Introduction

In the fall of 2014, Institute administration made the decision to reorganize and restructure library services at the Institute, close the public service point, and transfer the cataloged library collection to other units of the University Library. The Library Service and Space Planning Team, with representation from both the Institute and the University Library was appointed to develop a specific plan for the transition.

An important element of the work of the Team was to hold “listening sessions” in each Survey to provide all PRI staff with an opportunity to ask questions about the PRI Library closure and its impact on library services for Institute staff.

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<th>Sessions Held Date</th>
<th>Number in Attendance</th>
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<tr>
<td>11/8/2014</td>
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<td>11/13/2014</td>
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<td>11/19/2014</td>
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These sessions were conducted by two members of the Planning Team, John Epifanio and Mark Yacucci. Additional listening sessions were offered to ISAS and ISTC. ISAS declined, and ISTC did not schedule a session. In addition to the listening sessions, there were comments sent via email (from 6 individuals), and several interactions with library staff (5 “library closure” related interactions recorded to date).

Numerous questions were raised during those sessions and in emails and other interactions. Many were very similar. They have been grouped and generalized into 8 basic issues or topics.

1. Why are we doing this review now and making these changes?

The timing of this decision is due to budget pressures and space needs. Looking ahead to the next fiscal year and beyond it is clear that we can no longer afford to maintain the current staffing required for a library service point with a low level of use.

There are several factors that led to this decision. Three are paramount: The need for additional space, primarily in the Natural History Survey, due to expanded research programs; budget pressures due to annual salary programs over the past six years with no increase in state appropriations; and relatively low use of our library holdings and the library space and service point. A fourth factor is the need to better curate our data, scientific records and administrative records. Many other units on campus have recognized this, and many of them
have seen the strong role of the Library in these efforts. The VCR’s Office recognized this as a campus-wide need when it provided initial funding for the Library’s Research Data Service. The Library is proposing to hire a College of Engineering funded and focused Research Data Specialist. And, the College of Engineering has partnered with the Library to hire an Archival Operations Specialist to help manage scientific and administrative records. Other colleges have similarly engaged the Library in recent years, including the College of Business.

Overall PRI Library use data, including the number of visitors and number of items checked out, was one factor in this decision. The annual gate count (number of visitors to the library during open hours) for FY14 was under 4,000. By comparison Chemistry counted 71,544 visitors, and Vet Med 57,408. Total items charged/renewed at the PRI Library desk was 2,190, and total items borrowed/renewed from the collection was 4,126. See Figure 1 for circulation activity relative to other departmental libraries. There were 613 questions at the info desk in FY14, and about the same number of “off-desk” questions (total ~1200). For comparison Vet Med reported 382, Chemistry 946 reference interactions.

Changes in how scholars access information have led to changes in library operations. For example, the University Library currently spends almost 75% of its overall materials allocation on electronic resources with some STEM fields approaching 100%. The roles of librarians in research institutions are also changing to meet current needs as funder requirements for management and preservation of research data increase. The Institute administration believes serving these emerging needs is more critical than maintaining the public service point at Forbes.

The need to investigate options for properly housing scientific collections, potentially using the space in Forbes as part of the solution, has been under consideration for five years. We allocated funding for a master planning study this year and the procurement of an architect is underway. During spring 2014, Vice Chancellor for Research Peter Schiffer directed the Institute Administration to place a high priority on addressing safety issues, particularly related to fire hazards, with our wet biological collections.

Our goal in making this change is to maximize the impact of our library investment to support our research mission. Our libraries have been a tremendous resource and asset for all the scientific surveys, and the Institute Library has continued that tradition. However, use data indicate clearly that Library service needs have changed. Redirecting resources to support research data curation will better serve the needs of the Institute.
Figure 1: Circulation by unit library for FY14. (A) Circulation activity at the service point desk. (B) Circulation of items by departmental library collection (excludes Main, Undergraduate libraries).
2. **How will these changes affect library services?**

The move of books and journals to other campus library facilities will affect the immediate access by staff in the research park to materials now held in the Institute Library, but will not render any materials inaccessible to Institute staff or any other users. In this move, the cataloged content in our library will continue to be available. Institute staff will continue to be able to find and access Library materials online and via the University Library catalog. We do not anticipate the relocation of materials will be an obstacle to research, but we are interested in hearing about challenges you experience in accessing and using print collections in other University Library locations.

We will continue to develop and maintain library-related web content to support Institute staff (e.g., web pages and LibGuides), provide training and orientation on library services and software, and offer library research assistance for all Institute staff and students.

