

**CARLETON UNIVERSITY LIBRARY**

**Minutes**

**LIBRARY COMMITTEE OF SENATE**

**Wednesday, November 19, 2003**

**10:30 a.m. – 12:00 noon**

**Room 360k, Library**

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- Present:** Leslie Pal (Chair), Martin Foss (University Librarian) Aleksandra Bennett (Faculty of Arts and Social Sciences) Anita Hui (Library), Jonathan Malloy (Faculty of Public Affairs and Management) Carl Neumann (Undergraduate Student member) Pamela Armstrong (Library), Abeer Reeza (Graduate Student member) Ann Newton (Secretary of the Committee)
- Absent:** Xin Wang (Faculty of Engineering and Design), Michael Weiss (Science)
- Guests:** **Linda Rossman (Associate Librarian, Library)**
- Observers:** **Library Staff:** Ingrid Draayer, Nancy Peden, Leslie Firth, Alison Hall, Elizabeth Knight, Callista Kelly, Sylvia Gruda, Isla Jordan, Laurie Campbell, Colleen Neely, Melody Mastad, Michelle Atkin, Gilles Monast, Madalena Macedo  
**NPSIA:** Vivian Cummins
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**1. Adoption of the Agenda**

The agenda was accepted as circulated.

**2. Approval of the Minutes of the Meeting of April 17, 2003**

Motion to accept the Minutes as circulated: moved by A. Bennett, seconded by C. Neumann.

**Carried.**

**3. Business Arising**

**3.1 Collection Box**

**Agenda Item 3.1 of meeting of April 17, 2003 (p. 2, paragraph 5)**

[At the April 17, 2003 meeting, there was a discussion about funding for the Library, in large part connected to the perennial issue with which this Committee wrestles, i.e. the Coffee Shop – that the funds generated by the Coffee Shop are not shared by the Library. L. Pal questioned whether some type of collection box/ball for donations could be placed in the entrance to the Coffee Shop. This suggestion was forwarded to the President of the Carleton University Library Circle of Friends for discussion and/or action.] At the November 19, 2003 meeting, the Chair read into

the record the email response from Trish O'Flaherty (President, Circle Executive) to the question posed at the April 17, 2003 meeting.

"I have now heard from 9 members of the Circle Executive (plus me = 10) regarding the donation box in the Library. All are opposed. It is felt that any amount raised in that way would not be enough to justify the problems with it. The problems mentioned were as we discussed; with the main objections being the fact that our patrons are primarily students on limited incomes and it's insensitive to ask them for loose change and the security and maintenance of it.

One suggestion that came forward instead might be worth considering. Christine Marland suggested a small brochure or even bookmark with the heading something like "Care to make a Donation to the Library? or "Support the Library at Carleton". The flyers could outline all the ways a donation could help with library resources, list specific examples of projects which need funding, and provide an address where donations should be mailed.

We have a Circle brochure now that sort of does this – but the cover page does not mention donations. We could consider doing a bookmark with just donation information.

Thanks for asking for the Circle's input on this question. I will try to get to the meeting when I return from the Cuban embassy.

Trish"

L. Pal recommended that the Circle Executive continue to investigate and/or explore other options for additional fund-raising.

A. Bennett questioned whether there was any attempt to "cut a new deal" with ARAMARK when it replaced Chartwells as the University's food provider. M. Foss stated that our relationship with the Coffee Shop has not changed under the new management.

### **3.2 Membership – Carleton University Library Circle of Friends Agenda Item 3.1 of meeting of April 17, 2003 (p.2, paragraph 6)**

L. Pal distributed a draft of a letter that he wished to send to the Manager of the Page Break inquiring about whether he/she was interested in becoming a member of the Carleton University Library's "Circle of Friends" through a financial contribution to that organization. **It was agreed that the Chair should, on behalf of the Library Committee of Senate, send the letter and that A. Newton would provide L. Pal with the name of the new manager of the Page Break.**

## **4. Report from the University Librarian**

### **4.1 Budget**

M. Foss stated that details about the 2004-2005 budget have not yet been released. The University is changing its schedule for the strategic planning of the institution. Previously the Senior Managers' Retreat was held in early May. This year Senior Managers will meet near the end of January. This timetable makes perfect sense, as it will allow the planning process to occur in the midst of budget preparations.

