

LIBRARY COMMITTEE OF SENATE

Minutes

Tuesday, March 19, 2002

1:30 p.m.

Room 360k, Library

Present: Leslie Pal (Chair), Martin Foss (University Librarian), Carter Elwood (Faculty of Arts and Social Sciences), Bozena Clarke (Library), Edward Lai (Science), Shikharesh Majumdar (Faculty of Engineering and Design), Andrea Rounce (Graduate Student member), John McAndrew (Undergraduate Student member), Ann Newton (Secretary of the Committee)

Guests: Leslie Firth (Library, Assistant Librarian, and Systems), Linda Rossman (Library, Associate Librarian)

Regrets: Pamela Armstrong (Library), Jonathan Malloy (Faculty of Public Affairs and Management)

Observers: Library staff: Kristof Avramsson, Laurie Campbell, Isla Jordan

Instructional Media Services: Ross Mutton, Maria Brocklehurst

Norman Paterson School of International Affairs: Vivian Cummins

The Chair, L. Pal, opened the meeting by expressing appreciation for the efforts and contributions of outgoing members, A. Rounce, J. McAndrew, B. Clarke, C. Elwood and E. Lai. The Chair then encouraged the observers to introduce themselves.

1. Adoption of the Agenda

Motion to accept agenda as circulated: moved by S. Majumdar, seconded by A. Rounce.

Carried.

2. Approval of the Minutes of the December 5, 2001 Meeting

Motion to accept the Minutes as circulated: moved by E. Lai, seconded by C. Elwood.

Carried.

3. Business Arising

3.1 Library Space Study (L. Rossman)

(Agenda Item 3.2, December 5, 2001 meeting)

L. Rossman distributed a copy of a January 29 memorandum on 2002-2003 capital projects for the Library that was prepared by M. Foss and L. Rossman in response to a request from Stuart Adam, Vice-President (Academic) and Provost. (See Appendix A)

Ms. Rossman commented on item number 2 which called for the provision "of professional architectural consulting services to develop a master plan for MacOdrum Library space renovations and interior design". L. Rossman and Anne Babcock, Manager, Space Administration met recently. Next month, Ms. Babcock will interview 13 key library personnel on space requirements in their respective areas. At the conclusion of these interviews, Ms. Babcock will prepare an overview brief on the scope of the project. On the basis of that brief, the Library, with Ms. Babcock's assistance, will seek funding from University Administration for various initiatives identified in the master plan.

Ms. Rossman then spoke to item number 3, the installation of a coffee shop. On March 5, Ed Kane, Director, University Services and Director, Food Services, informed L. Rossman that Chartwells would be asked to provide a design concept for the coffee shop. Ms. Rossman noted that Ed Kane queried potential use of this service. In response, Ms. Rossman conducted an analysis of daily, monthly, and annual usage of the Library during the past four years. Results revealed that 4000 individuals use our facilities during the busy season (October/November). Numbers drop to 1000 in May and August. L. Pal questioned whether there were any comparative statistics for the coffee shop in the tunnel junction. Ms. Rossman replied in the negative, and stated that Ed Kane viewed our coffee shop as "new business". Its presence should have little or no effect on existing services. Ms. Rossman reminded Members that it had not yet been determined what company would be engaged to provide the service. In light of Ms. Rossman's remarks about "new business", A. Rounce questioned whether Ed Kane was explicit about who would be attracted to our service. Ms. Rossman stated that the Library is open late and that other food concessions and coffee shops on campus close much earlier. This variation in hours would create a new market. Ms. Rossman recently attended a conference at the University of Nevada, Las Vegas, and commented on its state-of-the art buildings, coffee shop and information commons. Pictures from these facilities were circulated to Members. In response to E. Lai's question, L. Rossman stated that the University of Nevada, Las Vegas was comparable in size to Carleton University Ms. Rossman concluded the discussion by pointing out other capital projects that

were essentially self-explanatory. [See Appendix A for details.]

3.2 Fines/Sanctions (B. Clarke)

(Agenda Item 5.1 (Motions 1 and 2) December 5, 2001 meeting)

B. Clarke informed members that since the last meeting of SLC fines and sanctions had been discussed by the following groups:

Senior Staff Council (March 12, 2002);

Ross Mutton (Instructional Media Services) Maria Brocklehurst (Instructional Media Services) B. Clarke and M. Foss; and L. Lauzon and D. Stewart (Business Office) and B. Clarke (Head, Access Services) L. Firth (Assistant Librarian, Systems) and other Library staff from Circulation and Stacks (March 19, 2002 a.m.).

