

University Libraries Committee Minutes

Zoom Meeting

May 21, 2020

1:55pm-3:50pm

Members Present: Angelos Barmpoutis, Jane O’Connell, Eric Potsdam, Czerne Reid, Mark Ritenour, Melody Royster, Perry Collins, Lily Pang, Judith Russell

Also Present: Lela Johnson (taking the minutes)

Members Absent: Valentina Contesse, Richard Hill, Raminder Kaur, Mario Poceski, Christine Voigt

The meeting commenced at 1:58 pm

Minutes Approval – The April minutes were approved.

COVID-19 Update/Group Discussion

- Summer instruction will be very heavily online.
- At the Health Science Center a lot of the 3rd & 4th year medical students, as well as dental, pharmacy, and nursing students, are starting to return to campus. The Health Science Center Library is going to open with swipe card access only on Tuesday, May 26th, for the first time since closing in March. Faculty and students with Gator One cards should be automatically activated to swipe into the library during business hours. A significant number of chairs have been removed for social distancing. Signage will be posted about wearing masks as well as food not being permitted. Group study rooms will be closed. There are several individual study rooms available through the study room reservation process. Signage will also indicate that if an individual is in one of the study rooms, they will be able to take their mask off once they have closed the door. That should satisfy the immediate concern for providing study space; however, all of the research assistance and consultation and other services will still be provided online at this time.
- Intentions are for the other libraries to remain closed to the public during the summer. Staff will begin returning to use the time to prepare for reopening in the fall semester.
- Planning is underway for a “curbside” pick up process. For example, after a patron requests an item(s), staff will pull the item(s), place them in a plastic bag labeled with the patron’s name. The staff member will deliver the item(s) to the patron at the front door of the library using a book truck. The entirety of the process is still a work in progress.
- A process is being worked on to allow access to non-circulating non-digitized special collection materials to researchers working on a master thesis, or grant-funded research or to faculty writing a book as part of the tenure process.
- The library has had a lot of success with the Ask-A-Librarian pop-up chat box feature available on the website. If someone visits the [main page](#) for more than 40 seconds, a pop-up chat box appears asking, “Do you need help? A librarian is online ready to help.”

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- Based on the layout planned for reopening, Library West will lose about 75% seating capacity.
- Before the closure, every other public access computer was turned off, but that was before knowing how the virus spreads. Upon reopening in the fall semester, only 1 out of 3 computers will probably be available for student use.
- Stanchions with hand sanitizer have been placed in the main entrance of each building on campus, not just the libraries.
- Individuals using the libraries will need to sanitize their hands and show their ID. Access will only be given to UF students, staff, and faculty. In addition, masks must be worn while in the library. If an individual does not have a mask, they will not be admitted into the building. Community members and Santa Fe College students will not be allowed into the libraries without an appointment.
- No food or drink will be allowed in the library, except for water bottles.
- Starbucks' internal entrances will be sealed off inside Library West & Marston Science Library. They have exterior entrances.
- Are the libraries limiting the amount of seating as well as limiting the number of people inside the library? The library is looking into using the people counters already in place. Because people typically come into the libraries for an extended period, it could be problematic. Issues surrounding the use of the bathrooms and elevators are still being assessed. One way arrows will be put in-between rows of shelving using painters tape. Plexiglass shields have been ordered to go on the circulation and reference desks.
- Is the swiping of Gator One cards being used as part of the COVID-19 tracing initiative by coding and timestamping the swipe? At this time, swipe card access is not being used for that purpose. Employees have swipe card access to areas of the building that are not open to the public.
- There are confidentiality requirements regarding health-related information involved in the tracing initiative due to HIPAA. If someone tests positive, unless they tell anyone, most likely, only one person will know in the Library HR department. During the tracing initiative notifications, they will not divulge the name of the person testing positive for COVID-19 to the people being notified about contact to protect that person's privacy.
- By May 27th, each college is responsible for presenting their plans for what they will be doing in the fall. Those plans will get rolled into the university-wide plan, and that plan will be presented to the Board of Trustees in the first week of June. Once approved, it will be presented at the Board of Governors' June 12th in-person meeting at UCF. The Board of Governors will deliberate and provide feedback on the plans at their meeting in June 23rd.
- The library deans are working on a document to share with library employees to solicit feedback on the planning. Judy will share the document with the University Libraries Committee for their feedback as well.

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- Does the library have a plan in terms of phases 1, 2, 3? A kind of systematic way of loosening up the restrictions depending on the type of research a person needs to conduct? As people come back and the first few weeks of the fall semester passes, there should be a sense of how many people are seeking to use the libraries and how cooperative and accepting they are of social distancing and using masks. Currently, not creating a lot of extra criteria for admission until after that time, if it is needed. The libraries will follow the guidance of the university, but the main thing being considered is six-foot social distancing. Until the six-foot social distancing changes, the reduced capacity won't change dramatically. There is an idea to stretch out the times when people are in the library so that there are fewer people in the building. That means people could be there at night and on weekends.
- We are expecting to resume normal hours of operation, not 24/7 access, but at 25% occupancy. Normal hours would be 8 am-1 am most days in the larger libraries and reduced hours on Friday night and Saturday. There are slightly reduced hours in the Architecture and Fine Arts Library, and Smathers Library closes at 7 pm and has much more limited hours on the weekends.
- We are considering resuming 3D printing as well as checking out laptops with the appropriate cleaning before being signed out and upon return. The virtual reality helmets will not be able to be used.
- What if students refuse to comply with the measures? The library is waiting for additional clarification from the Vice President of Student Affairs. At this time, it is believed that the Student Conduct Code is sufficient and could be invoked if a student doesn't comply. Students could also be reported to Student Affairs. The steps would be 1. Education, 2. Encouragement, and 3. Enforcement, and everyone is hoping that self-policing will influence the other students.
- Will ILL resume? ILL is a mutual aid society, so it has to be closely coordinated. One of the primary local forms of interlibrary loan is the service "u-borrow," which is a service between the libraries at the public colleges and universities. It has been turned off in the online card catalog. When 75% of the colleges and universities are ready to respond to ILL requests, the "u-borrow" service will be turned back on. It depends in part on the delivery services that pick up the materials, take them to the other institution and bring them back. We are prepared to reopen ILL, but scaling back who we lend to and borrow from.
- The best practice is to sequester a book for 72 hours before it is re-shelved. Print course reserves will not be provided for that reason, but items will continue to be digitized if they are not able to be found online already digitized.
- Dean Russell shared that she is on the Oak Hammock Board of Directors. It is a retirement community and therefore getting a lot of attention. All employees have been tested, and residents are getting ready to be tested through the State Department of

