

CARLETON UNIVERSITY LIBRARY
Notice of Meeting

LIBRARY COMMITTEE OF SENATE

Date: Thursday, May 3, 2007
Time: 1:30 p.m. – 3:00 p.m.
Location: Room 360k, Library

Present: Pauline Rankin (Chair), Michael Armstrong (Sprott School of Business), Janice Schroeder (FASS), Chris Joslin (FED), Rob Holton (FGS), Tom Darby (FPA), Joanne Cameron (Library), Margaret Haines (University Librarian), Heather Matheson (Library), Ann Newton (Executive Assistant to the University Librarian and SLC Committee Secretary), Dorin Petriu (Vice-President, Finance, GSA) for Tara Westover (Graduate Student member)

Regrets: Sue Aitken (Biology, Science), Schuyler Playford, Undergraduate Student member), Tara Westover (Graduate Student member)

Observers: **Library:**
Jane Fry (Data Centre), Isla Jordan (Systems), Susan Jackson (MADGIC), Colleen Neely (Technical Services)

Norman Paterson School of International Affairs and Circle of Friends:
Vivian Cummins

The meeting opened with introductions around the table.

1. Adoption of the Agenda

Motion to accept the agenda as circulated: moved by Robert Holton; seconded by Joanne Cameron.

Carried.

2. Approval of the Minutes of the Meeting of January 9, 2007

Motion to accept the minutes as circulated: moved by Michael Armstrong, seconded by Tom Darby.

Carried.

3. **Business Arising from the Minutes of the Meeting of January 9, 2007**

There was no business arising from the minutes of the meeting of January 9, 2007.

4. **Terms of Reference**

P. Rankin stated that the terms of reference for the Senate Library Committee were revised to include

- 1) a change in composition of the Senate Library Committee
 - the Sprott School of Business and the Faculty of Graduate Studies would, henceforth be represented on the SLC, thus increasing the faculty component from four to six
- 2) a change in the term “University Library”
 - the term University Library would now include **Archives** in addition to the MacOdrum Library and all branch libraries
- 3) the original language of the terms of reference called for the Senate Library Committee to advise and make recommendations “**on the operation and development of the University Library** (the term "University Library" refers to the MacOdrum Library and all branch libraries), and in particular to advise and make recommendations in the following areas:”
 - In the revised terms of reference the Senate Library Committee is asked to advise and make recommendations “**on the strategic planning and management of the University Library...**”

Dorin Petriu recommended that undergraduate and graduate be added to the reference to the two students on the committee, i.e. two students, one undergraduate and one graduate.

D. Petriu also suggested that the membership include three students- one graduate student and two undergraduates - one from FASS and one from the Faculty of Engineering.

M. Haines agreed to consult with B. Mortimer, at a later date, about the possibility of increasing the student membership on the Senate Library Committee.

Moved by D. Petriu/M. Armstrong that

the draft terms of reference presented at the May 3 meeting of the Senate Library Committee be accepted, i.e. that there be an increase in composition of the Faculty component by two, that the term “University Library” include Archives, that the nature of the student composition be articulated more clearly to specify one graduate and one undergraduate student, and that “strategic planning” replace “operation and development”.

Carried.

5. 2007 Update (M. Haines)

5.1 Budget Update

M. Haines informed SLC that the Library received \$1.94 M in base funding. Of that amount, \$75,000 was new base funding for a \$55,000 commitment that the Library made to the Canadian Research Knowledge Network and \$20,000 for additional cleaning in the Library on the weekends.

The Library also received \$770,000 in fiscal funds for 1) renovations (\$200,000), 2) the Institutional Repository Project (\$170,000 – to cover the salary of a one-year secondment of a specialist to help kick start the project and for servers and software), and 3) inflation increases for electronic resources, i.e. books and journals (\$400,000).

