NCES Academic Library Survey
Advisory Committee Meeting
Friday, July 10, 2009
Chicago, IL
DRAFT Minutes

Friday, July 10, 2009
8:00am – noon
Chicago Hilton, Conference Room 4-G, Chicago

Attending:
Advisory Committee members
Colleen Cook, Texas A&M University Libraries
Terri Fishel, DeWitt Wallace Library, Macalester College
Bill Miller, Florida Atlantic University Library
Rita Pellen, Florida Atlantic University Library
Patricia C. Profeta, Indian River State College Library
Tai Phan, National Center for Education Statistics (NCES)
Laura Hardesty, U.S. Census Bureau
Cindy Sheckells, U.S. Census Bureau
Mary Jane Petrowski, ACRL
R. Norman Rose (ALA)
Denise M. Davis, convener (ALA)

Guests
Linda McCarthy, College Center for Library Automation (FL)
Carlos Manjarrez, Institute of Museum and Library Services (IMLS)
Kim Miller (IMLS)
Dean Bryan, City University of NY Libraries

1. Preliminaries
   a. Introductions
   b. Logistics (breaks, other)
   c. 2009 Advisory Committee meeting held at the ALA Midwinter Meeting,
      Denver minutes approved as prepared.
   d. 2009 Advisory Committee (Chicago) agenda reviewed. New items: square
      footage discussion, questions from 2008 survey respondents.

Information Items

2. NCES update (Tai Phan)
   a. Library Statistics Program update
      1. John Easton is the new IES director (to which NCES reports).
      2. Responsibility and budget for ALS unchanged. Program staffing
         changes include Cindy Sheckells replacing Patty O’Shea and an
         additional person to be hired at Census; an additional person to be
         hired at NCES (resulting from the retirement of Elaine Kroe,
         formerly with the Library Statistics Program).
3. Stimulus funding going to NCES and education may impact ALS (e.g., more academic institutions and academic libraries).

b. Data dissemination: ALS calendar for data release
   1. FY2008 unimputed data in the Compare Academic Libraries peer tool (July 8, 2009) and First Look report anticipated in fall 2009. Congratulations to Census and NCES for the record turn around on the Compare Tool data load (3 months).
   2. Tai requested help improving the report layout, tone, etc. (juicing it up). **ACTION:** The Advisory Committee agreed to help and Cindy Scheckells will send the first draft before September 1, 2009.

3. Census update (Laura Hardesty, Cindy Scheckells)
   a. 2008 survey response status, reviewed report (handout)
   b. Significant challenges in responding (questions, directions, etc.)
      1. Rabbinical schools – like other religious order institutions, should they be excluded from the sample? Action: Keep in sample; share list of schools not responding or requesting to be excluded from the sample with the Advisory Committee, committee will develop a recommendation to NCES for the 2010 ALS.
      2. Private schools – 15% lower response rate than public institutions, and they represent 59% of the universe and 54.7% of responding institutions. Some reasons for lower response is the economic climate, local prioritization of which surveys libraries will respond to, etc. **ACTION:** investigate lower response rate among private institutions; investigate methods high response states are using to encourage ALS response.
   c. Survey process issues (LRs, letters to institutions, helpdesk support, etc.)
      1. None in particular, most issues concerned response rate and item-level non-response.

4. Survey Calendar and OMB Clearance issues (Tai Phan)
   a. Calendar, NCES ALS 2010 data collection
      1. The ALS 2010 OMB clearance package is due winter 2010 and will be active September 2010 through September 2013.
      2. Confirming email addresses from 2008 ALS. **ACTION:** Denise Davis asked Census staff to prepare a list of known email addresses from 2008 institutional contacts to share with LRs and the ALS Advisory Committee to confirm accuracy. Share winter 2010 to begin cleanup before survey advertising.
      3. Moving the ALS to annual survey schedule was discussed. The ALS Advisory Committee was very enthusiastic about this change as it is something they have wanted for many years. And, the group felt response rate would improve with annual data collection. The annual
collection, if approved, would begin with FY2011 data collection (the FY2010 ALS is part of the current biennial data collection).

**ACTION:** NCES requested endorsement from the ALS Advisory Committee on the benefits to the library community of an annual survey, as well as any anticipated burden increase resulting from this change, to inform them as they consider this more fully. **ACTION:** Denise Davis agreed to coordinate this with the ALS Advisory Committee.

