

Library Council Meeting Minutes

November 12, 2013, Room 2616 Killam Library 9:30-11:00

Present: Linda Aiken, Ann Barrett, Creighton Barrett, Linda Bedwell, Donna Bourne-Tyson, Geoff Brown, Ian Colford, Marc Comeau, Sarah Jane Dooley, Sandy Dwyer, Patrick Ellis, Melissa Helwig, Jason MacDonald, Heather MacFadyen, Marlo MacKay, Oriel MacLennan, Joyline Makani, Anne Matthewman, Shelley McKibbin, Michael Moosberger, Gwyn Pace, Michelle Paon, , Janice Slauenwhite, Karen Smith, Margaret Vail

Regrets: Jennifer Adams, James Boxall, Allison Fulford, Mark Lewis, Elaine MacInnis, Gwendolyn MacNairn, Lindsay McNiff, Robin Parker, Sarah Stevenson

Absent: David Michels, Phyllis Ross, Dominic Silvio

1. The Agenda was adopted as written.
2. Minutes of the October 8th 2013 meeting were approved as written.
Motion to approve: O. MacLennan, H. MacFadyen - Unanimous
3. Notes of the October 21st 2013 special meeting were approved as written.
Motion to approve: M.Paon, A. Barrett - Unanimous
4. Business Arising

4.1 October 21st Special Meeting – Donna reported that the President had responded to her regarding the concerns raised at the meeting about the proposed new space for the Kellogg Library. Dr. Florizone had looked into the history of the building’s design and requirements and was satisfied with the current design.

5. Updated Library Council Terms of Reference

The suggested changes were reviewed. A modification to the new 4.2 clause was made to replace the words “ITS Opinio” with the words “system wide”.

Motion to approve all changes including the modification to 4.2 (M. Helwig, S. Dwyer – Unanimous)

6. Subscription Considerations

Donna introduced this agenda item by saying that it is a result of SMT agreeing with Marc Comeau’s suggestion to take upcoming business for SMT to LC for discussion first.

- 6.1 Refworks

Refworks is currently paid for by the Libraries (\$10,000 plus \$2-3000 for OCUL's housing of data in users accounts on servers in Canada to avoid data being susceptible to U.S. Homeland Security scrutiny) and by ITS (the balance, which has been increasing). The Library's share does not currently come out of the collections fund but will be moved to that fund in the future.

Discussion ensued as to:

- whether there were any other potential partners eg. Alumni, Writing Centre, CLT that could help share the costs but in the current fiscal climate obtaining funds from other budget areas is unlikely.
- whether there were any other universities which have reported recognized that a system such as Refworks is a mandatory software tool and should be supported through central funds.
- whether OCUL had ever selected a particular software tool and fully supported it – it was noted that an RFP was sent out just last month by OCUL in this regard.
- the upswing in the usage over the last 3 months may reflect the work over the summer on the faculty profiles and teaching sessions with individual researchers.
- it was noted that alumni can continue to have access to the product and deleted references are tracked through a shadow account
- Refworks is easier to teach and learn and is more accessible for students than other products such as EndNote which require local installation and extended use to master.

6.2 Browzine

The subscription cost is approximately \$7-9000 annually. It was suggested that to subscribe to it while cancelling databases and subscriptions may not be the most ideal time. Both UNB and University of Guelph have it and are pleased with it. It is very like the print experience which would perhaps appeal to people in the Humanities. There may be a possibility of having a one year trial paid for from a non-acquisitions fund. It was suggested that perhaps we could introduce it and then individuals could get their own personal subscriptions. A concern was raised about the difficulties of troubleshooting or supporting the product if we did not have an institutional subscription to it.

7. Draft "Guidelines for Digitization Project Planning"

Crieghton reviewed the history of the document which has evolved from recommendations for basic procedures to the current document which is a guide for project planning including digital specifications for scanning. The working group is continuing work on a second procedural document and a template for an entire project. It was recognized that there is a need for procedures on how to handle audio as well and the Working Group will be addressing that at a later date. It was decided that the draft document would be on the December LC agenda for endorsement so as to provide members with the time to review the document prior to that meeting. It was noted that the Working Group needs new members who are actively involved with digitization. Donna congratulated the committee members on the draft document noting that the standards will be very useful for moving forward with digitization projects and would recommend endorsement of the document.

8. Community Update

- 8.1 University Librarian – report distributed by email.
- 8.2 Anne Matthewman AUL – Learning and Curriculum Support reported that only a small group of instruction librarians were able to attend the recent meeting. If any others have comments please send them to Anne or Lindsay. Anne noted that she will be meeting with CLT on Wednesday afternoon. To date the ADAC meetings have not included agenda items specific to the libraries but Refworks may be an item for discussion. Donna thanked Anne for taking the lead in this area mentioning that there has been positive feedback from others on campus.
- 8.3 Joyline Makani advised that Creighton Barrett has just joined the Research Group as has another member from Medicine. The group will be meeting next week to discuss their Terms of Reference. The suggested guidelines and policies will be brought to Library Council at a future meeting. Some members are interested in pursuing funding opportunities ie. CFI.

Killam Open House was a successful even with approximately 150 students participating in the self-guided tour event. Marlo reported that the table in the SUB with the 3D models attracted a lot of students. Staff (Linda Grey, Irene Kuhirwa, Janet Larsen, Heather MacFadyen, Marlo MacKay, Joyline Makani, Lindsay McNiff, Gwyn Pace, & Carol Richardson) who assisted with these events were thanked.

- 8.4 Oriel MacLennan reported attending the Collections Conference in Charleston the previous week. Her report will be distributed shortly.
- 8.5 Karen Smith reminded members about the upcoming CLCP reading by Russell Wangersky on Tuesday November 26th at 7:30 in the Special Collections & Archives Reading Room at the Killam.
- 8.6 Marc Comeau noted that Jason Flynn has now joined the Systems team and they are very pleased to have him with them.
- 8.7 Patrick Ellis led the members in a round of applause to acknowledge the excellent work being done by the three acting managers for Information Resources (Karen Chandler, Gail Fraser and Alice Stover) particularly in light of the recent collections budget challenges. Sean Hendricks is filling in on a 10 month maternity leave as the Dalhousie Medicine New Brunswick librarian. He is working closely with the Kellogg librarians. The position is currently paid for by the New Brunswick government but it is expected discussions regarding the funding will take place again in the upcoming year.
- 8.8 Marlo MacKay reminded members of the upcoming Libraries Christmas party on December 12th from 1-3 in the Grawood Lounge in the SUB. Everyone is encouraged to attend and to respond to the reminder which will go out soon as the food needs to be ordered.
- 8.9 Linda Bedwell reported that the Canadian Library Assessment Workshop she helped to organize and attended in Toronto went very well. Registration was full and a wait list was necessary. Organizing for next year's conference has already begun. The webcast for CARL statistics encountered some technical difficulties and is expected to be re-done in the near future.
- 8.10 Geoff Brown reported on developments with OJS. He will be meeting with the people who work with the Dalhousie Law Journal. They have expressed interest to David Michels who arranged the meeting. The Classics student's journal has come on board and the Dalhousie Medical

Journal is also progressing. Geoff is arranging for Dalhousie to become a provider of DOI registrations.

Donna reported that the new Executive Director for CLT, Brad Wuetherick was delighted to hear that the Libraries were involved with OJS and encourages promotion of the service. The Libraries OJS and DalSpace will be part of the TriCouncil initiatives.

- 8.11 Sandra Dwyer announced that Helen Wojcik was the successful candidate for the Head of Access Services at the Killam Library. The three DPMG positions for the Information Resources managers have been posted.

9. Other Business – none

10. Tuesday, December 10th 9:30 Room 2616, Killam Library

Respectfully Submitted,

Gwyn Pace
Secretary