CARLETON UNIVERSITY LIBRARY
Notice of Meeting

LIBRARY COMMITTEE OF SENATE

Date: **Tuesday, January 9, 2007**
Time: **1:30 p.m. – 3:00 p.m.**
Location: **Room 360k, Library**

Present:	Pauline Rankin (Chair), Sue Aitken (Biology, Science), Michael Armstrong (Sprott School of Business), Joanne Cameron (MADGIC [Maps, Data and Government Information Centre] - Library), Tom Darby (FPA), Margaret Haines (University Librarian), Chris Joslin (FED), Ann Newton (Executive Assistant to the University Librarian and Committee Secretary), Schuyler Playfor (Undergraduate Student Member), Lee Weiler for Tara Westover (Graduate Student Member)
Regrets:	Heather Matheson (Reference Services – Library), Janice Schroeder (FASS), Tara Westover (Graduate Student Member)
Observers:	**Library Staff:**
	Ingrid Draayer (Head, Access Services), Monica Ferguson (MADGIC), Jane Fry (MADGIC - Data Centre), Susan Jackson (Head, MADGIC), Isla Jordan (Systems), Elizabeth Knight (Head, Reference Services), Maureen Leslie (MADGIC), Melody Mastad (Stacks – Access Services), Gilles Monast (Manager – Library Administrative Services), Colleen Neely (Head, Technical Services), Laura Newton Miller (Reference Services), Trish O'Flaherty (Reference Services), Flavia Renon (Reference Services), Linda Rossman (Associate Librarian), Janice Scammell (Reference Services), David Sharp (MADGIC)
	Norman Paterson School of International Affairs: Vivian Cummins

The Chair, Pauline Rankin, convened the meeting by welcoming committee members and interested observers. Members then introduced themselves. The Chair expressed appreciation to new members for agreeing to serve on the Senate Library Committee, and returning members for their continuing

contributions. The former were encouraged to familiarize themselves with the mandate of the committee by reading the terms of reference – a document that was distributed prior to the meeting.

1. Adoption of the Agenda

Motion to accept the agenda as circulated: moved by Lee Weiler, seconded by Sue Aitken.

Carried.

2. Approval of the Minutes of the Meeting of March 9, 2006

Motion to accept the minutes as circulated: moved by Sue Aitken, seconded by Pauline Rankin.

Carried.

3. Business Arising from the Minutes of the Meeting of March 9, 2006

M. Haines informed the Chair that all issues would be covered elsewhere on the agenda and in the updates.

4. 2005-2006 Annual Reports (M. Haines)

M. Haines reported that a summary document was distributed to Members of the Senate Library Committee prior to the meeting. This document was also presented at the Library Forum, an internal Library committee, in October 2006. Traditionally, each team leader is asked to prepare a report, and the University Librarian provides a summary of these reports. The team leader reports were not distributed with this package as they are 1) rather lengthy and 2) were not written for a public audience. M. Haines noted that a similar document would be prepared next year, but it would be a much more polished and publicly distributed document, as is the usual practice at other university libraries. In 2007/2008 the annual report will reflect our performance against the Library's Strategic Plan.

In response to P. Rankin's query about staffing numbers at Carleton vis-à-vis those at the University of Ottawa, M. Haines stated that the University of Ottawa is much larger than Carleton and that for benchmarking purposes we compare ourselves to Queen's, McMaster, Guelph or Brock.

Moved by M. Haines, seconded by Lee Weiler

that the Carleton University Library Annual Report 2005-6 be accepted as presented for information.

Carried.

See Appendix A for details.

