

**CARLETON UNIVERSITY LIBRARY  
LIBRARY COMMITTEE OF SENATE**

**Minutes of the Meeting of Friday, April 18, 2008**

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**Present:** Pauline Rankin (Chair), Janice Schroeder (FASS), Susan Aitken (Biology, Science), Joanne Cameron (Library), Catherine McGovern (undergraduate student member), Janet Hempstead (Library), Margaret Haines (University Librarian), Robert Holton (FGS), Tom Darby (FPA), Dave Cannon representing Tara Leigh Foster-Hunt (graduate student member), Chris Joslin (FED), Ann Newton (Committee Secretary)

**Regrets:** Alex Ramirez (Sprott School of Business)

**Observers:** **Library:** Ingrid Draayer (Access Services), Fatima DaRosa (Acquisitions), Christine Taylor (Interlibrary Loans), Paula Hurtubise (odesi), Elizabeth Knight (Reference Services), Pearl Jacobson (Reference Services) Meghan Laidlaw (Reference Services), Colleen Neely (Technical Services), Emma Cross (Technical Services), John Warren (Technical Services) Anita Hui (Collection Development and Gifts), Melody Mastad (Stacks), Jane Fry (MADGIC), Wendy Watkins (MADGIC), Susan Jackson (MADGIC), Isla Jordan (Systems)  
**Norman Paterson School of International Affairs:** Vivian Cummins  
**Advancement:** Andrea Segal

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**1. Welcome and Introduction of New Members (P. Rankin) (Attachment 1)**

In the opening remarks, the Chair, Rankin welcomed members and observers to the meeting. (See Attachment 1 for membership)

**2. <odesi> - Ontario Data Documentation, Extraction Service and Infrastructure Initiative (P. Hurtubise)**

Paula Hurtubise presented a brief report on **<odesi>**, a web-based data extraction system delivered through Scholars Portal. [A brochure containing the information reported in this agenda item was distributed to members.] "<odesi> provides central storage, ease of access and simple data interpretation for key numeric data resources such as: demographic data from Statistics Canada and polling data from Gallup. The project is lead by Carleton University working in close partnership with the University of Guelph over the two-year life of the project.

## **<odesi>**

The **<odesi>** project started 3 years ago with a paper (Carleton, Queen's and Guelph) reviewing the imbalance in data availability at Ontario universities. This evolved into a funding bid that went to BPS Supply Chain Secretariat, Ontario Ministry of Finance (Ontario Buys) in early 2007. The project subsequently received funding in April of 2007. The **<odesi>** data portal opened to the 20 OCUL institutions on March 4, 2008.

### **Funding:**

**<odesi>** is a jointly funded project between the Ontario Council of University Libraries (OCUL) (\$196K) and OntarioBuys (\$750K) and in-kind funding (\$176.4K) for a total budget of \$1,122,400.

### **Participating Institutions:**

Brock University, Carleton University, University of Guelph, Lakehead University, Laurentian University, McMaster University, Nipissing University, Ontario College of Art & Design, University of Ontario Institute of Technology, University of Ottawa, Queen's University, Royal Military College, Ryerson University, University of Toronto, Trent University, University of Waterloo, University of Western Ontario, Wilfrid Laurier University, University of Windsor, York University

### **Best Practices Document**

The **<odesi>** Best Practices Document integrates with national and international initiatives to adopt and enhance common metadata standards and develop and promote leading practices around these standards. **<odesi>** maintains a membership in the Data Documentation Initiative (DDI) which is an international working group determining future directions of metadata standards. It is this document that allows other institutions to add their data to this important resource, thus making these data more accessible and increasing their value.

### **Upcoming tasks**

The **<odesi>** project will be establishing protocols for the acceptance of datasets into **<odesi>**, the acquisition of other datasets (IPSOS Reid data, Ontario provincial datasets) the inclusion of French datasets, improvements to the search interface, the promotion of the site continue to "mark up" files.....

This project ensures a level playing field for Ontario University researchers, regardless of the size of their institution. It provides university researchers, academics and students with unprecedented access to a significant number of datasets. **<odesi>** is a tool which expands the research landscape available to Ontario students, teachers and researchers."

