

**CARLETON UNIVERSITY LIBRARY  
SENATE LIBRARY COMMITTEE**

**Minutes of the Meeting of November 28, 2013**

**Present:** Stephen Fai (Chair); Margaret Haines (University Librarian); Laura Newton Miller (Librarian), Jane Fry (Library Staff); David Jackson (Sprott); Andre Loiselle (FGPA); Rabbi Hossain (Graduate Student); Amanda Goth (Committee Secretary)

**Regrets:** Julie Murray (FASS); Tom Darby (FPA); F. Richard Yu (FED); Christine Laurendeau (Science); Gwen Beauvais (Undergraduate Student)

**Observers:** Pat Moore (Associate University Librarian); Wayne Jones (Associate University Librarian); Valerie Critchley (Associate University Librarian); Gilles Monast; Leslie Firth; Isla Jordan

**1. Welcome of New Members**

New members to Senate Library Committee were welcomed and there was a roundtable introduction of the members and observers.

**2. Adoption of the Agenda**

**MOTION** to accept the agenda as circulated: moved by D. Jackson and seconded by A. Loiselle.

**Carried.**

**3. Approval of the Minutes of the Meeting of March 19, 2013.**

**MOTION** to accept minutes of March 19, 2013 as circulated: moved by J.Fry and seconded A. Loiselle.

**Carried.**

**4. Business Arising from the Minutes of the Meeting of March 19, 2013.**

**4.1 Agenda Item 3.1 – Federal Library Closures**

Our Head of Collections, E-resources and Serials, David Sharp has been working with federal libraries in the Ottawa area to take on collections due to the federal library closures. Work on this initiative is coming to a close for the library. Carleton was able to play a key role in saving many collections. The collection content and the timing of the closing libraries were used as key indicators in the evaluation of materials for addition to the Carleton University Library collection.

The interlibrary loan service offered by Library and Archives Canada (LAC) has stopped but our library has been able to handle this closure fairly well and have been able to receive materials through other interlibrary loan agreements.

LAC's controversial Code of Conduct for Librarians has less press in the media now.

LAC has put together a panel of experts to get views on LAC as a federal library and its role in leadership in Canada as well as on library and archives in Canada generally. The expert panel has been having hearings throughout the fall and Margaret Haines presented to the panel on behalf of Carleton University and the Ontario Council of University Librarians of which she is currently chair. The Canadian Association of Research Libraries and the Canadian Association of University Teachers among others presented to the expert panel. The panel will be holding open meetings for the public in January 2014. There appears to be a case for support to push the government for a national strategy for libraries and archives in Canada.

LAC is also in the midst of a search for a new Librarian and Archivist of Canada and are using a head hunting firm for the first time. There is a push in the library community for LAC to have a Librarian or Archivist with a cultural heritage background, experience with archives and library experience. The last Librarian and Archivist, Daniel Caron spent much of his career in public service and is now teaching at Carleton University. It is suspected that the announcement of the new Librarian and Archivist of Canada will occur in early 2014. It is probable that LAC will not be publishing any national strategies on Archives and Libraries until the appointment is made.

#### **4.2 Agenda Item 3.3 – Library Budget and Staffing**

The library had a significant budget cut in 2013/2014 and it is anticipated that another cut to the budget is coming for the 2014/2015 year. The library is not currently clear on how another cut will be handled since much of the money from the carry forward of previous budget years has been used or encumbered for the renovations and to off-set the cuts to the Collections budget. The current trend has been a 1-2% cut to the library budget per year while the cost of staffing and collections has increased. Past practice has been to make cuts to the Collection budget. It is getting hard to maintain a high standard in service to users due to the budget cuts.

Money has been set aside to replace the University Librarian who will be going on administrative leave in October 2014 with the intention of retiring following the leave.

## **5. Library Support for Research at Carleton (P.Moore)**

The library's support for Scholarly Communications and Research at Carleton was outlined.

The Electronic Thesis and Dissertation project co-lead by the library and the Faculty of Graduate Studies and Postdoctoral Affairs, went live in August and the first batch of electronic submission were received. There was a pause in submission due to Banner issues but the submission process seems to be in order. The back files of theses and dissertations were purchased from Proquest but a gap in the electronic records exists because of some theses and dissertations which did not have full sign-off from the creators. A review of the supplemental files is being done. Currently a .pdf file can be added to the submission but as integrated theses increase a review of how the system will handle the supplemental files will be done. There are a number of graduate students who when they begin writing their thesis are thinking ahead of how it will look upon submission to an electronic system specifically file formatting and copyright clearances. All theses and dissertations are being deposited into Carleton University Research Virtual Environment (CURVE).

