CARLETON UNIVERSITY LIBRARY
LIBRARY COMMITTEE OF SENATE

Minutes of the Meeting of Tuesday, June 2, 2009

Present:	Robert Holton (Chair), Margaret Haines (University Librarian, Janet Hempstead (Library), Joanne Cameron (Library), Tom Darby (FPA), Chris Joslin (FED), Janice Schroeder (FASS), David Jackson (Sprott School of Business), David Cannon (Graduate student alternate), Tracey Lauriault (Graduate student member), Ann Newton (Committee Secretary)
Regrets:	Rachel Fahlman (Undergraduate student member), Curtis Perry (Undergraduate student member)
Observers:	**Library:** Susan Jackson, Laura Newton Miller, Anita Hui, Laurie Campbell, Colin Harkness, Heather Cross, Robert Smith, Anthony Petryk, Jane Fry, Fatima DaRosa, Pat Moore
	Others: Vivian Cummins (NPSIA), Andrea Segal (University Advancement)

1. Welcome and Introduction of Members (R. Holton)

The Chair welcomed members and observers, which was followed by introductions around the table.

2. Adoption of the Agenda

The order of agenda items 6 and 7 was reversed. A brief discussion on the document ***Changes to the composition and terms of reference of the Senate Library Committee*** was held. Newton agreed to seek clarification on the portion of the TOR concerning the method of selection for the members of the committee, in particular the phrase "usual form". Newton will also ask about the use of "library contingent" in the statement concerning nominations. (See Appendix A for details.) The University Librarian noted that a representative for the Faculty of Science has not yet been appointed.

Motion to adopt the agenda as revised: moved by Joslin, seconded by Cameron.

Carried.

3. Approval of the Minutes of the Meeting of November 24, 2008

On page 3, paragraph 6, line 1 change "Schroeder" to "Lauriault".

Motion to approve the minutes as corrected: moved by Cameron, seconded by Darby.

Carried.

4. Business Arising from the Minutes of the Meeting of November 24, 2008

4.1 Agenda Item 4, November 24, 2008 - <odesi>

The University Librarian stated that <odesi> is no longer a separate project from the Scholars Portal. <odesi> was a two-year funded initiative with money from Ontario Buys - part of the Ontario Ministry of Finance. It was run at Carleton by Project Manager, Paula Hurtubise, and staff based in our Library. The project is now totally funded by OCUL, the Ontario Council of University Libraries. <odesi> is being integrated into the suite of services that are offered by Scholars Portal. Ontario Buys was pleased with the success of <odesi>. OCUL has received an additional $750,000 to create a similar portal for GIS (Geographic Information Systems). The project manager will be responsible for both the GIS portal and <odesi>. There will be an advisory committee on both. One of the areas of overlap is in Health Informatics and GIS files. The development work should be underway in September. Paula Hurtubise, who was seconded from Statistics Canada for the <odesi> project, will remain at Carleton until September 2009.

4.2 Agenda Item 6.2, November 24, 2008 - Renovations and Compact Shelving

The University Librarian reported that the renovations and compact shelving project were close to completion. Members were encouraged to visit the first floor extension.

The money that remains in this budget will be spent on furniture, electrical wiring, painting, plastering, carpet repairs/replacement, etc.

4.3 Agenda Item 6.5, November 24, 2008 - Fundraising

Sandra Crabtree, through the Crabtree Foundation, has donated $100,000 to the Library. The money will be spent on books on religion. Andrea Segal was recognized by the University Librarian for the work that was done in securing this much appreciated donation. Rowena Griffiths has also been working very hard on behalf of the Library. The Library received two "planned giving" donations this year

– one for more than $1,000,000 and the other for $300,000. In consequence, our endowment fund has grown considerably.

4.4 Agenda Item 6.6, November 24, 2008 – Staffing

The Library requested approval from the Financial Planning Group to fill five positions. In May approval was received to advertise three of these positions.

4.5 Agenda Item 6.8, November 24, 2008 – E-theses

The Assistant University Librarian, Head of Systems provided an update on the work that has been done on e-theses. Approximately one-third of the retrospective digitization of paper theses has been done. We are about two-thirds of the way through those with clear copyright waivers. Fifteen to twenty per cent of the paper theses in the collection lack the necessary waivers.