### **3. Adoption of the Agenda**

Motion to accept the agenda as circulated: moved by Holton, seconded by Aitken.  
**Carried.**

### **4. Approval of the Minutes of the Meeting of May 3, 2007**

Motion to accept the minutes as circulated: moved by Holton, seconded by Cameron.  
**Carried.**

### **5. Business Arising from the Minutes for the Meeting of May 3, 2007**

#### **5.1 Terms of Reference (Agenda Item 4 – May 3, 2007)**

P. Rankin and M. Haines commented briefly about revisions to the SLC terms of reference that were proposed at the May 3, 2007 meeting of the Senate Library Committee. (See Attachment 2 – Revised Terms of Reference)

Moved by S. Aitken/R. Holton

that the revised terms of reference presented at the April 18 meeting of the Senate Library Committee be accepted.

**Carried.**

#### **5.2 TA Training/iGrad (Agenda Item 5.3.4 – May 3, 2007)**

The Chair requested an update on the working group that was to be created to determine what could be done in a graduate students program in literacy and what would be required to develop a successful proposal. Haines informed the committee that many meetings were held with Graduate Studies, Rob Holton, John Shepherd and others about how the Library could improve its services for graduate students. In a recent graduate student survey, concerns were raised about study space and collections. At a meeting with Rob Holton and graduate students it was agreed that Holton would recommend that GSA create their own Graduate Students Association Library Committee. Orin agreed with the proposal. Additional meetings will be held to discuss how that committee could provide the Library with more detailed support with respect to the content of the collections, etc. Haines stated that the Library had included a significant request in this year's budget submission to improve support to graduate students by hiring contract staff to focus, particularly, on support services for that group. The Library also requested \$1,000,000 for additional collections funding for graduate level materials. Unfortunately, the budget settlement this year was not particularly good, and the Library did not receive any of that money. The good news is that one of our reference librarians, Janice Scammell, will be taking a sabbatical, effective July 1, 2008 and the focus of her research will be on improving information training and support to graduate students.

Haines was optimistic that the results of this research would provide the Library with useful ideas about how to move forward. Haines also spoke briefly about the OCGS Retreat that would be held next week. Haines will be presenting a paper on iGrad and will speak mainly about initiatives in the United Kingdom (UK) to support a broader type of training for research graduate students, in particular, that has been funded by the research councils of the UK.

## **6. Library 2008-10 Strategic Plan (M. Haines)**

Copies of both versions (short and long) of the Library and Archives Strategic Plan 2008-2010 were distributed at the meeting. (Attachments 3 and 4 are available in the Office of the University Librarian.) Haines noted that the versions distributed at the April 18 meeting were essentially the same as those that were previously circulated to the committee.

Rankin complimented Haines on the Library's Strategic Plan, noting that it was clear, focussed, and actionable.

Rankin asked how Haines saw this plan as fitting in with the University's Academic Plan. In response, Haines stated that the expectation was that our objectives would be fed into the other documents. It was understood, though, that some changes to the Library's document might be required as the Academic Plan evolved.

Moved by J. Cameron/D. Cannon

that the Strategic Plan be accepted.

**Carried.**

## **7. Library 2006-7 Annual Report (M. Haines) (Attachment 5)**

Haines noted that the Library's 2006-7 Annual Report was a synopsis of Library accomplishments over the past year. [Copies of this report were distributed to members.] S. Aitkin complimented Haines on the contents of the report.

Moved by J. Schroeder/J. Hempstead

that the Library 2006-7 Annual Report be accepted.

**Carried.**

## **8. 2007/8 Developments: a. Library Fund-raising (A. Segal)**

Andrea Segal (Senior Development Associate - University Wide Priorities) discussed the strategic fund-raising plan for the Library - the development of effective communication tools, comprehensive donor relations and a stewardship program. Segal will recruit volunteers, solicit funds on behalf of the Library and focus on major gifts from individuals, corporations and foundations that may have an interest in the Library. Segal stated that fund-

raising requires a highly collaborative approach and spoke about the role of Advancement Services, Alumni Relations, the Circle of Friends and other groups on campus in such activities. Segal expressed enthusiasm about working with Margaret Haines, Library staff and others.