5. 2006-2007 Update (M. Haines)

5.1   Staff Development

1. Our first all staff Away Day was held this summer. It was a training and knowledge-sharing day, run by staff for staff and was very successful.
2. In addition to the Away Day other staff development events were held throughout the year, including a presentation by Ian Wilson, a joint meeting with the University of Ottawa, a presentation by Heather Joseph of SPARC, a series of webinars, etc.
3. A Staff Development Committee was established to examine the policies and process to ensure that staff are provided with the opportunities to acquire the skills that they need to do their jobs and to develop within the Library context
4. Within that we are exploring different kinds of staff development. Instead of focusing on training, we are looking at secondments, exchanges, and shadowing. We are also looking at how we can support staff development in a consortial context. We are working with our partners in Ottawa, i.e. Capital Sm@rtLibrary which involves the University of Ottawa, the Ottawa Public Library and a few national museum libraries. We are currently discussing how we can co-operate and collaborate among these members to provide staff with an extended range of development opportunities. You may see us exchanging staff with these other institutions, which is happening with other partners, but not at Carleton at the moment.
5. We have revitalized our "Open House" concept, which was designed for Library staff to learn more about activities in other departments. These visits, held throughout the month of December, were a success.
6. The Library Forum has been revitalized. A new handbook has been produced. Regular meetings are held every two months. The social committee aspect is now being handled separately by a sub-committee. The University Librarian meets individually with team leaders on a monthly basis. The Library Management Group meets on the 2nd and 4th Tuesday of the month. Senior Staff Council meetings with all the team leaders are held on the 2nd Thursday of the month.
7. A review of all Library committees is underway with respect to terms of reference and the possibility of an overlap in objectives.
8. Additions to staffing are on hold at the request of Senior Management.
9. Staff are encouraged to contribute professionally. Throughout the year, they presented papers at CLA and at international and other conferences. Additionally, some librarians submitted articles for publication in professional journals.

10. Staff actively participate in CLA, CBPQ, ICA and CCA committees, IFLA, OLA, ACCESS, WILU, etc. The University Archives joined the Library in May 2006 and our archivist, Patti Harper is very active in local, national and international archival associations.

5.2   Services

1. The Library continues to provide a wide range of learning support services, primarily led by Reference Services and MADGIC - in particular, information literacy seminars. welcome desk service, participation in FYEO and in the high school partners program.
2. Our newest services include the Assignment Calculator, use of Blogs and MSN messaging, a downloadable iPod tour of the library and our WebCT project, which links information and library training and resources to assignments and lectures give by WebCT
3. The Library is also leading very much on dataset management within Ontario with the DINO project (Wendy Watkins) and has led the country in lobbying for print maps to continue (Heather MacAdam).
4. We have been looking very seriously at what our role should be in open access publishing and repository development, have joined SPARC and plan to join the Synergies project (CARL)
5. We are also considered ways to improve access. Our extended hours project has been extremely successful and very much appreciated by the students. As a result of an additional funding bid last year, the Library is now open until 2 a.m.
6. A strategy has been developed to tackle the noise issue - the use of new staff monitors and a publicity campaign on respecting others in the library.
7. The Storage Facility is in full flow, under the management of Ingrid Draayer. Two full-time staff, plus 4 students have been hired.
8. The Library will participate in the LibQUAL survey.
9. The PR Committee is looking into a new marketing strategy. Our Web site has been overhauled. We are also looking into external and internal newsletters and how we can make better use of the intranet
10. This year we have taken an active role by working with Advancement to identify additional opportunities for fundraising that would supplement the income that we receive through the University. In the Carleton campaign the Library was listed as one of the top five priorities. Hard lobbying by one of our staff members has resulted in the establishment of a library building fund. We have worked well with the Circle of Friends and are very appreciative of the funds that are raised for the Library at the annual book sale. One of the major Circle of Friends' projects this year is the CBC Newsworld tapes.
11. Donations have allowed us to extend our laptop loan service, i.e. through the purchase of additional laptops.

Chris Joslin complimented the Library on the newly implemented Safari system, noting that it is fantastic and that the response from students has been very positive.

5.3   Collection

1. Consortial purchases have been made, either by OCUL's (Ontario Council of University Libraries) Scholar's Portal, by CRKN (Canadian Research Knowledge Network) and Knowledge Ontario, which buys across educational institutions, including schools and colleges. These are all very important for us, because if we pool our resources we can buy more for our individual dollars. It extends the access. Items acquired include online journals, backfiles of online journals, e-books, etc.
2. The Library received more funding for collections last year - both base and fiscal.
3. We are now focusing on e-books and digitization of Carleton theses.
4. A few special collections were donated to the Library, in particular the McAllister Johnson collection. This donation has raised issues about how we co-ordinate with other departments across campus e.g. Art Gallery.
5. We are currently engaged in weeding collections and in transferring older materials to the Storage Facility.
6. We are updating collection profiles and creating a new overall collection strategy.
7. We are working with CBC and the Circle of Friends on a potential project that would involve digitization of the CBC Newsworld tapes. We are the only library that has the full 24-hour broadcasts.
8. We are working with IMS and our OCUL partners on the future of the video collection.
9. We are also working with our OCUL partners on e-journal production and use of OJS open source software.