5. **2010 ALS Survey**
   a. Draft questionnaire and instructions with the following changes:
      1. Virtual reference - approved in Denver and included in the current revision of the 2010 ALS questions (handout).
      2. Eligibility definitions
         1. Academic library (Petrowski) – NISO Z39.7 academic library definition approved for inclusion in the ALS, first sentence only. Will display as a pop-up window (mouse over) on the eligibility screen of the online survey, and listed in the instructions.
         2. Virtual Library (Petrowski, Davis) – definition approved with some modifications. The suggested definition is: “A virtual library is a library in which collections are stored in exclusively digital formats and are accessible by computer.” The definition will display as a pop-up window (mouse over) on the eligibility screen of the online survey, and listed in the instructions.
         3. “Paid” staff – Bill Miller inquired why this was required and by having this did we exclude libraries (e.g., Rabbinical)? **ACTION:** Laura Hardesty is sending the summary responses from those institutions for review by the ALS Advisory Committee. The matter of “paid staff” will be reviewed at the January 2010 meeting in Boston.
   b. Archival materials, all formats (Pellen, Davis)
      1. The recommendation was to hold on collecting information about institutional repositories because of the lack of consensus among the library community on how to define them. Discussion by the group suggested asking Yes/No questions to ascertain the level of library experience(s) with establishing and maintaining institutional repositories. **ACTION:** Rita Pellen and Terri Fishel will develop a few questions for review by the ALS Advisory Committee.
   c. Square footage – do not consider further; knowing this doesn’t add anything to the data or comparative analysis, and it is too difficult to report.
   d. Questions from 2008 ALS respondents impacting 2010 ALS
      1. Current serial titles (404) – concern with reporting withdrawals as well as additions and title count at the end of the reporting year. **ACTION:** Denise Davis and Martha Kyrillidou will review and prepare a recommendation to the ALS Advisory Committee.
2. Microfilm counting, units versus titles (402). **ACTION:** This was not considered problematic and the definition and instructions remain unchanged.

3. Electronic reference sources and aggregation services” (405). **ACTION:** Items counted regardless of who pays. Any expenditures made by networks/consortia or other entities (like state libraries) on behalf of libraries are reported in the surveys for those organizations/libraries (e.g., LNCC, State Libraries survey at IMLS), not the ALS.

4. E-books (401) – this is an item count matter (as the previous question). **ACTION:** The question and instructions remain unchanged.

5. A secondary discussion arose around cataloged titles and access to library materials (content) at the title level. **ACTION:** Terri Fishel and Martha Kyrillidou will develop language for the ALS Advisory Committee to consider.

6. General circulation transactions (507) and lending of “E-books”. **ACTION:** consider adding “all formats” as a parenthetical to the instructions. Instructions will read: “Report the number of items lent from the general collection (all formats). Include both initial transactions and renewals.”

e. Preview of topics to be discussed at the January, 2010 meeting

1. **ACTION:** Update training Podcast, etc. for the 2010 ALS – well received by LRs and survey respondents.

6. Other surveys and projects that do or could have an impact on NCES/ALS

a. ACRL (handout provided, Bill Miller) – Research committee now advisory to the ACRL Publications Committee

b. ARL (handout provided, Colleen Cook) – In addition, ARL is moving to title level reporting (away from volume counts) in its 2009-2010 member survey.

c. Oberlin Group (Terri Fishel) – meeting in fall 2009; next survey will include E-books, digital repositories and XXXXX?

d. IMLS (handout provided, Carlos Manjarrez) – Developing state comparison summaries that will include library data from many sources, including academic libraries, Geocoded the public library data file (FY2007), and includes locale codes.

e. ALA (Denise Davis) – ALA member demographic survey response was 47,000 members as of June 2009 (about 67% of membership); Public Library Funding and Technology Access Study continues 2009-2012; Retirement trends study is on the ALA website as an Executive Board Document [www.ala.org/ala/aboutala/governance/officers/ebdocuments/2008_2009ebdocuments/ebd12_58lib_retire.pdf](http://www.ala.org/ala/aboutala/governance/officers/ebdocuments/2008_2009ebdocuments/ebd12_58lib_retire.pdf) and the methodology narrative is outlined in the April 2009 Executive Board (EBD #12.46) presentation online as a Word document from this web page [http://www.ala.org/ala/aboutala/governance/officers/ebdocuments/documentinventory0809.cfm](http://www.ala.org/ala/aboutala/governance/officers/ebdocuments/documentinventory0809.cfm); and a new project in ORS that will compile longitudinal key findings from the ALS 1996-present).
7. Boston 2010 ALS meeting, Friday only (January 15, 2010 beginning 8am-noon). We will consider virtual participation or fully covering travel expenses for ALS Advisory Committee attendance in Boston. More discussion to come.

HANDOUTS SENT WITH THE AGENDA (EMAIL)
- MW Minutes, January 2009 (Denver, CO)
- Committee Roster
- 2010 draft questionnaire and instructions
- Definition items: virtual reference; digital archives
- ALA-ORS update
- Travel reimbursement form

HANDOUTS/REPORTS AVAILABLE AT MEETING:
- NCES handout(s)
- Census handout(s)
- ARL Update