Internally, the Library budget has been discussed at meetings of the Senior Staff Council. The University Librarian has received submissions on this topic from the various department heads.

M. Foss informed Members of SLC that the Library is now its own Resource Planning Committee (RPC). What this means is that we are no longer part of the RPC of the Office of the Vice-President (Academic) and Provost. We are not linked to the budgets of the Dean of Students, EDC, etc. From this point on, we will deal directly with the University's Budget Planning Committee. L. Pal asked whether this development would be advantageous for the Library. M. Foss responded affirmatively. One tangible result of the change is that any deficit or surplus can be carried over into the next fiscal year.

M. Foss also reported that the Library was given an additional \$50,000 this year to fund a master plan for the development of the building - a top priority. The intention is to hire professionals to create a "phased" plan that may extend over 8 or 10 years and that will include renovations, construction and perhaps additional space. Staff from Physical Plant will be involved in the next step of the project.

L. Pal questioned when the master plan would be completed and available. M. Foss stated that the work would probably begin in the New Year (2004). The process will include a proposal and the selection of the architect/designers.

Abeer Reza, who has been sitting on the Campus Master Plan Committee, stated that issues about the Library have come up at various meetings. The building "stands out", and, although there is no documentation on the subject, there have been some discussions about adding an additional two or three floors to the building.

L. Rossman intervened and stated that in May she spoke with an architectural company about a master plan. Documentation that L. Rossman received from the company included the following statement:

"The final master plan will represent the incorporation of all design options, architectural and engineering evaluations, and projected costs. It is intended to be a comprehensive document which will serve to support a capital and operating expenditures business case for renovation."

L. Pal stated that there should be some mechanism in place for the Library to receive feedback, from the wider University community, on its proposed master plan.

#### **4.2 Staffing**

M. Foss announced that four librarians were recently hired, and that two others are expected to arrive within the next few months.

#### **4.3 CISTI**

M. Foss briefed SLC on certain conditions of our agreement with the Canada Institute for Scientific and Technical Information (CISTI). Carleton Library was subsidizing (at 100%) the fees for photocopying. Our graduate students and faculty members could photocopy journals at CISTI at no cost, while other users paid 25 cents per page. It was recently decided that we would no longer subsidize at the rate of 100%. Instead, our patrons will now pay 10 cents per page, and the Library

will absorb the remaining costs, i.e. 15 cents per page. To offset this measure we have arranged to have free book loans from CISTI. Previously there was a five-dollar fee. These new developments will be publicized.

## **5. Space Issues (L. Rossman)**

### **5.1 Update (L. Rossman)**

#### **Weeding Project**

L. Rossman reported that during the summer a weeding project, under the supervision of Laurie Campbell, took place. It was well underway in May and was finished by August 1, 2003. The end result was that the compact shelving in our basement was filled, and additional space was freed up. Ms. Rossman then read from a note written by Melody Mastad:

“The movement of serials from our fifth floor allowed us growth for ten more years and extra space that was needed for the folio collection. We were not able to create any extra seating on that floor. The movement of serials from the fourth floor allowed us to set up 8 carrels and have space for 10 years growth of titles. However, new serial titles continue to arrive on both floors. We are still lacking enough space to shelve all the monographs on both floors.”

L. Rossman stated that despite engaging in one of the largest weeding projects in many years, we were only able to carve out a little more space.

L. Rossman expressed appreciation to all staff who participated in this initiative.

#### **KAPLAN Learning Centre (KLC)**

L. Rossman announced that the KAPLAN Group would be vacating the Library. The two rooms used by the KLC will be converted into group study space.

#### **Research Data Centre**

L. Rossman commented on possible renovations in the basement to accommodate the Research Data Centre, a joint program with Statistics Canada.

