Present: Ann Barrett, James Boxall, Ian Colford, Marc Comeau, Mark Lewis, Sharon Longard, Bill
           Maes, Michael Moosberger, Gwyn Pace, Michelle Paon, Helen Powell, Karen Smith, Tina
           Usmiani

Regrets: Geoff Brown (on leave)

1. Approval of Agenda
    a. Printing was added under "Other Business"

2. Minutes from October 19th meeting
    a. Approved with one correction: page 3, item 10 a): Karen Smith (not Karen Neves) has
        been doing the coding of comments.

3. Business arising
    a. none

4. Systems matters (M. Comeau)
    a. Web team:
        i. Marc reported that the Web Advisory Committee (Marc, Creighton Barrett, Ian
            Colford, Karen Neves, Gwyn Pace, Umar Qasim and Sarah Stevenson) met last
            week. Two upper year undergraduate students have also joined the team. In
            addition, Michael Steeleworthy has also been named to the Team. Mark Lewis
            expressed interest in having a representative from the Law Library on the Team.
            Marc advised Mark that that his request would be taken under consideration. A
            Chair is to be appointed at the next Web Advisory Committee meeting.

5. Public Services matters
    a. RapidILL update (G. Pace)
        i. RapidILL is now being used by Document Delivery. The system established by
            the University of Colorado and used by hundreds of libraries in the US and
            overseas permits libraries to download their journal holdings (paper and
            ejournals) into their database. Libraries belong to specific pods or groups.
            Requests submitted through the system are matched by ISSN and year of
            publication to the holdings of the pod members. If a member of the pod owns
            the volume needed the request is routed to them. University of Colorado
            balances the requests so that no one library receives a significantly higher
            number of requests than another. Member libraries have agreed to fill the
            requests within 24 hours at no charge. Dalhousie is the first Canadian university
            library, other than CISTI to use RapidILL. Our requesters submit requests as
            usual through the Relais form, the Relais system routes the requests to RapidILL
            where they are checked for matching holdings, if no match is made the response
            comes back into Relais within minutes. Matches to our own holdings are
            indicated in the response. Document Delivery is currently using the borrowing
            side of the system and will be testing the lending side in December with the
            expectation of going live in January. It is hoped that using RapidILL will reduce
            staff time in processing copy requests and reduce fees paid for articles. Results
            will be monitored over the next 6 months.

b. Killam reference services review
    i. Bill indicated to the Committee that he felt there was a need for Killam reference services to undergo a review sometime in the near future.
    ii. He reported that he has had some preliminary meetings with staff from ITS, CLT and Student Services where discussions have taken place regarding the creation of a central point of service for these units and the Library to coordinate queries from our patrons.

6. Collections matters
    a. CRKN
        i. Bill reported the CRKN has one agreement (with Elsevier worth approximately $20 million) which is up for renewal. There is a negotiated proposal for a 4 year deal at 4 ¼% per year.
        ii. CRKN members who are planning to participate in this agreement have been asked to sign the proposed deal.
        iii. Several larger institutions, e.g. (University of Toronto, University of Ottawa, University of British Columbia, McGill University, University of Calgary ….) have opted not to participate.
        iv. CRKN will have 12 contracts to negotiate in 2011.
        v. The following two new initiatives will be undertaken by CRKN for 2010
            1. ERUDIT
            2. National Research Council research press journals

7. Physical Plant (W. Maes)
    a. Learning incubator update
        i. Bill suggested staff take the time to take a look at the space being renovated on the 2nd floor of the Killam Library. Work is progressing and the hope is the classroom will be ready for testing before the Christmas break. It is still planned for classes to begin in the space in January.
        ii. Plan for use of the space
            1. To be used as teaching space 8:00 a.m. – 5:00 p.m., Monday – Friday
            2. Evenings and weekends to be used as open study space
            3. Possibility that ITS will use the space on Saturday mornings to test new technologies.
        iii. The construction of washrooms adjacent to the classroom is expected to take place next summer.
    b. Kellogg Library update
        i. Bill reported that he, along with Patrick Ellis, had attended a meeting on Monday afternoon with the architect and space planners for the renovations to the Tupper Building.
        ii. The footprint of the Kellogg Library will be replicated in the new space which will be in building 3 behind the Tupper.
        iii. The Library will occupy the main and second floors of this new space. and staff have requested that compact shelving rather than traditional shelving be installed.
        iv. The estimated time of completion on this project is 3 – 5 years.

