CARLETON UNIVERSITY LIBRARY
SENATE LIBRARY COMMITTEE

Minutes of the Meeting of March 19, 2013

Present: Stephen Fai (Chair); Margaret Haines (University Librarian); Laura Newton Miller (Librarian), Jane Fry (Library Staff); Julie Murray (FASS); Christine Laurendeau (Science); Amanda Goth (Committee Secretary)

Regrets: Tom Darby ( ); David Jackson ( ); F. Richard Yu (FED); Andre Loiselle (FGPA); Lisa Neville (Graduate Student); Rajiv Prasad (Graduate Student)

Observers: Gilles Monast; Pat Moore (Associate University Librarian); Wayne Jones (Associate University Librarian)

1. **Adoption of the Agenda**
   MOTION to accept the agenda as circulated: moved by C. Laurendeau, seconded by J. Fry.
   Carried.

2. **Approval of the Minutes of the Meeting of March 8, 2012**
   MOTION to accept minutes of November 9, 2012 as circulated: moved by J.Fry, seconded M.Haines.
   Carried.

3. **Business Arising from the Minutes of the Meeting of March 8, 2012**
   3.1 Agenda Item 4.1- Federal Library Closures
   Federal library closures continue in Ottawa. Our library continues to work with representatives from the closing libraries to move their collections or parts of their collections to Carleton or help advertise the collections to the Canadian Association of Research Libraries. Many of these collections are relevant t to Carleton research and teaching and are of great value. Many of the collections need to be taken on by other libraries in order to perverse the books or they will be pulped.

   The most recent acquisition for Carleton library has been part of the National Capital Commission collection which contains materials that will be useful for Architecture and Canadian Studies.

The interlibrary loan service offered by Library and Archives Canada (LAC) has stopped. Carleton Library was one of the highest institutional users of this service. The library is finding other sources for users to get interlibrary loan services. Margaret Haines and Christine Taylor (Interlibrary Loans) have been participating in the Interlibrary Loan Roundtables with LAC to give input on their Policy of Lender of Last Resort.

Library and Archives Canada is also putting into the place a Code of Conduct for Librarians that is highly controversial. This Code of Conduct outlines teaching, attending conference or speaking at public meetings on their own time as "high risk" activities which must be cleared with their managers in advance to ensure there are no risks to LAC. There are many librarians speaking out regarding this Code of Conduct.

3.2 Agenda Item 4.2- Copyright Policy Committee and Developments

The opted-out institutions continue to meet to discuss policy and guidelines. The Association of Universities and Colleges of Canada have worked with the universities and colleges (and to some extent the elementary and high schools) to create fair dealing guidelines that will work majority of the time. The fair dealing guidelines are aimed for teaching materials and teaching in the classroom. AUCC is creating application documents to cover other areas such as course packs, thesis, open repositories, etc. The first application document to be received was on course packs. The library is working with Graphic Services to go over the details of the document.

A fair dealing guideline was created for Carleton University, checkboxes have been added to CULearn and Carleton Central for faculty, staff and students to read the fair dealing guidelines, and library staff have been giving seminars to faculty and staff on the implications of the Copyright Act and the 2012 Supreme Court decision and their implication on research and teaching. This is all in an effort to do due-diligence in informing Carleton faculty and staff (in particular) of their responsibilities regarding Copyright.

Another development that has occurred recently was Broadview Press is contemplating legal action against Canadian universities which have opted-out. Their view is AUCC interpretation of the Copyright Act and 2012 Supreme Court decision is too broad.

3.3 Agenda Item 6- Library Budget and Staffing

The library's budget has been submitted with a 3% cut scenario. Most of the proposed cuts will come from staffing (vacant positions), operations – travel and training and collections. To make up for the cut to the collections budget,

interest on our endowment funds will be used. Staffing cuts will need to be reviewed next year as a larger cut may be coming for 2014-15. The provincial budget is not known at this time.

This year there were many new hires which were mentioned in previous minutes. Most recently there has been a new hire into Systems – Shelley Gullikson – Systems Librarian – Web, Communications and Interface Design. There are two vacant librarian positions currently: Systems Librarian – Emerging Technology and Systems Integration and a Reference Services Librarian – Health Sciences. There is one vacant support staff position currently in Technical Services. All of the vacancies will be filled on a term basis until the 2014-15 budget is known.

