

**CARLETON UNIVERSITY LIBRARY  
LIBRARY COMMITTEE OF SENATE**

**Minutes of the Meeting of June 4, 2012**

**Present:** Stephen Fai (Chair) and Azrieli School of Architecture and Urbanism; Margaret Haines (University Librarian); Jane Fry (Library); F. Richard Yu (FED); Jaffer Sheyholislami (FASS); André Loiselle (GSRO, FGPA); David Jackson (Sprott School of Business); Amanda Goth (Committee Secretary)

**Regrets:** Carleton Undergraduate Student Association; Graduate Student Association; Tom Darby (FPA)

**Observers:** Wayne Jones (Associate University Librarian)

**1. Lunch**

**2. Welcome and Introduction of Members (Stephen Fai)**

**3. Adoption of the Agenda**

M. Haines to cover Budget, Copyright Policy Committee and Developments, Renovation agenda items due to the absence of G. Monast and V. Critchley.

Motion to accept the agenda as circulated: moved by D. Jackson, seconded by R. Yu.

**Carried.**

**4. Approval of the Minutes of the Meeting of February 14, 2012**

Motion to accept minutes of the meeting of February 14, 2012 as circulated: moved by D. Jackson, seconded by A. Loiselle.

**Carried.**

**5. Business Arising from the Minutes of the Meeting of February 14, 2012**

**5.1 Agenda Item 7 Fundraising Strategy (M. Haines)**

There is a considerable amount of interest on three library endowments: General Library Endowment, Mona and Bert Paterson Endowment, and the Snaith Willowby Endowment. The interest totals about \$200,000. These funds are being allocated to Collections except for \$80,000 of the Patterson fund which is being held back because this fund's criteria for release of funds is broader and could possibly be used to purchase shelving in the Compact Storage Facility. The Library is waiting for approval for the shelving units from Space Planning and Management Group (SPAM) which meets in July.

M.Haines and Jennifer Wolters (Senior Development Officer) attended the Academic Libraries Advancement and Development Network (ALADN) conference at the University of British Columbia (May 20 – 23, 2012), where they gained valuable ideas for fundraising, annual giving and estate giving. At this conference they were able to see business cases that other universities are using for promotional material to hand out to potential donors. It was mentioned that student assistants are an alumni group that have not been tapped into for fundraising. The Library is creating a \$500

student assistant excellence award to be given out annually. The Library is also allowing student assistant graduates to receive a book plate on a book in the library to celebrate their graduation and their work in the Library. The Library will start tracking student assistants who work in the Library. Unlike other faculties, the Library does not have alumni so the student assistants are similar to our alumni.

Jenn Wolters and her team have developed a business case/proposal for support for the Library which is close to completion. There is a need for the focus of fundraising to be switched away from gifts in kind (large cost, require processing, insurance and CPERP approval) to corporate collections and cash donations for the Library. The campus community campaign was very successful this year with a record number of donations from our own Library Staff.

Three major photographic collections are available for acquisition for ARC. One collection is very close to being bought by a donor for donation to the Library collection. This includes 2,200 large fine art images of the United States (poverty, and hurricane Katrina). An application has gone to CPERP (federal) which approves large donations of this nature but this has been delayed because they want a proposal to be an Archival Collection that happens to include photographs instead of a Fine Art Collection. This collection is important to the Library not only for its content (useful for journalism, political science, and history) but also because other collections to be acquired hinge on this proposal being successful.

#### **6. Budget 2012- 13 (M. Haines)**

The budget cut for the Library came in at just under 1%. Cuts were made from two vacant staff positions, a small amount from operating accounts and unallocated salary savings. The Collections budget was not cut.

New programs approved by APPIC have been kept track of since they usually require library resources. The request for funds from APPIC for \$48,000 base and \$26,000 fiscal has been granted for new resources. Library also will be receiving \$500,000 fiscal money (ELBA) for Collections. Most of these funds will be used for monographs and one off buying for electronic resources. FPG also granted \$239,000 for Copyright Clearance to the Library.

#### **7. Collection Development Update (Wayne Jones)**

W. Jones gave a presentation on collections in the Library (see attached), providing a broad overview of the plan for collection development and management. Specifically the presentation covered how the budget is spent for the year and the recent initiatives and changes, as well as how Carleton Library's budget compares to that of other Canadian academic libraries.

The key take away points from the presentation were:

##### 1. Budget

- The Library has a 5 million dollar budget for collections with 70% of that going to e-resources (e-journals, e-books, full text databases, abstract databases), 15% to print monographs, 10% to

print journals and 5% to other formats (games, video, microform, etc.).