CURVE's focus for this year is active recruiting from faculty and researchers for publication deposits and the large scope of research outputs including media outputs, research data, project reports, and artifacts from research.

The library has been working closely with the Research Office to support research data management. The Tri-Council had put out an invitation for a response on a potential Open Access Policy including grants requiring explicit data management plans. In the past the library has been engaging with graduate students on research data management plans but will now work with the Research Office the library to provide support to faculty and researchers (through the Carleton Scholar Program) via skills based training, guidance documents on research data management and how to structure research data in a way that lends itself to publication and dissemination.

The library in conjunction with the Graduate Student Association and FGPA ran the GSA Open Access Award in 2013. There was a strong pool of candidates from across disciplines. In 2014, the Scholarly Communications Committee will be looking at increasing the promotion of the award to augment participation from graduate students.

The Carleton University Research Impact Endeavour (CURIE) fund continued in 2013. Nine grants were awarded for a total of \$9,793. In 2014, promotion of the CURIE fund to faculty will be explored.

The library has also been working with the Research Office and Computing and Communications Services (CCS) on the Research Computing Committee about how Carleton will be supporting research information technology, research data preservation and research management.

The library has also been active with the Public Knowledge Project (PKP) which was originally developed as part of a joint project between Simon Fraser University and Standford University. PKP is an open source software for academic and journal publishing, has a conference hosting component and houses open monograph publication. The library's effort to date has been around the open journal publication system. Currently, the library has three journals in production including the Southern Journal of Canadian Studies, Journal of Health Diplomacy, and the Canadian Journal of Children's Rights. The library is working collaboratively with Ontario Council of University Libraries partners on supporting journal publication and library engagement. The library is also working with PKP on development on open software, data integration and Accessibility for Ontarians with Disabilities Act (AODA) compliance.

The library has been implementing a new discovery layer, Summon which can be accessed through "Sneak Peak" mode on the library website. Summon allows users to search across a broad range of resources with a single search. The launch of the discovery layer will be in January 2014.

## **6. Update on Copyright Development (V.Critchley)**

Access Copyright (cooperative for print publishers, named in Copyright Act) is suing York University for copyright infringement which is still ongoing and confidential. Until the lawsuit is finished all other universities who have opted out are following the fair dealing guidelines. If Access Copyright wins this lawsuit then all opted out universities could be liable to pay Access Copyright license fees back to the date of opting out which could be millions of dollars. There are currently twenty to thirty universities which have opted out. Access Copyright has petitioned the Copyright Board to increase the tariff per student from three dollars to forty-five. Universities have ended up paying twice for some clearances since they were already paying for electronic rights with publishers as well as through Access Copyright. When the tariff increased many universities opted out because of the unreasonable rates. There are other cooperatives for publishers of music and art materials.

Valerie who is leading on Copyright at the University is handling variety of questions from faculty, students and staff about copyright including using copyrighted materials for teaching, performance rights to music and inclusion of materials in thesis and dissertations.

## **7. Update on Collections including new special collection (W.Jones)**

Wayne Jones, Associate University Librarian, Collections and Library Development gave an overview of the Collections budget, notable gifts and special collections, and the change to the Archives and Research Collections Mandate including changes to the collections policy.

The Collections budget at the library is approximately five million dollars every year with over 70% of the budget going to electronic resources (databases, journals and e-books). The print book collection budget is about 12 % and the remaining budget includes print journals, magazines, CDs, games, etc. This type of budget break down is very typical for academic libraries.

There has been a focus this year on collection assessment due to the challenges that the Collection budget has faced. Collections have been watchful of where money is spent and on which resources. The Collections Assessment Librarian and Head of Collections, E-resources and Serials have been leading on assessing usage of resources and making evidence based decisions on which resources to continue to license.

The department is also exploring different ways of getting resources such as the Demand Driven Acquisitions process in which items are purchased on demand by users of the Library catalogue. Records are loaded into the catalogue and various actions on the part of a user (e.g., reading a certain number of pages, or printing) will trigger the purchase. A very small part of the collections budget has been set aside for this project and there has been a fair uptake by users.

Notable gifts and acquisitions that have occurred this year include the papers of Maureen McTeer and Joe Clark; Douglas Cardinal Collection (additional materials); and G.V. Ferguson Collection (editor of Winnipeg Free Press in 30s – 50s).

Archives and Research Collection is working with the Ontario Council of University Libraries to have the Charlatan, convocation programs and Carleton yearbooks digitized (all highly used materials). Through this collaboration, Carleton been able to get materials digitized at the Internet Archive. The University of Toronto offered to match any contributions from partners on this initiative so Carleton contributed \$10,000 and is getting \$20,000 worth of digitization of materials. The cost of digitization is \$0.10 per page.