3.4 Agenda Item 10.1- Scholarly Communications Committee
Carleton is currently piloting a suite of three new software systems: Open Journal Systems (OJS), Open Conference Systems (OCS) and Open Monograph Press (OMP).

Carleton Library is in discussions with several journal editors and faculty members regarding the possibility of hosting their journals with Carleton. The first journal using the new software is the Southern Journal of Canadian Studies, which was launched in February.

Carleton is also in discussions with the Ontario Council of University Libraries (OCUL) regarding collaborative hosting of some journals with OCUL managing software and the local institutions continuing to manage configuration and journal support. Moving hosting to central OCUL will likely reduce the overhead costs for individual journals, and provide efficiencies around maintenance of the software/hardware infrastructure.

The Graduate Student Open Access (GSOA) Award was given to five students this year. This is the second year the award has been given. The award is co-funded by the Library, the Office of the Vice-President (Research and International), and the Graduate Students' Association.

The Carleton University Research Impact Endeavour (CURIE) fund has had a slow uptake with faculty. The funds available will be carried forward into next year. The Scholarly Communications Committee is looking into ways to improve publicity for the fund.

4. **Report of the Library Committee of Senate- January 2013 (attached)**
   A report of the 2012 activates of the Senate Library Committee was presented to SLC for approval. Comments and suggestions were requested by March 26, 2013. A. Goth will send report to Katharine Kelly, Clerk of Senate.

5. **Discovery Layer**
   Carleton University has invested in a Discovery Layer. This suite of software offers a single interface to multiple sources and provides the user a single point through which they can search (almost) all the library's resources. The integrated index underpinning the Discovery layer facilitates searching at individual item, article and full-text levels, and allows users to select, filter and modify their search results. The Discovery Layer will include records/results from the library catalogue, journals, databases, commercial and academic publications, open sources and local content.

   The library applied successfully for funding from Information Systems Steering Committee (ISSC) for the Discovery Layer Project, although shifts in the marketplace have resulted in some changes to the initial parameters for the project. The ISSC bid has been altered to reflect changes in the pricing model of the software - from purchase (fiscal) to subscription (base funds) and from local hosting to hosted service.

   The library will be implementing *Summon* from Serial Solutions for our Discovery Layer which allows a broad range of access to vendor provided materials. Serial Solutions was chosen since it is already used by the library and the implementation cost and effort of implementation was less than other alternatives. The Discovery Layer should be released for staff use starting in May and available to the public in July with full production in September 2013.

6. **Demand-Driven Acquisitions- Wayne Jones**
   A Demand-Driven Acquisition (DDA) project was launched in January 2013. The DDA was coordinated by the Head of Acquisitions and Cataloguing, Colleen Neely and the Head of Collections, E-resources and Serials, David Sharp.

   Currently there are two main ways that academic libraries acquire e-materials for the collection: ordering directly from a publisher or intermediary (firm order) or setting up a profile with an agent, who then automatically sends books (approval). In both of these cases librarians and selectors make the choice on what will be added to the catalogue with input from faculty. Many academic libraries are now starting to acquire e-books through another method – Demand Driven Acquisitions in which the library user ultimately makes the choice if an e-book will be purchased. Basically, records are loaded into the catalogue and to the users it LOOKS just like any other record for an e-book. Once the user

accesses the e-book via the catalogue, the purchase is triggered. Triggers can be the length of time the e-book is viewed, how many times it is downloaded, etc.

In January and February, Carleton library loaded 45,000 records into our catalogue which triggered the purchase of 301 e-books, each of which can be used simultaneously by multiple users. Most of the purchasing happened over a two to three week time period. Many of the titles were from the following subject areas: social science (17%), history (9%), business & economics (8%), technology & engineering (8%), literary criticism (6%), and political science (6%). In this trial the e-books purchased became a permanent part of the collection with no subsequent leasing fees of other financial outlay.

