

**CARLETON UNIVERSITY LIBRARY  
SENATE LIBRARY COMMITTEE**

**Minutes of the Meeting of June 2, 2014**

**Present:** Stephen Fai (Chair); Margaret Haines (University Librarian); Laura Newton Miller (Librarian); Julie Murray (FASS); Christine Laurendeau (Science); Chris Joslin (FED); André Loiselle (GSRO,FGPA); Rabbi Hossain (Graduate Student); Denine Eby (Committee Secretary)

**Regrets:** Jane Fry (Library Staff); David Jackson

**Observers:** Emma Cross (Librarian); Isla Jordan (Librarian)

**1. Adoption of the Agenda**

**MOTION** to accept the agenda as circulated: moved by André Loiselle and Julie Murray.

**Carried.**

**2. Approval of the Minutes of the Meeting of November 28, 2013**

**MOTION** to accept minutes of November 28,2014 as circulated: moved by Wayne Jones and André Loiselle

**Carried.**

**3. Business Arising from the Minutes of the Meeting of November 28, 2014**

**3.1 Agenda Item 4.1 Federal Library Closures**

It has been very quiet concerning news about library closures.

**3.2 Agenda Item 4.2- Library Budget and Staffing (M. Haines)**

Budget cuts were forecasted, luckily there were none. We did receive a small increase to the collections budget of \$178,000.This will mean cuts to subscriptions. Funds have been requested for copyright.

Did not receive money for the implementation of the results of the security audit; for example the installation of new cameras. The UL will be approaching FMP and the Provost for funding as well as requesting that other tenants of the Library pay a share for the equipment.

President Runte has gifted the Library with \$100,000 from her endowment towards the Jacob Siskind Music Room.

FMP has given the Library \$2million to upgrade the HVAC systems and the carpeting in the older sections of the building. A meeting has been set up to discuss the timeline of the project.

Did not receive funds towards smaller projects such as the old copy shop and the old Joy Maclaren Centre space.

The library also requested new shelving for the storage facility but we were turned down. The endowment interest will be going to collections.

Staffing and Retirements at the Library: Leslie Firth the Assessment Librarian retired and Laura Newton Miller has stepped in to take over this role. Fatima DaRosa and Maria Urbanski; two of our Technical Services staff retired this year; as did Than Tong an employee in our Stacks department. Patricia Moore has stepped down as Associate University Librarian and will be a member of CUASA upon her return from leave January 2015. Departments previously under Pat Moore's AUL position will be divided between Wayne Jones (MADGIC and Reference) and Val Critchley (Systems).

The posting for a new UL will be posted by July 2015. An Interim will be appointed in the meantime. The Provost is not posting the UL position as there are 10 other vacancies occurring at the present time in Universities across Canada. This was a decision based on the potential cost savings that may occur by delaying the posting.

### **3.3 Agenda Item 5 – Library Support for Research at Carleton**

The Library will continue to do outreach for the Carleton University Research Virtual Environment (CURVE) with George Duimovich, Head of Systems taking the lead. The focus will be on more scholarly articles rather than just e-theses. Work will continue with CURIE, Student awards and the continuing support of three academic journals.

Looking at making CURVE more compatible with other university's repositories. George Duimovich, Head of Systems will be leading on this.

Summon, is our new discovery layer, is not an archive for Carleton research but a discovery tool to find research outside of Carleton's collection. It is now fully functional.

### **3.4 Agenda Item 6 – Copyright**

As with other Universities, we are keeping an eye on York's trial with Access Copyright concerning fair dealing. Hoping to create a provincial consortium to alleviate the payment load the Library currently uses ARES to clear copyright. Information on copyright has been posted as a link on CULearn in order to disseminate information to Students and faculty.

### **3.5 Agenda Item 7 – Update on Collections including special new collections**

Brochures have been printed up to be distributed at the Ottawa Jazz Festival and the Ottawa Chamber Festival. The Library will be partnering with Chamberfest in the future to sponsor a Master Class.

On the 20<sup>th</sup> of June, the Fakarani family will be honoured at a room naming ceremony in recognition of their support of the Ugandan Asian Archives. The Birks Foundation has generously donated money towards cataloguing and collections of CDs.

During the cataloguing of over 30,000, some rare editions have been found. This has raised the issue of security when lending out these collections.

### **3.6 Agenda item 8 – Strategic Plan**

The Library's Strategic Plan will be based on the Strategic Integrated Plan template used by the University. The Library's plan was presented and discussed at both Senior Staff Council meetings and at Library Forum. We have requested that any suggestions or feedback staff may have; that they send it in by June.

