

Library Council Minutes
Thursday – August 18, 2011
11:00 a.m. – 12:35 p.m.
Library Conference Room

Present: Melissa Belvadi, Cathy Callaghan, Wendy Collett, Dawn Hooper, Betty Jeffery,
Mark Leggott, Emma MacPhail , Courtney Matthew, James Murphy,
Regrets: Sarah Jones, Donald Moses, Suzanne Jones
Absent: Simon Lloyd

1. Approval of Agenda
Agenda approved as distributed
2. Approval of Minutes (June 2, 2011)
Minutes approved as circulated.
3. Business Arising

3.1 Evergreen Update

The Evergreen update to 2.0 was completed. Systems staff is close to applying all the customizations. The Web Committee will be making some recommendations.

ACTION: Mark will speak to Donald re the renewal of the Equinox contract.

3.2 Digitization Update

The Senate Minutes continue to be digitized. The Registrar's office provides assistance with hiring a student for the project.

New prism was purchased for the scanner.

UPS was purchased for the large scanner.

An information master plan for the University is being developed. Mark and Blair Vessey are the Co-Chairs of the "IMP" Committee.

The iPad interface for our digital collections begins with a geo-coordinate-based interface. The iPad's GPS will work with the geographical co-ordinates in the digital collections to allow the user to view information pertaining to the local area that they are in. Dylan, Peter and Nick were the three students who

worked on this project in collaboration with DiscoveryGarden Inc. and Computer Science & Information Technology. NSERC funding was also available for this project.

Courtney will be meeting with the Community Museums Association of Prince Edward Island in September on the Community aspect of the Tourpad project

IslandScholar version 2 is being developed. The new version will be launched Fall, 2011. New features include the ability to export and print citations, and the ability to automate submissions to the National Library.

Our digital collections will be harvested by Google, and possibly by the Internet Archive, resulting in increased accessibility to our digital collections.

The CAIRN Project is implementing a “consortial” version of Islandora. It will provide a single source for searching regional repositories.

Abraham and Nelson are finished this week but both will continue to have an association, Abraham through the University of British Columbia and Nelson through DiscoveryGarden Inc.

3.3 Learning Commons

All Macs are being upgraded to Snow Leopard. Ten (10) new Macs will be added. ITSS provided the desktop splash screen and login for the Dells and have asked us to use it on the Macs as well.

The Learning Commons has reached its full complement of computers, taking into account the request that the desks closest to the Information Desk remain computer-free. A few tables near the hall windows will still be empty for users with laptops.

3.4 Copyright

Before the end of Wade’s term, there was a suggestion from the Copyright Board that all institutions of higher education should respond to the interrogatories. This is an onerous and time-consuming exercise, so UPEI is hoping to skip this process: we are waiting for AUCC to report back on our requirement to respond.

Melissa and Gerry continue to provide assistance to Wendy Henderson in Central Printing. However, Wendy appears to be moving forward with few issues.

3.5 Signage

No update.

3.6 Donations Procedure (Deferred to September, 2011)

Deferred to September 22 meeting.

3.7 Student Concerns/Issues

No concerns were brought forward.

Emma advised Council that Keltie MacPhail has indicated that she is willing to be the undergraduate representative on Library Council. The Student Union has approved her appointment.

Library Council extended its thanks to Emma for her contribution to Library Council during the 2010-2011 academic year.

ACTION: Cathy will contact Sarah Jones re a graduate student rep for Library Council.

3.8 Post Library Council CUPE Update

No concerns were brought forward.

3.9 Library/UPEI Policies

Mark and Blair Vessey are co-chairing an Information Master Plan Committee. The Plan is intended to complement the UPEI Campus Master Plan. The intent is to communicate developments in the area of technology and information in general to the campus community. The Committee will work with Belinda Rogers and her staff in developing an online approach to distributing policies.

The scope of the Committee has not been finalized.

3.10 Staff updates

Mark has applied for a ten (10) month administrative leave which probably begin October 1. This leave will allow Mark to devote more time to the AIF and DiscoveryGarden. The leave should be finalized in the next couple of weeks.

