

**CARLETON UNIVERSITY LIBRARY
LIBRARY COMMITTEE OF SENATE**

Minutes of the Meeting of Monday, November 24, 2008

Present: Robert Holton (Chair), Janice Schroeder (FASS), Susan Aitken (representing Biology, Science as the new representative for Science as not been appointed), Joanne Cameron (Library), Janet Hempstead (Library), Margaret Haines (University Librarian), Dave Cannon (graduate student member), Chris Joslin (FED), Tracey Lauriault (graduate student alternate), Ann Newton (Committee Secretary)

Regrets: Tom Darby (FPA), David Jackson (Sprott School of Business), Rachel Fahlman (undergraduate student member) Curtis Perry (undergraduate student member)

Observers: **Library staff:** Wendy Watkins, Elizabeth Knight, Colleen Neely, Patti Harper, Christine Mullin, Emma Cross, Fatima DaRosa, Ingrid Draayer, Linda Rossman, Nicole Carter, Pearl Jacobson, Michelle Lake, Michelle DeVidi, Anthony Petryk

NPSIA: Vivian Cummins

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

Members at the table introduced themselves to the Committee and to the observers. The Chair welcomed new members (Tracey Lauriault and Dave Cannon) and guests. [It should be noted that Tom Darby and David Jackson were unable to attend as the time of the meeting conflicted with their teaching schedules.]

2. Adoption of the Agenda

Motion to accept the agenda as distributed: moved by Cameron, seconded by Joslin.
Carried.

3. Approval of the Minutes of the Meeting of April 18, 2008

Motion to accept the minutes as distributed: moved by Aitken, seconded by Joslin.
Carried.

4. Business Arising from the Minutes of the Meeting of April 18, 2008

Haines stated that all items, with two exceptions, i.e. Ontario Data Documentation, Extraction Service and Infrastructure Initiative <odesi> and TA Training/iGrad were included on the agenda for the meeting of November 24, 2008.

Haines reported that the Library continues to work with Graduate Studies on TA Training and, more generally, professional skills training for doctoral students in particular and other graduate students. Haines noted that OCGS has formed a committee that is focused on this issue. Haines will be working with this group on research data management. Carleton may be used as a pilot for training in this area. Holton stated that two committees on TA training were established. Holton will ensure that Haines is informed about any issues that are raised at these meetings.

Haines also mentioned that <odesi> has been very successful in attracting new data, for example IPSOS Reid data. This information is available to all universities across Ontario. Many universities outside of Ontario have expressed interest in obtaining access to <odesi> which is problematic as it is totally funded by the Ontario government and by the Ontario Council of University Libraries (OCUL). Free access at the metadata level is available, but to obtain more in depth access, licenses are required through DLI. OCUL is working on a cost recovery formula, that would allow us to open the whole of <odesi> to other provinces. <odesi> has been heavily involved in DDI, an international standard of metadata, which has produced a best practices document which is now being adopted in other centres. Funding for <odesi> wraps up in March, at which time it will become part of the suite of Scholars Portal services and it will be totally funded by the Ontario Council of University Libraries. It will be continued by a distributed effort across the universities that are involved, i.e. Queen's, Wilfrid Laurier, University of Ottawa, and York. If additional funding becomes available, there is the potential to develop more Ontario government generated statistical files for <odesi> and to expand it into holding researcher-generated data from Ontario universities. Haines was not optimistic about additional funding, given the current economic climate.

Janice Scammell, who is presently on a one-year sabbatical that began on July 1, 2008, is conducting research on information literacy for graduate students. Cannon asked whether feedback from graduate students on this project would be appreciated. Haines informed Cannon it was expected that Janice would meet at some point with the Graduate Students' Office to discuss her early thoughts on this issue, etc.

On a separate matter, Cannon asked if there had been any action taken concerning the establishment of a Graduate Students' Association Library Committee. Haines requested that David Cannon follow-up with GSA, as nothing had been done to date. Holton suggested that a sub-committee of the Academic Caucus might be adequate.

Haines stated that feedback from students about Collections would be appreciated. Concerns have been raised by FASS, in particular, and Haines wished to know whether these concerns were universal or limited to key departments. Given the budget situation at Carleton, we will have to be very careful about how the Library allocates its print monograph funding.

5. Library 2007-2008 Annual Report (M. Haines)

Holton stated that the annual report was an excellent document and that it provides clear evidence of the volume of work that is being done by Library staff.

