

Library Council Meeting
January 24, 2013 1 pm – 3 pm Library Conference Room
Minutes

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

Regrets/Absent: Betty Jeffery

1. Approval of Agenda

The agenda was approved as circulated.

2. Approval of Minutes (December 13, 2012)

The minutes were approved with one correction.

3. Business Arising

3.1. Budget

M. Leggott reported that the budget presentations were made to SMG last week. There was no change from what had been discussed and recommendations included fees and using vacancy management.

M. Leggott made a presentation to government today on the effect of HST on Library resources. There is a question about paying PST on electronic resources that are available in print.

Presently the University doesn't know either the amount of the provincial contribution or the projection for student enrolment. The Librarians are working on developing a list of possible cancellations from the collections budget. M. Belvadi is working on creating a category of resources required for accreditation and contractual obligations. By the end of February we should have a better idea of what will be happening with the budget.

3.2. Copyright

S. Lloyd reported that he and M. Leggott were editing and reorganizing the Library's webpages on copyright. E-Learning is planning two ½ day sessions for faculty during the February break. One session is on content ownership.

3.3 Learning Commons/Info Desk

3.3.0. General

Nothing

3.3.1. Printers and Patron-provided Paper

M. Belvadi raised the issue of patrons wanting to provide their own paper/media and she requested the Library have a clear policy. There are two main points: a) Shared printers in a heavily used service area like the Learning Commons do not work for specific jobs as patrons cannot be guaranteed that their print job will use the provided paper, resulting in two

unhappy patrons and b) different kinds of media, different weights of paper, transparencies, etc., may actually damage the printer if used in the wrong printer. Discussion followed on possible options such as referring patrons to Central Printing or off-campus, or using the bypass tray on copiers. It was noted that only specific transparencies could be used in the copiers.

ACTION: M. Belvadi will notify staff that other media are not to be used in printers and copiers. She will also follow-up with Central Printing to see if they provide that service.

3.4. Health & Safety

S. Lloyd noted that two incidents were reported in the Library. The first incident involved staff use of space heaters. The University's policy is to not allow space heaters but existing units are grandfathered and can be used.

ACTION: S. Lloyd will send out a message to inform staff of this policy.

M. Leggott commented that a longer-term solution is to revisit, with Facilities, the whole climate control issue in the building, including efficient energy usage, and varying temperatures.

ACTION: Staff should notify D. Weeks of any climate control issues.

S. Lloyd reported that the second incident report concerned an air quality issue in one room. He also noted that the University issued its usual notice concerning winter conditions and preventing falls.

As a follow-up to ongoing discussion over the past couple of years, Campus is developing lock down procedures for buildings that will include designated safe areas. Work is beginning in some areas, e.g., an area in the Library. S. Lloyd noted that communication would be rolled out to campus. The Library may have to revisit the practice of locking the technical services staff area.

A concern was raised regarding the odours from cleaning products.

ACTION: M. Leggott will follow-up on products used in cleaning the Library.

3.5. Student Concerns/Issues

None

3.6. Post-Library Council CUPE

None

3.7. Library/UPEI Policies

M. Leggott reported that the Privacy Committee is meeting again and is in the process of reviewing various guidelines and policies.

There is yet no news on the inclusion of UPEI in the Province's Freedom of Information legislation.

M. Leggott noted that January 28th is International Data Privacy Day. He has met

with Integrated Communications to develop a communication for staff and one for students. There will be a number of reminders about protecting data on the public screens on campus. He is also working with ITSS on policies about security of laptops and mobile devices, passwords, and encryption of data. It is the personal responsibility of all staff to protect personal information.

ACTION: M. Belvadi, S. Lloyd, S. Jones, and L. MacArthur will form a working group to develop procedures for protecting data privacy for Library computers, as well as, computers and devices signed out from the Circulation Desk. M. Leggott will meet with the group when he can. Once the group begins work, someone from ITSS will also be contacted.

3.8. Staff Updates

M. Leggott extended congratulations to G. Dawson who has accepted the full time position of Branch Services Librarian with PEI Public Libraries. She is leaving January 25th. C. Callaghan reported that the Library Appointments Committee is reviewing applications this week for the part-time term librarian position.

3.9. Staff Technology Requirements

A request was made to review and replace some of the keyboards and mice in the staff offices on the upper level.

ACTION: M. Belvadi and J. Gilbert are to review the staff requirements.

3.10. Human Library

S. Jones reported that the event is scheduled for March 8-9th, 2013. M. Leggott noted that January 26th is National Human Library Day. S. Jones requested everyone to forward his or her suggestions. She is looking for up to 30 “books”. LC members took a few minutes to make suggestions, including both specific individuals and topics.