**b. Mobile Shelving Project (I. Jordan) (Attachment 7)**

Isla Jordan provided an update on the mobile shelving project. See Attachment 7 for details.

**c. Master Space Plan Revision (M. Haines)**

Diamond + Schmitt Architects Incorporated were recently hired to revise the Library's Master Space Plan. Haines noted that this firm created an earlier design for the Library. The hope is that this plan will be ready by the end of April. The first priority will be to identify what should be done with the space left vacant by the removal of the journals to the first floor of the Library. Should the space be dedicated to group study rooms, individual carrels, work stations, or soft seating? For Haines, the priority is more group study rooms for graduate students. The Library received \$635,000 in its budget which will cover furniture and renovations on the 3<sup>rd</sup>, 34<sup>th</sup> and 5<sup>th</sup> floors. In response to concerns raised about noise, the 5<sup>th</sup> floor has been designated as a "Silent Floor". It is likely that the graduate rooms will be on the 5<sup>th</sup> floor. The master space plan will be presented in the Spring. We will immediately make some changes that relate to the empty space that is being created. The longer term aspect of it will depend on the availability of funding – through fund-raising, through the University or through special infrastructure funds from the Ministry. Haines advised SLC that this year Ryerson received \$45,000,000, the University of Toronto received \$70,000,000 and Nipissing received \$18,000,000 for new libraries. We will be pushing very hard for Carleton to make a bid for our library to obtain some funding out of these infrastructure and building maintenance programmes.

**d. Library Code of Conduct Policy (I. Draayer) (Attachment 6)**

Ingrid Draayer reported on the Library Code of Conduct Policy. See Attachment 6.

Moved by T. Darby/J. Cameron

that the Library Code of Conduct Policy be accepted in principle.

**Carried.**

### **e. Library Hours (I. Draayer)**

I. Draayer reminded members that the Library was into its second year of extending hours until 2:00 a.m. Last fall a full-time late evening supervisor was hired. This individual is responsible for the building between 6:00 p.m. and 2:00 a.m. and for the student employees during those hours. Since March 31 the Library has engaged in a 24-hour opening. Funding was received for a pilot project to be run during the exam period. Head counts are taken hourly on each floor.

### **f. 2008-9 Budget (M. Haines)**

Haines reported that the Library received an additional \$300,000 for collections (\$250,000 base, \$50,000 in fiscal). Our inflation costs are about \$370,000, which means that opportunities to support new programmes have been hampered. We received money from renovations and \$50,000 for fiscal money for staffing during the 24-hour openings, for security and for co-op students. This year the Library was allowed to carryforward the underspend, which was significant. These funds will allow us to fill sabbatical and maternity replacements, to continue the work on the repository, and to cover severance packages for retiring CUPE 2424 employees.

### **g. Staffing News (M. Haines)**

Haines informed members that since the last SLC meeting there had been a number of staffing changes, i.e.

- 9 retirements - 7 support staff, 2 librarians
- 3 resignations
- 13 promotions
- 5 acting assignments
- 10 new staff were hired.

During the next few months an additional 8 staff members will retire. The high turnover will create challenges. Training and support will be required for these new people.

### **h. Other Updates**

M. Haines provided an update on proposed changes to the Reference Desk.

## **9. Any Other Business**

### **9.1 Expression of Appreciation (P. Rankin)**

As outgoing Chair of SLC, Rankin thanked Margaret Haines, Ann Newton and staff for their support during Pauline's term as Chair of the Senate Library

Committee. Haines expressed appreciation to Rankin for her contributions to the SLC.

**10. Adjournment/Date of Next Meeting**

At 11:10 a.m. Holton moved that the meeting be adjourned.