Ms. Rossman also noted that during discussions about a Library master plan, staff identified the following for inclusion:

- a Learning Commons or Information Commons
- more group studies
- refurbishment of the building
- replacement of the elevators

### **5.2 Space Constraints: Solutions (A. Bennett)**

A. Bennett stated that most of her concerns were addressed in agenda items 4 and 5.

A. Bennett commented on how important it was to consult with departments during initiatives like the Weeding Project.

As FASS and History Departmental representative, A. Bennett questioned what provisions and/or commitments were being made by the University to acquire the software and hardware that is required to keep up with increasingly more and more sophisticated platforms and servers. A. Bennett also wondered what guarantees were in place for the availability of “runs” of material. Project Muse provides ironclad guarantees for the availability of its material in perpetuity, while others, like Elsevier, are not following suit. In A. Bennett’s words, the latter is an example of “rampant capitalism married to this electronic publishing environment”. It seems, in A. Bennett’s words to be “an awfully toxic mix”. A. Bennett questioned how the world of license negotiations, etc. works. The price of science journals has skyrocketed. Social Sciences and Humanities may soon suffer the same fate. There is an ongoing debate about paper and electronic resources. A. Bennett acknowledged that we are “being pushed to the electronic”, although there are revolts brewing at various universities in the United States, i.e. Duke University and some state and private universities. A. Bennett expressed concern about the possibility of losing control of our collection and said that we should all be conscious of what is happening. Some Canadian universities do not participate in the consortia, i.e. University of British Columbia. A. Bennett questioned whether “control” was the issue for these institutions. A. Bennett stated that some of the Arts and Social Sciences journals could be consulted cheerfully for 1500 years. There is a need to be sensitive to the differences in the use of materials by the various disciplines. For faculty in the Arts and Social Sciences, the Library is their laboratory. Jonathan Malloy stated that A. Bennett’s questions were applicable to PAM as well.

M. Foss concurred with A. Bennett’s concern about the “loss of control”. He noted that we no longer choose individual journals to add to our collection. We purchase a license for the entire output of a particular publisher. Within the Ontario consortium we have a project called SIRS – the heart of which is the Scholar’s Portal. In Ontario when we license electronic journals we state that we want to be able to load all the content on our server, which is housed at the University of Toronto. The whole idea behind that condition is that the electronic information will be mounted and preserved at the University of Toronto. Some publishers comply, while others refuse. The journals of at least half a dozen publishers, including Wiley, Elsevier, Kluwer, etc., are on the Scholar’s Portal. This is a partial solution to the problem of preservation. We are also buying these things on a consortial opt-in, opt-out basis. This will serve as the electronic archive, and we will share the risk with our other partners in the consortium.

On the national scene, the University of British Columbia and others opted out of the Research Knowledge Network (RKN). The RKN is an application to CFI for money for a CNSLP project for the Social Sciences and Humanities. A decision about funding will be made in February. The idea is that Social Sciences and Humanities’ electronic journals would be licensed on the same basis as those for Science and Engineering. This project would be folded into the CNSLP bureaucracy. At the moment CNSLP is reconstituting itself as an independent legal entity. For administrative and legal purposes, it has been an “arm of the University of Ottawa”. Dalhousie opted out of the Elsevier deal because it did not have the financial resources to commit for a three or four year period. M. Foss did not know why the University of British Columbia opted out of the RKN. M. Foss reiterated that there is a tremendous amount of unease about libraries being captive of what might be termed the “Big Deal” – the publisher offering all of the material that they publish as a single package without libraries having the ability to pick and choose. There isn’t any question that we are losing control, but we are making every effort to maintain the preservation and access that is absolutely essential. It is a new world. The

business models will continue to evolve. At the same time, the open access movement is gathering a lot of steam. Next year our Library will create an institutional repository at Carleton. An individual has already been assigned to this task. The software is free. An archive will be created locally and faculty, graduate students, and researchers will be asked to deposit their digital objects in that repository. Other CARL libraries are engaged in similar pilot projects. This is just one alternative. If these things work well, there is software that will enable users to search across all the institutional repositories. The hegemony of the big publishers is being chipped away at slowly. A few of them are beginning to say that the current model is probably not sustainable.

In response to a query from A. Bennett, M. Foss stated that the computing power currently available in the Library would be increased, i.e. number of work stations, wireless, Information Commons.