Lauriault commented on the need for university public education on the meaning of open access and would like to hear more about geomatics. Lauriault also expressed interested in the possibilities vis-à-vis TDR.

5. Library Regulations

The University Librarian stated that the Library Regulations and the Library Code of Conduct would be re-examined during the summer, a new set of Library Regulations, with a consistent appeals process, would be produced, and the issue of what is and what is not "academic" would be addressed. These comments were followed by a lengthy discussion about student behaviour and sanctions.

6. Collections (Haines/A. Hui)

The Head of Collections Development and Gifts reported briefly on collections and the budget allocation formula for books. This formula uses weighted student and Faculty FTEs, the average book price and circulation statistics and assigns initial budgets to academic departments for the purchase of books. The budget amounts were further adjusted to take into consideration spending over the last five years and demand in the coming year.

7. Strategic Planning

7.1   Carleton University Library Objectives 2009-2010

See Appendix B for the list of objectives.

The University Librarian spoke to a PowerPoint presentation that was initially given at a strategic planning session on May 4, 2009. [See Appendix C *Sharing 2009-2010 Plans* which was sent separately.]   The Library's priorities are creating space for study and research, obtaining permission to carry forward salary savings to bridge our collections shortfall, liaising with partner libraries to identify ways to save money and extend services, and examining current Library structure and processes to find ways to work more efficiently, to achieve savings and to be more modern in our approach to services.   As we move much more towards digital services, it is necessary to think about how services are delivered and how staffing is distributed in order to accommodate that change. It is important also to look at ways to bring users and services and resources together.   Through one of the Library's focus groups we learned that staff and students, and students in particular, view our Web site as a branch library. The Library's Web site was not developed in that way. We could do more with our Web site to promote Library services and promote access to services and resources.

8. Budget (M. Haines)

The Library received very little new money this year. There were no cuts, unlike many university libraries that are facing a 5% cut or 15% to 20% cuts over three years. However, unlike some universities, i.e. the University of Ottawa, we are not inflation-proofed. Our Collections budget is our collections budget. If an increase is not received, we still have to cover increases in the cost of journals or books within that budget. We rely on fiscal funding each year to cover the increase in the cost of resources. This year we received $125,000 which is not enough.   Carleton like many other libraries is dealing with a double whammy. Prices have escalated and the value of the Canadian dollar is declining. Most of our Library's resources are purchased in American funds. Anita Hui, Head of Collections, has been working with staff in Reference Services and other departments to identify savings. The Collections budget was reduced by $500,000 through the following cuts:

Monographs - $130,000 from a budget of approximately $1,000,000;
MADGIC and Archives and Research Collections – between 10% and 20%;
Document Delivery – reduced by $40,000;
Binding – reduced;
Journals (print) – identified a number of print journals for cancellation as online copies are available;
Other resources not heavily used – identified for cancellation, for example SCOPUS, which costs approximately $100,000.

It should be noted that cancellations have not yet been made. Our subscription to SCOPUS will not expire until December. The situation vis-à-vis the Canadian dollar may change between now and the end of 2009. Salary savings, if necessary, may be re-allocated to collections. The budget for mandated student aid was also reduced for all faculties. Haines will be sending a letter to faculty about the process that is underway concerning cancellations and/or changes in the collection. Members were encouraged to share their thoughts with the University Librarian on what should be included in this letter. Following a discussion, the Chair noted that faculty are very much aware of the financial situation in the world, in Ontario and at Carleton and will not be shocked by the possibility of cancellations/cuts. In light of the financial situation and in light of the volatility and uncertainty of the dollar, they should know that rational, clear plans are being made by the Library to deal with the situation.

Haines concluded the presentation on the budget by stating that the Library received $13,000 for interactive games and media. Andrea Segal has also been working with faculty and staff to find ways in which the Library might obtain donations from local companies to support the interactive media collection.

Through the work of Archives and Research Collections the Library has also received a number of unique donations - architectural drawings and blueprints and materials that support conservation heritage as a theme.

