

February 9, 2001

To: Paul Gray, Executive Vice Chancellor & Provost  
From: Thomas Leonard, Interim University Librarian  
Subject: FY 2001-02 Budget Request for the University Library

## Introduction

The University Library's budget request for FY 2001-02 continues to emphasize the two most critical priorities of recent years. These are:

- Maintenance of the depth and breadth of Library collections, in support of University educational and research needs, and
- Continued restoration of Library public services, especially those that support undergraduate instruction.

To these ends, the Library requests funding for the following items:

1. Continuation of the Student Employment Initiative	\$ 166,000 annually
2. Maintain strength of and access to Library collections	\$1,478,500 permanent \$ 35,000 non-permanent
3. Restore and improve undergraduate services	\$ 141,695 permanent <u>\$1,183,605 non-permanent</u>
TOTALS	\$1,786,195 permanent \$1,218,605 non-permanent

(These summary figures and the detailed budgets that follow do not attempt to integrate the commitments made by you and the Chancellor as part of my recruitment as University Librarian. Since this arrangement will not be formally approved until mid-March, it seems best to save this for a later stage of the budget process.)

## Summary of proposals

Attached to this memo of transmittal are detailed write-ups for the two largest requests. Below are executive summaries of all three, including the SEIP proposal which is addressed only in the executive summary.

1. Student Employment Initiative Program (SEIP): The Library has been a recipient of money under the SEIP program since 1996, receiving \$126,000 annually, appropriated on a year-to-year basis. From the beginning, SEIP has been targeted at the Doe-Moffitt complex (the Library facility most identified with undergraduate use) and has become an essential component of the funding for basic Library services. Especially since the budget cut years of 1990-96, student employees have carried an exceptional proportion of the workload of keeping Library doors

open. During the fall and spring semesters, The Library has up to 600 student employees on the payroll at a time, with the SEIP money covering a significant percentage (up to 15%) of the student salaries in Doe-Moffitt.

This year, for the first time since SEIP money was first allocated, The Library requests an increase in the appropriation. To compete for student employees during the booming economy of recent years, it has been necessary to raise student wage rates twice since 1996. The starting wage for students has gone from \$6.47 per hour to \$8.50, an increase of 32%, the minimum level at which it is possible (but still difficult) to recruit students. The Library therefore requests that its SEIP allocation be increased by that percentage, to a total of \$166,000.

2. Library collections: No budget category is more essential to the quality of Library services than that of collections. In this era, collections are no longer just the printed material in books and journals; increasingly they are comprised of access to digital materials and other media. Online journal subscriptions, reference works and databases have become indispensable parts of our information corpus, especially for undergraduates. The three-year Chancellor's Initiative, implemented beginning with the 1998-99 fiscal year, has done much to restore the quality of the Berkeley Library's world renowned research collection. However, inflation (especially for journals, both print and digital) continues to be a major threat to the future strength of the collection. The Library therefore proposes **a new three-year commitment**, the largest part of which would be continued permanent funding of annual increases to offset the impact of inflation. In FY 2001-02 this piece of the proposal would amount to \$805,000.

The attachment on collections outlines proposed future year commitments for collections inflation. It also includes an allowance for new permanent staff, mainly in the Technical Services group that handles the ordering, payment, receipt, processing and cataloguing of materials. The staff in this department is sized for the much lower level of Library acquisitions that was the norm in the mid-1990s. It does not have an adequate number of people to handle the current quantity of incoming materials, and backlogs have developed along the entire acquisition chain. The Library has fallen behind in the ordering and processing of books that we have promised the Berkeley faculty, and it is a continuing struggle to get journals onto the shelves in a timely way. The staffing shortfall can be alleviated by the addition of 8.5 new positions at a permanent cost of \$273,500 per year.

The Library also requests an additional \$50,000 in permanent money to cover the higher demand for binding of new and worn materials, and another \$50,000 for the replacement of materials that have been declared missing in the past decade.

Finally, the collections request includes \$300,000 in permanent funds for the acquisition of new titles in the ever-growing universe of digital materials, \$25,000 in one-time money for digital duplication, and \$10,000 in one-time money for microform storage.

Additional details on the collections proposal, including three-year cost projections for all categories, will be found in the attachment to this memo.

3. Undergraduate services: Without a means of access, Library collections are no more than dusty artifacts. Building on the focus on undergraduate services that began to emerge in 1998, The Library this year requests significant funding to continue the transition of Moffitt Library into a center for undergraduate intellectual life. The elements of this part of the budget request are a combination of
- funding for expanded hours (reflecting a continuing student interest) and
  - physical improvements to restore to functionality a building that has received only minimal maintenance and inadequate improvement to meet current information standards since its opening over 30 years ago.

The request to permanently fund additional service hours includes continuation of the late closing on weekends that is now being funded as a pilot by the Executive Vice Chancellor & Provost (\$36,845), extending the hours of reference services (\$67,000), and collaboration on operation of a multimedia classroom with the Vice Provost for Undergraduate Education (\$37,850).

The physical improvement of Moffitt is a multi-year effort that anticipates several phases. In this first phase the emphasis will be on Floor 1, where the existing media and computer centers are located. We propose development of the multimedia classroom noted in the paragraph above (\$321,805) for use in collaboration with Educational Technology Services for faculty development and for faculty experimentation with a technology enhanced classroom. In addition we would install two multimedia authoring suites (\$56,100) to provide the level of technology support that undergraduates now expect in undertaking course work. We also propose to replace worn out furniture (tables, chairs and carrels) on this floor at a cost of \$593,700, to replace worn out flooring (\$110,000), and to paint the surrounding public spaces (\$45,000).

Under the hard use of hundreds of thousands of students during the past three decades, the building has fallen into disrepair, as even a casual inspection will reveal. Projects in future years will move up through the building and will eventually include renovation of the fourth and fifth floors after the latter is released from seismic surge duty. Future large scale projects will include additional replacement of the floor tiles, which are completely worn through in many places, and upgrading the networking capabilities on the upper floors of the building.

Additional details on the undergraduate services proposal will be found in the second attachment to this memo.

## **Conclusion**

This year's Library budget request is a carefully targeted set of proposals that focus on the very highest priorities of student and faculty support, with significant emphasis on undergraduate needs. Full funding for the proposals will ensure the continued quality of the Berkeley Library collections, as well as access to those collections for the campus community.