

**From:** "Neff, Alexander" <[neffa@usf.edu](mailto:neffa@usf.edu)>  
**Date:** Monday, October 26, 2020 at 10:16 AM  
**Subject:** USF Libraries Streaming Media for Spring 2021

Hello everyone,

As the Spring 2021 textbook and instructional materials adoption cycle continues, I have an important message for departments and courses using streaming video content provided by the USF Libraries.

Please submit all streaming video requests through the Course Reserves function in Canvas. Instructions are available at <https://lib.usf.edu/course-reserves/make-request/>. If you encounter any issues in submitting through Canvas, please email [LIBReserves@usf.edu](mailto:LIBReserves@usf.edu). The maximum number of videos per course will continue to be limited to five (5) units.

Visit the [USF Libraries Media Guide](#):

- To search by title to determine if the USF Libraries has perpetual ownership or expiring access to currently available streaming movies.
- To search for movies and documentaries in the USF Libraries' extensive DVD movie collection.
- To identify open access media alternatives.

If you are using a video that is currently expiring mid-spring semester, we recommend planning to use the video before the expiration date.

If you would like additional help finding alternate material, please contact your [Liaison Librarian](#).

Best Regards,  
Alex

## Alexander Neff, MLIS

Program Director  
Textbook Affordability Project (TAP)  
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**From:** Chavez, Todd <[tchavez@usf.edu](mailto:tchavez@usf.edu)>  
**Sent:** Wednesday, October 21, 2020 10:55 AM  
**To:** LIB All Libraries Faculty <[usflibraries-faculty@usf.edu](mailto:usflibraries-faculty@usf.edu)>  
**Subject:** Important Faculty Advisory Opportunity

Colleagues,

As we are all painfully aware, USF is facing an unprecedented series of budgetary challenges that will play out over a two-year period. The total two year recurring reduction to our collections budget approaches \$2 million. This level of reduction requires an aggressive response that must include cancellations of content in all disciplines, judicious retention of core/high use resources, and utilization of alternative information sources, all coupled with a robust strategy to continue to meet faculty needs to the greatest extent possible.

This is a tall order and we need your help.

I am calling for nominations (self-nominations are welcome) for library faculty to serve on a USF Libraries Collections Advisory Group with the following charge:

*The Collections Advisory Group is charged with advising the Dean of the USF Libraries on strategies to be employed to manage the Libraries' collections during 2020-22. Activities include:*

- *drafting a "USF Libraries Compact with the Faculty" document that clearly describes the libraries' commitment to supporting our faculty's needs by any means available;*
- *collaborating with the leadership of Collections & Discovery to develop principles to guide reduction/retention decisions;*
- *collaborating with C&D and library leadership to develop a robust communication strategy that ensures transparency to all constituents, internal and external;*
- *advising all relevant functional areas on processes designed to meet faculty resource needs; and*
- *recommending, and subsequently implementing, an approved assessment strategy to ensure high-quality in those services developed to meet faculty resource needs.*

Members of the CAG will be asked to meet regularly with C&D leadership and the Dean and should anticipate a significant time investment in the early phases of the collection review process, perhaps as much as 8-10 hours per week. Members of the group will participate with the Dean in presentations, email communications, and other activities as needed to ensure full transparency to the University community; this may include periodic meetings with senior University leadership, the USF Faculty Senate, and the Faculty Senate's Library Council.

Please send nominations, including self-nominations, directly to me no later than the end of business on **Monday, October 26**. The short deadline is needed so that the group leader can join in a meeting with UCM and other parties concerning budget reduction messaging on October 29.

Thank you for your consideration. I look forward to hearing from you!

Todd

**Todd A. Chavez**

Dean

USF Libraries

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*Respect science, respect nature, respect each other.*

Begin forwarded message:

**From:** "Chavez, Todd" <[tchavez@usf.edu](mailto:tchavez@usf.edu)>

**Date:** October 22, 2020 at 9:00:04 AM EDT

**To:** "Eisenberg, Eric" <[eisenberg@usf.edu](mailto:eisenberg@usf.edu)>, "Bishop, Robert" <[robertbishop@usf.edu](mailto:robertbishop@usf.edu)>, "Limayem, Moez" <[mlimayem@usf.edu](mailto:mlimayem@usf.edu)>, "Serovich, Julianne" <[jserovich@usf.edu](mailto:jserovich@usf.edu)>, "Garvin, Christopher" <[cpg23@usf.edu](mailto:cpg23@usf.edu)>, "Parayil, Govindan" <[gparayil@usf.edu](mailto:gparayil@usf.edu)>, "Adams, Charles" <[chadams@honors.usf.edu](mailto:chadams@honors.usf.edu)>, "Ponticell, Judith" <[jponticell@usf.edu](mailto:jponticell@usf.edu)>

**Subject:** USF Libraries' Budget Reductions

I wanted to take a moment to provide some information concerning the USF Libraries' budget reduction requirements. They are substantial and will likely impact the entire community at some level.