The project shows that there is interest from users in using e-books. Subsequent use of the e-books purchased can be measured and reports can be generated on various aspects of the project such as the most popular subject areas, the most-purchased publishers, etc. If the budget permits, we plan to do another DDA project in the upcoming fiscal year and perhaps make it a regular part of our purchasing.

7. Renovations

The President and her direct reports came on a tour of the library recently. There is a general excitement about the new building.

The front door of the library should be opening this spring and construction of the entire building should be completed by August. Construction on Page Break will be completed by December 2013. Once construction is complete it will take time to completely furnish the library with furniture and carpeting. It is uncertain how much of the construction budget will be left for furnishing the library.

Construction as a whole has not been much of an issue for users since recently there has been less noise and drilling. Students have started to become unhappy with the construction noise. Unfortunately there is not much that library staff can do other than advise the students that there is less noise from construction during evening and weekends.

Once construction is complete the library will have a well-lit reading room at the front of the building with a double height ceiling. This room will also have a large solid wall which could ask as an exhibit space for art work. The library is

working with the Art Gallery to discuss a revolving art gallery for the space. The library David Fels' sculpture will also move to the front area of the library.

The fifth floor will be used for graduate student space. There is an effort to ensure that graduate students have the same amount of space to use as the undergraduate students.

8. **Any Other Business**
No additional business was raised.

9. **Adjournment and Date of Next Meeting**
MOTION to adjourn meeting at 10:50: moved by J. Murray.

The next meeting will be held in the early fall of 2013 and will include a tour of the new building for SLC members.

MEMORANDUM

Date: January 18, 2013

To: Katharine Kelly, Clerk of Senate

From: Stephen Fai, Director Carleton Immersive Media Studio and Associate Professor, School of Architecture and Urbanism

Re: Report of the Library Committee of Senate – January 2013

Members 2011/2012:
Stephen Fai (Chair)
Margaret Haines (University Librarian)
Amanda Goth (Library-Committee Secretary)
Jane Fry (Library)
Janet Hempstead (Professional Librarian)
F.Richard Yu (Faculty of Engineering and Design)
Jaffer Sheyholislami (Faculty of Arts and Social Sciences)
Andre Loiselle (Faculty of Graduate Studies and Research & Faculty of Graduate Studies and Post-Doctoral Affairs)
David Jackson (Sprott School of Business)
Vacant (Faculty of Science)
Tom Darby (Faculty of Public Affairs)
Elizabeth Whyte (Graduate Student Member)
Dave Cannon (Graduate Student Alternate)
Annie Kingston Miller (Undergraduate Student Member)

Members 2012/2013:
Stephen Fai (Chair)
Margaret Haines (University Librarian)
Amanda Goth (Library-Committee Secretary)
Jane Fry (Library)
Laura Newton Miller (Professional Librarian)
F.Richard Yu (Faculty of Engineering and Design)
Julie Murray (Faculty of Arts and Social Sciences)
Andre Loiselle (Faculty of Graduate Studies and Research & Faculty of Graduate Studies and Post-Doctoral Affairs)
David Jackson (Sprott School of Business)
Christine Laurendeau (Faculty of Science)
Tom Darby (Faculty of Public Affairs)
Lisa Neville (Graduate Student Member)
Rajiv Prasad (Graduate Student Alternate)
Vacant (Undergraduate Student Member)

The Senate Library Committee (SLC) met on February 14th, June 4th and November 9th in 2012. This document is meant to summarize the major issues that were brought forward to the committee during 2012.

M. Haines reported on the Library Strategic Plan 2011-2015 which is available online at the Library website. The 2011-2012 Annual Plan was also distributed to members for comment at the February 14th meeting and revisited on November 9th. In November, Margaret provided an update on the 2011-2012 Annual Plan and presented the 2012-2013 Annual Plan which will coincide with the integrated strategic plan of the University.

At all three meetings of the SLC updates on staffing and budget were given by G. Monast (Manager, Library Administrative Services) or M. Haines. The budget was outlined for the 2011-2012 fiscal year which included a 1% cut ($149,000) to the budget. Cuts were made from staffing (one vacant position), operational and acquisitions funds. A cut of just under 1 % was made for the 2012-2013 fiscal year ($130,000) with cuts coming from staffing (two vacant staff positions), operational and unallocated salary savings was used to cover the cost of acquisitions. The Library received ELBA funds, mandated student aid money and funding to cover copyright costs. Nine professional librarian positions and two support staff positions have been filled in 2012 due to retirements in 2011 and 2012.

