

Library Council
September 22, 2011 – 1:00 p.m. – 3:00 p.m.
Library Conference Room
Minutes

Present: Cathy Callaghan (Chair); Melissa Belvadi; Dawn Hooper; Betty Jeffery;
Suzanne Jones; Simon Lloyd (Recorder); Keltie MacPhail; James Murphy

Regrets: Wendy Collett; Courtney Matthews ; Donald Moses

Absent: Sarah Jones

1. Approval of Agenda

The Agenda was approved, with the following modifications:

- The appointment of a new Secretary for 2011-2012 was moved, to become the first item of business;
- A new item, E-book Download Support, was inserted as Agenda item 3.8.

S. Lloyd was nominated as Council Secretary; there being no other nominees, the appointment was confirmed by acclamation, effective immediately.

A welcome was extended to Keltie MacPhail, the new undergraduate student representative on Council.

2. Approval of Minutes (August 18, 2011)

The minutes of the August 18, 2011 meeting were approved as circulated.

A brief discussion of several items in the August 18 minutes not covered elsewhere on the agenda ensued:

- C. Callaghan reported that she had still not received any word on the appointment of a new Graduate Student representative; the incumbent representative has indicated that she will try to attend Council meetings, as she is able, until such time as a new representative is found.
- C. Callaghan reported that she has still not received confirmation from M. Leggott as to how staff members working at the Saturday, September 24 Open House will be compensated (i.e. straight-time, double-time); she will endeavour to have this confirmed in time for the Open House.

3. Business Arising

3.1. Evergreen Update

No report.

3.2. Digitization Update

S. Lloyd gave a short report on digitization progress over the summer; considerable headway has been made with digitizing newspapers and PWC-related content. S. Lloyd and D. Moses collaborated with Kris Bulman and the digitization team earlier in the month to offer a well-received presentation and tour to the PEI Genealogical Society.

3.3. Copyright

S. Lloyd delivered a brief update on copyright developments:

- Bill C-32, the copyright modernization legislation, will probably be reintroduced by the federal government shortly. Major changes to the Bill are not anticipated.

- The Access Copyright situation remains problematic. Most recently, the Executive Director of Access Copyright sent a letter to *The Guardian*, apparently targeted at UPEI faculty, criticizing the University's decision to opt-out of the Access interim tariff. It is believed similar letters were sent to newspapers elsewhere in Canada, since ~30 institutions have now opted out of the tariff, with more planning to do so. M. Leggott will be asking UPEI administration about an institutional response to the letter.

B. Jeffery noted that this letter had just been discussed in a conference call of the CAUT Librarians' caucus. A member of the caucus with particular expertise in copyright has agreed to draft a CAUT rebuttal to the Access Copyright letter. The UPEI Faculty Association will also be sending a short message to UPEI faculty, referencing CAUT's Guidelines for the Use of Copyrighted Material and the Library Copyright Guide.

M. Belvadi reported that obtaining permissions through www.copyright.com (the US Copyright Clearance Center) for coursepacks, etc., had worked extremely well to date, with clearances secured quickly and at reasonable rates.

ACTION S. Lloyd will be modifying/updating the Library Copyright guide to reflect recent developments.

3.4. Signage

S. Jones reported that new locational signage had been posted on the Library's main level, and was being well-received; we are still waiting on some Exit signage for the lobby, which the signage company has agreed to install for free, in light of the delay.

It was suggested that room number for the Language Lab should be included on the new signage, since only the room number, and not its name, was being included in the University time-table.

ACTION S. Jones to investigate inclusion of Language Lab room number on signage.

3.5. Donations Procedure

Deferred

3.6. Public/Student Workstation Update

M. Belvadi reported that the rollout of the new MacOS "Snow Leopard" was progressing well, and should be finished on the Learning Commons Macs soon.

M. Belvadi noted that the issue of large pdfs being loaded to Moodle and then clogging the Learning Commons print queue, encountered at the start of the semester, has not recurred.

M. Belvadi reported that a plug-in required for a Pearson textbook assignment, set by a professor without due notification to ITSS, has now been installed on the Learning Commons PCs and Macs.

3.7. Open House 2011

S. Jones reported on plans for the Library's participation in the UPEI Open House, set for Saturday, September 24. She is working with UPEI Integrated Communications on their overall promotion for the event, as well as Library-specific signage and messaging. A sample handout describing the Library's planned activities was distributed.

