

Minutes

Senate Committee on Libraries

Friday, 24 September 2010
James Administration, room 310

Present: Prof. Anthony Masi, Ms. Diane Koen, Prof. Nathalie Cooke, Prof. Reghan Hill, Prof. Emily Carson, Prof. Joan Bartlett, Ms. Natalie Waters, Ms. Sara Holder, Ms. Joyce Whiting, Mr. Joshua Abaki, Mr. Simon Liu

Regrets: Prof. Andrea Bernasconi, Prof. Martin Chenier, Prof. Helge Dedek, Prof. Kenneth Ragan, Ms. Joyce Mak

Guests: Ms. Louise O'Neill, Mr. Louis Houle

Approval of the Agenda

The agenda was approved as distributed.

Announcements

The Chair welcomed new members and thanked existing members for continuing to serve on the committee followed by a roundtable of introductions.

The Chair reviewed the terms of reference in great detail emphasizing the importance of reporting to Senate regarding valuable issues that guide the strategic development of the Library and make recommendations to Senate regarding new policies or recommending modifications to existing policies. The committee does not discuss the governance or management of the Library. The Chair raised a motion regarding discussing the modification to the terms of reference which was moved by Ms. Natalie Waters and seconded by Ms. Diane Koen. The Chair reviewed the composition of the committee and requested member's feedback and approval regarding modifying the terms of reference to allow the Provost or Provost's Delegate to chair the committee. He indicated that after 10 years of chairing this committee he feels that it is more appropriate for him to concentrate on other University and Library business. There were no objections regarding the change in terms of reference. The Chair indicated that if approved by Senate, he intended for Prof. Nathalie Cooke to be his delegate going forward.

The Chair gave a brief update on the status of the Advisory Committee for the Trenholme Director of Libraries advising that the committee met many more times than the average and that the list of candidates was narrowed down to the top five potential candidates. The Chair outlined in detail the three fundamental criteria that the final candidate needed to possess which was 1) Values 2) Experience 3) Approach. A finalist has been selected and will be presented for approval at the Board of Governors meeting on 28 September 2010. If approved by the Board, the announcement will be sent in the following week.

Approval of the minutes of the meeting of 21 May 2010

The minutes of 21 May 2010 meeting were approved as distributed with no modification to the format. Minutes will remain as brief overview clearly indicating action items.

Business Arising from the Minutes

Invited guest Louise O'Neill provided update on the following:

- a) Capability to temporarily disable Bx Recommender Service on an individual basis. It can only be turned off completely, not on an individual basis. However, an individual can simply not activate the feature by not clicking on the icon.

Action: Solicit feedback from professors and students regarding the feature and present findings to the committee in one year.

Responsible: Ms. Diane Koen, Ms. Louise O'Neill, and Ms. Karen Kennedy

- b) Capabilities of the mobile interface service with Blackberry device. It can be displayed on any type of mobile phone. The display set-up depends on the browser of the particular phone. This was developed in-house and took approximately 2 months. RIM has been criticized for not using a web-kit platform and has recently announced they will be transferring to this platform.

- c) Ms. Diane Koen asked if the CARL & ARL comparisons calculation analysis be deferred to the next meeting as they are not compiled yet.

Action: Add to next agenda

Responsible: Ms. Karen Kennedy – Ms. Diane Koen to present

Report by Interim Director of Libraries

The Interim Director presented her report which highlights the achievements of the five major areas of focus within the Library's Strategic Plan.

1. Client Relationship Management

Fall 2010 Orientation successfully launched and had high attendance. Similar program for new faculty exists in the format of individual meetings with a liaison librarian. Group meetings are possible but individual seems more effective and builds a relationship and clear point of contact.

Handout: **Tours & Workshops Fall 2010 Library Orientation Guide brochure**

Action: Report on attendance

Responsible: Ms. Diane Koen

2. Collection Management

Process improvement – Successful implementation of electronic invoicing.

Backlog reduction – No longer adding to the backlog, new items are catalogued and shelved immediately. Backlog consists primarily of rare books and special collections which are difficult to find. Outsource to OCOC in Winnipeg whenever possible.

Action: Whitepaper report on timeline for clearing of backlog. List of backlog items by priority.

Responsible: Mr. Joseph Hafner

3. Facilities/Resources/Infrastructure Management

Launch of the refurbished Islamic Studies Library, Blackader Lauterman Collection and Electronic Date Resource Service are all taking place in the near future.

4. Staff Development and Management

All open positions filled over the summer. One vacant position posted for the Life Sciences.

5. Partnership Development and Activities

Developing a remote electronic library service for the Ministry of Kuwait in conjunction with the Faculty of Medicine and the MUHC.

Benefits of Course Reserves (to be presented to Senate)

Presented by Ms. Diane Koen who will also present the items to Senate. The Library received \$40K from SSMU in 2008 to develop a program to support the teaching initiatives of faculty by ensuring that any item owned by the Library from any course materials list is linked in the Course Reserves module of the Library Catalogue. There are multiple pathways to link materials which include myCourses, Library Catalogue and the new mobile library website. The format and features of the website were reviewed and samples of linking different formats were shown.

Overview of statistics for fall 2010. Out of 900 courses there were 420 course packs linked with a total of 16,138 links. 96% of all e-journals requested are available with the remaining 4% currently only available in hardcopy.

Reviewed the benefits of expanded course reserves stressing the importance of supporting compliance with copyright laws.

Committee requested minor change to the presentation on the “Expanded Course Reserves Benefits” slide. It should indicate a potential of being environmentally friendly since students would have access to reprint misplaced copies.

Action: Distribute PowerPoint presentation electronically to members

Responsible: Ms. Karen Kennedy

Action: Report on the whether the course packs produced has been reduced and if sales have declined

Responsible: Ms. Diane Koen

Action: Invite Ms. Line Thibault to present on the importance of compliance with copyright laws

Responsible: Ms. Karen Kennedy

MyResearch Statistical Report

Presented by invited guest Mr. Louis Houle.

MyResearch is a series of workshops divided into 4 modules:

Module1: Diving into the Research Pool

Module 2: Going Deeper

Module 3: Cite It!

Module 4: Making your Voice Heard

Brief overview of content of each module. Each session can hold 170 students. Currently have just under 50% registration for each of the subsequent modules. Total of 534 students registered and 413 attended for previous modules. Reviewed the registration and attendance breakdown by faculty. 7 students attended all 4 modules. Students were surveyed on "Was the workshop useful in terms of my own professional development". Survey results were very positive.

Changes to be implemented for 2010-2011 include the following:

- a) Offered 3 times instead of 2 at 5 different locations
- b) One module per week for one month period
- c) Offering different times of the day/week for the different modules
- d) Change the sequence of modules

Handout: "What is research, but a blind date with knowledge" brochure

eResearch at McGill

Committee agreed to postpone to next meeting due to lack of time. Louise O'Neill agreed to attend next meeting to present.

Action: Add to next agenda

Responsible: Ms. Karen Kennedy

Other Business/Topics for Discussion

2009-2010 Annual Report will be presented to Senate in the fall.

Action: Add to next agenda

Responsible: Ms. Karen Kennedy – Ms. Diane Koen to present

Meeting adjourned.