On February 14th, J. Wolters (Senior Development Officer) attended the SLC as an invited guest to discuss the current fund-raising strategy for the Library. Three key priorities were outlined: expanding the improving library space via renovation and construction; extending library collections; and increasing access to service and collections. Advancement has created a customized plan for the library campaign which involves library management and a Volunteer Fundraising Committee who will be the ambassadors of the campaign and will be directly involved with solicitation. The Library Circle of Friend's role has changed from fundraising through their annual book sale to "friendraising" for the library. This was due to a lack of space to store the materials for the book sale.

Valerie Critchley (Associate University Librarian – Building, Operations and Copyright) was invited to SLC to give an update on the Copyright Policy Committee and developments. Valerie outlined Carleton University's history with Access Copyright and Carleton's decision to opt-out of the Access

Copyright agreement. ARES, e-reserves management software, was implemented in the library to manage copyright clearance for course materials and was a major endeavor undertaken by the library. The terms of reference of the Copyright Policy Committee were presented to SLC.

At all three meetings, Valerie also gave an update on the ongoing renovations to the library building. The renovations schedule was revised many times over 2012 with multiple phases occurring simultaneously. Staff members and collections have been moved multiple times over the year. The entrance of the building was moved to the south side of the building (with access along a wooden ramp) until the front façade is completed. The majority of the building had to undergo asbestos abatement and this delayed renovations so that the projected date of completion has moved from Spring 2013 to Fall 2013. Areas that are completed thus far include MADGIC offices, a teaching classroom and a disabled patron tunnel access to the building. Issues have arisen over noise and heating, both of which are being addressed. Overall, staff, faculty and students have been very supportive during the renovations.

Pat Moore (Associate University Librarian- Research, Scholarship and Technology) was invited to SLC to give an update on the Scholarly Communications Committee and more specifically CURVE – Carleton University's institutional digital repository. CURVE has been developed to increase the exposure of Carleton's research by providing long term preservation of research output in an open access architecture. CURVE was created to hold academic research output, creative works, thesis and dissertations produced at Carleton. Next steps for this project are the creation of instruction, procedures and an education campaign to all faculty, staff and researchers on campus. The Scholarly Communications Committee has also created two funds to support publishing open access: the GSA Award which is open to graduate students to cover the cost of open access publishing and the second is the Carleton University Research Impact Endeavour (CURIE) Fund which is a pilot project to provide funding for the reimbursement of reasonable article processing fees for articles authored or co-authored by Carleton researchers.

Wayne Jones (Associate University Librarian- Collections and Library Development) was invited to SLC to give an update on Collection Development in June. Wayne provided a broad overview of the collection development and management plan. He covered the budget, recent initiatives and changes, and a comparison of Carleton's collection budget to other Canadian academic

libraries. The budget is approximately 5 million dollars with most of the budget going toward e-resources. It was noted that Carleton's acquisitions budget allocation is in the bottom third when compared with other institutions. Wayne outlined recent restructuring of staff in Collections and Technical Services. The department is now two departments: Department of Collections, E-Resources and Serials; and Department of Acquisitions and Cataloguing. A number of important initiatives were outlined including the implementation of a weeding policy, implementation of a gifts policy, the patron-driven acquisition project and e-resource collection assessment.

In the June meeting, M. Haines outlined developments on federal library closures and cuts. Library and Archives Canada (LAC) as well as other federal libraries have had to make budget cuts. These cuts will affect Carleton since LAC will not be buying new materials, LAC's inter-library loan (ILL) services will be closing and access to the LAC collection will be limited. Many of our library patrons use LAC services and this will affect their ease of access to materials. Some federal libraries such as Transport Canada's library are completely shutting down. Our library is working with closing federal libraries to support them during this time including taking on some of their library materials.

Overall, there are many issues that challenged library staff in 2012 but there is a bright outlook for 2013 with the projected grand opening of the newly renovated building.