Committee for Research and Scholarly Activities
Annual Report, 2004-2005

Members: Lyn Wolz (chair), Holly Mercer (liaison to LFA Exec), Sarah Goodwin Thiel (secretary), Geoff Husic, Rhonda Houser

CRSA had an active year. Below is a list of our main accomplishments, all described in more detail in later sections of this report.

1. We organized two workshops—one on research expectations and one on KU ScholarWorks.
2. We developed and proposed a change in the LFA code and by-laws to permanently add one member to the committee and to allow up to two unclassified staff members to serve on the committee at one time.
3. We administered the Library Research Fund and the General Research Fund.
4. We updated and maintained the CRSA web pages.

CRSA-Sponsored Programs

Programs Held in 2004-2005

KU Libraries Faculty and Staff Research and Scholarship: Funding and Resources
Stella Bentley and Richard Fyffe were the featured speakers for this 1 1/2 hour session, which was held on January 26th, 2005 in Watson Library. They emphasized the importance of research, publication, and presentation to the Libraries and the support that the Libraries’ administration gives in various ways to those who are pursuing research projects. Brief presentations by CRSA members Holly Mercer, Rhonda Houser, and Lyn Wolz followed. They discussed eligibility for CRSA research funds, deadlines for applications, and the benefits of KU ScholarWorks. The committee members also encouraged everyone to create or update their entry in CRSA’s Research Interest Directory. The session, which was co-sponsored by the Staff Development Committee and the Mentoring Committee, was well attended and well received.

Research Dissemination Using KU ScholarWorks
CRSA member Holly Mercer led a one-hour session on KU’s institutional repository, KU ScholarWorks, on March 10, 2005. This valuable session was held in the computer lab in Anschutz Library and covered the nuts and bolts of ScholarWorks—how it’s set up, who can use it, how it’s accessed, etc. Those who attended had many questions, which Holly answered patiently. The end result was a much better understanding of ScholarWorks among library staff.
Ideas for Future Programs

CRSA will probably want to continue co-sponsoring programs with the Staff Development Committee, the Research Roundtable, and the Mentoring Committee, as appropriate.

- **Research Roundtables**
  - Coordinate with Ada Emmett to organize occasional lunch discussions which would provide the opportunity to exchange ideas and experiences, to find collaborators, and to gain support for research goals
  - Set up roundtable sessions as venues for the pre-presentation forums suggested below
  - Offer to read manuscripts or preview presentations and make suggestions for improvement

- **How to Get Started on Research Projects**
  - How to choose a research topic
    - In library science fields
    - In other, subject-related fields
  - How to find out what others are doing, finding possible collaborators
    - Research Interests Directory
    - Professional organizations

- **Grant Writing**
  - Offer tips for applying for LRF and GRF grants
  - Describe types of grants and where to find information about them (inc. CRSA site)
    - At KU – KUCR, Hall Center for the Humanities, etc.
    - Other than KU – COS, professional organizations, etc.
  - Ask KUCR to offer a grant-writing workshop specifically for library staff

- **Grant Administration**
  - Ask KUCR to give a workshop for library staff – “nuts and bolts”
  - Might want to combine with the grant-writing above

- **Project Management**
  - KUHR sessions on project management, fairly general:
    http://www.hreo.ku.edu/professional_development/existing_prof_dev_programs.shtml
  - Include web and other resources on tracking project progress, managing staff, keeping on schedule, keeping objectives/ goals in mind, etc.

- **Writing About Research**
  - How to write for publication
    - Intended audience
    - Publication type
    - How to prevent panic, get past writer’s block, etc.
  - How to work with editors and editorial committees
  - Dealing with deadlines
  - Set up a guest speaker from the Writing Center?
  - Let people know that the Writing Center website has lots of info. on writing process:
    http://www.writing.ku.edu/students/guides.shtml#4
• **A Review of Possible Scholarly Activities**
When we think of scholarly activities we often think of writing a book or a journal article, but there are other activities that will count towards tenure and post-tenure reviews and that will advance our careers as scholars. Here are just a few of the other types of publications and activities available to us:

- Write a book chapter, an essay, or an article for an encyclopedia or other reference book
- Edit a professional publication (a volume or issue of a journal, a collection of papers from a conference, a festschrift or other collection of solicited papers, an encyclopedia or other type of reference book, etc.)
- Prepare a substantially revised or updated edition of a monograph
- Review books and media for online or printed publications
- Write / edit a professional newsletter or blog
- Compile an annotated bibliography or write a bibliographic essay
- Prepare position papers or write editorials on professional issues
- Produce a scholarly translation of a novel, a set of poems, etc.
- Index a book, journal, or manuscript collection
- Make a presentation or serve as a panelist at professional meetings
- Give a poster session
- Contribute to discussions of professional issues in print or electronic forums
- Mount exhibitions that are based on substantial research and include documentation
- Develop software or searchable databases for accessing and disseminating info
- Serve as a reviewer for a peer-reviewed journal or a publisher of monographs
- Serve as a reviewer for tenure and promotion applicants from other institutions
- Serve as a reviewer for professional conference papers
- Serve as a reviewer of grant proposals for a granting agency
- Moderate a professional or subject-specific listserv
- Set up a scholarly website with original content and links to vetted online sources

• **Publication / Presentation Opportunities for Sharing Research Results**
  - Suggest appropriate conferences and publications for library science / other subject areas
  - Discuss ways besides ScholarWorks to disseminate research products, including Portal and other online non-commercial “journals”
  - How to make sure the word gets out about your presentation/publication
    - KU – Send a blurb to the Oread, put your work into KU ScholarWorks, etc.
    - Outside of KU – COS, professional publications, etc.

• **Presentation Tips**
  - Deciding who your audience is and what approach to use
  - Deciding what equipment you want to use to aid your presentation – PowerPoint, etc.
  - Deciding what to include in your handouts
  - Tips for giving good presentations
  - How to put together poster sessions
  - Technical trainers and IDS staff offer various PowerPoint workshops / custom sessions
  - KUHR – perhaps they could do something on presentation / speaking skills

• **Practice Sessions for Presentations**
  - Work with SDC to provide opportunities for sharing research while rehearsing upcoming presentations (the Research Roundtable might be a good venue for this)
Code and By-Law Changes

One of the special charges to our committee this year was to investigate adding an additional permanent member to the committee in order to accommodate the growing presence of unclassified staff in LFA. Since the Library Research Fund had already been opened to unclassified professionals, we felt that the unclassified professional staff in the library needed more representation on CRSA. We proposed that this be done and our proposal was added to the ballot after the spring LFA general meeting. The LFA membership voted to approve our changes in the code and by-laws, so starting July 1st, 2005, up to two unclassified staff members can serve on CRSA each year.

The changes made in accord with our proposal appear in blue below:

3.3.8 COMMITTEE ON RESEARCH AND SCHOLARLY ACTIVITIES

3.3.8.1 The Committee on Research and Scholarly Activities (CRSA), in keeping with the Libraries’ mission, shall encourage, promote, and support research and scholarly activities of the members of the Library Faculty Assembly.

3.3.8.2 The Committee on Research and Scholarly Activities shall establish and review, on an annual basis, guidelines for the disbursal of funds received from the Dean of Libraries for scholarly pursuits. The Committee shall allocate these funds based on those guidelines. The Committee shall also administer the University’s General Research Funds based on the established criteria.

3.3.8.3 The Committee on Research and Scholarly Activities shall compile and maintain documentation on the Libraries’ requirements for research and scholarly activities. The Committee shall review this documentation and update it annually to reflect the current faculty requirements. This documentation shall be made available to all Library Faculty members.

3.3.8.4 The Committee on Research and Scholarly Activities shall be composed of five members from the Library Faculty Assembly to be appointed by the Executive Committee, three of whom have the requirement to engage in research and scholarly activities as part of their professional assignment. A reasonable effort will be made to appoint members who represent the various ranks of faculty as well as the different units of the Libraries.

3.3.8.5 Committee members shall serve two-year overlapping terms. The committee members shall select a presiding officer and a recording secretary.

The committee also discussed changing the guidelines for the LRF in order to deal with possible situations where there are more requests than money available and library faculty who have tenure requirements for research might compete against unclassified professional library staff who do not have research requirements. We debated inserting this statement in the guidelines:

“Library faculty who are required to engage in research and scholarly activities as part of their professional assignments shall have priority in the awarding of funds, if requests exceed funds available.”

In the end, however, we decided against making this change since it has not been a problem so far. Next year’s committee might want to revisit this.
CRSA Charges

Standing Charges

(See the full text of the charges in the section above that begins **3.3.8 COMMITTEE ON RESEARCH AND SCHOLARLY ACTIVITIES.**)

Here is a brief report on our progress on the committee’s standing charges as listed in the code.

1) We encouraged, promoted, and supported research and scholarly activities using the methods described in this report.

2) We reviewed guidelines for the disbursal of funds. We allocated the LRF and GRF monies based on those guidelines.

3) We did not approach these questions this year, as there were no changes.

4) We proposed changes to this section of the code and they were approved.

5) We voted on a chair and a secretary at the beginning of the committee year.

FY05 Special Charges

Each charge is given and then a brief synopsis of our discussions and actions.

1) There is some interest in CRSA activities from unclassified professionals. Review whether unclassified professionals should be eligible to participate. LFA Exec has appoint Rhonda Houser, an unclassified professional, to participate in this review with CRSA.

   Our first task during the year was to discuss with Rhonda the advantages of having an unclassified professional member of CRSA. Since the committee had in previous years opened up the LRF awards to unclassified staff, it made sense to have a representative of that group on CRSA. The committee voted to make a proposal to LFA Exec to create one new position for CRSA, bringing the total number of members to five, only three of whom have to have requirements for research and service as part of their job description, leaving two positions open to unclassified staff. This proposal was put on the spring 2005 ballot and it passed. The changes have been made in the code and in July 2005, the committee will be so constituted.

2) Promote ways to encourage applications for the GRF and LRF.

   I sent several emails to the KULIB-L listserv explaining the LRF and GRF awards, how to apply for them, who was eligible, how they could be used, etc. At our workshops we also mentioned the funds and when and how to apply for them.
3) Work with the SDC, Research Roundtable, and the Mentoring Program Committee on possible research topic programs.

These three groups, along with CRSA, co-sponsored a program on research in January, which was well attended.

4) “Keep all CRSA committee files and grant awards information at the web page location: <http://www.lib.ku.edu/~lfa/crsa>. Keep the GRF and LRF recipients and project titles current on the CRSA web page. Contact previous year's GRF and LRF awardees for grant outcome reports. Link all successful grant applications (exclude the budget information) and outcome reports on the CRSA web page under either GRF or the LRF page.”

Holly Mercer took on the responsibility this year of keeping the CRSA web pages up to date. I contacted LRF and GRF awardees from previous years and LRF awardees from this year asking for a brief report of what they had accomplished with their award money and what results they obtained—articles published, presentations at professional conferences made, etc. I am still in the process of compiling that information. When it is complete, Holly will add it to the CRSA web pages.

5) Create a simple Access database to keep all GRF and LRF recipients, project titles, and award outcomes for future record keeping and report query.

I have compiled a list of all GRF and LRF awards for 2004-2005 as a Word document. Most previous projects for at least the last three years appear on the CRSA web site with all necessary information except the total amount of money awarded and the outcome. I emailed all LRF and GRF recipients from the past three years asking them to report to me concerning the outcomes of their projects. I will compile this information to add to what I have. I see no need to put this info into an Access database because the information for the triennial report will be easy to extract from this document.

6) Update the LFA Research Interests Directory annually at the beginning of fall semester.

We handed out forms at the research workshop in January and asked everyone to create or update their entry for the RID. I also mentioned it in my emails to KULIB-L. A few people responded. A new call should go out in the fall.

7) Continue to monitor and obtain monthly reports of the CRSA fund balance.

I received reports on LRF and GRF expenditures from Jo Nell Proctor every month.

8) Communicate with LRF awardees to ensure they meet their award spending timetable, and request LRF completion or condition report at the end of spring semester.

I reminded all LRF awardees at the end of May that they had to spend their money by June 23rd. I asked all LRF awardees to send me a report by June 20th concerning how they used their money. There are still several people who haven’t replied yet.
Recommendations to LFA Exec for Future Special Charges

1) Plan for a series of three or four workshops to be offered in the second half of the fall semester and in the first half of the spring semester. There is a list of suggested topics for these workshops in the section of this document concerning workshop ideas.

Explanation: We believe it would be advantageous to continue to cosponsor these sessions with the Staff Development Committee, the Mentoring Committee, and the Research Roundtable. If planning could start as early as August, a lot more would be accomplished at earlier dates, and we could get people in the habit of thinking about their research projects well in advance of the March application deadline for the GRF.

2) Develop guidelines as to what factors will be considered if applications exceed available funds and unclassified staff who do not have research and publication expected as part of their job description are competing against tenure-track library faculty who do.

Explanation: This situation has not happened up to now as far as we know, but with increasing numbers of unclassified staff taking advantage of the LRF and GRF monies to further their research programs, such a situation might well arise in the future.

3) Develop a manual and “tickler file” for the chair of CRSA so that institutional memory is not lost at the change of membership each year.

Explanation: The situation has greatly improved since much of the necessary history is now included on the CRSA website, but some areas of responsibility are still not documented anywhere. It would be very helpful for each new chair to have more guidance to the policies and procedures of the committee.

4) Decide whether special charge #5 from this year (to develop an Access database with a complete list of the names of LRF and GRF recipients with the titles of their projects and the outcomes such as publications and presentations) is still necessary or if it would be a duplication of the information that is already kept on the CRSA web pages. The outcome information does not appear on the web page but is necessary for the triennial report to the KUCR, so the committee will need to keep this info.

5) Build on previous special charges:
   A. Promote ways to encourage applications for the GRF and LRF
   B. Continue to monitor and obtain monthly report of CRSA fund balance.
   C. Communicate with LRF awardees to ensure they meet their award spending timetable, and request LRF completion or condition report at the end of spring semester.
   D. Keep all CRSA committee files and grant awards information at the web page location: <http://www.lib.ku.edu/~lfa/crsa>. Keep the GRF and LRF recipients and project titles current on the CRSA web page. Contact previous year's GRF and LRF awardees for grant outcome reports. Link all successful grant applications (excluding budget information) and outcome reports on the CRSA web page on the GRF and LRF pages. Website needs to be changed to alert applicants that only one signed form and one electronic copy is needed – rather than six copies.
Administration of Funds

General Research Fund (GRF)

All GRF applications received were funded. These awards will be used between July 1st, 2005 and June 30th, 2006. The committee awarded $5,320 out of the $6,715 allocated to us by KUCR.

Recipient: Karen Cook
Title: "Innovations in the Technology of Map Production for Photomechanical Reproduction, 1870-1970: A Study Using Patents as Historical Sources"
Award: $3,290
Used for: Travel expenses and photocopying costs

Recipient: Ada Emmett
Title: "Completing the RoMEO Green Project"
Award: $2,030
Used for: Hiring a student assistant to do searching and data entry for KU ScholarWorks development processes

Library Research Fund (LRF)

The KU Libraries’ administration allocated $3,500 to CRSA this year. The committee awarded the full amount. All but one of the LRF applications we received were funded. The one that was not funded would have paid for tuition for a class which we felt should be paid for by the KU Libraries’ administration or by the applicant using the $1,500 given to each untenured tenure-track library employee per year for professional development.

Recipient: Whitney Baker
Title: "No leafcaster? No problem: Using the suction table to repair large lacunae in an entire volume"
Event: Book preservation conference at the University of Iowa (poster session)
$ awarded: $250
$ used for: Printing a poster and 50 handouts

Recipient: Karen Cook
Title: "The Portolan Project" (Making a map of Mediterranean trade routes, 1300-1700, with interactive historical overlays; uses data and resources from the Spencer Research Library based on work Karen did in collaboration with a geography teacher when they received a grant from the Center for Teaching Excellence)
Award: $300
Used for: Paying the Cartographic/Geographic Information Sciences Services Lab for work
Recipient: **Fran Devlin**  
Title: "Building a New Model for Staffing Chat"  
Event: RUSA MARS / RSS Preconference at ALA (poster session)  
$ awarded: $425  
$ used for: Travel expenses to the conference and printing a poster

Recipients: **Fran Devlin and Nancy Burich**  
Title: "Broadening Our Reach: Collaborating for Improvement" (poster session)  
Event: ACRL in Minneapolis  
$ awarded: $125  
$ used for: Printing a poster

Recipients: **Judith Emde and Ada Emmett**  
Title: "Better Living through Chemistry: Promoting Information Literacy through a Graduate Course"  
Event: ACRL Science & Technology Section meeting, "Making Connections on Campus: Collaborative Approaches to Information Literacy in the Sciences" (poster session)  
Award: $750  
Used for: Compensating students who participated in the research study and the cost of a license for SPSS Builder software

Recipients: **Ada Emmett and Holly Mercer**  
Title: "Scholarly Digital Initiatives and Reference: The RomEO Green Project"  
Event: SPARC Institutional Repositories workshop (poster session)  
$ awarded: $185  
$ used for: Printing a poster and 50 information cards

Recipient: **Nikhat Ghouse**  
Title: “The Peer Model and ‘One Big Desk’: Addressing the Demands of Technology at the KU Libraries”  
Event: ALA annual meeting (poster session)  
Award: $140  
Used for: Printing a poster

Recipient: **Michiko Ito**  
Title: "Tradition and Innovation in Japanese Popular Culture"  
Event: Teaching a one-credit course for freshmen in the Thematic Learning Communities program, Fall 2005  
Award: $2,275  
Used for: Travel expenses for a trip to buy rare materials and conduct research for the development of the course