

Library Council

Tuesday, Dec. 15, 2009, Conference Room

1 pm - 3 pm

Present: Simon Lloyd; Mark Leggott; Suzanne Jones; Grant Johnson; Betty Jeffery; Dawn Hooper; Charlotte Hince; Cathy Callaghan; Melissa Belvadi

Regrets: Donald Moses; Chris MacLauchlan

Absent: Tom Hilton

1. Approval of Agenda – with deletion of 4.1 and appropriate re-numbering of New Business items as a result.

2. Approval of November minutes – as amended.

3. Business Arising

3.1 Article Discussion

Melissa presented an article for discussion and asked how “potentially contentious” subjects were handled for collection purposes. Under what circumstances would we **not** add something to the collection, and was our Library’s collection policy clear on refusal reasons. Council members decided that if needed, discussions on such material would go to the librarians and/or Council for consideration. Consultation with appropriate faculty might be considered, as well.

3.2 Locker Update

Currently, eight lockers have been signed out for the January - April term. We will wait to see if the demand for lockers increases before making the lockers available to students other than the undergraduates.

3.3 Media Centre/Collaboratory update

Audio headsets are now *on reserve* at the Circulation Desk (they were being stolen otherwise); the turntable has been fixed; and an audio-cassette player has been ordered. Jerrad continues to talk with Computer Services about the cost of adding the Windows operating system to public iMacs. We will be adding new software to the Media Centre computers (e.g. for GIS staff and SPSS statistical usage). SPSS is currently on some Dell computers but not all, and the software version of SPSS is not consistently installed. The Dell computers will be newly imaged next week – and that might help with the version problem. If staff have additional software requests or suggestions, please let Melissa know so.

3.4 Art Competition 2009

Suzanne has spoken with the winner of the competition (Warren Christopher Reeson) and has informed the Library staff of the winner’s name as well. She has contacted the other

artists who had submitted design proposals and thanked them for their participation. A News item on the competition outcome has also been added to our webpage. Suzanne and Mark will meet with Mr Reeson this Friday to discuss installation and final design details.

3.5 Evergreen update

Systems Department is planning to upgrade Evergreen to version 1.6.0.0 starting at 9 pm this Friday (Dec. 18). New features and fixes will impact the Evergreen staff client; Grant will disseminate those changes and prepare/update Library staff. For a list of new features go to: http://evergreen-ils.org/dokuwiki/doku.php?id=feature_list_1_6_0. Included features will allow: Internet Explorer browser to be fully supported, subject searching, and Z39.50 holdings to display. The migration to a new server will not happen until early next year (2010) so the Evergreen update will take place on our current server. Grant asked for staff feedback on system's performance, prior to the upcoming migration. As the Islandora project winds down, more time will be allocated for Evergreen software development.

3.6 International Baccalaureate update

Cathy noted that the IB students (from Charlottetown Rural and Colonel Grey high schools) now have their campus ID cards and will be arriving this Friday for two introductory Library resource training sessions – which she will provide. Grant has included their username/passwords to give them proxy server access. The accompanying teachers have not yet been identified.

3.7 VRE/Islandora update

Mark spoke about Islandora at recent meetings in Boston. Currently, the University of Manitoba, Trinity College and University College of Dublin are interested in Islandora and approximately a dozen sites are running the Institutional Repository software. The VRE is now ready to move to the next level of management. At this point, there are about 70 instances of the VRE application running (22 in Science area; 29 administratively; 17 others, and 10 involved with digital projects.) A new 2 year CUPE term position (Zachary Howarth-Schueler working from Halifax) will begin work on the VRE, as well. Graphic designer, Lisa Bulman-Taylor, has begun reviewing and re-designing the LMMI and Island Imagine VRE web presence. The idea is to run all the VRE pages with the same or similar templates. Rob Paterson (local consultant) has been hired by the University to work with Mark. He will write a report for ACOA, looking at potential business spin-offs from Islandora which would have revenue-generating opportunities for the University and/or the Library. This report is due in January; Mark will make it available to Council members – after ACOA receives it.

3.8 Digitization update

Approximately 30 books have been digitized (10% of collection) and we are adding items on a regular basis. Recent changes include: the inclusion of a random photo appearing on the main page; the overall speed has been optimized; one can read a book in the

standard viewer; can view hypertext and actual text at same time; can print the page one is reading; can download it's pdf; can jump to Evergreen in order to verify an item's availability; dynamically-generated search pages can be created; personal and place names are searchable; access tags can now be added by others; and the data stream can be edited. All 400 IslandLives books are now finished and can be added for access – providing copyright permission is received.

3.9 Work Alone Policy update

Although there are no anticipated issues for the Library, Donald should contact Human Resources on this issue and talk with Mark. Mark suggested that all Library staff should review section 4.7 of the Health and Safety policy for informational purposes. This item will be added to the “Business Arising” agenda for next Council. Also, Mark has asked that **UPEI Policies** be added as a standing item to future Council agendas in order to disseminate any upcoming or new University policies.

4. New Business

4.1 Guest Login to Dell PCs

Discussions on this are still ongoing with Computer Services. It may not be included in new Dell imaging process. Mark requested that the re-imaging process be worked out before September 2010.

4.2 Equipment Use

Given that library computer equipment and peripherals are not without limit and that some services can not be accessed when patrons are using certain computers, what use (and therefor users) gets priority? Given the variety, can we identify what usage gets priority? It's getting more difficult to enforce our Computer Use Policy. Cathy (and Gerry) will review the existing policy and update it to address the limited hardware situation. Forward any ideas and/or suggestions to Cathy. Perhaps we should consider a booking system?

4.3 Creating More Quiet Space

Can we remove some of the unused bound shelving and create a quiet study space on the upper level? Council decided to leave things as they are – because of the overcrowding in some monograph subject areas which will require some book re-arranging and shifting on shelves. Such changes will impact on the bound journals shelving. Since there is no money to bring in a collections person to review, evaluate, and possibly weed the book collection, perhaps other alternatives could be considered. Perhaps a Dalhousie library school work placement?

4.4 Confidential discussion items

Unless specifically stated, all Council decisions can be shared with the Library staff. Very few agenda items will fall into a “confidential to Council members” category and they will be flagged if that is the case..

4.5 Providing Scanned Articles from Print for Graduate Students

During this fall term trial, there have been approximately 44 requests from faculty (varied mixture) for a print copy of a scanned article, which Interlibrary Loans department has provided. Given that, Dawn Hooper recommended that we provide this same service to the graduate students, as well. Council agreed to this addition. We'll continue to monitor the number of requests and evaluate inclusion at the end of the 2010 winter term.

Roundtable

Dawn Hooper – The Interlibrary Loans (ILL) office has moved to the main floor behind Administration. Furniture has been placed and phone is operational.

Paul and Alex will move into the former ILL offices.

Simon Lloyd – In the next week or so, there will be a book dealer in for 1-2 days to appraise a cartload of Special Collection books. Leo and Simon will meet with Anna MacDonald (Integrated Communications) and Advancement staff to help identify Special Collections resources and services promoting UPEI alums. Simon will keep Suzanne updated on these meetings – to help her in identifying overall UPEI alum-accessible Library resources and services.

At this point, Mark mentioned that the Library was cancelling the Web of Science database and the rest of the meeting revolved around that discussion. Meeting was adjourned at 3:00 pm