

DTF RECOMMENDATIONS AND REPORT

Essential Library Functions (Section 1.000)

1. With the exception of item 1.500 (see 2 below) I am in complete sympathy with this entire section and will through the functioning of the Library staff seek its full support and implementation.
 - a. Specifically, in regard to the several sections on acquisition and processing, we have developed the final Library budget for 73-74 making allocations in such a way as to provide the needed personnel to accomplish the recommendations and priorities of the DTF. I will seek periodic reports on our progress in this matter.
 - b. Sections 1.200 and 1.210 which deal with priorities and functions of the media component also bear my support. However, I do add a significant qualifier in section 1.210, namely to refer to "college related productions" as "essential college related productions" and will direct that the staff recognize and discriminate among all productions to determine those essential to the institution (examples of the latter would be such obvious things as the Bulletin and Supplement. It will be necessary for the staff to learn to say "no" to some requested productions and to anyone (even me!) in order to maintain the priorities recommended by the DTF and here supported.
2. I do not support the Information Center as being an essential Library function, at least in the context of the other functions which have been identified and most notably access to the resources of the Library. In no way is this intended to deprecate or denigrate the potential critical significance of the Information Center, and I believe that the efforts currently under way under Dick Nichols will more nearly acquit the fundamental and intended purposes of the center. Nonetheless I, along with others will monitor the new shift in location and sharpening of functions.

In regard to the coordination of exhibits, I have asked Charles Teske to establish a campus-wide coordinating group on exhibits, lectures, concerts, etc. (see below).

Desirable Library Functions (Section 2.000)

2.100 - Formal Instruction.

The general policy developed by the DTF is compatible with general institutional philosophy in capitalizing on particular competencies wherever they obtain on the campus. The slight modification I would place on the statement is to note that such a general policy should conform to whatever is current practice (for example, according to the 1973-74 Supplement, staff "may be able to sponsor one or two contracts").

2.200 - College-related Productions.

This was covered above in my discussion of media -- basically I concur with it.

2.300 - Film Rental Position.

The staff will be asked to assess the possibility of dividing the previously full-time film rental position such as to serve other Library functions.

2.400 - Set and Model Shop.

The Set and Model Shop operated during the spring quarter through instructional funds but under the jurisdiction of the Library. In budget building for 1973-74, the Set and Model Shop was transferred to the instructional budget to enable the development of comprehensive and common policies and procedures for such facilities as the Lab Facilities, Lab Annex, Set and Model Shop, Theatre, etc. The technical staff has been working with the faculty and academic deans on these matters this summer.

Other Library Functions (Section 3.000)

The general thrust of these recommendations is supportable, but specific comment is appropriate.

3.100 - Facilities Planning.

The intent of the DTF is not clear but in some sense the question is academic since planning is now complete for the last facility scheduled in the immediate future (Drama/Music/Art building). Nonetheless, as Charles McCann noted in his response to my request for reactions to the DTF Report, "When a building is up for planning, some questions just can't be ducked. There may be people on the Library staff who can help answer them, and who would indeed feel left out if they weren't involved in answering them."

3.200 - Outside Contracts.

In general I am disposed with the DTF's position regarding "outside" contracts. However, it would be too easy to too quickly overlook potential public relations components and the fiscal carry-forward of outside contracts. Potential outside contracts should be considered and then acceptability conditioned by their not compromising institutional priorities or facilities (essential and desirable Library functions), assuring opportunities for a significant learning experience for students (in a sense our own "on-campus interns") and third, affirming that "soft money staff" be exactly that and be subject to termination upon completion and/or revocation of the grant.

3.300 - Eye-5.

No problems here.

Selection of the Dean

Although as stated the criteria seem to me minimal, I fully and confidently trust that the screening process (self as well as by us) will elicit the best person for our particular situation. The search process is already under way but owing to the timing of the placing of ads, we have had to move to September 15 as the cut-off date for receipt of applications. Thus it appears doubtful that we could expect to make appointment much before November 1 with the probability of arrival of the new Dean not much before January 1.