**Attachment 1**

**LIBRARY COMMITTEE OF SENATE  
MEMBERSHIP  
2007/2008**

NAME	E-MAIL ADDRESS	OFFICE	TELEPHONE
Pauline Rankin, Chair, and Associate Dean (Research and Graduate Programs) FASS	Pauline_rankin@carleton.ca	PA 330	520-2600, ext. 8056
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<b>Students</b>			
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	<b>Committee Secretary</b>		
Elizabeth Ann Newton (Committee Secretary)	Ann_newton@carleton.ca	ML 360j	520-2725

Revised: Apr.17, 2008 0708lcosmembersrevApr17.doc (H: directory)

## **Attachment 2**

### **D R A F T**

### **SENATE LIBRARY COMMITTEE**

#### Composition

Six faculty members plus a Chair who shall be a faculty member, two students (one undergraduate and one graduate), the University Librarian or his/her representative, one professional librarian, and one other member of the library staff (for a total of twelve members); the method of selection for the members of the committee should be in the usual form: nominations for the library contingent to be made to the Senate Executive by the University Librarian after consultation, including consultation with the University Library Committee or its successor (CUASA Collective Agreement, Article 11.1 (a) (i)).

#### Terms of Reference

While responsible to Senate alone, to advise and make recommendations, as appropriate, to Senate, to the Librarian, to the President, and to other University bodies on the strategic planning and management of the University Library (the term "University Library" refers to the MacOdrum Library and all branch libraries and sections including Archives and Research Collections), and in particular to advise and make recommendations in the following areas:

1. the University library budget;
2. the development of the University library collection;
3. the services offered;
4. the operation and development of physical facilities;
5. the relations of the University library to other libraries, particularly those in the Ottawa area;
6. other areas which it considers to be of immediate relevance to the University Library.

#### Membership 2006-2007

Pauline Rankin (Chair) (2005)

Margaret Haines, University Librarian (2006)

Janet Hempstead (Professional Librarian) (2008)

Joanne Cameron (Library Staff) (2006)

Alex Ramirez (Spratt)

Rob Holton, (FGS) (2007)

Tom Darby (FPA) (2006)

Janice Schroeder (FASS) (2006)

Susan-Marie Aitken (Science) (2005)

Chris Joslin (FED) (2006)

Tara Leigh Foster-Hunt (graduate student member) (2008)

Catherine McGovern (undergraduate student member) (2008)

Updated April 18, 2008

## **Attachment 6**

### **Library Code of Conduct**

Welcome to Carleton University Library. The Library is committed to creating and maintaining a safe, positive and productive learning environment in which all persons treat each other with respect and courtesy. The following code of conduct was developed in accordance with Carleton University Student Rights and Responsibilities Policy and the Library Regulations. It serves to provide guidance for students and staff about expectations in the Library.

We will:

- Endeavour to provide as many resources, facilities and services to support your studies as possible.
- Provide equal and open access to Library resources and facilities.
- Provide appropriate and flexible hours.
- Provide silent, quiet, and group study spaces.
- Provide a clean, safe, and tidy environment.
- Treat all users fairly, equally, and with respect and courtesy at all times.
- Endeavour not to make unnecessary noise while carrying out our duties.
- Respond to your feedback through "Dear Library". We value your comments and suggestions to help improve our services.
- Enforce and take sanctions against any user who is not complying with this code of conduct.

You will:

- Treat other users and staff with respect and courtesy at all times.
- Show consideration for others by respecting the designation of silent and quiet spaces (silent areas prohibit conversations, quiet areas allow only low-level conversations). In group studies no noise should be audible outside the room.
- Refrain from any disruptive, offensive, or inappropriate behaviour or language.

- Refrain from any noise or activity that disturbs the concentration of others.
- Keep your cell phone silent at all times and answer and make calls only in designated areas - Stairwells B, C,D,E. Look for the green cell phone zone signs.
- Ensure that any device that emits sound is played only through headphones and cannot be heard by anyone else.
- Be aware that academic work has priority over personal pursuits when using the Learning Commons workstations.
- Clear your study space when you leave and put any garbage or recycling in the bins provided.
- Refrain from rearranging, misusing, or moving furniture, equipment or materials. Please note that sitting or putting your feet on tables or study carrels is hard on the furniture.
- Take responsibility for all personal belongings left unattended and refrain from informal reservation of space by depositing personal effects for prolonged periods
- Co-operate with staff at closing time and during emergency situations or drills and leave promptly when asked.
- Refrain from entering restricted areas such as staff offices, or inside service counters unless invited.
- Refrain from blocking the entrance/exit, aisles, doorways, stairwells or otherwise interfering with the free flow of pedestrian traffic.
- Present identification upon request. Remember: You must have your campus card with you at all times.
- Comply with requests to search backpacks or bags when security alarms sound.
- Consume snack foods and drinks carefully to minimize distraction to others and damage to library materials. Take-out foods or deliveries of food are not permitted. Spills should be reported to Library staff immediately.