Year 1 Reduction	\$1,383,500
Year 2 Reduction	\$. 650,000
TOTAL	\$1,448,500

The 11 percent reduction includes personnel actions, program elimination/suspension, reduced operational expenditures (e.g. travel, equipment), and membership cancellations, but the majority of the impact will be in our collections budget, primarily recurring subscriptions, because this is the lion's share of our E&G base budget.

To meet these levels we are compelled to

- aggressively modify our seven "Big Deals" – the large subscription bundles that includes Elsevier, Taylor & Francis, Springer/Nature, Wiley, Oxford, Cambridge, and Sage;
- reevaluate prior "luxuries" such as maintaining subscriptions to both Web of Science and Scopus;
- target low use/high cost content even if they are research intensive; and
- consider cancellations of anything on the margins of our institutional mission.

It is going to be very difficult to balance our deepest desire to do no harm and meet these targets, but we think that we can manage the tightrope through an equally aggressive service plan and commitment to meeting faculty needs by any means necessary. To that end, we are launching a phased approach:

- Now through December – Step 1: notify vendors/publishers that USF will be reviewing its current collection selections and will reacquire a subset. This is the legal step we must take to meet the terms of our contracts and licenses. This will immediately impact four “Big Deals.”
- November through January – Step 2: conduct a comprehensive analysis of our recurring collection. Through our website (see below), we will literally flood the faculty with data that they can choose to review, or not. It will be a transparent exercise.
- January through February/March – Step 3: reacquire content based on the analysis in Step 2.
- March through May – Step 4: review and consider next steps on canceled content. ILL/Document Delivery and other mechanisms will be in place in January to bridge gaps.

Ironically, we anticipate (remains to be tested) that we may actually create a discretionary buffer that will allow us to permanently acquire “leased” content to lower future recurring obligations. That evaluation will go on concurrently with Steps 2-3. Because we have no discretionary funds at this time, we cannot take advantage of these opportunities.

Finally, we are preparing (an early draft is up at <https://lib.usf.edu/collections-and-discovery/revisioning/>) a comprehensive information resource to ensure 100 percent transparency in all that we do. Once we are ready, we will market this resource to the University community as a one-stop-shop for collection impacts from the reduction.

**One request:** if any of you can share any specific program impacts, this will be very helpful. For example, if you are considering a program’s elimination or a change from Grad 2 to Grad 1, we can consider those resources as candidates for cancellation without fear of impact. Anything you can share will help us.

Please let me know if need more information or have questions.

Todd

**Todd A. Chavez**

Dean

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*Respect science, respect nature, respect each other.*

**From:** Chavez, Todd <[tchavez@usf.edu](mailto:tchavez@usf.edu)>

**Sent:** Thursday, November 5, 2020 7:19 AM

**To:** LIB All Libraries Faculty <[usflibraries-faculty@usf.edu](mailto:usflibraries-faculty@usf.edu)>; LIB All Libraries Staff Employees <[usflibraries-staffemployees@usf.edu](mailto:usflibraries-staffemployees@usf.edu)>; LIB All Libraries Administration Employees <[usflibraries-administrationemployees@usf.edu](mailto:usflibraries-administrationemployees@usf.edu)>

**Cc:** Schneider, Jenifer Jasinski <[jschneid@usf.edu](mailto:jschneid@usf.edu)>

**Subject:** FW: USF Libraries' Strategic Budget Reduction

Following up on my Tuesday message, I am attaching revised versions of the slide deck and handout as well as the promised “USF Libraries Compact with the Faculty” authored by our colleagues serving on the Collection Advisory Group (Jason Boczar, Emily Mann, Audrey Powers, and LeEtta Schmidt). Many thanks to the group!

Please feel free to use these documents in your communications with colleagues across the USF.

Todd

**Todd A. Chavez**

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*Respect science, respect nature, respect each other.*

**From:** Chavez, Todd <[tchavez@usf.edu](mailto:tchavez@usf.edu)>

**Date:** Tuesday, November 3, 2020 at 9:40 AM

**To:** LIB All Libraries Faculty <[usflibraries-faculty@usf.edu](mailto:usflibraries-faculty@usf.edu)>, LIB All Libraries Administration Employees <[usflibraries-administrationemployees@usf.edu](mailto:usflibraries-administrationemployees@usf.edu)>, LIB All Libraries Staff Employees <[usflibraries-staffemployees@usf.edu](mailto:usflibraries-staffemployees@usf.edu)>

**Cc:** Bland, Rose <[rbland@usf.edu](mailto:rbland@usf.edu)>, Schneider, Jenifer Jasinski <[jschneid@usf.edu](mailto:jschneid@usf.edu)>

**Subject:** USF Libraries' Strategic Budget Reduction

Colleagues,

To effectively manage this unprecedented budget reduction, it will be essential that everyone has **accurate and consistent** information that can be shared with members of the University community. To that end, we have prepared tools to help you:

- an email (see below, highlighted at the end of this email) that can be shared with colleagues as needed;
- a slide deck (attached) that can be used for presentations to faculty;
- a brief handout (attached) that provides an overview of the issues; and
- a comprehensive website (see link below) containing a wealth of information concerning the reduction and its impact on our collections.