IMPLEMENTATION OF THE REPORT

The following things have been or will shortly be initiated:

1. The DTF on the selection of a Dean has been appointed, has already established its screening procedures and completed a first screening on some of the early applicants. The DTF is under the chairmanship of Willie Parson, and according to the recommendations of the DTF, its composition is as follows:

Chairperson: Willie Parson

Faculty: Richard Alexander
Bob Barnard
Jeanne Hahn
David Marr

Library: Dorothy Briscoe
David Carnahan
Elwood Hirzel
Susan Smith

State Library Staff: Maryan Reynolds

Staff: Jerry Schillinger
Perrin Smith

Students: Kirby Juhola
Sally Mendoza

2. I have, as noted above, asked Charles Teske to establish a group to coordinate exhibits, lectures, concerts, etc., and to develop a budget request for support of such events for maximum utilization of limited financial resources, to maximize interchange among academic programs and to offer cultural opportunities to the greater Olympia area.
3. I will be meeting next week with the Library staff to a) assess policies for implementing the recommendations of the DTF and prioritizing their activities so as to assure their implementation; b) determine where we are now on acquisitions and processing by comparison with the status report of 10 January 1973 (Library Position Paper #11); and c) begin consideration of Position Paper #12 dealing with Library Space and Facilities Access Utilization, a matter not dealt with in the DTF Report.
4. By the beginning of the fall term, I will have established a DTF dealing with the complex issues involved in the recommendations both from the Salary DTF and the Library DTF regarding a salary policy for "professional" librarians. The membership on that DTF will include some who have served on the Salary and Library DTF's, Library personnel, others and myself. Those discussions will go forward in such fashion as to clarify and resolve the issues in order to present to the Board of Trustees at its December meeting a comprehensive set of recommendations on compensation for faculty and staff.
5. Finally, I sincerely hope that as we move ahead this year implementing the initial recommendations of the DTF and completing the search for a Library Dean much further thought and discussion be given to the stimulating ideas developed both by Kirk Thompson and Sid White. These very excellent, heuristic ideas must not be lost.

LIBRARY DTF REPORT

JUNE 1, 1973

Introduction

Beginning in mid-April, 1973, the Library DTF met and worked regularly, hard, and long at the fulfillment of its charge. Except for one week of sub-committee work devoted to the three parts of its charge, the DTF did its job as a committee-of-the-whole. Consultation with various persons in the Evergreen community, including members of the Library staff not represented on the DTF, significantly influenced the deliberations and the conclusions reached by the DTF. In addition, we polled the faculty and students and invited responses from the President and the Provost to pertinent library questions, and included that information in our considerations (see Appendix).

The Charge to the Library DTF and the DTF's Recommendations

The charge to the DTF was as follows:

1. To review Library position papers and papers submitted by interested parties to determine their consonance with Evergreen philosophy, contemporary program directions at the College, and their anticipation of the "Fourth Revolution" (technological change) in higher education.

The DTF read and discussed those papers, assimilated their content and spirit, and used them as one important source in arriving at recommendations. Whatever philosophies of the College and its library are contained in the papers submitted to the DTF, and whatever divergent views are held by individuals or groups within this community, the Library DTF believes that some consistent strains of thought about the Library and its functions issue from both the tone and the content of its recommendations.

2. To formulate and articulate Library policies with particular attention to the relative emphasis on print and non-print materials, the role and orientation of media services, the function of the Library staff in instructional programs, and other matters.

The DTF has articulated clear, coherent policies for the Library to follow, and identified specific tasks to be done. Now it is the responsibility of the Library staff, in consultation with faculty, students, and other College personnel, to develop the remaining policies

and procedures necessary for the Library to operate in accordance with the guidelines contained in our recommendations. The DTF recommends that the Provost, in consultation with the Library staff, appoint a Board consisting of selected members of the Library DTF to review subsequent policies established to implement the DTF's guidelines.

In addition to the recommendation contained in section 2.100 below concerning the role of the Library staff in the instructional program, the Library DTF further recommends that professional librarians be placed on the same pay schedule as the faculty. In examining the role of the Library staff in the instructional program, the Library DTF discovered broad and complex issues on which only partial consensus was reached. It became apparent that these complexities go far beyond the charge of this DTF and require specific concerted effort if they are to be wisely resolved. We therefore urgently recommend that a new DTF be formed as soon as possible and be charged with the responsibility of developing common policies and procedures for the selection and hiring of both faculty and professional library staff. The Library DTF urges that specific attention be paid by this new DTF to the matter of faculty, staff, and Dean rotation within the Library (Administration and staff) and between the Library and the Academic area.

3. To identify qualifications of, and procedures for hiring, a Dean of Library Services, and to recommend a search procedure. The DTF believes that the recommendations made herein require the College to secure a person whose competencies and views are in line with this Library DTF report.