## **6. Other Business**

### **6.1 Collections Development – Engineering Books and Serials**

L. Pal stated that on October 16, 2003 he received, as Chair of the Senate Library Committee, a letter from Dr. Wang (Faculty of Engineering and Design) that included a number of questions concerning library policy and collections.

Anita Hui provided a synopsis of Laura Newton's response to question 2. [Laura Newton is the Engineering Subject Supervisor.]

#### **Question 2**

**How many new engineering books does the library buy each year? How do we decide what books will be purchased? Can professors recommend that the Library purchase important reference materials?**

#### **Reply:**

"In 2002 the Library purchased 271 books in Engineering and Technology. So far in 2003, we have added 353 books to the collection. As Subject Specialist for Engineering, I review titles from various publisher catalogues and notification programs. Decisions are based on teaching and research needs and on a subject profile composed of Library of Congress subject ranges. Materials relevant to the Department of Mechanical and Aerospace Engineering are also received automatically through approval programs, standing orders, memberships, and serial subscriptions. I consult with library representatives from each engineering department in order to keep abreast of changes in research interests and teaching programs.

Finally, if a professor knows of a resource that would be beneficial to the Library, he/she is more than welcome to recommend it by contacting the Subject Specialist directly or by filling out a Purchase Suggestion form available on the Library Web site."

### **6.2 Interlibrary Loan Service (C. Kelly)**

C. Kelly responded to Dr. Wang's third question. That response was entered into the record.

### Question 3

**How do we obtain access to material outside our library, for example, Ph.D. theses from universities in the United States and the United Kingdom? Does the Interlibrary Loan department provide this service? How long does it take to receive requested material?**

#### **Reply from Callista:**

Interlibrary Loans has a new service called **RACER/VDX**. With this new system you are no longer required to fill in paper forms.

To use this service you must register at:

[http://www.library.carleton.ca/borrowing/ill/racer\\_registration.html](http://www.library.carleton.ca/borrowing/ill/racer_registration.html).

Once you have registered you can login to the **RACER** system at:

<http://racer.scholarsportal.info/vdx/index.html>.

This system will permit you to order material that you have found cited in a bibliography or database. It also will enable you to broadcast search the 17 Ontario University Library catalogues as well as the National Library of Canada, CISTI Library, the Library of Congress and the Ontario Public Library catalogues. You can search them all at once or one at a time. If you find something that interests you in any of these catalogues you click on the request button and the request is sent to the Interlibrary Loans Office. Staff in ILL will then send it to a library that owns the material. The turn around time for **books** within Ontario and Quebec is 5-10 days. Elsewhere in Canada, postal service may delay receipt of the material by as much as a month. Requests sent to the U.S. can take a month, and those abroad 4-6 weeks. In Canada **articles** usually take about 5 days, as long as there are no problems. For example, we could request an article from the first location and receive word that the item is not on the shelf. We would then have to try another location. In such situations, more than 5 days may elapse before the material arrives in the Library. Article requests from the U.S. may take 2 weeks and those from abroad may require 4-6 weeks. If an article is coming from the British Lending Library it takes about 5 days.

Faculty in engineering can register in Interlibrary Loans for CISTI Source, which is a table of contents' service. The database can be searched, articles marked and ordered by the patron and the **articles are received in the Interlibrary Loans Office within 48 hours**. If the faculty member, when registering for CISTI Source, requests Article Express delivery, the ILL Office will deliver articles each afternoon to his/her department.

Requests for **American Ph.D. theses** can be sent to us via **RACER**. We search for Canadian locations and if not found we search for American locations. Most American libraries do charge loan fees. Costs range from \$15.00 U.S. to \$30.00 U.S. The library charges patrons a flat fee of \$15.00 Canadian for a loan and the Library absorbs any additional costs above \$15.00. Before ordering any material, staff in I.L.L. will ensure that patrons are aware of any costs associated with a transaction. Orders are only submitted when patrons agree to pay any charges that are incurred. In addition, when we are searching we also check ProQuest (University Microfilms) to see if they can provide a photocopy. The cost of a copy is \$43.00 Canadian. When we are emailing patrons to advise them about a loan fee for a thesis we will also let them know that a photocopy can be obtained for a specific amount. If the patron decides that he/she requires the photocopy, ILL will

go ahead and order it on behalf of the patron. The patron will pay for the thesis when it arrives in the Library. The same rule applies for loan fees. Patrons do not pay until the item arrives from the American Library.