5.4   Building

1. Problems with carpet, elevators, cracks, wiring, air quality, etc. are being addressed by Physical Plant.
2. A revision of the Master Space Plan will follow the acceptance of the strategic plan.
3. There are still concerns about overcrowding. We are looking at how we can rearrange space to create more workstations. Our policy on workstation use has recently been reviewed.
4. Our focus presently is on replacing the floor in the lounge and receiving dock areas. Carpet repairs throughout the library are underway. We will be adding more chairs to Room 102. We are also trying to provide additional seminar and reception space.

5.5　　Staff Appointments and Honours

There have been no new CUASA appointments since Sarah Fedko was hired on March 1, 2006.
CUPE appointments – these appointments were not discussed in detail
Margaret Haines, the new University Librarian, was appointed to that position on May 1, 2006.

Leslie Firth was promoted to Associate Librarian.
Heather Matheson and Michele deVidi were recipients of the PAA.
Heather Matheson received an invitation to attend NELI (Northern Exposure Leadership Institute).
Margaret Haines received an Honorary Fellowship from CILIP.
Heather McAdam received public recognition for her role in reversing the Government decision to stop printing maps.
Several of the staff received personal letters of commendation from faculty for their work in supporting learning and research.

5.6　Library Reporting Arrangements

Other News:

1. FIPPA is, at present, the responsibility of the University Librarian. At most institutions, FIPPA-related activities are handled by the University Secretary.
2. The Archives is now part of Library.
3. The University Librarian now attends meetings of the Academic Deans, along with the Academic and Research Committee and the Senior Planning Committee.
4. The University Librarian is chairing an OCUL group on organizational development and communication across Ontario libraries.
5. CCS and Systems are collaborating on a joint server room in the Library.
6. We have purchased ERM (Electronic Resources Management) software and are looking at CSA MultiSearch for meta searching capability.

6. 2007-2010 Strategic Planning (M. Haines)

Margaret Haines spoke to the draft of the Carleton University Library Strategic Plan 2007 – 2010, a document that was distributed to SLC members prior to the meeting.

It was agreed that as the 2007-2010 Strategic Planning document was a draft it would not be circulated, in its entirety, beyond members of the Senate Library Committee. Members were, however, encouraged to share specific portions of the plan with their colleagues at

departmental meetings, i.e. the pages on Strategic Priorities and on Mission, Values and Vision. M. Haines noted that she would appreciate feedback from Members and from faculty in their respective departments.

Chris Joslin suggested that the evolution of the Library should emphasize the collection of electronic media, aggregation of technology, aggregation of data, and provision of same.

In response, M. Haines stated that one of the goals of staff is to inform students that the Library is more than just a building with books and hard copy. It is about all the e-resources that we are receiving, the expertise of staff, and the support that is available for assignments, teaching and research. In a recent article in the Citizen, Heather Menzies commented on the need for 1) more support in knowledge management and information management and 2) assisting students and staff in filtering out some of the irrelevant, poor quality articles that they may obtain through Web searches (GOOGLE). M. Haines supports a stronger role in outreach, i.e. information advisors (to students and to faculty) who would help them with managing the wide range of information resources that are available online, etc.

Chris Joslin clarified that that his comment was not meant as a criticism. It was more of an observation that some students are not aware of the resources that are available.

P. Rankin asked whether branch libraries were on the agenda for the Carleton Library. M. Haines stated that she would not be averse to this idea. Although Library staff have not discussed this issue, it is open for discussion.

P. Rankin commented on the strategic plan, stating that those involved in creating the document deserved credit for their efforts in producing a vision, and a mandate. M. Haines stated that Members of the Senior Staff Council deserved the credit as all members were involved in editing and producing versions of the plan.