Jim Randall, V-P Academic will make the decision on who will replace Mark for the next ten months.

Cathy is Acting University Librarian from July 1, 2011 – June 30, 2013.

Mark's five (5) year review will take place this fall.

Wendy Collett was the successful candidate for the Cataloguing position. Her official start date is September 5th. However, she has been spending time in Cataloguing during the summer.

Wendy's former position in Circulation has been posted. There were no internal candidates. The position was re-posted as unrestricted with a closing date of August 22.

Robyn and Paul are finishing their summer positions in Digitization.

Dawn Hayes has applied for and has been granted a two month leave of absence for November and December. Dorothy will play a lead role in Interlibrary Loan during her absence.

The Part-Time Term Librarian position, which will cover Betty's Information Desk shifts and some of her instructional sessions, was posted with a closing date of August 12. The position should be filled within the next two to four weeks.

The Library has three (3) visiting scholars:

1. Matt Huculak, from Dalhousie University, will arrive in September and will be working out of the LMMI Research Room.
2. Art Rhyno, from the University of Windsor, will be working on Islandora and Tesseract OCR integration.
3. Åsa Warnqvist is the Visiting Scholar for the L.M. Montgomery Institute

4. New Business

4.1 Public/Student Workstation Update

All Macs in the Learning Commons have been upgraded to Snow Leopard. The Language Lab is being upgraded to Snow Leopard and the server is as well. We are looking at the possibility of upgrading the Collaboratory to Snow Leopard.

The scanners in the Collaboratory appear to be moved from computer to computer by users. This is resulting in poor quality of scanned images and missing film-scanning parts. We have to purchase some new scanners. Putting a new

scanner at each computer was suggested, but Melissa's response was that there is not enough desk space at the computers that already have another media peripheral.

ACTION: Melissa and Jerrad will look at getting more scanners.
The three older Dells located on the upper level near the "D's" are being replaced and an additional one is being added.

4.2 OPACs

The three OPACs in the hallway will be replaced by Macs. They will print to the photocopier just like the old PCs did and have Microsoft Office. Those who request guest logins can be directed to the Macs.

Wendy indicated that some people are not very familiar with the Macs and prefer not to use them. Someone suggested preparing a "conversion" sheet that would explain how to do things on the Mac.

4.3 NSO (New Student Orientation)

The scavenger hunt is being held on Sunday this year. The Library is scheduled to be open from 1:00 p.m. – 8:00 p.m. on Sunday. No additional hours are required on Sunday.

4.4 Library Hours for Labour Day.

Library hours for Labour Day will be 8:00 a.m. – 8:00 p.m.

4.5 Open House 2011

A meeting was held to discuss Open House 2011. Staff input was requested and a Google Doc was created based on the input received. Thank you to staff members who contributed ideas. The document is available here: [Suggestions for Library Open House](#).

There was a discussion around staff volunteering and how staff time would be treated.

ACTION: Mark/Suzanne will send out clarification re how staff time is treated.

4.6 Library Council 2011 – 2012

Library Council will meet on the following dates:
September 22, October 20, November 24, December 15, 2011;

January 19, February 23, March 22, April 19, May 17, and August 23, 2012.

4.7 Roundtable

Courtney and Suzanne met with Erica Stanley from the International Student Association to explore how to provide services to the international students. A two hour International Stories event is planned for November.

Courtney provided a demo of Tour Pad.

Mark introduced the possibility of UPEI joining CARL (Canadian Association of Research Libraries). He believes that UPEI now meets the criteria for membership in CARL. The cost of joining would be \$10,000 - \$15,000. Membership would give UPEI the opportunity to join in important discussions about national data initiatives etc. The institutions that belong to CARL have similar interests to UPEI, i.e. digital repositories.

Dawn attended DLI and IASSIST. Census was a hot topic at DLI; research data at IASSIST.

Betty indicated that the History 211 professor wanted to have a Library Scramble in the Fall semester. It will be held from 1:00 – 2:30 on September 20th.

Meeting adjourned at 1:35 p.m.

Next meeting: September 22, 2011 - 1:00 p.m. - 3:00 p.m.