

Library Council Minutes
Thursday – November 24, 2011
1:00 p.m. – 3:15 p.m.
Library Conference Room

Present: Melissa Belvadi, Cathy Callaghan, Dawn Hooper, Kelti MacPhail, Courtney Matthews, Donald Moses, James Murphy, Junhui Zhang.

Regrets: Wendy Collett, Betty Jeffery, Suzanne Jones, Simon Lloyd

Absent: Sarah Jones

1. Approval of Agenda
Agenda approved as distributed
2. Approval of Minutes (October 27, 2011)
Minutes approved as distributed.
3. Business Arising
 - 3.1 Evergreen Update
The issue with multiple copies displaying incorrectly has been solved. We could migrate to 2.1 but would prefer to wait for 2.2. Some of the ticket items could be resolved in the migration.
 - 3.2 Digitization Update
Scanning is continuing for the journals of the Legislative Assembly. A demonstration is scheduled for Tuesday, November 29 for the Clerk of the House, staff of the Public Archives and Records Office and the Legislative Library.

The publisher of the Royal Gazette is looking at the possibility of scanning Hansard.

We are modeling how to get content into the repository.

CAIRN material is being scanned.
 - 3.3 Copyright
Simon chaired a meeting of the committee established to review the Library's Copyright page and the Coursepack page. He presented an overview and update

of the copyright issues. The Library is following CAUT Guidelines for the Use of Copyrighted Material - . http://www.caut.ca/uploads/Copyright_guidelines.pdf Both pages have a disclaimer. Simon will continue to monitor the situation and update the appropriate pages. Simon offered copies of the signs that the Library has posted near the photocopiers to the campus community. He will make that offer again.

3.4 Signage

This item was deferred to the December 15 meeting.

3.5 Friday Music in the Library

Courtney took videos with his iPhone during the Music in Library event and shared them with Vicki Johnson and Maria Campbell from the U100 program. Maria is going to be working Neal Gillis from Integrated Communications to create a U100 promotional piece using the videos.

3.6 Student Display Space

This item was deferred to the December 15 meeting.

3.7 Health and Safety

A fire drill was held this fall. There were no major problems.

3.8 Student Concerns/Issues

David followed up on the cleaning of the study rooms on the upper level. The garbage is being emptied every day and the vacuuming is being done on a regular basis.

Keltie brought forward a request from a member of the Student Union. One of the microwaves in The Pit is broken and the other is not working well. Would the Library be willing to donate a microwave to be placed in The Pit?

ACTION: Dawn will explore the options that are available.

3.9 Post Library Council CUPE Update

Concern was voiced about liquids being left in cups in the public areas, liquids being spilled on keyboards; and liquids being emptied in the garbage bags.

ACTION: Dawn will ask David to look into some options to address this issue.

Signage might also be useful.

3.10 Library/UPEI Policies

Library Donations Policy

Any staff member, when approached regarding donations, should determine the following from the potential donor:

- Does the donor wish to be identified, credited, or interested in a tax receipt for their donation(s)? Only those donations valued at \$75.00 or more will receive a tax receipt.
- **If yes**, then refer donor to Suzanne. If Suzanne is not available, then give them a copy of the Donor Form (not yet created) and ask them to fill it out **completely**. Place completed form (with donated items, if the donor has them) in Suzanne's office.
- **If no**, then that box (or items) should be taken directly to Melissa (with an accompanying note from staff indicating that this is a *no-contact needed* donation).

At this point, either Melissa or Suzanne will take control of the donation.

3.11 Staff updates

Courtney's contract has been renewed to the end of July, 2012.

Sherry's contract has been renewed until April 20, 2012.

3.12 Printing Press

Peter Rukavina has found a location for the printing press in the basement of The Guild.

3.13 Art Competition

A Special Library Council Meeting was held on November 18 to review the art submissions. Staff had been invited to submit their top three choices. Based on the feedback from staff, the winning entry was submitted by Warren Christopher Reeson.

Suzanne was scheduled to meet with Greg Clayton. Suzanne will also ensure that there is a moral rights clause in the contract. Work is expected to occur over the summer, but there is no firm timeline.

4. New Business

4.1 Renovations Update

The second phase of the renovations to the Robertson Library will begin on November 28th. This project consists of the addition of a new vestibule at the south entrance of the Library along with new flooring and ceiling tile in the breezeway. The exterior portion will begin next week; the breezeway ceiling and flooring will be deferred until after exams.

4.2 Book Sale

The Library received a request from the Sociology/Anthropology Society to co-host a book sale. The Library jointly hosted a book sale with the Business Society a couple of years ago and shared the proceeds. The two study rooms at the head of the stairs were used on Friday afternoon and Saturday morning... The sale, which will be held in January or February, 2012, will follow the same format. Cindy McKenna has offered to be the assist with the organization of the sale.

4.3 Noise in the Library

Dawn met with the AVC Graduate Students. There was some concern about noise in the Library.

ACTION: Cathy will make arrangements for the signs to be brought out on the week-end.

ACTION: Cathy will send an e-mail to staff requesting that staff do walkabouts during the next two weeks to ensure that the students have a quiet place to study.

4.4 UPEI Future Directions

Future Directions is a visioning exercise focused on answering the question “How do we position UPEI as a *destination university*?” The Steering Committee includes President Alaa S. Abd-El-Aziz, Chair, Tim Ogilvie, Vice-Chair, three Vice-Presidents, six Deans, three faculty, two staff, two alumni, two students, two community members, and one ex-officio member and eleven sub-committees.

The eleven sub-committees are meeting regularly and will be seeking information from colleagues and the community in December. Staff is encouraged to send information to any committee member.

Additional information is available at: <http://reflect.upei.ca/>

4.5 Article Discussion

“An Examination of Library Anxiety at Cape Breton University”

<http://ejournals.library.ualberta.ca/index.php/EBLIP/article/view/10203>

This article was of interest because the research was conducted at a regional university. There did not appear to be any areas identified as high anxiety. There were problems identified with the databases. It would be interesting to know how they are responding to this issue. Should we do a similar study or does LibQUAL provide us with the information that we need?

4.6 Roundtable

Courtney: He has been transforming CAP|Island Narratives DC metadata to MODS, then enhancing and editing the new MODS metadata, then adding the

new MODS to the almost 2000 objects associated with CAP|Island Narratives website: <http://vre2.upei.ca/cap>. Currently, he is working with the CAP|Island Narratives coordinator, Stephanie MacPhail and the project's regional coordinators from across PEI, to add geographic coordinates to that same metadata. Both steps are necessary to allow that site's objects to be displayed via the TourPad app.

He is still attempting to organize a time for the Community Museum Association of Prince Edward Island's Executive to view a demo of the TourPad app and to do a tour of the Library's digitization facility.

James: He is working on CUFTS – Wiley backfiles.

Cathy: At the last Senate meeting, a name change was approved for Political Studies. It will now be known as Political Science. It has now come full circle. The name was changed in 1982-83 from Political Science to Political Studies.

Melissa: A decision was made to cancel Times of London microfilm. We will be subscribing to Lexis Nexus Academic in January, 2012.

Dawn: At the last Senate meeting, a name change was approved for Family & Nutritional Sciences. It will now be known as Applied Human Sciences.

A Bachelor of Engineering program was approved by Senate.

Next meeting: December 15, 2011, 1:00 p.m. - 3:00 p.m.