P. Rankin requested a timeline. M. Haines informed SLC that focus groups with students, faculty and staff would be held in January and February. At the same time, Mary Cavanagh, the consultant on the project will be working with us on developing this further as a business plan. Our final version should be completed by February. Our budget must be submitted by the end of February. The Strategic Plan will inform what is included for next year's budget. It will be distributed to ARC at that time. While the budget and the strategic planning process are not the same, they are linked. We may find during the next few months that there are some suggestions that have not been included in the strategic plan. M. Haines has agreed with the Acting Provost and Vice-President (Academic) that the Library budget bid may be reviewed in March if there are new requests that have not been included in the business plan.

P. Rankin asked if the Senate Library Committee should meet when the final version of the plan was ready. M. Haines recommended that the final version be sent by email to SLC members for commentary and that the committee meet after the plan has been submitted to Senior Management and when we know what our budget will be for the coming year.

7. Other Business

7.1 Expression of Appreciation (P. Rankin)

On behalf of the Senate Library Committee, P. Rankin thanked the Senior Management Team for serving so ably, with commitment and great leadership and service, during the period between Martin Foss' departure and Margaret Haines' tenure.

8. Adjournment/Date of Next Meeting

At 2:40 p.m. Michael Armstrong moved that the meeting be adjourned. The date of the next meeting is to be determined – at the end of March at the earliest.

Appendix A

Carleton University Library

Annual Report 2005-6

Carleton University Library

Annual Report 2005-6

Table of Contents

1. Introduction from University Librarian:

It is with great pleasure that I present the 2005-6 annual report for the Maxwell MacOdrum Library. This report covers the period May 2005 to April 2006. I was not in post during this period, having assumed the role of University Librarian in May 2006. Therefore, I cannot take any credit for the overall accomplishments of the Library during this year and offer my thanks to Martin Foss, who was University Librarian until December 2005 and to Linda Rossman, who was Acting University Librarian from January to April 2006.

This year was a very challenging and in some way unsettling time for the Library staff with major external reviews, significant changes to buildings and services – in particular the Learning Commons and Storage Facility – and with the retirement of the University Librarian and appointment of his successor.

Despite this, the Library produced an impressive list of achievements which are described in full in the team reports and celebrated in summary in the next section on highlights. I congratulate all staff who have contributed to the Library's success in 2005-6 and look forward to our work together in 2006-7.

Margaret Haines
University Librarian

2. Highlights:

It is difficult to do justice to all the achievements during this period. Full reports from all teams are available in the Office of the University Librarian and need to be read in order to appreciate the scale of the contribution made by all library staff. This summary will simply report on some of the common projects and the highlights from individual teams.

There were two major projects in the Library during 2005-6. The first was the **Library Storage Facility** which had been proposed in 2004. Senior management agreed that a site near the ice hockey arena could be made available for this facility which initially was to be a joint venture with the University of Ottawa. Linda Rossman was asked to take on the role of Project Manager and Flavia Renon and Isla Jordan were seconded part-time to assist her in the planning and implementation of the facility using best practice from other similar storage facilities. Once completed, the Storage Facility would be run by Access Services.

With any large building project, there are always delays and the decision by the University of Ottawa to build their own facility required a major review and a rescaling of the resources which could be assigned to the project.   Nevertheless, the exterior of the facility was completed in 2005-6 with the interior due for completion in the Spring of 2006. [The facility is now open and fully operational.]

Besides having a state of the art storage facility which can potentially hold over 800,000 items, what is most gratifying about this project was the support and involvement of almost all staff in the library. Reference, MADGIC and Collections staff took on the difficult role of selecting items for transfer to the storage facility and an initial list of over 100,000 items was created based on low usage and availability of duplicates. Stacks staff helped move and box up these items and planned the logistics of moving them once the building was open. ILL staff borrowed items not available during the 'boxed-up' period. Systems and Technical Services staff were involved in developing programs to change and/or create records of items held in the Facility. Library Management handled the publicity and often difficult discussions with users about accessibility of the collection slated for the Storage Facility.   It was truly a collaborative effort which has succeeded due to the loyalty and team spirit in the Library.