### **Turn Around Time U.S. Theses—**

**Theses we are trying to borrow from U.S. Libraries—**Can take 4 weeks before it arrives. Loan period: 3 weeks with no renewals.

**Photocopy from ProQuest** – 10 working days. Has arrived in 7.

**UK Theses:** Theses from the United Kingdom can be requested through **RACER**. Staff in ILL always check to see if these items are available for loan in Canada and the U.S. Very few theses from the U.K. are found in North American Libraries, with the exception of the Center for Research Libraries in Chicago. CRL provides comprehensive access to doctoral dissertations submitted to institutions outside the United States and Canada through ongoing deposits, exchanges and acquisition on demand. Carleton is a member of CRL—we pay a membership fee. If CRL does not own the thesis, their staff will attempt to obtain the International Doctoral Dissertation and then loan it to us. The turn around time for receipt of theses from the UK by CRL can be 3-4 months. CRL does not charge for lending to us. This is all covered in our membership fee. We can also go directly to the British Library Documentation Centre in the UK. If they have the UK thesis they will loan it at a cost of approximately \$22.50 U.S. The thesis may be in fiche or film format. The loan period is 3-4 weeks. They can also provide a photocopy and the cost is approximately \$124.00 U.S. The entire cost charged by the UK is passed on to the patron.

**Turn around Time through CRL:** 3-4 months if CRL does not already have the material in its collection. If CRL owns the item, then it can take about 7 days before the item is received in the Library. Their loan period is 3 months with unlimited renewals.

**Turn around Time going directly to the British Library Document Supply Centre: approximately 4 weeks.** Loan period from the UK is 4 weeks.

## **6.3 Library Regulations**

### **6.3.1 Library Regulations (Draft) – Status (I. Draayer)**

L. Pal stated that the Senate would receive the draft library regulations and, hopefully, approve them at its December 5, 2003 meeting.

### **6.3.2 Faculty Loan Period (I. Draayer)**

[On November 12, 2003 Dr. Sheryl Hamilton, Mass Communication Program, School of Journalism, wrote to the Chair of the SLC, requesting an extension of the loan period for faculty and special borrowing arrangements for her graduate students.]

Ingrid Draayer, Head, Access Services, informed Members that she had only received two requests for an extension of the faculty loan period. Some faculty members have requested a term loan period. I. Draayer conducted a search on the Web to survey loan arrangements at most universities in Canada. Findings revealed that most institutions have a term loan of some kind. The lowest loan period for faculty was two weeks, with an extension. The highest loan period

was Lakehead University at 210 days. I. Draayer stated that at present we are not prepared to extend the loan period for faculty from 4 weeks to eight weeks. We feel that with potentially up to five renewals of 4 weeks each the loan period is sufficiently generous, and our system provides for convenient reminder notices and quick online renewals. A loan period for faculty of 8 weeks could mean an 8-week waiting period for a student who desperately needs a book. Although one might argue that we could recall such desperately needed items, realistically we do not have the staff resources for such manual operations. The double cohort has placed even more demands on our collection. For example, in September of this year there were 8,000 more items checked out than the same period last year. On occasion if a faculty member has a particular need to keep books beyond the regular loan period we can make special arrangements depending on the circumstances. Such requests can be directed to the Head of Access Services.” **L. Pal agreed to respond, on behalf of the Committee, to Professor Hamilton’s letter of November 12, 2003.**

### **6.3.3 Limitation on Number of Titles Borrowed (I. Draayer)**

Ms. Draayer and Members engaged in a discussion on setting a limitation on the number of titles borrowed.

It was **MOVED** (A. Bennett, A. Hui)

That the total number of items Carleton University students, staff and faculty may borrow be normally limited to 100.

**THE MOTION WAS CARRIED.**

## **7. Adjournment**

At 12:10 p.m. M. Foss, seconded by A. Hui, moved that the meeting be adjourned.