privacy policies is protection of information.
- Regarding the records release, at the beginning, the UO Libraries did not divulge identities of those involved. During that time, posts on a blog were being posted that were not accurate. The ALA advised that, in this instance, it would be ethical to divulge the name, but Adriene chose not to do so.
- As a result of the records release and ensuing events at UO, OSU updated their privacy policy, and will likely be revising it further.
- The OSU University Librarian, Faye Chadwell, discussed via a conference call with ULC members the issue of privacy policies:
 - Reason for the changes in the OSU privacy policy: The circumstances within the state regarding patron records and a situation related to behavior inside the library prompted OSU to review their policies.
 - In consultation with university counsel, OSU is discussing the use of space in the library and how that relates to privacy and confidentiality. Libraries have to protect privacy and confidentiality, but also obligations to others.
 - The earlier version of the OSU policy only stated "if court order," but that was a pre-existing policy that is outdated.
 - Adriene has shared a draft of the UO privacy policy with Faye. Libraries have legal obligations. In the UO version, there is a section on violation of law. Adriene asked Faye that, if she suspected or became aware of a violation of law or university policy, would she view that as separate from privacy policy? Faye responded that, if someone does something that is against institutional policy, she would act accordingly: she would start with not divulging identity, but would possibly have to

- do so depending on the nature of the violation (e.g., sexual violation, etc.). Such a decision to divulge names would be made in consultation with General Counsel.
- OSU library, like UO libraries, also handles records management. Faye explained the importance of paying attention to who is coming into their special collections, but that information should not be kept any longer than is necessary. Adriene added the need to protect collections from theft and vandalism.
 - In special collections, particular collections are not accessible to the public because of the agreement made with the donor; the hope is that, in the future, the donor would agree to open the collection to the public.
 - Adriene shared with the committee a news report on "[Reporters Committee For Freedom of the Press Sues University Of California For Access To Historic Gov Docs Held at UC Berkeley Library.](#)"
 - UO privacy policy draft:
 - Adriene believes the UO circulation section is stronger than OSU's.
 - Section 10 on "Violations of Policies and Laws Prohibited and Not Protected": Adriene added this disclaimer for the sake of transparency. Other libraries do not include such a section, but do practice the policy implicitly.
 - A key distinction was noted between a patron the libraries suspect of a violation and someone else wanting to know what a patron who has not violated a policy is doing. This section of the policy would only come into play if a patron is violating policies and laws.
 - A committee member suggested that "right" be replaced with "responsibility." The issue of how the libraries become aware of a violation was also raised: what are other ways that violations come to the fore without snooping for them? There are lots of ways in which a violation could be brought to the attention of the libraries. For example, someone could return a book with a lot of missing plates or a library staff member could notice a computer screen with children in compromising situations (automatic reporting required). In an actual case, someone had run a porn business out of a library study room, and was found out when the university contacted the library to let them know that there was lots of internet activity.
 - In the recent UO incident, the patron published something, thus revealing himself. But, even then, no report was made; there was first a review of the documents.
 - It is important to make explicit in the libraries' privacy policy that the Libraries are under the purview of general University policies as well. It was suggested to add "established UNIVERSITY or LIBRARY policy," but not to link to one particular policy but rather all policies.
 - [Records Retention Schedule](#): Protocols were already in place that could have been followed.
 - To Adriene, nothing is controversial in this policy; the idea is to be transparent about what we do in libraries.
 - The committee agreed that they had fulfilled their obligation to review the policy.

Letter to the PAC from the ULC

- Chris summarized the key points in the letter:
 - That the ULC had fulfilled its advisory role
 - Includes link to [meeting minutes](#)
- Committee members suggested minor changes to the letter for clarity.

- The [current library policy](#) focused on circulation, but Special Collections and University Archives does not circulate. Archives have a very different protocol from the general stacks and a completely different kind of environment for research. In addition to the privacy of researchers, the protection of unique resources and the privacy of individuals must also be taken into account.
- The committee agreed that the letter to the PAC from the ULC would be from Chris.

Resolution from ULC to the Senate

- This agenda item was tabled, to discuss at a future meeting.

Review Library “Strategic Map”

- Adriene explained the context of the strategic map: The library had a strategic plan when Adriene arrived, but it had not been updated for some time. The [library’s vision statement](#) sounded more like a mission statement than a vision. A Strategic Planning Updates Task Force was created to work on revising the library’s vision and mission statements, and then to move to the development of goals.
- The current draft of the new vision statement is “The UO Libraries serves as a powerful catalyst for learning and knowledge creation. We innovate, adapt, and excel in our efforts to improve the world, one exceptional library experience at a time.”
- The next step of the process is to continue to develop initiatives for each goal, and then to have each library department review the two-year plan.
- Adriene welcomed feedback from the committee:
 - A member suggested that gender neutral be added to the initiative about ensuring family-friendly restrooms throughout the libraries. Another member noted that building codes have not caught up with the diversity initiative for these types of restrooms.
 - “Flip the library” initiative: Someone asked how far this goes? As a faculty member, can I take over a space? The initiatives on the draft strategic map are the results of brainstorming sessions, so more review is still needed. This initiative was intended to deal with involving students and faculty (user groups) to design services, to involve others in conversations about use (e.g., music area). Adriene will revise the wording to make this initiative clearer.

Business and economics journals deaccession

- The Libraries received its budget for next fiscal year; it did not get all requests to off-set inflation. There is a \$350,000 deficit, in terms of the whole collections budget. This is not devastating, but it does mean a reduction in subscriptions may be required. Mark will work with Collections to mitigate the damage, but deaccession is happening.
- The Libraries is past capacity in a number of areas of shelving; in cases where we have good electronic surrogates, we decided to start there. We have begun with business and economics. The departments agreed to take some of the journals away.
- The Libraries has added a new webpage to the Collections site on “[Collection News](#)” to keep the public apprised of retainment and deaccession; this site includes a list of journals.
- Clarification: Since we do not have a storage facility, when journals are removed from the shelves, they are recycled. The decision is irreversible in that effect, but the journals are all available on JSTOR (which has the print-version of articles) and the electronic versions are backed-up.