The other major project which took place in 2005-6 was the creation of the **Learning Commons** – "a one-stop study shop that combines research, IT and learning support services under one roof to enhance the student experience". This was a fast-tracked $1 million project with construction starting in June and completing in September of 2005. Again, all departments were involved in this project in order to meet the tight deadlines and to ensure the appropriate co-ordination with the Storage Facility project. The introduction of the Learning Commons "had

a dramatic physical transformation to library space, and provided a striking, modern and fresh look" as well as a "profound influence on the learning environment". The number of workstations nearly doubled and other equipment increased and the entire Library became 'wireless'.

This was a very exciting development for the Library and its partners – Learning Support Services and CCS. There are still some issues to be resolved including the impact on study space and noise in the Library but the success of the Learning Commons is evident by the long queues of students at workstations and at the LC counter.

Other areas of development this year included innovations to the **instruction and literacy** programmes managed primarily by Reference Service and MADGIC and included the use of new technologies e.g. blogs, iPods and MSN. Members of the Reference team were also highly praised by academic partners for their innovative contribution to WebCT delivered courses including co-authoring assignments and embedding training and resources into the courses. There was also a renewed focus on collection development with Reference, MADGIC and Collections staff working on collection policies and profiles, developing supporting statements for undergraduate programs and OCGS and spending the nearly $850K additional monies awarded to collection development for major new electronic and print resources.

Despite a very heavy workload keeping up to date with routine services, introducing new services and managing two major projects, library staff continued their participation in library and university committees as well as professional organizations and conferences. The Library represented Carleton at the following events:

- *Innovative* Users Group Conference
- OLA (Ontario Library Association) Superconference
- CLA (Canadian Library Association) conference
- *RACER* (ILL) Workshop
- Northwest ILL (Interlibrary Loan)Conference
- CAUT (Canadian Association of University Teachers) conference
- ACMLA (Association of Canadian Map Libraries and Archives) conference
- *ESRI* Users conference (ESRI is a geographic information system)
- IASSIST/IFDO (International Association for Social Science Information and Technology/International Federation of Data Organizations for the Social Science) conference
- ICPSR (Interuniversity Consortium for Political and Social Research) conference
- CACUSS (Canadian Association for College and University Student Services) conference
- Computers in Libraries conference
- ACCESS (A conference on library technology)

- ARL (Association of Research Libraries) LibQUAL workshops
- Canadian Metadata Forum
- CARL (Canadian Association of Research Libraries) meetings
- OCUL (Ontario Council of University Librarians) meetings

Other conference participation is included in team reports.

Highlights from reports include:

Access and Stack Services:

- an increase in total number of check-outs
- an increase in digital resources across the Board
- the introduction of the very popular laptop loans scheme
- an increase in exit counts to over 1.2 m
- major work in boxing up and moving books scheduled for transfer to the Storage facility
- a concerted and successful effort to deal constructively with complaints about noise from cell phones, lack of quiet study space and space dedicated to graduate students

Gifts and Collections:

- the receipt of several large collections of books with a value of gifts in kind of over $51K.
- an increase in the total value of donations to $134k.
- the launch of the successful "Virtual Book Plate" campaign allowing parents to buy a book in honour of their child's graduation
- receipt of the second instalment of the New Book Challenge Fund
- the addition of many important resources including SPIE Digital Library, and ARTstor due to the additional funds for collections and the strength of the Canadian dollar
- major new e-resources including e-books purchased to support new undergraduate and graduate subject areas e.g. Biomedical Research
- more free and open access journals
- a decrease in spending on document delivery due to increase in full text journals
- participation in several consortial arrangements – CRKN and OCUL Scholars Portal, leading to very good purchase prices for major resources and significant new content.