Here follow the DTF's recommendations, including explicit policies, the identification of prioritized functions to be performed, and criteria and procedures to be observed in hiring a Dean of Library Services. In carrying out its charge, the Library DTF has fully recognized that "there is no single resource which affects the instructional program to a greater degree than the Library." Given the broad range of interests represented on the DTF, given the nature and intensity of its work, and given the seriousness and open-mindedness with which the group approached the questions before it, the DTF expects its recommendations to be adopted and implemented as the most informed advice now available about the character and functions of the TESC Library.

ESSENTIAL LIBRARY FUNCTIONS

- 1.000 The essential Library function is to provide access to, maintenance of, and development of Library holdings and resources (viz. print and non-print, media services and facilities, musical instruments, practice rooms). This is the basic premise of all the points that follow in this report.
- 1.150 The DTF urges the continuation of the circulation and security policies now in effect for providing access to library holdings.
- 1.160 Develop an efficient cataloging system for cataloging and processing the backlog of holdings and for future acquisitions, consistent with present commitments to make use of technological advances (see 2.500).
- 1.170 Develop a courier service, a telex system, or other techniques that would improve our inter-library loan operations.
- 1.200 Provide media services, including informal instruction in the use of media facilities and equipment as follows, with the exception of large-scale productions whose magnitude and/or duration would monopolize our resources. Such productions must provide their own staff, funds, and facilities.
- a. Media loan, supported by media repair.
 - b. Media production only in so far as:
 - (i) Such production consists of informal instruction of students and faculty in the use of media equipment and facilities which are required by the academic program, and
 - (ii) Such production, involving student participation when possible, is required to provide access to holdings (print and non-print).
 - c. Maintain media facilities on campus.

- 1.210 Develop a procedure which will structure the work of the media personnel and the utilization of media equipment and facilities to insure an emphasis on 1.200 (above) and also enable College-related production to take place. An essential component of this procedure is adequate communication between all users and the Library staff.
- 1.300 The Library DTF sees three necessary tasks in processing and acquisitions.
- a. Clean up the card catalog.
 - b. Process the present backlog of materials and get them on the shelves. This is the major and immediate task before us and should be dealt with swiftly.
 - c. Acquire and Process new materials:
 - (i) Acquire new materials in response to the stated immediate needs of present and foreseeable programs; catalog, process, and get them on the shelves.
 - (ii) Acquire new materials to build a solid basic collection; catalog, process, and get them on the shelves.
- 1.350 To facilitate completion of the tasks specified in 1.300 (above), the DTF recommends that:
- a. The Library staff devise and implement an acquisitions policy, including appropriate procedures, for the purposes of:
 - (i) Systematically managing Library acquisitions (materials and equipment), placing equal emphasis on meeting the stated immediate needs of present and foreseeable programs and on building a solid basic collection (see part c of 1.300 above).
 - (ii) Cleaning up the backlog of acquisitions requests.
 - b. Money and personnel adequate to the performance of these tasks should be devoted to them. Money for acquisitions must be accompanied by adequate money to process them.
 - c. Faculty expertise be systematically exploited to produce explicit guidelines for the building of a sound basic collection.

- 1.400 Provide appropriate personnel to do the work in acquisitions, cataloging, processing, reference, circulation, inter-library loan, media loan, media repair, inventory control, and media production, necessitated by placing first priority on the above Library functions. Personnel decisions should be made only after thorough consultation with the Library staff.
- 1.500 The DTF recommends that the College Information Center be located in the Library, staffed by a full-time person, given the additional responsibility of coordinating Library exhibits and displays, and funded through an increase in Library funds adequate to support it.

DESIRABLE LIBRARY FUNCTIONS

- 2.000 In addition to the essential Library functions (1.000 series), there are certain desirable Library functions as outlined below (2.000 series) which should be performed and funded through charge-backs if possible.
- 2.100 Formal instruction. The Library staff should be encouraged but not required to participate in formal instruction (such as contracts) so long as such participation does not inhibit the performance of their primary Library duties.
- 2.200 College-related production. The media services staff should do College-related production requests (such as calendars, brochures, etc.) when such production does not interfere with the primary duties of that staff as described in section 1.200 of this report.
- 2.300 Due to the present budget cuts, it is not essential, however desirable, to have a full-time person in film rentals. Until funds are restored, it seems feasible to split this position, dividing the time between film rental and another Library function.
- 2.400 Set and model shop. It is desirable to keep the set and model shop as a Library service. The facility should be supervised by Library staff, and charge-backs made wherever applicable.

- 2.500 The DTF recommends that the Library consider computerizing Acquisitions and Circulation as soon as funds permit.

