

## Library Council Meeting Minutes

December 10, 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, Sandy Dwyer, Patrick Ellis, Allison Fulford, Jason MacDonald, Heather MacFadyen, Elaine MacInnis, Marlo MacKay, Oriol MacLennan, Gwendolyn MacNairn, Joyline Makani, Shelley McKibbon (Chair), Lindsay McNiff, Michael Moosberger, Gwyn Pace, Michelle Paon, Robin Parker, Phyllis Ross, Dominic Silvio, Karen Smith, Sarah Stevenson, Margaret Vail

**Regrets:** Jennifer Adams, Marc Comeau, Mark Lewis, Anne Matthewman, Janice Slauenwhite

**Absent:** James Boxall, Sarah Jane Dooley, Melissa Helwig, David Michels

1. Adoption of Agenda – Item no. 6 Overview of process for Design...was deferred until the January meeting and replaced with “Discussion regarding a replacement for Prowler-Gwendolyn MacNairn. “ The agenda was adopted as amended.
2. Approval of the Minutes of November 12

The Minutes were approved with the following amendments:

Item 6: Re-titled *Subscription Considerations* and 6.1 retitled *Refworks* and 6.2 retitled *Browzine*  
Item 8 Community Update 8.3 - Joyline Makani’s name was added to those individuals recognized for their contribution to the Killam Library Open House (correction received by email from Marlo MacKay)

3. Business Arising – none.
4. Draft “Guidelines for Digitization Project Planning”

Creighton Barrett reported that since the document had been distributed previously and members had been asked for their feedback prior to this meeting and only minor changes had been necessary based on the feedback received the document was now ready for acceptance unless there were other final comments members wished to add. Hearing none a motion to move acceptance of these fine guidelines (O. MacLennan, M.Paon) was approved unanimously.

The guidelines will be reviewed again in December 2015. Support for and implementation of the guidelines is to be discussed at the next meeting of the Digitization Committee.

5. Introduction of new online finding aid database – <http://findingaids.library.dal.ca/>  
Creighton Barrett demonstrated the new database which users can search and browse for archival material. Series, fonds and files of records are included, items are hyperlinked to collections to which the item belongs. Scope and content notes are also included and subject

headings are being added to the guides which are interactive with other collections. Both faceted searching and advanced searching options are available. . The Guide to Archival Research Libguide <http://dal.ca.libguides.com/archivalresearch?hs=a> has instructions on how to use the database. The database is a work in progress and many more items will be added to it. Archival reference staff will be instructing people on its use. Bugs are still being worked out. Archival staff & interns and systems staff (David, Margaret and Jason) have all assisted with the development of the database. Google Analytics will be used to track the usage of the files.

#### 6. Discussion regarding a replacement for Prowler

Gwendolyn MacNairn reported that Allison Fulford, Marc Comeau, Sarah Stevenson, Geoff Brown, Linda Bedwell, Ann Barrett and herself have been working on a transition plan for how best an Article search can be provided to our users for the time between Prowler's demise (December 31<sup>st</sup>) and the adoption of a new Discovery tool later this spring.

Current tools being considered for this period are Worldcat Local (indexed databases), Ebsco databases, Proquest databases and Google Scholar. Discussion ensued on the pros and cons of using each of these options. It was agreed that users would expect search results to be provided upon using the Articles search box rather than being taken to a second search box option. It was decided that Systems staff would pursue which databases could be set up, by the time school resumes in January, so that search results would be provided directly. Thanks were given to Gwendolyn and the rest of the group members for pursuing a replacement for this transition period.

#### 7. Allocation formula models

Heather MacFadyen provided an update of discussions being held regarding a new allocation formula for collections funds. Goals of the new model include addressing problematic historical allocations, an equitable division of funds, a base formula with understandable elements, a phased in approach and regular assessment and updating of the formula. Factors (university priorities, demand, & material costs) and weights applied to the items included under each factor ( ie. operating budgets, full-time faculty, ebooks & databases) were reviewed. Questions raised included: whether the weighting of part-time and adjunct faculty represented the appropriate research/teaching levels of these groups; why fte was not a weighted item; grads vs undergrads weighting decision in light of 4<sup>th</sup> year research demands; whether the model is similar to other institutions; whether any of these institutions also have Law and Medical faculties; whether consideration had been given to allocation by subject rather than library? Next steps for a draft formula, its review and acceptance were outlined. The proposed model will be discussed at the January meeting.

#### 8. Budget Update – nothing to report at this time

#### 9. Librarian Position Postings – nothing to report at this time

10. Scholarly Resources Management Group – SRMG Terms of Reference –Draft (Agenda item moved from no. 11 to no. 10)

The document was discussed briefly. The following changes, comments and questions were raised:

- a. 1.2.1 AUL for Resources replace Head of Collections and add “as described in 1.5” to the end of the sentence
- b. 1.4 will they be voting members?
- c. 2.2 add “and cancellations” after “purchases”
- d. A product like “Prowler” would not be part of collections in the future and would be considered by the Discover Group.

Other feedback should be sent to Patrick Ellis who will edit the document and bring it back to Council at the January meeting for approval.

11. Unzipped (Agenda item 10 moved to item no. 11)

An Unzipped event is being planned for faculty during the February study break (Feb. 17- 21). Marlo MacKay asked for Council members to consider giving an Unzipped presentation on any key library resource. Presentations may be held on campuses other than Studley if the topic would be of interest to specific groups. Marlo will send out an email asking for suggestions.

12. Community Update

Leadership Council for Digital Infrastructure – Marlo MacKay announced that “The Leadership Council for Digital Infrastructure has launched a crowdsourcing campaign to get fresh ideas for how to build a world-leading advanced digital infrastructure ecosystem for Canada”. Feedback is requested via the library blogpost, tweets (#lcdi) and email. People are encouraged to participate in the discussion.

Evening Supervisor Position, Killam Library - Sandy Dwyer announced that approval has been received from HR to post the position as internal to Dal libraries only. Applicants are encouraged.

13. Other Business

Shelley McKibbon was thanked for Chairing Council throughout the past term.

14. Next Meeting – January 14, 2014, 9:30-11 am, 2616 Killam Library, Lindsay McNiff, Chair.