- How the acquisitions budget is spent at Carleton is very typical of academic libraries, with most funds going to e-resources.

## 2. Changes to Collections and Technical Services Staff structure

- There has been a restructure in staffing and positions which combined the collection development, gifts, serials and e-resources activities under one department head (May 2012). David Sharp is now head of Collections, E-Resources, and Serials.
- Weeding and collection management are occurring at the Library. A weeding policy has been created. Low-use materials are being relocated to the Storage Facility but some materials are also being given to other libraries, withdrawn outright if they are not the last print copies or replaced if the material is damaged.
- The Library is trying to maximize work space for students with much of the new renovation space being dedicated for this purpose. This is typical for current academic libraries.
- The Library is part of two major consortia, Canadian Research Knowledge Network (CRKN) and Ontario Council of University Libraries (OCUL) (Scholars Portal), chiefly in order to provide access to e-resources at negotiated subscription prices well below what the Library could afford on its own.
- Library is working closely with Advancement to raise money for Library acquisitions.
- A new Gifts policy has been developed which encourages the donation of materials, but also lays out guidelines so that the Library does not accept materials which are not useful additions to the collection.

## 3. Comparisons to other institutions

- Carleton's acquisition budget is in the bottom one-third or so when compared with other academic institutions in Canada.
- The Library was provided with \$500,000 in fiscal ELBA funds for 2012/13, which will be used chiefly to purchase monographs and backfiles of e-journals and e-books.
- The Library will be conducting a project this year to purchase e-books via "patron-driven acquisition." Records for pre-selected e-books will be added to the catalogue, but the purchase will not be initiated until a Library user downloads the book. One of the main benefits of this method of purchase is that it helps ensure that the Library is purchasing materials that are actually being used.

## 4. Priorities for this year

- E-resource collection assessment—usage statistics, need to determine what is being used.
- Hiring a librarian for collection assessment in place of a gifts librarian (no new staff position given).

- Restructuring and reworked Collections and technical services department.
- The introduction of e-thesis for Fall 2012/Spring 2013 (Library working together with Grad studies).

### **8. Copyright Policy Committee and Developments (Margaret Haines)**

The terms of reference for the Copyright Committee was presented (attached). The Copyright Committee has been struck and has met once. The Association of University and Colleges of Canada (AUCC) negotiated a model licence for academic libraries with Access Copyright. If signed, each institution will be charged \$26 per full-time equivalent student. Up until last September the university had been paying the original tariff with Access Copyright of \$3.88 per student. Access Copyright has applied to the Copyright board to raise the tariff to \$45 which is still in front of the board and no one is objecting this tariff. When AUCC negotiated this model licence, which would replace the tariff until 2015, it was just after University of Toronto and the University of Western Ontario had negotiated a separate licence with Access Copyright for \$27.50. Their reasoning for negotiating separately from AUCC was they were worried about what Access Copyright would do if the universities were found in infringement of copyrighted materials. AUCC after making the model license withdrew their intervener status objecting to the proposed tariff on behalf of all universities in Canada/members of AUCC. This upset many universities since some withdrew their objector status when AUCC was representing them.

Universities were given until May 1<sup>st</sup> to sign the model license which was extended until May 15<sup>th</sup> since all universities objected. The incentive to sign was that the retroactive payment would be greatly reduced. The license covers from January 2011 to December 2015. Carleton which withdrew in September 2011 and was covered from January 2011- September 2011 by the \$3.88 tariff will have to pay whatever is awarded by the Copyright board for that period if the license is not signed by Carleton but if Carleton was to sign the license we would get a 85% discount from the \$26 to May 15, 2012 and would then pay \$26 per FTE until the end of the license in 2015.

A letter of intent from Carleton was sent to AUCC indicating that we intend to sign by June 30<sup>th</sup> but this letter is not binding.

A risk analysis is being done with the University Secretary and Legal Counsel (Johanne Bray) and senior Carleton administrators (Margaret Haines, Duncan Watt, Peter Ricketts, and Roseann O'Reilly Runte) based on a template supplied from University of British Columbia. The students, faculty and CUASA don't want Carleton to sign. If Carleton was to sign the cost may be passed onto the students which administrators do not want to do.

### **9. Federal Library Closures and Cuts (Margaret Haines)**

Library and Archives Canada (LAC) as well as other federal libraries have had to make budget cuts. LAC is not buying new material but will be taking their two legal deposit copies. LAC's Inter Library Loans (ILL) will be closing. Access to the collection is limited and must be done by appointment with only 10 items viewed at a time.

The national archival development program that gave grants to digitize archival collections has been cut. Money is going to the new Pan-Canadian Documentary Heritage Network Program but is currently limited to certain academic libraries.