The Library Service and Space Planning Team explored maintaining a Service Point in the Forbes Building for pick-up and drop off of Library materials in consultation with the Associate University Librarian for User Services. Current check-out and return activity, which averages about six charges and six returns per day, does not justify the commitment from both the Institute and University Library required to maintain a circulation service point at Forbes.

3. **What will become of the library space in Forbes?**

The Institute has worked with campus Facilities and Services (F&S) to engage the services of an architecture firm to conduct a master planning study focused on our need for more and better space to house our scientific collections. This study will investigate use of space in the Natural Resources Building, Forbes Natural History Building, and the Natural Resource Studies Annex. The space currently assigned to the PRI Library will be evaluated during that study. The results of that study are expected by July 2016.

4. **What will happen to the books and journals in the PRI Library space?**

Materials will be transferred using established University Library collection management criteria based on age and circulation history. Newer materials and materials with a history of 2 or more circulations will be transferred to open stacks locations, primarily to Funk/ACES or Grainger, depending on the topic. Older materials which have fewer than 2 historic circulations will be transferred to the Oak St. facility. Materials which duplicate other University Library holdings may be withdrawn. The University Library is participating in the Committee for Institutional Cooperation (CIC) Shared Print Repository, and some journal volumes will be contributed to that.

- Items that meet the rare book criteria (for the most part currently held in Prairie Research Institute Closed Stacks) will be transferred to the Rare Book and Manuscript Library, Rare Book
Oak St., or Illinois History and Lincoln Collection, regardless of whether they are duplicates of other UI holdings.

• Cataloged cartographic materials will, for the most part, go either to the Map Library or Map Oak St. locations; duplicates may be withdrawn. Exceptions may be made to keep sets or serial runs together if the majority of the items in the set or series are not maps.

• Books published before 1990 with fewer than 2 circulations on record will go to Oak St.

• Books published after 1990 or with 2 or more circulations on record will be sent to the appropriate open stacks location (e.g., Funk/ACES, Grainger, Main Stacks).

• Books that duplicate other UI holdings will be withdrawn, with exceptions to allow retention of the a circulating copy, or a low number of holdings worldwide.

• Journal volumes that the CIC has requested for the CIC Shared Print Repository will be contributed to it, unless other considerations apply (e.g., rare books). Content from these volumes is available through our online collection.

• For journal runs, transfer location will be determined by the age and circulation histories of the majority of the volumes in the run (example: if the majority of volumes are pre-1990 and with fewer than 2 circulations, the entire run will go to Oak St.).

• Journal volumes that duplicate other UI holdings will be withdrawn unless other considerations apply (e.g., rare books).

• Journal volumes that duplicate holdings already complete in the CIC Shared Print Repository (e.g., Elsevier and Wiley published titles) will be withdrawn unless other considerations apply (e.g., rare books).

• In general, the withdrawal of duplicate items will be the last Prairie Research Institute materials to be processed.

• Institute Library staff have implemented a process for curators of the INHS biological collections to flag materials they wish to retain to support identification work in the collections if they are withdrawn from the University Library collection.
  
  o Transfers of withdrawn materials is not allowed for private collections or resale.
  
  o Requesting an item, even a known duplicate item, does not guarantee that it will be given to the requestor. The University Library’s need for the item will take precedence.

• The final withdrawal decisions and catalog record updates are handled by University Library staff in the Collection Management Services unit, who are professionals and paraprofessionals specifically trained to ensure unique content is retained and records are processed appropriately. Where feasible, withdrawn materials are redistributed through a 3rd party vendor.

5. What will happen to the uncatalogued materials located in the PRI Library space in Forbes?

Materials that are not represented in the University Library catalog are the responsibility of the Institute and its Surveys/Centers, according to our MOU with the University Library. By state law, the University Library has a right of first refusal to all ‘library materials’ acquired in the course of the University’s business, should a unit of the Institute choose not to retain them.
This includes assets that came into the University through the acquisition of the PRI member units. We have identified the units responsible for specialized collections in the Prairie Research Institute Library space, and have invited them to determine where they should be housed and how best to preserve them as well as provide access to those who need it.

Some of these materials are local reference collections that can be turned over to the units who use them (e.g., the National Wetlands Inventory Maps can be returned to the INHS IDOT Wetlands group). Others are archival in nature. The University Library, including the University Archives, can provide guidance on the future location and management of these collections to allow both for local access and use as well as long-term preservation and protection of unique archival resources. Solutions include digitization, whether for online public access or for local departmental use, and possible transfer of some materials to the University Archives.

6. **When will the PRI Library close?**

The final closure date for the PRI Library has been set as December 18, 2015.