The library has also received a large collection of jazz CDs through several gifts from the CBC, Jacob Siskind and Jacques Émond and John Scholes totalling over 30,000 CDs. These are currently being catalogued by the Acquisitions and

Cataloguing department and will be ongoing for several years. An additional cataloguer has been hired to solely work on processing this collection. There are plans to turn the area where Archives and Research Collections used to be in the library into a new Jacob Siskind Music Resource Centre. Fundraising efforts with University Advancement are ongoing and include working with Chamberfest representatives to raise money to catalogue the music collection.

**a. Update on Archives and Research Collections Mandate**

Archives and Research Collection has updated its mandate and included an explicit agreement about what ARC will add to the collection, what they will not add to the collection, what is considered “rare”, and also highlights ARC’s speciality and strengths. The ARC mandate can be found here: <http://arc.library.carleton.ca/about> . Currently, many libraries are redefining their special collections as these are the kinds of materials that make each library unique. A national strategy for archives and special collection is being explored so that there is a shared mandate with all Canadian universities through the Canadian Association of Research Libraries and provincially through the Ontario Council of University Libraries. A collaborative approach is being considered and a guideline for finding the best place for housing each special collection.

**8. Library Annual Plan and new Strategic Plan (M.Haines)**

The Library Strategic Plan for 2008- 2015 can be found on the library website here: <http://www.library.carleton.ca/about/reports> . This strategic plan had four main themes including: support for research, support for teaching and learning, access to information, and organizational readiness. A new library strategic plan is being developed that will align with the Carleton University Strategic Integrated Plan (SIP). Library Management Group and the Library Senior Staff Council will be meeting in December to draft this new strategic plan. The four main themes of the SIP are program development and global communities, research excellence and connectedness, student experience, organizational excellence.

The Library Annual Reports for 2008/2009, 2009/2010, 2010/2011, and 2011/2012 were circulated to the committee. Once formatted, they will be added to the library website. A combined summary report covering 2008-2015 is in progress. An annual plan for 2013-2014 with specific tactics for each of the library goals was developed by Senior Staff and was updated in June 2013. Any tactics that did not get completed will be carried forward to 2014-2015. An annual report narrative for 2012-2013 is currently in development.

**9. Official Opening of the MacOdrum Library (M.Haines)**

The official grand opening of the MacOdrum Library will be taking place on December 5, 2013 at 2 pm. There are many VIPs coming to the event including

the Premier of Ontario, Yasir Naqvi and Jim Watson. The entire campus, various university donors, other libraries and library retirees have also been invited to the event.

The program for the event includes the re-dedication of the MacOdrum portrait by the original artist, special exhibits, the unveiling of the David Fels sculpture, tours of the Discovery Centre, a reception, other tours (including self-guided tours) and speeches from distinguished guests.

The elevators in the building continue to cause issues as they are not all currently working, and the spiral staircase is also not finished. It is hopeful that all will be in working order by the opening.

The new spaces are starting to be opened and used by patrons. The Discovery Centre is an interactive and collaborative space which is being directed by Alan Steele. The centre is a lively space and includes a media room with a large screen, a gaming lab which is being used by the BIT programs and other students in areas of learning and communications, as well as a learning lab which is designed to bring technology into the classroom.

The fifth floor of the library is for quiet study. The library now has enough space to offer graduate students options when studying in the library. Including 15-16 rooms specifically for graduate students. Priority is being given to FPA and FASS students who don't have offices or teaching assistantships. The Graduate Student Association will also be putting up a bulletin board in this space

## **10. Any Other Business**

### **10.1 Endowments**

The library has five endowment funds from which the interest is used for the Collections budget and other resources. The total interest earned this year was \$200,000. There is also an additional endowment for CPRN which is split between the Faculty of Public Affairs and the Library and has \$15,000 funds remaining. The library agreed to maintain the CPRN website for seven years and this agreement is coming to an end and following that the amount remaining will be used for Collections.

Advancement is looking for additional opportunities for donations. Support for the Ugandan collections has been secured from the Fakirani Family for processing and publicizing the collection (\$20,000). A room on the fifth floor will be named in honour of this donation. Another room naming occurring is in honour of the Birk's Family Foundation which has provided support (\$30,000) for processing the Jacob Siskind collection. The library is always seeking support

from foundations and individuals to support collections and improvements to the building.

**11. Adjournment and Date of Next Meeting**

The next meeting will be held in the spring of 2014. It is hopeful that Page Break and the Jacob Siskind Music Resource Centre will be open and a tour can be provided for the committee.

The meeting adjourned at 1:20 pm.