3.11. Hacker-in-Residence

P. Rukavina began his term this month as Hacker-in Residence. The term runs from January through December 2013 and he has a room on the upper level of the Library. He will be taking a primarily technology focus and will be reporting on his experiences through his blog at <http://hacker.vre.upei.ca>

L. MacArthur reported that there was an article about him in the CADRE.

3.12. LibQual

S. Jones reminded everyone that the LibQual survey begins Monday, January 28th and runs to February 28th. The survey is for the entire campus community - students, faculty, and staff. Staff members are asked to encourage patrons to fill out the survey. Liaison librarians are asked to send out a notice to their departments. A notice will be going out through campus notices on Monday, followed by two reminders during the month. Two iPad minis are being offered as prizes.

3.13. Power outlets in the Library

D. Moses will investigate using Peter Rukavina's Library maps to show where the plug-ins are located in various areas of the Library.

3.14. 2014 Proposals

M. Leggott reported that the University submitted two large grant proposals – IslandHarvest, a born digital harvesting project proposed by the Library, and Guardians of Confederation, a conference for students selected from provinces across Canada that would include a number of activities with a heritage focus. The University is now considering proposals for the medium grant proposals, with a deadline of mid-February.

4. New Business

4.1. Print pricing, HP and Xerox black

M. Belvadi reported that ITSS has set double-sided printing to 11 cents per sheet and asked if we wanted to do the same for the Xerox printing. Presently Xerox charges 10 cents per side and we need to be able to cover the printing costs. The Library will keep the current pricing for Xerox printers.

S. Lloyd raised the issue of encouraging faculty to accept electronic submissions. It was noted that there is no training available on campus for using annotation tools. A suggestion was made to promote a paper free week to encourage awareness among faculty and students. M. Belvadi offered to do a session on annotation tools.

ACTION: S. Jones and H. Wotton will work on the idea of holding a “paper free week” – possibly for the end of February.

4.2. Exam time – additional hours

M. Leggott reported that the cost for security staff for extra hours has been determined to be approximately \$20,000 for both semesters. It may be more cost-effective to consider other facilities such as Wanda Wyatt Dining Hall or MacMillan Hall for after hours study space.

4.3. NISO webinars and NISO DCMI webinars series

(New item added to the agenda during the meeting)

The Library has registered for both the NISO webinar series <http://www.niso.org/news/events/2013/webinars/> and the NISO DCMI webinars <http://www.niso.org/news/events/2013/dcmi/> Library staff and other interested groups outside the Library will be invited to attend.

ACTION: S. Jones will advertise the webinars and see that they are set-up.

4.4 Article

S. Lloyd selected the article “The Opportune Moment: Why and How to Leverage Unexpected Events: Peer to Peer Review” by Dorothea Salo, who was our guest speaker for the IslandScholar launch in 2008.

<http://lj.libraryjournal.com/2013/01/opinion/peer-to-peer-review/the-opportune-moment-why-and-how-to-leverage-unexpected-events-peer-to-peer-review/>

The author discusses the effect of recent events surrounding Aaron Swartz on her role in open access.

S. Lloyd also noted that CBC ran a recent item on the issue of the public being able to access research articles and papers.

ACTION: S. Lloyd will distribute the URL for the video.

M. Leggott mentioned there is a meeting of Tri-Council scheduled for March regarding open access policies including data, as a follow-up to the updated CIHR Open Access policy.

4.5 Roundtable

S. Lloyd is reading *The Perilous Trade: Book Publishing in Canada* by Roy MacSkimming to gain some background on the impact of copyright and Access Copyright on the industry.

The partners of the project *Legislative Documents Online* <http://vre2.upei.ca/leg/> are planning an official launch for February 14, 2013. The partners include the Office of the Clerk of the Legislative Assembly, the Legislative Library, the Public Archives and Records Office, the PEI Government Services Library, and the Robertson Library, University of Prince Edward Island.

S. Lloyd also noted that he and D. Weeks are working on a project with the donated books that have been temporarily stored in the staff lounge. The books will be moved to empty shelves in the Government Documents area for the duration of the project.

He also reported that the Library is working with a student from the Applied Public History Course to add content to the LMMI site and, later this year, content will be added to the Montgomery studies database.

D. Hooper reported that she has joined the newly formed CAUL Scholarly Communications Committee. The Committee started meeting in January and its first project will be to compile an inventory of scholarly communication activities in CAUL Libraries.

M. Leggott showed the site Pinterest and how it is used for collecting images, such as, a collection of images of books as art. He noted that it could be interesting for the Library to do a “Books as Art” session with the Public Library.

H. Wotton agreed to select a topic/item, possibly from her work, for the February meeting.

The meeting adjourned at 3 pm.