## Enforcement and Sanctions

Library staff monitor behaviour within the Library and regularly patrol the building to ensure that all users respect the code of conduct. Failure to comply with this code or the Library Regulations when using the Library may result in disciplinary proceedings, including loss of library privileges and/or expulsion from the Library.

Progressive enforcement:

### Step 1

If you are observed to be violating any part of this code of conduct, or other Library rules and regulations, you will be asked to comply. If you cooperate respectfully no additional action will be taken. If you do not cooperate the process moves on to Step 2.

### Step 2

If you are asked to comply for a second time and you do not cooperate politely and quietly you will be asked for your identification or given the option of leaving the building. At this point Library staff may fill out a Library Regulations report form describing the nature of the violation.

### Step 3

If you refuse to provide identification or leave the building a University Safety officer will be called and you will be escorted from the Library. A report will be completed and forwarded to the Head of Access Services.

You may receive a written warning that you are in jeopardy of losing your library privileges and the Head of Access Services may request a meeting with you. A written report will be filed and repeated incidents may lead to suspension from using the Library for the remainder of the term and/or the imposition of a \$50 reinstatement charge at the discretion of the University Librarian. Serious violations may escalate up from the University Librarian to the Associate Vice-President (Student Support Services).

## Appeals

Sanctions imposed may be appealed in writing to the University Librarian.

## Attachment 7

### Mobile Shelving Project Update for Senate Library Committee Meeting April 18, 2008

#### Status of Mobile Shelving project

- Some time ago, the library decided to move all of its journals to one area on the 1<sup>st</sup> floor to free up space on floors 3, 4 and 5.
- This will be accomplished by:
  - weeding (approx 400 volumes, not titles)
  - moving to the Storage Facility permanently. The library's liaison staff have consulted faculty as to which ones are to move (so far over 41,000 volumes)
  - replacing the current 1<sup>st</sup> floor shelving with new mobile shelving. Mobile shelving, or "compact shelving", allows at least 40% more books per square foot
- Result:
  - all journals will be located in the 1<sup>st</sup> floor extension. Excluded are Reference and MADGIC journals
  - areas on the 3rd, 4th and 5th floors will be vacated for other uses, which Linda will cover next
- Melody Mastad has started planning "the move" of approximately 300,000 serial volumes with the least possible disruption to students and faculty. And staff I hope? This is no trivial task:
  - what to move where?
  - in what order?
  - how to do it - using Storage Facility? Storage trucks?
  - how to minimize disruption and noise when there are jackhammers, dust, tons of materials being traipsed in and out, and so on?
  - Ways to make the information accessible to students and faculty?
- Construction to prepare the 1st floor should begin some time in May
  - The construction is significant (walls coming down, new wiring, etc.)
  - Floor 1 extension will be sealed off during the project
  - Linda will talk about some of the decisions, e.g. should the library be wiring for more laptops at the same time it's wiring for the shelving?
- If all goes as planned, the project will be completed by the start of the fall term.

#### What will happen during the renovations?

- more noise
- probably more dust, if that's possible
- Floor 1 extension will closed off, i.e. no public access
- no changes to journals on floors 3, 4 and 5 over the summer - journals will stay where they are. In the fall they'll move down to the 1<sup>st</sup> floor.

- journals on the 1<sup>st</sup> floor will be inaccessible over the summer. These are mainly science, engineering and library science journals. Library staff will provide alternate access to these journals via Interlibrary Loan.

How does mobile shelving work?



- Several levels of safety sensors prevent anyone being trapped or injured:
  - Heat/light sensors are overhead
  - There is also a safety sensor as you enter each aisle
- Operation is very simple. A control pad is located on the end of each row: