

Public Services Advisory Committee  
January 18, 2011  
G62, Killam Library

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

Regrets: James Boxall

1. Approval of Agenda
  - a. approved
2. Minutes from November 24, 2010 meeting
  - a. Approved with a few grammatical corrections.
3. Business arising
  - a. Low volume on shared space e-mails
    - i. Ann queried the possibility of Systems advising staff the names of the files that are taking up space on s:/library.
    - ii. Marc advised that Systems staff is looking into this possibility and feels that they should be able to provide staff with a list of the directory sizes to help find larger files.
    - iii. Mike advised that Archives, in conjunction with Systems, is reviewing FTP protocols with the aim of producing a system-wide management plan for electronic files.
  - b. Novanet registration and Dalhousie University
    - i. Gwyn advised the Committee that she has spoken with staff at Mount Saint Vincent University regarding their "upload" system. MSVU staff reported that their load goes from the University's Colleague system to Aleph and works quite well. The one exception is distance education students – these records need to be loaded into Aleph manually. MSVU sends an FTP file to the Novanet Office once a week or once every two weeks on an as needed basis. MSVU Circulation staff has access to the Colleague system for changing addresses or phone numbers.
    - ii. Marc advised he and Sandy Dwyer have met with Lousie Smith and Bruce Caddell. We are waiting for a sample file from Bruce, which will then need a script to be written by Systems staff in order to translate the information to Aleph. It is anticipated that nightly differential files will be sent to Aleph.
4. Strategic Plan, 2010 – 2013, revisited
  - a. Bill asked Committee members if they wanted to reconsider the current version of the strategic plan. It was suggested that the Mission and Vision be simplified so they are easier to remember.
    - i. Mission: suggested change: *Advancing learning for inspiring minds*
    - ii. Vision: agreed that message of current vision is ok but suggested changing the way it's said (please send suggestions for wording to Bill).
  - b. Strategic initiatives
    - i. It was suggested that initiative #1 become initiative #4 so it isn't thought that library staff performance is the #1 area where improvement is needed.
    - ii. Suggestion was made to include a circular diagram and the beginning of the initiatives to show how they are inter-related/connected.

- iii. It was pointed out that the initiatives are not being worked on concurrently and that different groups of staff are working on each.
- iv. Bill suggested that we should be working with CLT, the Writing Centre, and other stakeholders to achieve our initiatives.
- v. Do we need more formal mechanisms in place for staff learning / development?
- vi. Document -- Strategic Directions/Objectives Updated actions: February 2010
  - 1. Department Heads should be reviewing this document with their staff and forwarding suggestions to Bill.

## 5. Other Business

### a. Access Copyright update

- i. Bill advised that the Copyright Board has allowed Access Copyright to introduce an interim tariff of \$3.38 per student or 10¢ per copy. Dalhousie has yet to agree to this tariff. Other universities seem to be slowing agreeing to this tariff. Dalhousie has received an invoice from Access Copyright which to date has not been paid. Non-payment indicates an unwillingness to participate in the agreement. The penalty for infringement is the original fee. AUCC lawyers have developed "fair dealing guidelines". If the University counsel recommends these guidelines to the President and he approves them, the guidelines would then go to the Board for approval.

### b. Royer Thompson update

- i. All individual and group meetings have been completed. Bill expects to receive interim recommendations from Royer Thompson by mid-February. Once these are received he will advise staff.

Next meeting: February 15<sup>th</sup>.

Meeting adjourned @ 10:15 a.m.