

SENATE LIBRARY COMMITTEE

Date: April 28, 2020

Time: 1:00pm – 3:00pm

Location: Zoom

Attendance: *Anne Bowker, Amber Lannon, Edward Bilodeau, Hilary Becker, Tracey P. Lauriault, Mike Reynolds, Ved Shimpi, Justin Ball, Matt Fisher, Alicia Ott, Laura Newton Miller, Chris Trainor, Omair Shafiq, Karen Lynch, Jennifer Browning, Paul Keen, Carli Agostino, Siobhain Bly Calkin, Sally Sax, Erika Banski, Alisdair McCrae, Jane Fry, Patti Harper*

Regrets: *Heather MacDonald*

Agenda

Introductions of those in the meeting.

Adoption of the Agenda

Approval of the agenda moved by Tracey P. Lauriault, and seconded by Hilary Becker.

Approval of the Minutes of the Meeting of November 21, 2019

It was noted that Siobhain Bly Calkin is the FASS Library rep and not a senator. Minutes of November 21, 2019 were approved with amendments.

Chair's Remarks (A. Bowker)

It was noted that this is an unprecedented situation and the Library staff will speak to how they are adapting.

Interim University Librarian's Remarks (A. Lannon)

So much has changed since the last meeting. There are two things that arose in the last minutes that we move to a future meeting. There was a question about repositories and the question of the security gates given that it is not currently a concern.

Tracey P. Lauriault made a comment about sharing the work her and her student have been doing about streamlining work on repositories. She will send to Amber.

Business Arising

a. Deselection Policy (L. Newton Miller)

Department Head Laura Newton Miller reminded the committee of the timeline of the Deselection Policy. The Policy was submitted in late 2019 and highlighted what the committee did to make the policy more clear. In mid-January the policy was amended to include a message regarding the changes we had made around clarity to faculty consultations. Feedback was received from one faculty member. The current plan is to post to website.

Siobhain Bly Calkin received feedback from her faculty and waited for the opportunity to discuss directly with the possibility for potential modification to the policy on a one-on-one opportunity.

It was noted that the Collections Committee developed the policy to not include process. Tracey P. Lauriault suggests the concept of decision making trees. Hilary Becker noted that we also need to look at where the research is going when looking at this. Paul Keen comments that that we need to be mindful of the number of ways these things can be interrelated. University Librarian Amber Lannon noted that the Library always takes a number of things into account when making decisions on deselection, not just considering things like circulation frequency. A footnote about not just one criteria being the deciding factor should be added.

b. Collections Budget (A. Lannon)

Amber Lannon discusses the base allocation for the library. Discusses the increase in the budget and

why it is increased as it is. We add inflation because yearly inflation on library resources is 5-6%. We also made an ask for purchasing new resources. We also have no control over the exchange rate which can impact us very significantly. The majority of the budget is spent in US dollars.

Hilary Becker asks about increased enrolment in summer but possible decreased enrolment in the fall and lack of international enrolment. This could result in reduced funds. Amber discusses this as being outside of the discussion as part of the collection budget and that what we have is the best information at hand and we will continue to monitor as the university makes any decisions.

Tracey P. Lauriault comments on looking for granularity in the budget. Looking for information on journal licenses. In the future she would like to see those big budget lines broken down further. Looking to see licenses and categories. This level of information was previously reported on in Senate Library Committee meetings. Amber Lannon mentions she will have to go back and look to see how she will be able to report on that given how we manage our budget currently. Edward notes that there are ways we are managing online access going forward. Ownership versus access. The University is also not guaranteed to make balanced cuts across the institution. The collection itself may be a priority even if there are cuts.

Amber Lannon stresses this is all theoretical, there have been no discussion of cuts to the library budget at this time. Tracey P. Lauriault talks about how with digital content we may have to increase simultaneous user content which could increase cost. Gilles Monast speaks to the high percentage of budget spent on electronic resources and how 80 per cent is spent in US dollars. Refers to the specific budget in place this year for COVID related costs.

c. Repository (A. Lannon)

Committee agreed to have this item moved to future meeting.

d. Omni Search, Characters/Language (E. Bilodeau)

Omni is able to both store and display special character sets. The characters depend on the Bib record used in the reference. There are limited cases where the record may not work. When something doesn't work it would come down to the Bibliographic record and not the discovery layer. We would be able to look into any specific instance where this is not working for a researcher. Looked at middle English and Icelandic to verify how this was working.

The new system is at worst status quo in regards to special characters and an improvement in cases.

