

**CARLETON UNIVERSITY LIBRARY
SENATE LIBRARY COMMITTEE**

Minutes of the Meeting of November 9, 2012

Present: Stephen Fai (Chair); Margaret Haines (University Librarian); Jane Fry (Library Staff); F. Richard Yu (FED); Julie Murray (FASS); André Loiselle (FGPA); Christine Laurendeau (Science); Rajiv Prasad (Graduate Student); Amanda Goth (Committee Secretary)

Regrets: Lisa Neville (Graduate Student); Tom Darby (FPA); David Jackson (Business); Laura Newton Miller (Librarian)

Observers: Gilles Monast; Valerie Critchley (Associate University Librarian); Wayne Jones (Associate University Librarian); Maria McClintock (DUC); Martha Attridge Bufton (Library Staff)

1. Adoption of the Agenda

MOTION to accept the agenda as circulated: moved by A. Loiselle, seconded by J. Fry.

Carried.

2. Approval of the Minutes of the Meeting of March 8, 2011

MOTION to accept minutes of March 8, 2011 as circulated: moved by M. Haines, seconded A. Loiselle.

Carried.

3. Approval of the Minutes of the Meeting of June 4, 2012

Minor corrections to minutes on spelling, titles and attachments.

MOTION to accept minutes of June 4, 2012 as circulated: moved by M.Haines, seconded by R.Yu.

Carried.

4. Business Arising from the Minutes of the Meeting of June 4, 2012

4.1 Agenda Item 9- Federal Library Closures

There have been several federal library closures over the last year. Our library has been working with representatives from the closing libraries to take on collections. Due to space restraints Carleton's library has not been able to take on all the collections but has helped to advertise to other Ontario Council of University Librarian (OCUL) members. There has not been any consistent pattern by the federal government libraries on how the collections are being divided and/or stored.

Library and Archives Canada (LAC) has cancelled its Interlibrary Loan (ILL) service as of December. Carleton is one of the highest institutional borrowers that use this service. One of our staff members, Christine Taylor wrote to the CBC regarding this issue after the number of ILL services that are provided by LAC was grossly misrepresented. Senior representatives from LAC have been asked to the Fall OCUL general meeting to explain the LAC situation and what services will replace the ILL services.

4.2 Agenda Item –Copyright Policy Committee and Developments

The new Copyright Modernization Act came into force on November 7, 2012. New Fair Dealing guidelines are being developed to reflect the changes in the Copyright Modernization Act which includes an education fair dealing exemption and the Supreme Court ruling on copying in the education sector. The Fair Dealing guidelines will be based on a guideline developed by the Association of University and Colleges of Canada (AUCC). This guideline will come with a number of application documents e.g. copyright for images. Currently there are over twenty institutions that have opted-out of signing the Access Copyright agreement with five of those institutions within Ontario. The number of institutions who will opt-out of the agreement will continue to grow. The current "opt-outs" have had a meeting and are collaborating together by sharing best practices.

5. Library Annual Report for 2011-12 and Annual Plan for 2012-13 (M.Haines)

The Library Annual Plans were distributed to the committee members. The 2011-2012 Annual Plan was prepared for the Provost and Vice-President Academic as an update on the Library's strategic plan and goals. The 2012-2013 Annual Plan was created to plan for the coming year. Next year's Annual plan will coincide with the integrated strategic plan of the university.

6. Library Budget and Staffing (G.Monast)

An update on the Library budget was given. Last year (2011/12) there was a total budget cut of \$149,000, of this \$87,000 was from base funds. The cuts mostly came from the collections budget as well as one vacant staff position. This year (2012/13) the budget was cut by \$130,000. The cuts came from two vacant staff positions, and \$23,000 from the operating budget. It will be challenging to cut the budget next year. The library did receive for the first time ever \$400,000 in fiscal ELBA funds and also received mandated student aid money and copyright funding. Some of the endowment funds were used this year for the materials budget. The endowment fund will have to be used for the collections. Since there were so many vacant staff positions the library was able to have a healthy carry forward which will be used to fund new shelving for the storage facility, furniture, renovating staff spaces and software upgrades.