Our goal is to be transparent, accurate, and consistent in all communications to all parties. Although we anticipate that librarians will use this communications packet more frequently in the course of their assigned duties, we have elected to send this email to all employees of the USF Libraries to keep everyone equally informed and capable of sharing accurate information if asked.

In the coming weeks, our Collection Advisory Group (Jason Boczar, Emily Mann, Audrey Powers, and LeEtta Schmidt) will produce a “USF Libraries Compact with the Faculty” – a document that clearly enumerates our unwavering commitment to USF faculty to serve their information resource needs by all means available to us. Once that document is available, it will be distributed to everyone and posted on our “Revising Collection Management” website at:

<https://lib.usf.edu/collections-and-discovery/revising/>

Please help ensure that the USF Libraries successfully navigate this challenge!



Todd

**Todd A. Chavez**

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----START EXEMPLAR EMAIL TO SHARE AS NEEDED----

As part of the University’s strategic budget reduction process, the USF Libraries – Tampa campus is tasked with reducing recurring spending by \$2,033,500, or 15.3 percent of the E&G base budget.

To meet the requirements of the reduction, it was necessary to 1) surrender vacant and soon to be vacant positions; 2) suspend or modify five service programs; 3) reduce operational expenditures; and 4) cancel memberships.

However, because the majority of the base budget is tied to collections, the impact must largely accrue to our collections budget, primarily recurring subscriptions. To meet the reduction targets, we must:

- aggressively modify our seven “Big Deals” – the large subscription bundles that include Elsevier, Taylor & Francis, Springer/Nature, Wiley, Oxford, Cambridge, and Sage;
- reevaluate prior “luxuries” such as maintaining subscriptions to both Web of Science and Scopus;
- target low use/high cost content even if they are research intensive; and
- consider cancellations of anything on the margins of our institutional mission.

It is going to be very difficult to balance our desire to do no harm and to meet these targets, but we believe that we can manage by employing an equally aggressive service plan that **preserves our unwavering commitment to meeting USF faculty information needs by any means available.**

For comprehensive information concerning the reduction's impact on library collections and services, please visit our "Revisioning Collection Management" website at:

<https://lib.usf.edu/collections-and-discovery/revisioning/>

----END EXMPLAR EMAIL----

USF Libraries Faculty –Meeting –2020 Summer (August 6, 3pm EDT) –  
Agenda

1.3:00 pm Call to Order, Determination of Quorum, Welcome and  
Introductions

2.3:05 pm Governance and Elections Committee (chair Emily Mann)

a. Reminder to vote for Member-at-Large

b. Charge, Composition, Term of Office, and Eligibility to be written

3.3:10 pm USF Libraries Budget (Dean Chavez)

4.3:15 pm Promotion Timeline (Campus Dean Cardwell)

5.3:30 pm Professional Development Committee –a proposal for discussion

Note: Any remaining time will be made available for announcements and other  
items from the floor.

*Hi Tanya, below is the email to USF Faculty. Please let us know if you need anything else from us. Thank you!*

Dear USF Faculty Colleagues,

As part of the University's strategic budget realignment process, the USF Libraries are engaged in a comprehensive "Revising Collection Management" process. Because the majority of our base budget is tied to collections, the impact of the realignment must largely accrue to our library materials budget, primarily recurring subscriptions. To meet the realignment targets, our process is guided by the following principles:

- continue support of faculty resource needs;
- maximize control of the USF Libraries collection budget;
- end reliance on non-recurring funding sources;
- engage faculty in the decision-making process; and
- refocus collection expenditures on perpetual rather than leased access.

Although the process for accessing full-text library resources may change, the Libraries' commitment to providing USF faculty and students with access to the content needed for research and instruction is unwavering. To ensure transparency and provide all pertinent information concerning the revising process, a comprehensive informational website will be maintained at <https://lib.usf.edu/collections-and-discovery/revising/>. Please see [Our Compact with Faculty](#) as well.

We invite you to participate in Q&A sessions the first week of December to learn more, and a morning and afternoon option is available to accommodate schedules. Please register for the session you would like to attend at [https://usf.az1.qualtrics.com/jfe/form/SV\\_dal7kmgQXjCKzWd](https://usf.az1.qualtrics.com/jfe/form/SV_dal7kmgQXjCKzWd). Microsoft Teams login information for both sessions are below:

**Morning Session: Tuesday, December 1<sup>st</sup> from 11 a.m. – 12 p.m.**

Microsoft Teams meeting: [Click here to join the meeting](#)

Or call in (audio only): [+1 813-694-2079,,560828959#](tel:+18136942079560828959)

Phone Conference ID: 560 828 959#

**Afternoon Session: Wednesday, December 2<sup>nd</sup> from 1 p.m. – 2 p.m.**

Microsoft Teams meeting: [Click here to join the meeting](#)

Or call in (audio only): [+1 813-694-2079,,497345238#](tel:+18136942079497345238)

Phone Conference ID: 497 345 238#

We look forward to engaging with you throughout this process.

Thank you, and Go Bulls!

**Todd A. Chavez**

Dean

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