How the library has adapting to the current situation (A. Lannon)

a. Online support and services

The library building is closed and we're in the same situation as most of our peers across the country. We have limited access to the building. We've focused on what we can do online. Our staff have provided a great deal of support from home and online.

The print books are not accessible at this time. This impacts many disciplines and we are very aware of that. ILL is still accepting requests and it is lending and borrowing electronic materials when possible and making alternative suggestions when that is not an option. They are working closely with RSS to meet these challenges.

Meeting with people virtually through our chat service and using Big Blue Button for research help and online library workshops. Course reserves team is providing access to line materials and acquiring copyrights.

Vendors we work with have been providing us with exceptional circumstantial access and resources for the time being while we're offering online resources. We've also had to added licenses when needed.

We are working with U of O and LAC on archiving COVID information for future study.

Tracey P. Lauriault would like to be added to the data group to be able to submit COVID data. Chris Trainor will follow up. Siobhain Bly Calkin asks how much of the print collection HathiTrust might give us access to. Edward answers that it would give us access to 40 per cent of the Carleton collection.

RSS team has been creating guides to the high quality guides to COVID topics.

i. Hathi Trust

HathiTrust is a partnership with research libraries in US and Canada that we recently decided to pursue membership. Hoping to have access soon. Gives access to some of our print collections from a distance. During COVID it may allow us to open this up further and we are checking with our Legal team. This would give students with disabilities even further access. It will also give us access to some out of copyright material. This won't meet every single need but would add more access to print material.

Phase one would be access through HathiTrust website so that people have access right away. Phase two would be integrate it into Omni.

What we are waiting for is HT and Carleton ITS to get authentication set up. This is ongoing and hopefully done very soon and we will communicate very loudly when we have it ready.

Siobhain Bly Calkin follows up with question more specifically about timeline and copyright laws. Canadian institutions use Canadian copyright laws. There are now a growing number of Canadian institutions as part of this (~8). As a timeline we are now talking a matter of weeks and short weeks, not a matter of months. The site itself can be accessed now but some of the resources themselves are difficult to be accessed and downloaded at this point without membership access.

Submitted Questions from Committee

a. *"What can the library do/is doing to support graduate students and their research and also what they can do to help students and professors access materials for a comprehensive PhD exam list, and when/how?"*

Research Support Services Department Head Patti Harper spoke to the resources available to faculty and graduate students. Through training on how to do scoping and training reviews. And also the purchasing of electronic books. Also preparing resources on how to work in Omni. Helping students navigate free resources. CULearn and how to add content. Big Blue Button and Kaltura. Creating videos that can be embedded into course content. Conducting one on one consultations and strategic searching. Giving research tips on specific databases and answering general questions from grad students. We are able to support student taking leaves of absence. Giving students access to our stats consultants. Updating all of course guides and adding resources for open educational resources. Promoting the name of the subject specialist will be important to relieving stress for students and increasing awareness. We're increasing chat times and opening on evenings and weekends. We have doubled the amount of requests we are getting in chat. It was noted that a comprehensive list will be circulated to Library Reps on the resources and research available to graduate students and faculty.

Associate University Librarian Edward Bilodeau displayed access to vendor resources on the library website. Showcasing the resources we have available on this page for COVID materials. Siobhain Bly Calkin also talks about the different resources available at the library right now and can we push these things out right now? It was suggested that this information should be circulated to DUC for the Carleton Top 5.

Siobhain Bly Calkin asks question about continued service about books and physical material in the future if this goes on for a while. Will we look into a physical delivery? What kind of options will we look into? HathiTrust will deal with a lot of access issues but are there other things in mind for physical

delivery? Amber Lannon answers that we are starting to think about some of these things but that we haven't had a chance to put together specific plans in place. As we start to think about what this might look like when we return, we will put all options on the table. Both curbside pickup and mailing could be things we look into but we'd have to talk about this with our team before making any decisions. We can't do both HathiTrust Emergency response and curbside pickup. We'll have to also hold these discussions with universities across the province to make sure this works for all of us.

AOB

Tracey P. Lauriault comments about some results in OMNI searches so any help for how to search for that would be helpful.

Amber Lannon thanks the library staff for everything they have done in their time working from home and supporting the community.

Chair

Anne Bowker requests Alicia Ott to review current Library reps and note gaps that we may have. We will use these to make sure we get all this important information distributed.

Department Head Patti Harper confirms that we do but we are about to start the process of finding more. It was noted that we will hold another meeting in a couple of months once we have more information on what plans are going forward.

Meeting adjourned.