Daniel Caron (National Librarian and Archivist) spoke at Canadian Library Association (CLA) about LAC and cuts to Archives and Heritage collections. <http://www.cla.ca/AM/Template.cfm?Section=Home&CONTENTID=13020&TEMPLATE=/CM/ContentDisplay.cfm>

Some Libraries (e.g. Transport Canada) are completely shutting down, while other departments are cutting staff dramatically. Local libraries want to be helpful to their colleagues but also do not want valuable federal collections to be lost to researchers. Staff who are losing their positions are desperate for jobs so applications are rolling into our Library.

The Canadian Library Association (CLA) has already written to LAC. The Ontario Council of University Libraries (OCUL) will be writing to LAC to lobby for LAC to preserve the collections, make collections accessible (primary materials and digital) and make the Pan-Canadian Heritage Program accessible to all institutions.

The closure of ILL at LAC affects Carleton's Library since we use LAC as first resource since it has always been free and local. W. Jones and M. Haines will be starting a working group to decide on what government collections will be the focus for Carleton's support efforts. Stephen Fai volunteered to sit on the working group.

## **10. Renovations (Valerie Critchley)**

Asbestos abatement continues (outside the hoarding area) in the Library and has delayed renovations moving forward. The asbestos abatement done in the 90s was not effective so there is now removal from the front of the building and the whole first floor. There will be restricted access on every floor for three weeks at a time (June-August). Staff will not be allowed to pull books. FASS/FPA/SPROTT most affected by this. The asbestos abatement is happening during regular work hours as well as weekends and evenings.

The front of the building and the roof renovations are going ahead as planned. MADGIC will be moving to the first floor in September. Reference staff have been moved to Dunton Tower and will be staying there until December. There is not guaranteed tunnel access for students with disabilities for the next year.

David Hunt (Environmental Safety Officer) has been very good at communicating with staff about renovations, and sampling air quality every day. Valerie Critchley is the lead on renovations from our library staff.

**11. Any Other Business**

**11.1 Canadian Library Association (CLA) Conference**

Carleton had great success at the CLA Conference hosted in Ottawa from May 30 to June 2, 2012. Carleton had a record number of library staff in attendance with a faculty member and a graduate student also presenting papers. There were 30 people in all and Carleton led the way in attendance from all institutions across Canada. Carleton also won first and second prize in the poster competition. First prize was awarded to Robert Smith and Emma Cross for their poster entitled *Power Up! Building a Game Collection in an Academic Library: The Experience of Carleton University Library* and second prize was awarded to Susan Tudin and Margaret McLeod for their poster entitled *Research can be Fun*. Staff morale has increased as a result and all staff in attendance greatly appreciated the experience.

**12. Adjournment**

Meeting adjourned at 2:00 pm. Next meeting will be held in September. It was noted that Jaffer Sheyholislami will be on sabbatical during this time and sent his regrets to the meeting.