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Health. A number of employees have participated in making very short videos that have been patched together of them, essentially saying, "I got tested to protect you. I'm asking you to get tested to protect me." The videos are pretty compelling because, of course, these are people they know and work for and are around them in the retirement community. They also shared a video of an individual getting tested. Dean Russell reached out to vice president for Human Resources Jodi Gentry about doing that type of PSA announcement at UF, and she was intrigued by the idea. A committee member asked if Dean Russell knew the student body government or any entities like that making similar efforts? There are several of the student government leaders on the university task forces and how they can have an impact on the other students is being discussed.

- Increases in the number of positives cases should be expected simply because testing has begun, and it is estimated that there is at least 3-4% if not higher of COVID-19 among asymptomatic people in Florida. There is a higher probability in South Florida where a lot of the students will be coming from.
- Is the Legal Information Center following the same plan as Smathers Libraries? The Legal Information Center/Law Library is following the Law School at the moment. The Law Library is generally closed during the summer. They are opening to an extremely select group of 15 bar-takers from the law school on Tuesday, May 26th. They are still trying to determine how their fall plans will look.

UFOAP Monthly Update

- The UFOAP Fund is wrapping up on schedule.
- Several emails have come through from Library Fiscal Services as well. There are always a few that sit for a while because of waiting for reimbursement information; they are all allocated funds.
- One was submitted today, leaving enough funding for 3 or 4 more awards.
- By late summer, Perry will compile an updated report on the 4-yr program. She will also provide information to subject liaisons, departments, and deans on the impact the fund has had. The hope is that some of the colleges, especially those that have used this a lot, like IFAS, will do something internally or try to support the fund because there is such a large demand those colleges, whereas there might not be in others.
- Will a notice will be sent out once the fund is put on hiatus, or will people just get a notice when they try to get funding? The form will be shut down, and a notice will be displayed.
- A suggestion was made to put a notice in the Faculty Newsletter and to draft and distribute a statement speaking to the successes and level of reach of the program.
- Some faculty councils distribute a notice about the OA publishing fund with all the meeting minutes. They will want to know that it is no longer operating so they can send that notice out.

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- Celebrating the program was mentioned, in the case it does get estarted later.
- Perry will work on a paragraph and get that circulated.

UF Author Rights Policy Discussion

- Progress has been made on the draft program (see attached), and it was presented in the meeting to get feedback from committee members.
- Committee members agreed that Tracy MacKay-Ratliff is a great graphic designer, and various committee members made the below observations:
 - The look of the draft program is interesting and made her want to read it.
 - The infographics are nice, and it seems very bright, energetic, and informative; it gets the information quickly to the reader instead of bogging them down with the lingo.
 - The logo in the headline Tracy made specifically for this document was well received and can be repurposed going forward.
 - This document was easier to understand and avoids any legal language, and he would vote yes if there were a department or college-wide voting process.
- In regards to the document, Perry had a few questions/comments for committee members.
 - There is still some wordsmithing left to do, and Perry will need to collect some text for the testimonials section, but it's a place for the committee to start when thinking about promoting the policy without overwhelming the intended audience.
 - Perry submitted draft language for the formal policy to her contact in the General Counsel's office, including a link to the more fine print policy language. He said he liked it and had no suggestions, but clarified a couple of her questions about how rights transfer might work in practice.
 - One thing to be careful about is to make sure to differentiate between policy language and implementation in order to keep the policy as light as possible. Dean Russell agreed.
 - Perry requested committee members review the "how it works" section and let her know if anything needs to be changed or if it makes sense.
 - Perry asked if given all the discussion about access to scholarship around COVID-19 and the immediate benefits for open access for public health in particular, is there any need to touch on that?
 - A suggestion was made to mention COVID-19 under the "why do it?" section in the area that reads "this license lets you share your work widely—even if you assign rights to a publisher."
 - If someone thinks this is a great idea, what do they do as there is not a "click here" to bring to the Faculty Senate? What is the action item/call to action? It

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could read, “express your support/give us your feedback,” and have an easy form to do that. What about learning more? Should a link be included? Perry said she can work with Tracy to design a website.

- A committee member asked if where it reads “faculty grant an automatic, nonexclusive license to UF to post and share articles” can be edited to read something like “freely post and share your articles by giving us...” Perry will work on making an appropriate update.

Additional Topics

- The Director of the Lawton Chiles Legal Information Center has been approved to be an ex officio member of the University Libraries Committee. Approval was given for Jane O’Connell, the current director, to vacate her elected position and move into the new *ex officio* position

Wrap-up

- The next meeting is on June 19th, if it is needed.

Meeting adjourned at 3:14 pm