There have been many retirements in the last year with nine professional librarian positions and two support staff positions to be filled. Positions that were filled in 2012 include: Head of Collections, E-resources and Serials, Head of MADGIC, Head of Systems, Collection Assessment Librarian, GIS and e-Resources Librarian, Reference Librarian- Legal Studies, Reference Librarian- Humanities. There are a number of ongoing job positions including one position in Reference Services and two positions in Systems.

7. Library Renovations (V.Critchley)

A new teaching classroom was completed in September. There are still some upgrades to be done but it has been a functioning teaching room for the term. The whole MADGIC area is now complete and working. There have been a few leaks on the third floor which have been resolved. The staircase in the front façade has been lowered into place and the two new floors on level four and five are starting to take shape. Reference Services and the Joy Maclaren Centre for Adaptive Technology will be moving to the second floor where they will have new offices.

There have been concerns over the drilling noise all day which is problematic for students and staff especially when students are looking for a quiet study space. The library is working with Faculties Management and Planning (FMP) to provide alternative study space for students.

Disabled patrons will soon have tunnel access to the building. The operation of the door is being looked at since the access is a narrow space and is currently not secure. This entrance should open on November 15, 2012.

Heating within the building has been an issue with some areas extremely cold and others overheating. These issues are currently being resolved.

Overall staff, faculty and students have been very supportive during the renovations. Senate Library Committee members were invited to join the CURA/Library event on November 9th to hear a presentation on the past, present and future plans for the library building.

8. Library role in Quality Assurance (W.Jones)

Wayne Jones outlined the Library's role in the process of Quality Assurance. There is a Quality Assurance process for new programs, cyclical review of programs and major revisions to existing programs. There is a new process for Quality Assurance which applies to all degree levels with a strong focus on outcomes and degree level expectations. The library is imbedded in this process. When new programs are put forward or major modifications are made to a program the library is asked for approval at the beginning of the process. This is very important since new programs have to be supported financially for collection materials. As part of this process the library prepares a formal report on library support for the program. Specific titles for monographs and digital resources for the program are identified for purchase. This report has to be formally approved before the program moved forward. This past year the library has created between 30-40 reports. The library is working closely with the Office of Quality Initiatives on this process. A template has been developed and was recently revised. The reports are simple to follow and are short (two pages) and include links to resources. The reports also compare our library to other academic libraries which provides context to the report.

9. Library Services to Dominican College (M.Haines)

An agreement has been made between Carleton University and Dominican College which includes library services for faculty and students. The library was willing to give Dominican College faculty and students access to all our resources if they had a Carleton email address/IP address, this was not possible so the library offered them in-house resources only. These faculty and students can borrow books for the same amount of time as Carleton's faculty, students and staff but other services such as Interlibrary Loans, and remote use of e-resources will not be given. The reason for this is the Library is restricted under our e-resources licenses to provide service for just Carleton patrons. Also included in this agreement is phrasing to the effect that Dominican College student will receive priority over Carleton students. The Library did not agree to this and will be challenging this part of the agreement.

10. Any Other Business

10.1 Scholarly Communications Committee

A Scholarly Communications Committee has been struck and is co-chaired by Margaret Haines and Mark Forbes. The committee has faculty representation from across the university. Two funds have been created by this committee to support publishing in open access: GSA Award is to cover the cost of open access publishing for graduate students and the second is Carleton University Research Impact Endeavour (CURIE) fund - this is a pilot project to provide funds for the reimbursement of reasonable article processing fees for articles authored or co-authored by Carleton researchers. It is available to researchers whose work is published in eligible peer-reviewed open access journals, for which no alternative funding is available.

10.2 Carleton University Research Virtual Environment (CURVE)

An open access repository for Carleton University has been created called CURVE. CURVE holds academic research output and creative work voluntarily deposited by Carleton faculty, staff and students, as well as all dissertations and theses produced at Carleton.

11. Adjournment and Date of Next Meeting

MOTION to adjourn meeting at 2:19 pm; moved by A. Loiselle, seconded by J. Murray.

Carried.

Date of next meeting will be January or February of 2013.