8. Strategic Planning and Library Review (W. Maes)
    a. Strategic plan revisited
        i. Bill advised the Committee that one staff member had let him know that they preferred the old strategic plan to the newly revised document previously

distributed to PSAC. As a result of this comment Bill queried PSAC members as to whether in fact we should do this.

    ii. Gwyn asked if it would be possible for PSAC to devote one meeting to the strategic plan; reviewing the document and making recommendations.

    iii. It was decided that January's PSAC meeting would be devoted to the strategic plan.

9. Communications update (T. Usmiani)
   a. Tina advised that she is expecting to hear from Royer Thomson by the end of the week. A meeting will be set up with staff from Royer Thomson, Tina and Bill to discuss a communications plan for the Libraries to be used during the review process. Please send any suggestions to Tina.
   b. Tina is soliciting suggestions for inclusion in the next issue of *Context*. Please send your ideas to Tina. Some items tagged for inclusion are:
      i. Copyright
      ii. Dal Libraries collaborations and partnerships
      iii. Success of LiveHelp and Proxy
      iv. Highlighting the kinds of research projects / papers our librarians are involved in.
   c. Some projects Tina is currently working on are:
      i. Student video contest "why I love the libraries". Students would use their own cell phone, video camera, etc. to submit a video. Tina suggested e-mails could be submitted instead of videos.
      ii. Tina would like to highlight the Libraries' DVD collection by having a "movie night in the library". She has already submitted a list of 27 movie titles to the Copyright Officer who has advised Tina that 24 of these titles are covered by existing agreements.
      iii. "Killam Freebies" will be re-instated in the McNab Reading room.
      iv. *Books With Wings* initiative will be on-going.
   d. Bill reported that he has been approached by Better World Books re sending unwanted books to them for distribution to Third World countries. An official agreement is being written.

10. Round table
   a. Ann asked Marc and Gwyn for an update on item #11 from October's PSAC meeting (Coordinate Novanet registration with Dalhousie registration).
      i. Marc reported that he has been referred to Louise Smith in the Business Process & Integration Office and he will be contacting her in the near future.
      ii. Gwyn has not yet had the opportunity to contact Cape Breton University and Mount Saint Vincent University but will do so soon.

11. Other Business
   a. Access Copyright update (W. Maes)
      i. Bill reported that he spent 2 days last week at the CARL Annual General Meeting where copyright was a main topic on the agenda.
      ii. The Association of Universities and Colleges of Canada has produced a model on fair dealing which will be sent to the legal offices at all participating institutions. It is being recommended that the policy be adopted.
      iii. The policy is very conservative (applies mostly to faculty, staff and administration). It was felt there is no need to police student activity.
      iv. As this would be a university policy it would be the University's responsibility to implement and enforce.

      v.   A policy needs to be in place by January 1st.
     vi.   There was a presentation at CARL by a member of the Copyright Board who explained to the membership that Access Copyright wants to move from a licensing model to a tariff model because universities would not provide the requested statistics. With a tariff model statistics are automatically generated.
    vii.   Bill will put together a document explaining changes to the copyright act for distribution to staff.

b. Royer Thompson update (W. Maes)
      i.   Bill advised that Royer Thompson has provided him with a copy of a draft questionnaire to be used as a basis for interviews with staff.
     ii.   They want to conduct interviews in a transparent way. A list of interviewees will be produced. It a staff member's name is not on the list and they wish to be interviewed they can contact Royer Thompson to advise them they would like to be included.
    iii.   It was suggested the interview questions be distributed before interviews take place so staff have the opportunity to review the questions and be better prepared for an interview.
    iv.   Bill noted that if a staff member is slated for a one-on-one interview but would prefer to take part in a group interview this would certainly be possible.
     v.   Royer Thompson is hoping to complete all interviews before the holidays.

c. Network Printing
      i.   Bill advised that the Killam Library will be participating in an initiative of the Print Centre. The Print Centre is approaching various departments to encourage them to network their photocopiers as printers in an effort to reduce the number of stand-alone printers on campus.
     ii.   An e-mail will be sent to staff following the PSAC meeting.

Next meeting: January 18, 2011

Meeting adjourned @ 10:40.