3.8. E-book download support

M. Belvadi reported that *MyiLibrary* and other vendors were now offering the option to download e-texts to mobile devices (e.g. iPads). A decision is needed on whether or not the Library is going to support this feature; if so, all Library staff must be prepared to assist patrons with it, so that the work does not fall to just one or two people.

DECISION/ACTION: - After some discussion, it was agreed that the download feature would remain enabled/visible in the Library catalogue, but would not be actively promoted. M. Belvadi may consult informally with users of several different types of mobile devices to see if they can test this feature. If other patrons notice the feature in the meantime, they should be advised that the Library has not yet made a decision on supporting the download option, pending the outcome of the trial.

- M. Belvadi will also ask the PEI Provincial Library Service about Blackberry compatibility with their *Overdrive* e-book system.

- S. Lloyd will send a message to Reference and Circulation personnel regarding the pending trial.

M. Belvadi noted that she was also exploring a pilot/trial of another e-book vendor offer, Patron-Driven/Demand-Driven Acquisition. She will be bringing more information on this to Council shortly.

3.9. Student Concerns/Issues

K. MacPhail indicated that she wished to ensure that her role is communicated to students, so that they will know to bring Library-related questions/issues they may have to her attention. She also asked if a Comments box or similar feedback mechanism is available to students; M.

Belvadi drew her attention to the "Give Us Feedback" link on the Library Web site (M. Belvadi also changed the settings on this form to allow its messages to go to S. Jones).

ACTION: Library Outreach and Communications Unit will work with K. MacPhail to communicate her role to the student body.

3.10. Post Library Council CUPE Update

In response to a staff question, S. Lloyd indicated that the PEI Magazine would only be available on-line up to 2007 for the present, though in future the plan was to invoke a rolling two-year firewall.

3.11. Library/UPEI Policies

3.12. Staff Updates

C. Callaghan reported that the new Part-time Librarian, Junhui Zhang, was expected to start work within the next couple of weeks. She also reported that progress was being made on filling the Lib Tech vacancy in Circulation, but there were no firm dates yet on when a new hire would take up their duties.

4. New Business

4.1. Election of Library Council Secretary for 2011-2012 (moved to top of Agenda)

4.2. Friday Music in the Library

B. Jeffery reported that a new course on leadership, UNIV203, has an event management component, and that one of the proposed initiatives for this semester would see course students organizing live jazz music in the Library lobby. Several concerns were raised in the ensuing discussion, most having to do with more noise and increased space demands in an already-busy lobby area. The counterpoint was made that a musical duo playing "mellow", quieter musical selections might have a calming effect in this area.

ACTION/DECISION: Council agreed to a single half-hour trial session, to be held on a date outside the final exam period. B. Jeffery will communicate this decision to the Business students' professor, Vickie Johnston.

4.3. Student Display Space

B. Jeffery noted that the UNIV203 faculty and students were also interested in working with the Library to discuss the possibility of a student display space in the Library, modeled on a similar space now offered by the Queens University Library.

ACTION/DECISION: S. Jones will act as liaison with the interested students to move the discussion forward; S. Lloyd will assist by preparing a draft Displays policy for Council review.

4.4. Health and Safety

S. Lloyd reported, in his capacity as Library representative on the Main Campus Health & Safety Committee, that the committee had not met recently, but would hopefully reconvene soon. He had also not received any word on a fire drill, though one has typically been held in September in recent years.

M. Belvadi asked if extra hand sanitizer stations were to be placed in the Library, as has been done in the Fall/Winter season in recent years.

ACTION: S. Lloyd to follow-up with Facilities and the Health and Safety Committee.

C. Callaghan noted that all staff should be reminded to complete online WHMIS Training.

ACTION: M. Leggott will be asked to issue reminder at upcoming staff meeting.

4.5. Service Contracts – Equipment Mainly Digitization

S. Lloyd referred to the e-mail sent by Pauline MacPherson, drawing Council’s attention to the fact that much of the Library’s microform equipment has been flagged as “end-of-life” by the service company (Microtech). Since the service contracts are due for renewal in October, decisions will have to be made soon.

ACTION: S. Lloyd will investigate and send recommendations to Council

4.6. Article Discussion – “What Students Don’t Know”

Discussion deferred.

4.7. Roundtable

C. Callaghan reported that 11 new student assistants had been hired, 3 for IT support; 6 for Circulation and general Library duties; and 2 for digitization. It was noted that the large-scale federal government documents scanning project set for the IT students last year would continue this year.

M. Belvadi reported that Systems Technician Jerrad Gilbert has put arrangements in place to have the IT support students clean the student/public workstations on the Library main level as part of their regular duties.

Meeting adjourned at 2:45