Haines informed SLC that the statistics section was incomplete. Traditionally the Library uses the numbers submitted for the annual survey of Canadian Association of Research Libraries (CARL) as a guide when preparing requests for statistical data. This year CARL changed some of the questions and definitions. In consequence, publication of the questionnaire/survey has been delayed. It should have been available to academic libraries in August or September 2008, but it now appears that it will not be accessible on their Web site until December 2008.

Haines commented on a number of issues addressed in the preliminary edition of the Carleton University Library and Archives Annual Report 2007/2008, in particular new services and staffing changes – the latter of which has created an enormous amount of work for Gilles Monast and Ann Newton. Haines then agreed to respond to questions from the committee.

In response to Cannon's query concerning resource centres, Harper elaborated on the number of resource centres across campus (large and small) and the support that is provided by the Archives and Research Collections in this area. Harper spoke primarily about efforts with respect to the Landon Pearson Resource Centre (LRPC) and the Norman Patterson School of International Affairs (NPSIA).

Schroeder requested clarification on the YPB pilot project, which is cited on page 8 of the annual report. Colleen Neely, Technical Services Librarian, explained that YBP (Yankee Book Press) was a major book vendor. The pilot was undertaken to determine how well YBP could provide us with \$100,000 worth of books within certain subject parameters. YBP's approval plan is based on criteria that have been identified by subject supervisors, in consultation with Faculty Library Representatives.

Schroeder asked if there was merit to including a section in the annual report on staff participation in national and international committees. Haines stated that there was a debate about whether or not to include that information this year.

6. 2008/9 Developments

6.1 Strategic Planning (Haines)

Haines stated that compared to other libraries of our size, Carleton University Library has the smallest staff complement – fewer professional librarians. Our numbers of students per staff member are much higher and yet we still do our best to develop as many new services as possible. Haines was pleased when President Runte requested comparator statistics. In every category Carleton was lower than Waterloo, Victoria, Simon Fraser and Guelph.

Haines provided background on President Runte's Strategic Planning Day which was held on July 9, 2008. Our plan, Carleton University Library and Archives Strategic Plan 2008 – 2010, was based on the Priorities and Planning Task Force Report which was published in 2006. Dr. Runte's plan is based on pillars and

themes. Our strategic plan will be modified to accommodate this new approach. A paper copy of the Carleton University Library and Archives Strategic Plan 2008 – 2010 was distributed to all members and it is also available in the Office of the University Librarian.

6.2 Renovations and Compact Shelving Project (Linda Rossman)

Linda Rossman briefed SLC on the compact shelving project. Ninety thousand books were moved from the basement of the building, the area was cleared of furniture, etc., new shelving was installed, and books were returned to the new mobile shelving units. These units will actually accommodate 200,000 volumes. Linda's presentation included a slide show of photographs that were taken during various stages of the project. M. Mastad supervised a number of students who were specifically hired to box up the materials that were temporarily relocated to the Storage Facility. As weeding was done in concert with the move, some items were permanently relocated to the Storage Facility.

All of the journals in the building will be relocated to the mobile shelving units on the first floor. By removing this material from the other floors, seating capacity in the Library will increase by 300. At the moment there are between 1000 and 1100 seats available for use by our patrons.

An architect is working with Linda on new furniture layouts and seating for the empty spaces that were created when journals were relocated to the first level of the Library. Options include more soft seating, more group study opportunities, individual carrels and group tables, more graduate study rooms on the fifth floor, etc. Journals from floors three and four will be moved down in December/January. More electrical outlets will be required throughout the Library. We may also need to increase the number of security cameras.

Linda expressed appreciation to all Library staff, noting that every department was involved in the process.

In response to Cannon's query, Rossman stated that very few volumes were discarded during the weeding project.

6.3 User Feedback (Haines/Rossman)

Haines informed SLC that there are a number of mechanisms in place to receive feedback from faculty and staff about Library services, i.e. NSSE Results, Globe and Mail, Maclean's. Haines stated that the Library had not done as well in some surveys, although, interestingly we scored better in Collections.

Rossman reported on methods employed to obtain feedback from users about their concerns: 1) posting questions on the Library Web site, 2) Dear Library and 3) focus groups on a number of issues. For example, a focus group composed of graduate and undergraduate students recently met to discuss their views on library hours.

6.4 Budget (Haines)

In speaking about the budget, Haines stated that the good news was that the Library had not been asked to make any cuts. The bad news is that there is no new money or new staff positions. Vacant positions will not be automatically filled. If Haines wishes to fill any vacant posts, she will be required to present her case to the Financial Planning Group.

