

Library Council Meeting
September 5, 2013 1 pm Library Conference Room
Minutes

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

Regrets: Betty Jeffery

Absent: Lucas MacArthur, Heather Wotton

1. Approval of Agenda

Agenda was approved with one addition.

2. Approval of Minutes (June 11, 2013)

Minutes were approved as circulated.

3. Business Arising

3.1. Budget

M. Leggott reported that the 2013-14 budget is now in order, reflecting the Library resource fee and the transfer of the annual CRKN DCI of \$45,000. The AVC portion of the Library resource fee has been transferred. The resource fee allows the Library to maintain resources, depending on the currency rate, except for the AVC collection that did have cancellations. The planning process is underway for next year's budget, with a three-year budget projection. Enrollment is down this year. In response to a question about transparency in the budget process, M. Leggott replied that he would raise the issue with Senior Management. The impact on UPEI of the delay in processing international student visas is not known at this time.

D. Moses mentioned a media item about Oregon implementing alternate funding for free education, where students pay after they graduate, as circumstances allow.

3.2. Copyright

S. Lloyd forwarded an email update about copyright, along with a link to the AUCC documents. There has been discussion in the copyright community around license agreements and fair dealing. UPEI continues to be highlighted for its copyright guidelines. M. Leggott will be visiting campus departments, along with the liaison librarians, to discuss copyright and provide a general library update.

ACTION: S. Lloyd and M. Leggott to review and update the current library copyright poster.

3.3. Health & Safety

S. Lloyd reported that the Committee did not meet this summer. Building inspections will be scheduled for this fall.

ACTION: Staff members are requested to contact S. Lloyd about any issues.

There was a question concerning the provision of hand sanitizers in the Library.

ACTION: S. Lloyd will follow-up on the provision of hand sanitizers.

3.4. Student Concerns/Issues

ACTION: D. Hooper will contact the Student Union and Graduate Student Association to find student representatives to serve on Library Council for the coming year.

3.5. Post-Library Council CUPE

Noise from the EBM has been a concern. Discussions on moving the EBM are underway.

ACTION: D. Peters has been asked to start work on clearing the room for the EBM move.

3.6. Staff Updates

Everton Kennedy and Rob Drew have started work with the Digital Initiatives and Systems Unit. The Library is in the midst of student hiring and interviews. Interviews are scheduled next week for a software developer for the Climate Change group. This staff person will be located in the Library. Melissa Anez is working for the Islandora Foundation but will continue to be located upstairs. The part-time backfill position for University Archives and Special Collections was posted. The summer students have finished work. The costs of the additional five hours in Circulation have largely been covered through savings on the Digitization position.

3.7. Staff Technology Requirements

The Data Privacy Committee is developing a data privacy guideline for campus. There may be some impact on technology requirements.

3.8. LibQUAL

S. Jones reported a delay in the Committee's report due to a combination of things. There was a request to share the full LibQual comparison with LC members.

ACTION: S. Jones will send the comparison report to LC members.

3.9. Visa/Debit Machine & Card update

The previous request to have Visa/Debit at Circulation had been deferred until the new campus card system that uses credit cards was in place. The new system allows patrons to use credit cards to add value to their accounts through a website. Staff members are asked to contact M. Belvadi if this does not address the issue of being able to use credit cards at Circulation.

4. New Business

4.1. Printing and Campus Cards

M. Belvadi reported that the new system is up and running. Staff training is underway. Laptop printing is also available. Mobile printing for iOS devices will be addressed at a later time.

- 4.2. Reduced Copying Charges for Departments using Internal Requisitions
Past practice was to provide a reduced rate for departmental cards. The Library is no longer involved in providing the cards for the new system so there will be no preferential rate.
ACTION: S. Jones will work with Circulation Desk staff to determine communication requirements regarding Department copying.
- 4.3. IT Student Assistant Phone
M. Belvadi requested that voicemail on the phone be disabled. After further discussion, it was determined that the phone was not needed, as the IT students can use the Information Desk phone.
ACTION: M. Belvadi will ask P. MacPherson to have the IT Student Assistant phone removed.
- 4.4. Language Lab Changes
The set-up is now similar to the Learning Commons, as the iMacs now use the same login. Headsets have been replaced and the headsets for class use are locked in a cabinet that instructors can access. Extra headsets for other Language Lab users will be on Reserve at Circulation.
ACTION: M. Belvadi will send a message to staff to see if anyone wants to use the older headsets that were replaced.
- 4.5. Website Update
The new look is now in place and the website uses Google Calendar for hours. M. Leggott extended thanks to D. Moses, his team, and M. Belvadi. Other changes to the website will be delayed to January or to the Spring.
- 4.6. Alumni Premiere
M. Leggott reported that the program was off to a good start, but there have been some issues. The technical part went well with setting up EZproxy, and Shibboleth. Some issues with roles and access occurred as the user directory had not been updated for a while. There was also confusion over access to resources, as some program participants thought they had access to all resources instead of selected resources. There are some questions to work out with CUFTS. We have 10% of the numbers needed to cover costs and M. Leggott is reasonably satisfied with the start. The Library has incurred \$15,000 extra costs to provide the service. Discussion returned to notifying people about the new cards.
ACTION: C. Mac Donald and D. Moses will determine a process to notify public borrowers by email about the new cards.
ACTION: M. Leggott will see that the information on the main Alumni Association page regarding access to library services is updated.
- 4.6 a) Open Textbooks
See <http://textbooks.vre3.upei.ca> for information on Open Textbooks at UPEI. First year Business is using an open textbook that students can order in print through the Library's EBM service. First year Biology students have the option this year to use the OpenSTAX Biology text instead of the traditional text.

ACTION: M. Leggott will check where various library revenues streams go, e.g., the EBM account is the same account used for fines.

Starting off, the print copies of the Business text are being sold at the Library, not at the Bookstore, as the texts are printed at the Library. This may change.

ACTION: D. Moses will see that Catalogue records and Reserves links are added for the two open texts chosen for courses.

4.7. 2013-2014 Library Council Meeting Dates

Approved as distributed for the meeting.

ACTION: P. MacPherson will send out the meeting dates to Library Council members.

4.8. Roundtable

D. Moses highlighted the work by Systems this summer: Redmine was updated; new proxy servers; a summer student worked on digitizing the SDU class photos which will be part of the new SDU site. Plans for this site include a touch kiosk.

ACTION: M. Belvadi and J. Gilbert to investigate a surface table or vertical touch screen to go along with the new site.

C. MacDonald is busy with Reserves and scheduling classes for UPEI 101, English 101 and UPEI 103. She and D. Peters staffed the Library table at the UPEI Welcome Day for new students and their parents.

S. Lloyd reported the Library received a donation from a former staff photographer of SDU. The donation is a 1960s photo negative collection. The Zeta is the new overhead scanning unit in the Learning Commons. He reminds Staff to identify the specific book scanner when reporting issues. He will be attending webinars for an archival appraisal bootcamp.

M. Leggott will be attending meetings of the Research Data Alliance and Fedora Futures in Washington in September. He will also co-present the same session he did at APLA, as a pre-conference session at the Access Conference at MUN. In August, he presented a session at the Balliwick Conference, UNB Saint John, on research data along with Fabrice Berrue from MNPL who talked about the VRE from a user's perspective.

The meeting adjourned at 2:40 pm.