Ms. Clarke stated that IMS and the Library have different objectives and goals. What suits the Library does not suit IMS and vice versa. At the March 12 meeting of the Senior Staff Council meeting, it was agreed that students who owed \$10.00 or more should be placed in sanctions. This figure was, in fact, a compromise, as the amount was viewed as too high by SSC and too low by IMS. Assuming that this regulation is implemented in the summer, there should be sufficient time by late fall to evaluate the effects of this measure on IMS and the Library. B. Clarke informed SLC that the Business Office preferred the lower amount, as it costs them \$10.00 to collect each fine. It was noted that with this system the onus would be on students to return their tapes and/or books by the due date. In reply to a question from A. Rounce, B. Clarke explained that students are placed in sanctions if they owe \$10.00 or more in fines. They must pay the \$10.00 to have the sanction removed. While they are in sanctions they cannot borrow any other materials - tapes or books. Students could, however, have a number of overdue books signed out, but continue to borrow others until one item reaches the replacement bill stage (after 40 days) or another is returned without payment of the requisite fine. K. Avramsson questioned whether sanctions imposed by the University of Ottawa and Carleton result in loss of borrowing privileges for their/our students. Ms. Clarke stated that the institutions exchange overdue lists twice a year and at that time privileges are withdrawn for delinquent borrowers. S. Majumdar questioned whether students were informed about overdue books. B. Clarke noted that students receive electronic reminders three days before the due date, as well as overdue notices. Ross Mutton (Director, Instructional Media Services) informed SLC that ITV fines are \$1.00 an hour to a maximum of \$20.00 a day. ITV students may easily exceed the \$10.00 maximum. This sanction would bar ITV students from borrowing tapes or books. R. Mutton commented on how common it was for ITV students to have fines in excess of \$20.00 or \$25.00. B. Clarke stated the University of Ottawa imposes sanctions at \$4.00, and that their system seems to work very well. The Chair stated that this issue would be re-visited at the next meeting of the SLC.

It was MOVED (Clarke, Foss)

That the borrowing privileges of **Carleton University students be suspended for library fines owing. The amount owing is not to exceed \$10.00.**

Carried.

4. Report from the University Librarian (M. Foss)

4.1 Library Budget for 2002-2003

M. Foss reported that the monograph budget for this year would be overspent by approximately \$150,000. It is anticipated that this over expenditure in monographs will be offset by an under expenditure in the area of printed serials. Any shortfall would be covered by other budgeted items. Document delivery may also be slightly over spent.

On a more positive note, the Library will receive an increase of \$200,000 in its base budget for the 2002-2003 fiscal year - from \$3.45M to \$3.65M. This money will be disbursed as follows:

Electronic resources	\$115,000
Printed serials	10,000
Document Delivery	40,000
Maps, Data and Government Information	25,000
Monographs	50,000

Although the amount totals more than \$200,000, adjustments will be made when final figures for the 2001-2002 budget are known.

M. Foss informed SLC that the Library would also receive \$620,000 of the \$3.6M that Carleton University received from the government through its indirect costs for research programme. This is one-time funding that will be available for the 2002-2003 fiscal year. The Library's Collections Committee will determine how the Library should spend this unexpected windfall. One item in particular that has been considered is the purchase of back files of the Web of Science. M. Foss stated that, apart from funding for our participation in the CNSLP programme and a single one-time allocation in the 1997/1998 budget, the Library's materials budget hasn't changed in the past ten years. E. Lai queried the amount that the University of Ottawa would receive through this federal initiative. M. Foss did not know, but stated that \$7M was given to the University of Western Ontario. This topic will be addressed at forthcoming meetings of the Ontario Council of University Libraries (April 2002) and of the Canadian Association of Research Libraries (June 2002).

4.2 New Library System (L. Firth)

L. Firth reported that

- The new library system was implemented January 2, 2002, on time and within budget;
- A successful launch celebration was held on January 17, 2002;
- The Acquisitions module implementation was deferred to May 2002 and is presently on target.

Other related initiatives:

SmartLibrary project

Carleton University is working cooperatively with the libraries of the University of Ottawa, Ottawa Public Library, Canada Institute for Scientific and Technical Information (CISTI) and the National Library to create a common portal to our collections. Using the capabilities of the Z39.50 standard, we will be able to ensure catalogue searches across all or any selected sub-group of our libraries. The funding that we received from Industry Canada for this initiative was allocated to the Z39.50 capability of our new system and the project to implement the portal. The portal will be implemented January 2003.