9. Report of the Library Committee of Senate – May 2009 (R. Holton)

See Appendix D for details.

10.   Any Other Business

10.1   Capital Educators' Award Winner for 2009

Michelle DeVidi [now Atkin], a librarian in the Reference Services Department of the Library, was the recipient of one of the Capital Educators' Awards, which were presented at Algonquin College at the EduGala on May 21, 2009.

10.2   Carleton University Library Hosts Special Evening in Honour of Poetry Month

On April 1, 2009 the Archives and Research Collections Department of the Library hosted a poetry evening. [Rob Winger, who was nominated for a Governor General's literary award in poetry, was the master of ceremonies. Mr. Winger is an instructor in the English department and a doctoral candidate of the Institute for Comparative Studies in Literature, Art and Culture.] During this event the Library's Modern Poetry Collection

was featured. Roseann O'Reilly Runte, president of Carleton also read her own prose and poetry.

10.3   Congress '09

The Library Superbooth, a kiosk at the 2009 Congress of the Humanities and Social Sciences was very well attended. Seven partner libraries joined with Carleton University Library in this initiative, i.e. Canadian Association of Research Libraries, Canadian Research Knowledge Network, Canadian Council of Archives, the Ontario Council of University Libraries, ODESI (Ontario Data Documentation Extraction Service and Infrastructure Initiative), Data Liberation Initiative and SmartLibrary. [An article on the Superbooth, written by Pearl Jacobson and Linda Rossman, appeared in volume 55, issue 5 of the October 2009 issue of Feliciter magazine.]

11.   Adjournment

The Chair thanked everyone for all the work that is done by Library staff. The meeting adjourned at 3:25 p.m.

Carleton
UNIVERSITY

Canada's Capital University

To: Senate
From: Brian Mortimer, Clerk of Senate

Re: Changes to the composition and terms of reference of the Senate Library Committee

The following revisions to the Terms of Reference and Composition of the Senate Library Committee were approved at the SLC meeting of April 18, 2008. They are:
1. Adding faculty representation from the Sprott School of Business and Graduate Studies and Research to thus require six faculty members.
2. Specifying the two students as one undergraduate and one graduate.
3. Adding the reference to strategic planning to the terms of reference.

The Senate Academic Governance Committee considered these changes at a meeting on January 13, 2009 and recommends their approval by Senate.

SENATE LIBRARY COMMITTEE

Composition

<u>Six faculty members (one from each Faculty)</u> plus a Chair who shall be a faculty member, two students <u>(one undergraduate and one graduate)</u>, 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 <u>strategic planning and</u> 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.

Objectives 2009-2010

Ensure effective strategic and operational planning
- Undertake regular reviews of strategic and operational plans

Provide effective stewardship of university resources
- Cut 10% in some operating accounts and monitor budget closely throughout year
- Review/improve the system of financial management of collections budget

Engage more actively in fund-raising
- Develop annual plan with Development Office
- Identify and retain existing donors
- Identify major gift opportunities

Manage risks that affect the Library
- Develop risk inventory
- Complete emergency response / disaster preparedness plan

Improve efficiency of internal procedures and processes
- Undertake review of existing procedures and re-align/re-assign staff as appropriate

Transform library spaces to better meet current and future needs of users
- Renovate spaces freed up by collection moves
- Build new group study rooms
- Ensure Master Plan is kept up-to-date

Evaluate and enhance service quality
- Establish plan and tools for effective evaluation of service
- Communicate service level agreements to our users

Improve cross-campus partnerships
- Work with Learning Commons partners to further streamline services

Improve ease of access to on-line systems
- Re-design the library website
- Coordinate with CCS to improve log-in access
- Support improved 'social space' networking (e.g. chat)
- Ensure effective library linkages to Courseware

Support digital media
- Develop a proposal for a digital media centre
- Begin building core collection
- Lead discussion on information issues related to games and immersive media

Develop specialized library and archival collections
- Conduct a survey of use of ARC and Data Centre collections
- Search for new collections and market them through special events

Provide access to teaching and research output through an institutional repository
- Develop technical infrastructure for IR (pilot: electronic theses & dissertations)
- Examine archiving, storage and trusted digital repository issues

