February 27, 2012

Dr. Ramon S. Torrecilha, Provost, CSU Dominguez Hills
Dr. Steve Murray, Provost, CSU Fullerton
Dr. Don Para, Provost, CSU Long Beach
Dr. Ashish Vaidya, Provost, CSU Los Angeles
Dr. Cynthia Rawitch, Vice Provost, CSU Northridge
Dr. Marten denBoer, Provost, Cal Poly Pomona
Mr. Amir Dabirian, VP for IT, CSU Fullerton
Ms. Sandra Parham, Library Dean, CSU Dominguez Hills
Ms. Alice Kawakami, Library Dean, CSU Los Angeles
Dr. Ruth Claire Black, Executive Director, Cal State Online
Dr. Michael P. Schramm, Assistant Professor of Chemistry and Biochemistry, CSU Long Beach
Dr. David Hood, Professor of History, CSU Long Beach

I am writing to ask you to serve on a task force to help us guide the planning for future libraries in the CSU. The task force will develop a report with recommendations and draft implementation plans for a systemwide initiative to leverage technological advances and transform the CSU’s library services in support of student and faculty success and the Graduation Initiative. The task force will examine how technology and changing usage patterns open the door to new multi campus opportunities, shared innovative library services and information access to support the CSU in providing a quality education in the 21st century. Transforming CSU libraries to enhance their role as campus learning centers will require review of cost, utilization, and effectiveness of services, strategies to increase valuable library services and expand collaborative shared services, and strategically invest in library content, technology, professional development, and facilities as well as redistribute resources.

The diversity and proximity of CSU campuses in the LA Basin provide excellent opportunities to explore and test innovative multi-campus library services. Beginning with the LA Basin, campuses will enable the CSU to make timely and informed progress in transforming our libraries for the future, which can be adopted in a scalable manner across the CSU.
The blending of expertise from provosts, library deans, CIO’s, and faculty should enable the taskforce to develop recommendations for effective and efficient library services environments that transform and improve:

- Multi campus collection management, including print and digital content acquisition and access strategies as well as content curation and archiving through shared resources and services.
- Terms and conditions for the publication, distribution, and use of library content.
- Technology infrastructure and services to enable reliable and cost-effective delivery of the information resources needed to support CSU instructional and scholarly activities.
- Academic policies that support and/or inhibit implementation of the proposed strategies.
- Library services that impact student learning outcomes, retention, and graduation as well as faculty instructional and scholarly success.
- Purposes and effectiveness of the facilities and space in our libraries.

Please respond to Gerry Hanley (ghanley@calstate.edu) to let us know your availability to serve on this important group.

Below are the tentative working structure, deliverables, and schedule. We expect the work group will review these, make appropriate modifications and finalize them at their first meeting.

**Working Structure:** The group will:
- Be chaired by a provost.
- Meet regularly, mostly virtually. The CO staff will provide technical and administrative support.
- Provide updates to the Executive Council, TSC, ATSC, and Academic Council.

**Outcomes:**
Two reports providing an overview of current CSU library practices and recommendations for improvements that will produce the desired outcomes for the CSU. The recommendations will be prioritized and draft project plans for their implementation will be included.
- A CSU system plan for multi campus library services and resources to access excellent education in the 21st century.
- Individual CSU campus plans for transforming their local library services to become powerful learning centers.
Schedule:

2011

November  Establish task force
December  Taskforce agrees on strategy and project goals

2012

January  Develop presentation to Executive Council on the Library of the Future Proposal
February  Presentation of proposal to Executive Council
March    Hire consultant and set up subcommittees
April    Framework of recommendations defined
June     Status report to Executive Council
September Draft recommendations reviewed by stakeholders
November Draft Final Report reviewed by stakeholders
December Final Report presented to Chancellor Reed

Sincerely,

Ephraim Smith  
Executive Vice Chancellor &  
Chief Academic Officer

c: Gerard Hanley, Senior Director, Academic Technology Services & ITS  
Kara Perkins, Initiatives & Resource Management