The Library's buying power has been significantly reduced due to the declining Canadian dollar. We are not inflation-proofed in our Collections budget. We always need fiscal money to help us with the inflationary costs. It is unlikely that we will receive inflation money next year. Given that, plus the decline in the purchasing power of our dollar, there is a strong possibility that next year we will be looking at cutbacks on collections. A review has already begun to determine where we can eliminate print journals, i.e. when copies are available online. At the next SLC meeting there will probably be a discussion about how to handle the cuts, i.e. should we let one particular part of collections take a hit, for example, monographs, or should we spread it across serials, documents, monographs and let every group take a hit.

6.5 Fundraising (Haines)

Haines informed SLC about the Donor Development Committee, which includes Library Staff and Andrea Segal. This committee's goal is to identify prospective donors. Haines met with George Hood, Senior Advisor for University Advancement. Hood is anxious to work with the Library on raising the profile of the Library from a fund-raising point of view and to work with us on a capital campaign. All indications are quite positive.

6.6 Staffing (Haines)

Haines circulated documents on staffing changes in the Library in 2007/2008 and 2008/2009.

In 2007/2008 there were 11 retirements, 4 resignations, 13 promotions, 5 acting assignments and approximately 10 new appointments.

Haines introduced new staff members: Martha Attridge Bufton, Pat Moore, Michelle Lake, Nicole Carter, and Anthony Petryk.

6.7 Service Developments (Ingrid Draayer)

Draayer discussed the following issues:

Extended Loans (Draayer)

Draayer is working with the Systems Department on this issue. Hopefully, it will be ready in the New Year. Faculty and graduate students will be given a 120 day loan period with two renewals. Users will be guaranteed a 28-day initial loan period, after which the book could be recalled. The loan for fourth year students will remain at 28 days and at 14 days for undergraduates.

Relais Express (Draayer)

Draayer has been Acting Head of the Interlibrary Loans Department since Callista Kelly retired. Last year Callista was involved in piloting Relais Express, which is a way to transmit digital material in compliance with existing copyright legislation. We have purchased Relais Express and already implemented the lending side of the operation. Borrowing will be available in the New Year. Users will have the option of having requested materials delivered directly to their Desktop.

Board Games on Reserve (Draayer)

Draayer spoke briefly about board games on reserve. More information about this material is available on the Library Web page. A working group to phase in this new type of material will be struck.

Recreational Reading Collection (Draayer)

The Library is accepting donations for books for the recreational reading collection. This service will be available to students, staff or faculty in December. Three titles may be borrowed for three weeks. The books may be renewed three times. Shelves have been set up on the main floor to accommodate this collection.

6.8 E-theses (Haines)

Haines spoke briefly about the Library's plan to digitize theses and dissertations that are not currently in digital format and deposit them into our repository.

6.9 Consortial Activities (Haines)

The Library is very active in the Ontario Council of University Libraries (OCUL), the Canadian Association of Research Libraries (CARL), the Canadian Research Knowledge Network (CRKN), and Capital SmartLibraries. Haines noted that consortial activities do bring huge benefits to us in efficiencies and cost-savings. Carleton Library would not have the resources that it has without participation in consortial purchasing activities and other activities in relation to training and in relation to our institutional repository, etc. The last Capital SmartLibraries meeting was held at the new University of Ottawa Library School which is opening in January at the University of Ottawa Lees Campus. We are hoping that some of our staff will attend the Library and Information Studies program.

6.10 Archives and Research Collections (ARC) (Harper)

Patti Harper informed SLC that as of May 2008, she was no longer responsible for records management and FIPPA. The corporate records will remain with the Office of the University Secretary, while heritage materials have become the responsibility of the Library. The mandate of Archives and Research Collections was expanded to include research archives. This department's main focus will be to serve research and scholarship at Carleton. Part of ARC's mandate includes rare books. Essentially, ARC will "apply, or preserve and make available for long-term use archival and research collections where appropriate and provide these in digital format where possible". ARC will also promote and encourage use of

the collection through displays and public outreach and participation at university events and activities. ARC will offer support and engage in research and instruction using our collections and collaborate with other institutions, associations, organizations and individuals to promote and further the academic archives profession. Currently ARC is working closely with other university departments, for example, University Advancement (UA). Harper then commented on various collections that have recently been donated to the Library and future events, i.e. Poetry Night.

7. Any Other Business

There was no other business.

8. Adjournment

At 3:00 p.m. there was a motion to adjourn: moved by Haines, seconded by Holton.

Members were then taken by Rossman on a tour of the compact shelving area on the first floor of the Library.