Engage in community outreach
- Compile a review of current Library/community activities
- Build data management skills into high school outreach program
- Work with SmartLibrary (regional) partners to identify new initiatives

Involve staff in library research projects
- Provide research related training for professional librarians
- Establish a Research Committee to support research activity in the Library
- Participate in national, international and collaborative research projects

Implement a recruitment, retention and succession planning strategy
- Investigate innovations in recruitment, retention and succession planning
- Develop a proposal for senior management on a revised organizational framework

Ensure a positive work environment
- Develop a baseline employee satisfaction survey
- Develop a clear set of guidelines for supervisors in relation to staff management

APPENDIX D

<div align="right">**MEMORANDUM**</div>

Date: 15 May 2009

To: Brian Mortimer, Clerk of Senate

From: Rob Holton, Associate Dean, Faculty of Graduate Studies and Research

Re: Report of the Library Committee of Senate – May 2009

Members:
Rob Holton (Chair)
Margaret Haines (University Librarian)
Elizabeth Ann Newton (Library – Committee Secretary)
Janet Hempstead (Library)
Joanne Cameron (Library)
Janice Schroeder (Faculty of Arts and Social Sciences)
Tom Darby (Faculty of Public Affairs)
Chris Joslin (Faculty of Engineering and Design)
David Jackson (Sprott School of Business)
Susan Aitken (Faculty of Science)
David Cannon (Graduate Student Member)
Tracey Lauriault (Graduate Student Alternate)
Rachel Fahlman (Undergraduate Student Member)
Curtis Perry (Undergraduate Student Member)

The Senate Library Committee met on 24 November 2008. The spring 2009 meeting has been scheduled for 2 June 2009 and will be included in next year's report.

The fall 2008 meeting was attended by a number of members of the university committee in addition to the members of the committee itself. We would like to thanks those observers and to note that this engagement reflects a sense of the vitality of the Library and the centrality of Library issues to the life of the institution as a whole.

M. Haines reported on the Ontario Data Documentation, Extraction Service and Infrastructure Initiative (ODESI), a project jointly funded by the Ontario government and the Ontario Council of University Libraries (OCUL). This important initiative provides access to a wide range of datasets that may be used in research by undergraduates, graduate students and faculty members. It has attracted the interest of libraries in other provinces as well and discussions have occurred involving a cost-recovery arrangement that would allow access by research institutions outside Ontario. Discussions have also occurred involving the expansion of the ODESI initiative, but this would require an

increase in the level of funding that, Haines reported, might not be forthcoming in the current economic situation.

The Library concerns of graduate students arose as an issue as well. Based on results from a previous Canadian Graduate and Professional Student Survey, we were aware of these concerns and had discussed with the Graduate Students' Association the possibility of establishing closer communications with the Library. In the months since the November meeting, these consultations have commenced and productive discussions have taken place relating to issues such as the collection, study space and information literacy. A more detailed report on this initiative will be provided at the next SLC meeting, but it was noted that progress on these fronts would in some instances be dependent on funding.

M. Haines discussed the Library 2007-2008 Annual Report, a document that provides clear evidence of the excellent work carried out by Library staff during this period. Looking forward, M. Haines discussed the Library's contribution to the University's Strategic Plan ("Defining Dreams") then under development. It was noted in this context that compared to other libraries of our size (Waterloo, Victoria, Simon Fraser and Guelph) our Library has a smaller staff complement. Nonetheless, the Library continues to provide excellent service and to pursue innovative solutions to problems of space and service. One example of this is the Compact Shelving Project, which was discussed by Linda Rossman (who later led the committee on a guided tour of this new area).

Budget discussion at the meeting was, as expected, less than optimistic. While a number of major issues have clear funding implications, no increase in the budget was foreseen. Indeed, M. Haines reported that the good news was that no cuts to the Library budget had yet been required. Still, inflationary costs and the declining value of the Canadian dollar result in de facto budget cuts and the committee was prepared for the possibility that more belt-tightening measures may be at the centre of discussion at the next meeting of the committee.

This sombre financial message tempered the generally positive atmosphere arising from the committee's appreciation for the work done by the Library in serving the needs of the university community.