Interlibrary Loans:

- RACER and VDX continued to increase efficiency of ILL Service
- no daily backlogs during this period
- renegotiation of the CISTI agreement for on-site access by Carleton students and staff to CISTI collections and other benefits

- a decline in ILLs due to increase in e-journals availability
- the successful introduction of a) a pilot distance education support service called DistancePlus, b) a rush ordering of new monographs and c) payment by credit cards
- becoming a virtual (paperless) ILL department

Library Office:

- the significant contribution made by Martin Foss, University Librarian, who fought for and led the major changes in the Library during this period, who skillfully handled the external review process, and throughout was continually loyal and accessible to his staff
- Linda Rossman's lead role in project planning the Storage Facility and implementation of the Learning Commons; her 23 Friday messages; and her promotion to Acting University Librarian for 4 months during which time she and Gilles Monast prepared and defended the library bid for resources; represented the Library at senior management meetings as well as OCUL , CRKN and Smart Library meetings
- Leslie Firth's active involvement in collective bargaining and the President's Task Force of Planning and Priorities;   her lead role in Systems and in planning the next ACCESS conference as well as filling in for Linda Rossman on the Learning Commons committee during Linda's temporary promotion
- Gilles Monast's calm and consistent management of support staffing, building and facilities management, as well as oversight of library budget activities
- Ann Newton's dedication to keeping the Office of the University Librarian running efficiently and smoothly during all the changes as well as the efficient management of all CUASA related human resources issues and library statistics submissions

MADGIC and Data Centre Services:

- opening of the COOL RDC
- major progress on NESSTAR data management project
- the success of the GIS Day and redesign of the GIS area
- production of a new book on children's maps
- new free City of Ottawa files and an increase in digital resources including 19th C HCPP online collection
- negotiated access to Canadian Addiction Study statistics and a CRIC grant for polling data
- production of web-based Training repository for DLI training materials
- a leading role in DINO – the Data in Ontario project

Reference Services and Joy MacLaren Centre:

- an increase in reference enquiries to special collections and archives, use of MSN chat service and use of Joy MacLaren Centre
- innovations in information literacy initiatives including use of WebCT and video-streaming
- major investment in time on the Learning Commons project
- significant increase in contacts with individual users
- continuing success in meeting the challenge of supporting access to increasingly large number of e-resources
- increase in demand for transcription services re CDs and e-texts
- large increase in number of visits to JMC and in scanning output
- upgrades of dragon software and installation of barrier free workstations

Systems:

- major roles in LC and Laptop loan initiatives
- support for the Assignment calculator
- agreement with CCS on creation of a satellite data centre
- lead role in LibQUAL survey project
- lead role in SMART Library in relation to troubleshooting
- upgrades to library systems including to Oracle 9i and an upgraded library network, as well as upgrades to COUTTS ordering systems
- involvement in ERM system analysis, MSN pilot project, new templates for staff intranet, Children's Map project server change, spine label project, etc

Technical Services:

- phenomenal increase in cataloguing output 19,603 books – 31% above average of previous 5 years and 61% above the previous year
- major assessment ERM project
- introduction of a rush cataloguing service to get materials to patrons quickly
- a project to link theses in the catalogue to the online full text version produced by ProQuest
- Literary Authors Project for a current authority records
- book relabelling and mending project
- total spend for resources including books, e-resources, document delivery, serials, binding, etc $4.8m, total received items 13, 268

3. Forward Plans:

In preparation for this annual report, all teams were asked to identify priorities and issues for the coming year. Many of these are included in their team reports but some are selected for special mention here. Key priorities include:

- a comprehensive collection policy with updated collection profiles in all areas and better use of collection analysis from MINES and LibQUAL surveys
- more active participation across the Library in our existing library consortia and networks and a higher profile of the Library in the wider professional community
- more outreach of library services and resources into university departments and better marketing and publicity
- introduction of as much self-service as possible in check-out, interlibrary loan, reserves, etc
- more involvement in digital preservation, repository developments, and open access publishing
- further innovations in information literacy and instruction and particularly in designing services for graduate students
- a review of our policies on guests and non-Carleton users
- a fresh look at our website, subject guides, and other instructional and promotional materials including wiki's and blogs
- a review of staff development in the library and a clear and transparent policy and process as well as new development opportunities
- participation in LIBQUAL 2007 and strengthening of our qualitative and quantitative assessment programmes and tools
- a review of the Learning Commons partnership and an increase in the resources and support provided including laptops
- an ERM (electronic resource management) system as well as systems for multi-search and authentication of access to key data sources
- improvements to the physical fabric of the Library including ergonomic improvements to the Learning Commons desk, assignment of quiet study areas and better traffic flow, repairs and redecoration to elevators, stairwells, carpets and staff areas, etc
- better strategic planning including revision of the master space plan

In 2006-7, under the direction of the new University Librarian, Margaret Haines, all library staff will be consulted on a strategic plan for 2007-2010 and will be developing individual team plans to implement the Strategic Plan and to address the priorities noted above.

