

Library Council Meeting
November 22, 2012 1 pm – 2:25 pm Library Conference Room
Minutes

Present: Mark Leggott (Chair), Melissa Belvadi, Cathy Callaghan, Dawn Hooper (Recorder), Suzanne Jones, Cindy MacDonald, Donald Moses, Dorothy Peters, Heather Wotton

Regrets: Grace Dawson, Betty Jeffery, Simon Lloyd, Lucas MacArthur

1. Approval of Agenda

The agenda was approved as circulated.

2. Approval of Minutes (October 25, 2012)

The minutes were approved with two corrections.

3. Business Arising

3.1. Budget

The President held a Town Hall meeting on the Budget this morning. The Budget process for 2012-13 is underway. M. Leggott noted that the Library is looking at possible impacts if there are cuts. M. Belvadi was asked to consider possible scenarios for Collections.

3.2. Copyright

M. Leggott gave a copyright update at Senate. AUCC has released fair dealing guidelines that are similar to the ACCC document. AUCC is preparing a series of documents on different copyright topics relating to academic library use, such as, course management systems, and use of licensed information resources. The majority of Copyright Bill C-11 took effect earlier this month.

3.3 Learning Commons/Info Desk

3.3.1. Printing

M. Belvadi reported that the Xeroxes have been moved. Xerox 2 in the Learning Commons will no longer be a copier after January.

3.3.2. IT Students

C. Callaghan prepared and distributed a list of duties and training for the IT students. More projects are needed for the students. M. Leggott encouraged other units to submit projects. A discussion followed regarding training.

ACTION: C. Callaghan will follow-up with the students to determine if additional training is required for January and review what is needed for the following September.

M. Belvadi reported that another student is working on an IT FAQ for

staff and IT students. M. Leggott indicated that everyone at the Information Desk should know how to handle common issues the IT students do, such as printing queues.

3.4. Health & Safety

S. Jones noted that Security reported that the fire drill held earlier this month was an improvement over the previous fire drill.

3.5. Student Concerns/Issues

H. Wotton reported there were no concerns raised. Students really like the quiet room upstairs.

3.6. Post-Library Council CUPE

No issues were reported.

3.7. Library/UPEI Policies

No new policies to report.

3.8. Staff Updates

Gervais Montbrun is leaving his AIF position for another position in January. The process to fill the previous vacant AIF position search is underway. There may be additional hours available for the temporary part-time librarian position, as a result of the new FA contract.

3.9. Staff Technology Requirements

Mark indicated there is some additional equipment budget available for staff equipment updates.

ACTION: M. Belvadi and D. Moses are to look at Library staff and Systems requirements.

3.10. Human Library

S. Jones said there was nothing new to report. The event is scheduled for March 9, 2013.

3.11. Library Hours for December exam time

M. Leggott reported that due to budget realities it is not possible to plan to add new hours this year. The regular extended hours will be in place as usual. Adding new hours for exam time will be revisited in the future. H. Wotton reported that the Student Union is also interested in additional hours but they have no funds available for this year. C. Callaghan noted that a change in the exam schedule to have exams end December 14 means the Library would now be closed on December 15.

3.12. Hacker-in-Residence

M. Leggott reported that the document has not yet been updated.

3.13. LibQual

S. Jones reported that the Library has registered to take part in LibQual. Preparations for the survey will begin shortly.

4. New Business

4.1. Food & Drink Policy

S. Jones raised concerns about food and drink in the Library. The first issue was liquid spills around the computers, particularly in the Collaboratory. However, there has been no report of an increase in damage from spills. The other concern was whether the Library has enough cleaning staff to deal with the extra demand. M. Leggott noted that he had already contacted Facilities regarding the Library's requirements, as the Library is one of the busiest areas on campus. Discussion followed on ways to encourage students to keep the areas clean, such as signage and also enlisting other students to assist with this.

4.2. Library Hours – January to April 2013

The draft hours circulated by C. Callaghan were approved.

4.3. CPO update

M. Leggott reported that due to budget considerations and other reasons, the CPO move is on hold for the foreseeable future.

4.4. Article for discussion

The article "Engaging students with new technology: Using a QR code scavenger hunt for library orientation" (APLA Bulletin Fall 2012) reviewed the experiences of two university libraries in the Atlantic Region. Members discussed possible ways of using QR codes in our Library.

ACTION: S. Jones will touch base with the New Student Orientation Committee and offer to facilitate a similar scavenger hunt for the NSO.

ACTION: D. Moses and M. Belvadi to investigate possible options to use QR codes in the Library in order to provide additional information at suitable points.

M. Leggott extended thanks to G. Dawson for suggesting the article.

4.5. Roundtable

D. Moses reported that he and M. Belvadi had prepared a document for staff on emergency contacts for systems issues. It has been placed in the staff folder on Google Drive and print copies will be available at the Desks.

M. Belvadi noted that the procedure for reporting emergency "after hours" campus network problems is to notify Security and ask them to call the

appropriate IT contact, as Security will have the current contact information.

A discussion followed concerning Library use of the H Drive.

ACTION: M. Leggott will discuss issues with M. Belvadi, and any interested staff, with regard to moving library information from the H drive to Google Drive.

S. Jones reported that she sent a message to staff requesting suggestions for the December screenscape. One of the suggestions received was to highlight the Kindles.

ACTION: M. Belvadi and S. Jones will see that new content is added to the Kindles.

M. Belvadi reported that APLA had issued a call for conference session proposals. The deadline is early December and everyone is encouraged to consider submitting suggestions and/or proposals.

M. Leggott reported that planning is underway for Islandora Camps in Tuscany on March 20th and in Tasmania in April. A call for Open Repositories should be out early in December.

The meeting adjourned at 2:25 pm.