Research and Scholarly Environment Working Group Meeting Minutes
University Librarian’s Conference Room, Alexander Library
Friday, January 13, 2017
10:00am – 12:00pm

Present: J. Cohn, R. Jantz, R. Marker, J. Maxymuk, L. Mullen, J. Otto (recorder), Y. Zhang (chair)
Excused: A. Cuervo, L. Palumbo, R. Womack

1. Introductions

2. Review and Discussion of Charge

All points of the charge fall into one of three main areas:

1. Update and maintain the Information for Researchers and Scholarly Communication Website

2. Create educational materials in a variety of formats to improve librarian competencies with regard to relevant topics including scholarly communication, open access, copyright, etc.

3. Create online FAQs and tutorials to introduce and advance knowledge of these topics among faculty and students

J. Cohn provided clarification on an item in the RUL Priorities, listed as a “possible next step” under “Conduct a Holistic Review of Support for Advanced Research and Scholarly Communication” (Charge a group to identify and briefly describe the Libraries current commitments beyond ‘information control’). That group is not the RASE Working Group, but we might be a feeder into that group. Some felt it would be important to get that group going soon. Looking at the Priorities document, under the same item, the Research and Scholarly Environment Working Group’s work is listed as “Operational priorities.” See handout “Priorities for 2018 – Draft 6.”

All points of the RASE WG charge were discussed in turn:

**Update and maintain the Information for Researchers and Scholarly Communication website: [http://www.libraries.rutgers.edu/services_researchers](http://www.libraries.rutgers.edu/services_researchers)**

We should set up schedule to review these; the group agreed to look at two panels at each meeting. We may need to look at other issues around this web page, such as layout, look and feel, adding additional lines to accommodate more panels, previously proposed new panels, order of panels, how to handle orphans (e.g., Copyright), etc. We should also consider using focus groups at some point to assess this page. One thing missing is RUL collections (other than RUcore collections), the most important thing we provide to the community. This will be particularly useful if the Libraries develop customized websites for the Camden, Newark, New Brunswick, and RBHS.
Develop an action plan based on the “Competency Framework for RU Librarians” submitted to PlanCo in May 2015, with particular emphasis on the section titled “Open Access Publishing, Copyright and Bibliometrics.” P9-11


Develop training on scholarly communication topics for librarians, as driven by priorities set by directors, i.e., copyright and open access advice, assessment of scholarly resources, repository services, etc.

The RUL document provides good information about what training will be needed to ensure core competencies. This can be reviewed together with the ARL documents. The Rutgers Open Access Policy also mandates OA education for graduate students. Unit directors will need to encourage attendance to ensure wide participation. We’ll need clarification as to whether these competencies are required just within the Libraries as a whole, or if each librarian is meant to have all of these competencies. There is a need for on-demand training, the ability to watch a video or short online program, with links, resources, etc., so as to arm our librarians as they do outreach and liaise. We need guidelines for the video, then content experts can create scripts, then we need a person to devote time to converting that content to an engaging online format. Y. Zhang had put together a list of resources and tools for creating online tutorials, and will distribute it to the group. There was discussion of the need to produce useful quality videos, and who might be involved (new SUS hires, experts already working in these areas within the Libraries, Communications staff). We will need to define J. Pellien’s role and identify where the videos will reside so they can be viewed on demand, linked to LibGuides, etc. Cohn and Zhang can talk to Pellien about her role.

Create online tutorials and workshops for faculty and students on scholarly communications topics

Produce online FAQs on best practices to be incorporated into LibGuides and other website locations

   We would use the same method (described above) for developing online tutorials for faculty and students.

Participate in the libraries role associated with the university-wide ORCID implementation

Otto outlined the status of ORCID implementation. There is no clear timeline for implementation and outreach; Cohn and/or Marker will speak with K. Maloney. It will also be tricky to know how implementation is timed with outreach; it’s a chicken-and-egg problem. In the meantime, we need to develop an interim message. In nearly every
venue where librarians appear, they are asked about ORCID. We need a panel on the Information for Researchers and Scholarly Communication website, but also a tutorial or means of communicating the interim message to librarians.

**Develop training and support materials for a RU-wide implementation of EndNote**

Material has been developed (see [http://www.libraries.rutgers.edu/endnote](http://www.libraries.rutgers.edu/endnote)) but the page needs to be revised so that its format will be consistent with the other citation managers pages like RefWorks. This is another example of library work “beyond ‘information control’” that can fall under the radar. It was clarified that we can work directly with IIS staff to update webpages, communicating our needs with their supervisors as needed.

**Coordination, review and submission of topics and news items for the ORED Newsletter.**

Ed Tate is no longer at Rutgers. A new director of communications at ORED will be hired to take over the ORED Newsletter, and we will be working with him/her. Zhang continues to attend the Research Development Professionals meetings; this has proven a fruitful source of good contacts and expanded networks in the area of research. We can continue with the CSC spreadsheet to set up new topics and contributors. It would be helpful to have a brief guideline for writing these pieces.

**3. Plans for Communication Plan**

The group decided to establish a Sakai site but to send emails through a group email list rather than Sakai; Zhang will contact T. Meyer to set up the list. Recorders for the minutes will rotate, beginning with Otto. The minutes will be put in Sakai, distributed to RUL_Everyone, and posted to the RUL website, once the appropriate location is identified. Cohn will look at Cabinet’s spreadsheet of Committees and see where this group falls. There was considerable discussion about the Committees pages, the discrepancies between the RUL Committee pages and the Cabinet spreadsheet listing, where minutes can be found, and the importance of permanently posting public minutes, not only for RUL colleagues, but for job candidates and others looking for documentation of the Libraries work.

**4. Approaches to Carrying out the Charge**

We will discuss panels and related issues as described above, and set up a schedule for updating specific panels. Details of work already proposed may be found in the minutes of the Committee for Scholarly Communication.

We will begin discussing the competencies documents.

Committee members will propose topics needing online tutorials and other educational materials, for prioritization at the next meeting.

**5. Timeline & Deliverables**

The Working Group’s progress report is due April, 2017.

**6. Schedule for Future Meetings**

Y. Zhang will poll members and check room availability.
7. Meeting Wrap-up

Draft minutes will go out ASAP, then put on Sakai and sent to RUL_Everyone. The chair will print all handouts.