4. Carleton University Library Statistics for 2005-6

A. Expenditures, Establishment and Collections

I. Collections

1. Print Volumes

1.1 Volumes held at the end of the previous year – 1,747,091
1.2 Volumes added during the year – Gross 26,183
1.3 Volumes withdrawn during the year – 1,014
1.4 Net additions – 25,169
1.5 Total volumes – 1,772,260

2. Other Formats

2.1 Microform units – 1,371,356
2.2 Government documents not counted elsewhere – 0
2.3 Manuscripts and archives (linear metre) – 368
2.4 Printed music scores – 32,440
2.5 Cartographic materials – 179,051
2.6 Graphic materials – 9,557
2.7 Audio materials – 2,145
2.8 Film and Video materials – 15,420

3. Monographs

3.1 Print monograph titles – 924,256
3.2 Monograph volumes purchased – 13,550
3.3 Electronic monograph titles – 266,935
3.4 Electronic Monograph titles purchased – 176,494
3.5 Total Monograph titles: 1,191,191

4. Current Serials Received

4.1 Number of print and microform titles – 6,380
4.2 Number of electronic titles – 8,876
4.3 Number of subscriptions purchased – 9,561
4.4 Number of electronic serial titles included in aggregator packages –
        28,101
4.5 Number of titles cancelled – 8
4.6 Total value of cancelled titles – $739.00

II. Expenditures

5. Total Library Expenditures - $12, 265,268

5.1 Total library materials - $4,686,860
5.2 Contract binding- $112, 616
5.3Total staffing expenditure - $6,727,337
5.4Other operating expenditures - $738,455

6. Total Library Materials' Expenditures - $4,686,860

6.1 Expenditures for print monograph volumes - $979,761
6.2 Expenditures for electronic monograph titles – N/A
6.3 Expenditures for current print & microform serials - $765,354
6.4 Expenditures for current electronic serials - $2,626,138
6.5 Expenditures for other library materials - $226,820
6.6 All materials fund expenditures not included above – $88,787

7. Total Staffing Expenditures - $6,727,337

7.1 Professional staff - $2,268,457
7.2 Support staff - $3,917,171
7.3 Casual staff - $541,709
7.4 Fringe benefits - $1,162,780 (not included in above)

III. Personnel

8. FTE

8.1 Librarians FTE – 26.8
8.2 Other professionals FTE – 0
8.3 Total professionals FTE – 26.8
8.4 Support staff FTE – 76.05
8.5 Casual staff FTE – 28.68
8.6 Total staff – 131.53

B. Use, Facilities and Services

1. Collections Use

1.1 Number of initial loans – 534,856
1.2 Number of renewals – 358,122
1.3 Number of reserve loans – 81,531

2. Service Hours and Staffed Service Points

2.1 Number of staffed library service points – 8
2.2 Number of weekly public service hours – 101

3. Library Instruction and Facilities

3.1 Number of library presentations to groups – 328
3.2 Number of total participants in group presentations – 10,339
3.3 Total number of reference transactions – 32,768
3.4 Turnstile count – 1,263,118

4. Document Delivery Traffic

4.1 Total number of documents sent directly to individuals from own collections – 0

4.1.1 Copies – 0
4.1.2 Originals – 0

4.2 total number of requests received from other institutions (filled and unfilled) - 13, 945

4.2.1 Number of originals sent – 5,804
4.2.2 Number of copies sent – 4,822
4.2.3 Total number of requests received from other institutions – 10,628

4.3 Total number of requests sent to other institutions (filled and unfilled) – 18,077

4.3.1 Number of originals received – 7,545
4.3.2 Number of copies received – 7,545
4.3.3 Total number of requests filled by other institutions – 17,142

4.4 Report the number of items received under contract – 3,053