7. **What will happen to the staff?**

We have committed to sufficient staff to maintain the current operating hours of the PRI Library service point located in Forbes through the final closure date of December 18, 2015. Because the service point in Forbes will be closed December 18, 2015, library staffing will be further reduced to one librarian and possibly hourly assistants to assist with specific tasks. As of December 16, the Prairie Research Institute Librarian will be transferred administratively to the University Library.

8. **What will happen to the donated funds?**

The John K. Bouseman Illinois Natural History Library Endowment fund is a University Library fund, administered by University Library Advancement. The fund will continue to support natural history acquisitions, and materials selection from the proceeds of the endowment will be made by the Prairie Research Institute Librarian. Materials purchased with the Bouseman endowment will be held in the Funk/ACES Library, with some possible exceptions. We are working with the University Library to create a virtual ‘new books’ list for materials purchased with this fund, which is not currently included in the University Library’s New Titles list options.

9. **Will there continue to be a Natural History subject fund?**

Yes. Natural history as a discipline is an important strength of the University Library Collection, and the University Library will continue to allocate funds to support collection development in natural history. The University Library and the Institute have agreed that selections from the fund will be made by the Prairie Research Institute Librarian, in accordance with the University Library’s collection development guidelines. The University Library’s mission includes “providing and stewarding collections and content that comprise a current and retrospective
record of human knowledge.” There are also subject funds which support the other disciplines important to the Prairie Research Institute, including geology, geography, engineering, health science, biology, business and anthropology.

10. Where will new books purchased with the Bouseman Endowment and other University Library natural history funds be housed/displayed?

Most new materials purchased with natural history funds (endowment and otherwise) will be housed in the Funk/ACES library, with some exceptions possible. New materials purchased with natural history funds can be browsed online (http://www.library.illinois.edu/newtitles/view.php?type=html&fundSubjects=62&dateFixed=2 months&sort=callno). The lists include features such as cover images and tables of contents to provide a convenient way for patrons to “see” new books virtually. The Institute Library’s ongoing web presence will feature these new acquisitions. Comparable lists are available for other subject funds, subject classifications, and library units. Recent additions using the Bouseman fund can be seen at http://vufind.carli.illinois.edu/vf-uiu/Search/Home?lookfor=support+bouseman+endowment&type=all&start_over=1&search=new&sort=year&view=rss.

11. How can Institute staff have input into purchases made with the University Library funds?

As members of the University of Illinois community, Institute staff have always had the ability to suggest purchases for the University Library. There is a general online form for suggesting purchases https://illinois.edu/fb/sec/887006. Requests made via the form are directed to the appropriate subject specialists and fund managers. There is also a list of subject specialists, whom staff may contact directly to suggest library acquisitions. http://www.library.illinois.edu/administration/collections/subjectdirectory.html.

There are also special programs that facilitate user input into collection development and acquisition. The University Library uses patron driven selection for many acquisitions by adding records to the catalog for books available to buy and purchasing when patrons request them. The Data Purchase Program allows patrons to request that the library acquire datasets needed for their research (http://www.library.illinois.edu/sc/datagis/purchase/description2014.html).

12. When the service point closes in December 2015, where can I pick up and return University of Illinois and IShare books?

Library materials can be requested for delivery via UIUC Campus Mail. Campus mail delivery may be slower than pickup at a Library desk, however, and campus mail cannot be used to return library books. Institute staff are welcome to use any library desk as pickup location. For staff in NRB, the Law Library is the nearest circulation desk. For staff in the Research Park, the Veterinary Medicine Library may be more convenient than central campus locations. Additional
information about delivery and pickup options is available here:
http://www.library.illinois.edu/prairie/faq.html#deliver

13. If I need something immediately, how can I get it?
If you need something immediately (less than 24 hours), it may be necessary to visit the holding library to get it. Early tests of the University Library’s DocExpress service indicate that the turnaround time is not immediate. Input from scientists about specific materials needed routinely that are not currently available online would be helpful as we work to mitigate the impact of moving the print collection from the FNHB. As this process moves forward, we encourage staff to contact the Prairie Research Institute Librarian whenever you are faced with a barrier that prevents or delays your access to content that you need for your work.

14. How will I get library research assistance?
Library assistance is a phone call, email, or Instant Message away, either from the Institute Librarian or the University Library’s Ask a Librarian service.
http://www.library.illinois.edu/prairie/contactinfo.html
http://www.library.illinois.edu/askus/index.html

15. How will I get assistance with circulation errors, lost books, and library fines?
All circulation related questions should be directed to the University Library’s circulation department (circlib@illinois.edu, 333-8400). Billing inquiries should be directed to the Library Billing Office (libbill@library.illinois.edu, 217-333-8288).