Additionally the Library received \$1.1 M for compact shelving which will be installed on the first floor. Current journals will be removed to that area, thus creating 450 additional study spaces in the Library. According to M. Haines, the 1000 spaces that are presently available will only accommodate 4% of the student population. The standard for study space amongst members of the Canadian Association of Research Libraries is between 20 and 27 percent. Carleton at 4% has the least amount of study space. Simon Fraser is the next lowest at 9%. The University of Guelph, on the other hand, is able to provide study space for 22% of its student population. The addition of 450 study spaces will raise our percentage to 6%. The plan is to provide more carrels, two more quiet study rooms, etc. Hopefully the installation of the compact shelving will allow us to move forward with the Library’s Master Space Plan which will result in a much more fundamental reorganization of the Library – amalgamation of all the Learning Commons areas in one spot, etc. This measure will ensure that the noisy, more interactive learning spaces are located on one floor.

During the period when the decision to establish a Learning Commons was made there was much discussion at Senate about the importance of expanding space in the Library, building an addition and/or a bigger Library. R. Holton asked if these issues were currently under discussion. M. Haines advised R. Holton that the

Library raises this issue at every opportunity, but there are no plans for an addition or a new building.

In response to P. Rankin's questions, M. Haines stated that the compact shelving would be installed by September 2008, and that items are still being transferred from the Library to the Storage Facility. P. Rankin congratulated M. Haines on the budget.

5.2 Review of Committees

M. Haines commented on the review of Library committees that was conducted by Ann Newton and other staff to determine whether there was overlap, whether some of committees should be dissolved, etc. Chairs have been asked to produce the terms of reference, composition, and action notes or minutes for all committees that meet on a regular basis. This information will be posted on the staff Intranet.

5.3 New Services

5.3.1 CBC Newsworld Tapes – 24-hour Broadcasts

The Library, members of the Circle of Friends, representatives of the CBC, and a research team from the University of Toronto (led by Gerald Penn) have engaged in discussions about whether the CBC Newsworld collection can be digitized and indexed using software called e-presence. The parties concluded that a pilot project to digitize approximately 100 of the most popular tapes was necessary in order to determine cost, feasibility, and the level of quality. It should be noted that Carleton is the only site that has the full 24-hour broadcasts. A proposal was put together. The Circle of Friends, led by Dorothy Rogers, is actively pursuing sources of funding for the pilot project. It is estimated that this initiative will cost \$147,000. Gerald Penn (University of Toronto) has been able to identify some sources. The Library may apply for funding through a Heritage Canada grant. It will also contact private foundations. M. Haines stated that without a pilot project it would be difficult to persuade anyone to invest in 15,000 digitized tapes. The long-term plan – assuming funding and a successful pilot project – is to digitize and index the entire collection and make it available to all Canadian universities.

5.3.2 IMS AV Collection

This summer, the AV film collection, currently housed in Instructional Media Services, will be re-located to the Library and shelved in the short-term storage area. The Library will receive a post with the collection. Staff in Access Services, Circulation and Interlibrary Loans will basically take over the full function of this collection.

5.3.3 ODEIS and e-books

The Ontario Council of University Libraries (OCUL) submitted a bid to the Ontario Ministry of Finance for a program called Ontario Buys. The intent of this program is to streamline procurement across Ontario's publicly-funded institutions. Two proposals were submitted by OCUL: one was for a common procurement and infrastructure system for e-books and the second was to set up a provincial data centre service. As part of this service large data sets – Statistics Canada, Gallup Polls, etc. – would be placed in a central server at the University of Toronto. Ontario Buys awarded \$1.5M for both projects over three years. Carleton University Library, through our MADGIC Department, is the lead on this project. Jane Fry (Library, Data Centre) will take on the role of Development Officer. Funding is available to hire students and to backfill Jane's position, while Fry is on secondment to the project. The University of Guelph will partner with Carleton. The funding for ODEIS is primarily for servers, hardware/technical support, development officers, project managers and students. The e-book project is being led out of Scholar's Portal in Toronto. The impact of the latter is that our Library will be able to purchase more e-books.

5.3.4 TA Training/iGrad

M. Haines spoke briefly about how the Library can extend services to graduate students. One option that was previously discussed by M. Haines was running an iGrad program, which is information literacy focusing specifically on graduate students. A request from the University Librarian for two posts to take this project forward was denied. Nevertheless, a working group will be created to determine what can be done in a graduate students program in literacy and what is required to develop a successful proposal.

Meanwhile, thanks to Rob Holton, Sarah Fedko (Reference Services, Library) has been involved in a committee that is examining TA training. Rob Holton stated that a coherent proposal should be ready for wider distribution later this month.