Web proxy server:

Systems staff are working on setting up a web proxy server. This will make it easier for our users to obtain access to electronic, licensed resources from off campus. Until this is operational, they are limited to acquiring access through the dial-up modem pool or through Edunet. Once this is operational, they will be able to get access from any IP service provider, such as Rogers or Sympatico. As well, we will be better able to support distance learning. Users will be authenticated against the Library's patron database and will be able to access these valuable resources from any workstation that has a Web browser.

5. Other Business

5.1 Item 4.3 Canadian National Site Licensing Project (CNSLP)

Minutes of the Meeting of December 5, 2002

C. Elwood noted that on page 6 of the Minutes of the meeting of December 5, it was stated that journals that are received electronically are listed in our catalogue and that students are directed to the appropriate URL when they perform a title search. C. Elwood then commented on an incident that occurred approximately one month after the last meeting of SLC. A student was asked by an instructor to consult a specific journal. The individual reported that the journal was cancelled in 1999. There was nothing in the entry to indicate that

the Library currently received the electronic version of this title. C. Elwood admitted that this incident might have been an exception to the rule. C. Elwood emphasized how important it was to ensure that records include a statement to the effect that the print title has been cancelled and replaced with an electronic version. M. Foss noted that the record should have included a URL for that title, but qualified his response by stating that journals received through consortial arrangements number in the hundreds. This represents a processing backlog. Updating records can take more time than one would expect. Clearly, the record for a title cancelled in 1999 should have been changed. L. Firth shed additional light on the subject by stating that a clean-up project is currently underway on a group of serials, and that this particular journal may have been part of that project. L. Campbell informed SLC that Renaissance Studies is part of the Oxford University Press package. To access that title, students must go to the publisher site first. This causes some difficulty, particularly as students may not be aware of the name of the publisher. L. Firth stated that we are currently in a limbo-like state, but as we become more familiar with the new system, we will discover ways to streamline the process for our clients.

5.2 Journal Selection - Criteria (A. Newton for C. Elwood)

Ms. Newton distributed copies, for information only, of emails exchanged between M. Foss and C. Elwood on the criteria used by the Library for selecting journal titles for the collection.

6. Adjournment

At 2:40 p.m. A. Rounce moved that the meeting be adjourned.

APPENDIX A

Date: January 29, 2002

To: Stuart Adam

Vice-President (Academic) and Provost

From: Martin Foss

University Librarian

RE: 2002-2003 Capital Program – Library

In response to your request, I enclose a list of capital projects for the Library.

In brief, and in priority order, they are:

1. *Complete 3 additional floors as originally planned for 1991 library extension*
2. *Provide professional architectural consulting services to develop a master plan for MacOdrum Library space renovations and interior design*
3. *Install a Coffee Shop.*
4. *Install a new public elevator to serve all 5 floors of library*
5. *Lower the elevator control panels on the freight elevator (on exterior walls, for use of disabled patrons)*
6. *Install wireless network infrastructure in all public study areas (in co-ordination with CCS wiring project)*
7. *Create several Group Study Rooms of various sizes, serving 3-4 or 4-6 students per room.*
8. *Create an additional Library Instruction Centre (combined lecture/computer lab space)*
9. *Improve lighting on main floor*
10. *Refurbish entrance vestibule to improve harsh, unwelcoming ambiance.*
11. *Install compact shelving in the closed storage area.*

Projects #1 and #2 reflect our desire to take the long-term and strategic approach to library space planning.

Martin Foss martin_foss@carleton.ca Telephone: (613) 520-2600, ext. 2725; Fax: (613) 520-2750; Location: Library Room 360h

An overall master plan will assist us in implementing the considerable work already begun in two space and design reports commissioned for the Library:

- a *Space Utilization Study* (interim report February, 2000; update April 2000) by Ron Higuchi of Educational Consulting Services Corp and

- *MacOdrum Library Public Area: Report* (November 2000) by Diane Phillips of Taylor-Phillips Architects Inc.

Projects #4 - #11 reflect recommendations from these two reports. These projects are important and useful steps in enhancing and optimizing study space, improving delivery of instructional programs, improving building accessibility and establishing the Library as a student-centred 'place' on campus.



Details are provided on the attached forms.

Thank you for consideration of these requests.