**Carleton**  
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Canada's Capital University

# Carleton Library Collections

update for Senate Library Committee

Wayne Jones

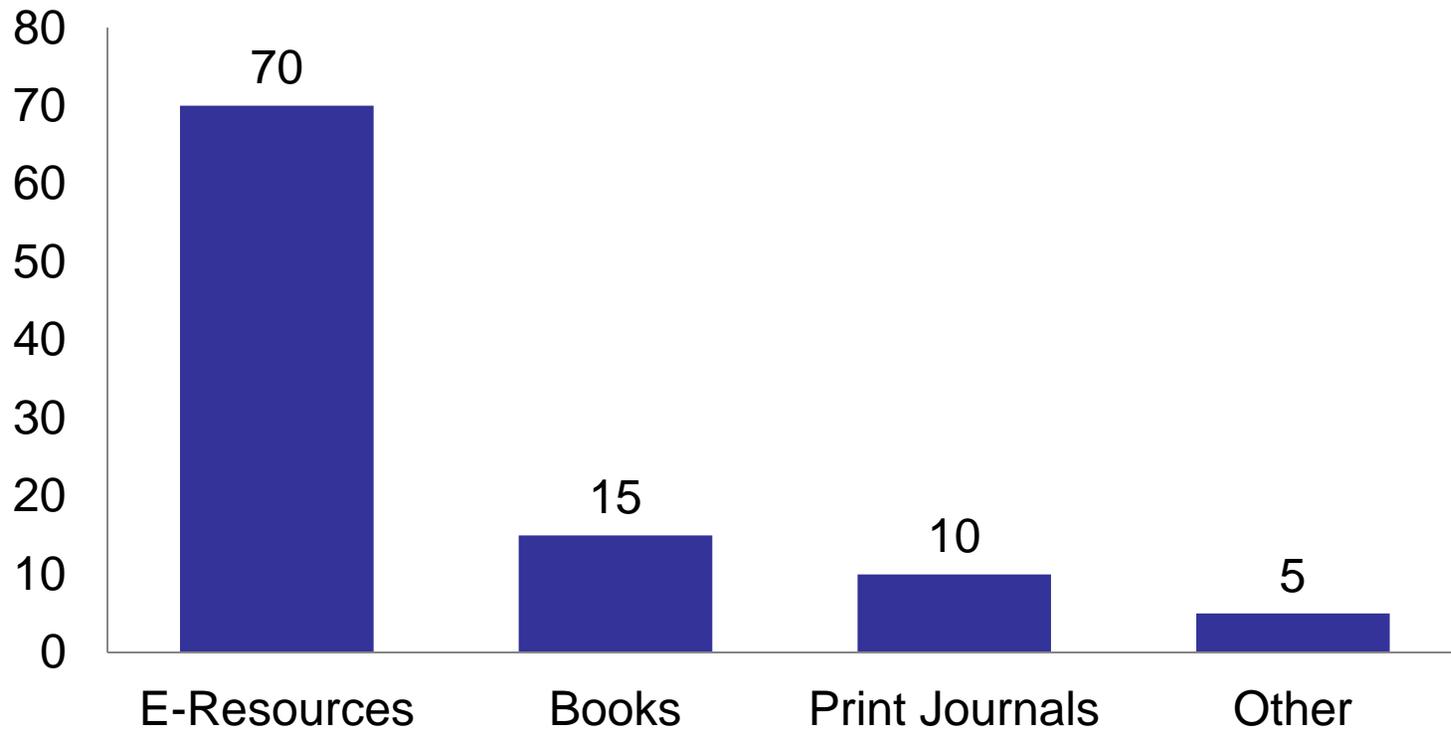
June 4, 2012



- how the budget is divided up
- recent initiatives and changes related to collections
- how Carleton Library's budget compares
- priorities for the current year



## how the budget is divided up





- restructuring of department
- weeding and collection management
- Storage Facility



- collaborative collecting with consortia
- fundraising with Advancement
- gifts policy



## how Carleton Library's budget compares

- generally at or near the lower end on all metrics
- lean and mean – and so have to be deliberate when acquiring resources
- ELBA
- some examples and context ...

- 22nd out of 29 members of the Canadian Association of Research Libraries
- just over 50% of the provincial or national averages
- 5th behind 4 comparators (comprehensive):  
Guelph, Victoria, Waterloo, and Simon Fraser

- Library expenditure per student
- ratio of students to Library staff
- percentage of University budget allocated to Library collections
- *Macleans*



- collaboration with consortia and other libraries
- rationalizing e-resources

- collections assessment
- adjustments after restructure and new staff
- more efficient acquisition of books
- e-books
- processes for e-theses



Wayne Jones

Associate University Librarian

(Collections and Technical Services)

## **Carleton University Copyright Committee**

**Mandate:** The Copyright Committee will support the University's teaching, research and administrative endeavours by considering the legal context and issues in copyright in an academic context; by consulting and advising faculty and students on issues relating to the use of copyrighted materials in teaching and research ; and by advising the University Librarian and senior management on appropriate policies and initiatives that will ensure the reputation of the University in adhering to copyright law and best practice.

**Specific tasks include:**

1. To analyze issues of copyright as they apply to Canadian academic research institutions. This may include examining the status of copyright policies and practices in other universities.
2. To make recommendations regarding methods of cost-effective copyright clearance including the ARES system in the Library, the use of the Copyright Clearance Centre in the US and Access Copyright in Canada.
3. To propose short-term and long-term strategies to inform faculty and graduate students about use of copyrighted materials in their publications, teaching materials, presentations, websites, and dissertations.
4. To advise the University Librarian on the Carleton University fair dealing policy and other policies related to the use of copyrighted material.

**Membership:**

Appointments will be made through the Office of the University Librarian who will chair the Committee.

The University Secretary, the Associate University Librarian responsible for e-reserves, the Associate Vice-President Teaching and Learning (or designate), an Assistant Vice-President from Finance and Administration, an Associate Dean from FGPA, a faculty representative from each teaching faculty, an undergraduate student and a graduate student will be invited to join the Committee. Initial Committee Appointments will be for staggered one and two-year terms; after that, appointments will be for two-year terms.

Meetings will be held at the call of the Chair, likely 4-5 times a year.