5.3.5 Food for Fines Program

This year the Library waived \$2,566.50 in fines during the Food for Fines program. A "mountain" of food was donated. Given the success of this initiative, the Library will probably run a similar program next year.

5.3.6 Quiet Please Campaign

The Quiet Please Campaign was initiated in response to student complaints about noise in the Library. It was considered to be a success – due in no small part to the student monitors, the posters reminding students to be considerate of others, etc.

5.4 New Collections

M. Haines was delighted to report that the Canadian Research Knowledge Network received an award of \$19.1M from CFI. Through CRKN we are currently spending about \$275,000 on Social Sciences resources. The Library is now spending about \$2.5M on e-resources. M. Haines commented about recent additions to the collection and noted that these items were publicized on the Library Website. There have been discussions about other PR strategies that could be employed to ensure that faculty and students are notified about new resources in a timely manner.

The Library and the Art Gallery will jointly host an exhibition on May 14, 2007 to celebrate a recent donation, i.e. the McAllister Johnson collection of 19th Century French Art which includes books and prints.

5.5 Building Changes

Highlights

The Staff Lounge in the Library has been newly renovated.

The ODEIS project will be moved into an office near MADGIC (Maps, Data, and Government Information Centre).

The building inspection of the Library is scheduled for next week.

Margaret Haines will meet with staff from the Physical Plant to discuss outstanding maintenance issues.

5.6 Staff Changes

M. Haines informed SLC that there would be a number of retirements this year. There are four vacancies in Reference Service, one in Systems, and others in Technical Services, Interlibrary Loans, and the Library Office.

The Library's Second Away Day was held on May 3, 2007. M. Haines publicly thanked Library staff who were involved in all of the arrangements for this event – the workshops, seminars, guest speakers, receptions, goody bags, etc. This event provides staff with an opportunity to socialize with their peers and to learn about the personal and professional skills that are necessary for colleagues to perform their duties in an effective and efficient manner.

Leslie Firth agreed to chair the Staff Development Committee and has taken the lead in the Library on issues related to staff training, etc.

An evidence-based practice session for librarians will be held on May 15, 2007.

Throughout the year, librarians and support staff report on conferences and/or workshops that they have attended.

Carleton Library is working with the University of Ottawa and the Ottawa Public Library to extend training opportunities for staff. “Shadowing” colleagues within the Library is encouraged, as are exchange visits between departments.

In addition to the discussion on staff changes, M. Haines commented on the increase in laptop thefts. The Library is investigating measures that may be taken to reduce the number of incidents, i.e. public education, cameras, cable locks, etc. At the moment, student monitors leave notes on desks reminding patrons that they should not leave their valuables and/or personal possessions left unattended. Warnings about potential thefts are also posted throughout the Library.

6. 2007-2010 Strategic Plan (M. Haines)

Prior to the May 3, 2007 meeting of the Senate Library Committee, a copy of the University Librarian’s 2007-2010 Strategic Plan was distributed to members. For details, see Appendix B. [Due to the formatting and the size of this document, it was not inserted into the Minutes, but was sent as a separate attachment.] A shorter version of the plan (8 pages) will also be produced. M. Haines asked if any SLC members objected to the plan. **It was agreed that the strategic plan would be distributed more widely.**

7. Other Business

Circle of Friends Donation

V. Cummins announced that the Circle of Friends donated \$20,000 to the Library Endowment Fund.

8. Adjournment/Date of Next Meeting

Michael Armstrong moved that the meeting be adjourned at 2:50 p.m. The next meeting will be held in early November 2007.

APPENDIX A

D R A F T

SENATE LIBRARY COMMITTEE

Composition

Six faculty members plus a Chair who shall be a faculty member, two students, 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 Archives), 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)
Heather Matheson (Professional Librarian) (2005)
Joanne Cameron (Library Staff) (2006)

Michael Armstrong (Sprott)
Rob Holton, (FGS) (2007)
Tom Darby (FPA) (2006)
Janice Schroeder (FASS) (2006)
Susan-Marie Aitken (Science) (2005)
Chris Joslin (FED) (2006)

Tara Westover (graduate student member) (2006)
Schuyler Playford (undergraduate student member) (2006)

Updated December 5, 2006