OTHER LIBRARY FUNCTIONS

- 3.000 Only after the essential and desirable Library functions described above have been performed satisfactorily should Library staff and facilities be involved in the following activities. These activities should be supported only by charge-backs or other non-Library funding.
- 3.100 Facilities planning. The Library staff and facilities should be involved in facilities planning only after the essential and desirable Library responsibilities listed above have been fulfilled.
- 3.200 Outside contracts. The media staff and facilities should be involved in outside contract jobs only when such contract jobs have separate funding and additional staff, and only after the Library staff and facilities have been so utilized that the essential and desirable Library functions have been fulfilled.
- 3.300 Eye-5. The Library should continue to cooperate with the Eye-5 Program by providing space and facilities for "Mondays at Eight," and some workshops. Funding for the program, however, should come from other College sources.

SELECTION OF DEAN OF LIBRARY SERVICES

1. Criteria for evaluating candidates for the position of Dean of Library Services
Any candidate for this position
 - a. Must have previously demonstrated competencies and views in consonance with this Library DTF report.
 - b. Must write an essay demonstrating his/her understanding of the College and its programs, and how he/she can contribute to those programs as Dean of Library Services/Member of the Faculty. Each candidate will also speak in his/her essay to the commitment of the College to Affirmative Action.
 - c. Must have at least a Master of Library Science degree or equivalent experience.

- d. Must have a minimum of five years of administrative experience in an undergraduate library and some formal teaching experience at the undergraduate level.
- e. Must demonstrate an understanding of technological development in library operations coupled with an understanding and appreciation of the expanding role of media technology.
- f. Must submit letters of recommendation from persons qualified to assess his/her work. Letters of recommendation should be from at least three students as well as from individuals who have worked with and for the candidate.

2. Job description and conditions of work

The Dean of Library Services is responsible for the operation and management of The Evergreen State College Library and reports directly to the Provost.

- a. The Dean of Library Services will be paid on the same pay schedule as the Academic Deans, including all fringe benefits. The work year for this position will be the same as that of the Academic Deans.
- b. The incoming Dean of Library Services will begin his/her term by serving one quarter in a Coordinated Studies program.
- c. The Dean of Library Services will meet regularly with Deans and Directors.

3. Search Procedures

- a. The Library DTF recommends that the Provost appoint a Search Committee as soon as possible. We also recommend that the committee consist of Dave Carnahan, Dorothy Briscoe, two other Library staff members (one of whom should be from the media staff), a member of the State Library staff, two faculty members, two other staff members, and two students. We further recommend that two members of the present Library DTF be among those appointed to the Search Committee and that this Committee be chaired by a Member of the Faculty.
- b. The DTF recommends that the Search Committee submit to the Provost its top three candidates by September 1, 1973, if possible.
- c. The DTF recommends that candidates for the position of Dean of Library Services be interviewed by the entire Library staff.

Conclusion

The DTF concludes this report by restating its overall position regarding its work of the past several weeks: namely, that we believe the information and advice contained in our report are the best currently available to guide the development of the Evergreen Library. We also believe that in the future it will be necessary periodically to establish other DTFs to reexamine Library functions, policies, and operation to determine their consonance with the needs of the College. We recognize that there are other visions of what the Evergreen Library should be and do (e.g. Kirk Thompson's paper, appended), but in our judgment no other scheme than the one contained in our report is feasible at this time, nor will any other scheme be feasible until this report is taken seriously and its recommendations put into operation.

Original DTF

Rudy Martin, Chmn
 Richard Alexander
 Bob Barnard
 Thad Curtz
 Jeanne Hahn
 Phil Harding
 David Marr
 Mary Nelson
 Willie Parson
 Karin Syverson
 Kirk Thompson
 Sid White
 Woody Hirzel
 Andrea Matchette
 Susan Smith
 Helena Knapp
 Diann Youngquist
 Peter Bernhardt
 Melanie Crawford
 Kirby Juhola
 Donna Manders
 Marty Oppenheimer
 Sue Senn
 Tory Shook
 Jim Holly, Special Consultant
 Dave Carnahan, ex officio
 Dorothy Briscoe, ex officio

Real DTF

Rudy Martin, Chmn
 Richard Alexander
 Bob Barnard
 Jeanne Hahn
 David Marr
 Willie Parson
 Woody Hirzel
 Andrea Matchette
 Susan Smith
 Helena Knapp
 Kirby Juhola
 Stu Tilger
 Sue Senn
 Tory Shook
 Sally Mendoza
 Lee Chambers
 Dave Carnahan, ex officio
 Dorothy Briscoe, ex officio