### **3.7 Agenda Item 9 – Official Opening of MacOdrum Library**

The official opening of the newly renovated library was well attended. Guests included the Premier of Ontario, Kathleen Wynne; MPP Yasir Naqvi and Mayor Jim Watson. Unfortunately the spiral staircase was not open for the event, as the wood veneer was not adhering to the metal of the railing. The guests were reminded that the wood used for the staircase is sustainably farmed wood. The artist who painted the portrait of Maxwell MacOdrum; Ann Lazear, was also in attendance to see her art unveiled in its new home.

## **4. Creativity Camp**

We have begun looking at new ways to get the community involved with the library and with Carleton. The Ottawa International Writer's Festival approached the English department and we have partnered with these two groups to support the Creative Writing Camp.

Andrew Connolly is a PhD student in the English department who will be coordinating this year's camp. His salary will be paid by both the library and by FASS. Camps will be run in July and August with a different theme to each day: prose, gaming, comics and graphic novels, oral stories. There will also be guest speakers and assignments. There will be 2 outdoor activities per day.

Not as many donations were received as expected, so for next year, look into scholarships and outreach with the Department of Advancement.

There is currently no central website for all of Carleton's camps. Must look into collaborating with others to get the community more aware and engaged with what Carleton can offer.

## **5. BIT –IRM Program**

The proposed BIT-IRM program is currently in the approval process; with it going before the Senate in the fall. This program will fill a skills gap as well as be a bridge for those who have their Library Technician's Degree. There will be practicums built

into the program. The program is set to begin fall 2016. The program will be four year program instead of the usual 6 years. This initiatives being supported by the National Library, Ontario Librarians Association and Ottawa University.

As this will be the first time this type of program will be offered the library is hoping for a diverse group of applicants.

Emma presented her proposed program at Canadian Library Association (CLA) conference and received a lot of positive feedback.

## **6. Exhibits in the Library**

There is presently an exhibit of the taxidermy that Michael Runtz uses in his classes. There have not been any demonstrations, just comments. The library staff was quick to inform those who did not know that these animals were not killed to be stuffed, but road kill collected by Prof. Runtz.

The next exhibit at the library will be in conjunction with the Geology Department, involving different types of geodes including one mineral named after Carleton.

Upcoming will be rotating exhibits on the second and the fourth floor.

There will be an exhibit of upwards of sixty posters loaned from the Norwegian Embassy. In conjunction with the Geography department.

The new space in the library will also afford faculty with space to display their work on the second floor and space on the fourth floor for student exhibits.

Ingrid Draayer, the exhibits librarian will be going down to a half time assignment to work on policy, then onto her sabbatical.

## **7. Community Engagement**

Margaret to work on community engagement strategy with the Ottawa South Community Association. As mentioned one area to discuss would be the camps that Carleton offers. Hopefully this will garner more support from the community which of course translates into revenue. This community engagement will be tied into the University's Strategic Plan.

The library will be involved with throwback Weekend as well as the Carleton Reads program, this year's focus will be on mystery novels. In conjunction with Rosemarie Crosssett, will be looking for alumni with a history background that involves the study of crime.

## **8. Technical Services Review**

Technical Services is considered the back end of the library as they do much of the behind the scenes work. Some sections are working well while others are not and need to be reorganized. Balancing the staff will be one area that will be reviewed. Reorganization comes as e-resources become a bigger concern to the library. Due to budget concerns, the library will have to be watchful of what new resources we can afford and what we already have in the collection. This will be done through a collections assessment: cost vs how often requested.

Rewriting of job descriptions and reassigning staff will also fall under this review. The review will be conducted in an open manner with all staff involved, requesting input and feedback for the duration of the review. This review began last summer and will continue forward to this fall.

## **9. Any Other Business**

### **9.1 Grad Rooms**

FASS and FGPA will be given priority for lockers, carrels and study rooms. The library will hand out keys to those who register for a locker. Registration will begin September 14, 2014.

### **9.2 Ottawa Room**

Known to most as the Tunnel Room, it will now be the Ottawa Room, celebrating all things Ottawa and its region. Resource materials will include maps, architectural resources. There has been quite the demand for this type of study space from departments such as history, geography and architecture. The more rare collections will remain in archives and special collections.

### **9.3 Discovery Centre Spaces**

The Discovery Centre is being well used. The Ottawa Redblacks have requested using the large media room for their meetings. This means that we will need to address how to rent out the rooms to outside organizations. We will have to follow the guidelines that the University has regarding external commercial organizations: how much to charge, to who and keep in mind that we do not want to take space away from the students. Will be meeting in the near future with Ed Kane to discuss logistics.

### **9.4 Farewell to Margaret**

Senate Library committee acknowledged Margaret's contributions to the University and wished her all the best on her upcoming Administrative Leave and retirement.

## **10. Adjournment and Date of Next Meeting**

MOTION to adjourn meeting at 1:50.

