

## Library Council Minutes

Thursday – December 16, 2010

1:00 p.m. – 2:30 p.m.

Library Conference Room

Present: Melissa Belvadi, Cathy Callaghan, Wendy Collett, Dawn Hooper, Betty Jeffery, Suzanne Jones, Mark Leggott, Simon Lloyd, Emma McPhail,, Courtney Matthews, Donald Moses, James Murphy.

Absent: Sarah Jones

1. Approval of Agenda  
Agenda approved with one addition: Kindle Policy item 3.12.1
2. Approval of Minutes (November 25, 2010)  
Minutes approved as circulated.
3. Business Arising
  - 3.1 Evergreen update  
Mark presenting keynote address at the Evergreen Conference April 27-30, 2011
  - 3.2 Learning Commons/Information Desk  
Signage was ordered Fall, 2010.  
**ACTION: Suzanne will check on the status of the order.**
  - 3.3 Digitization Update  
Island Voices:  
Content model for audio and video content is being developed. For testing there are currently three audio formats - WAV (the archival version of the sound file) and two potential delivery formats - MP3 (proprietary) and OGG (open source).

The University has an iTunes account – iTunes U. There is no policy in place. Items to be included can be sent to Grant. Content is organized by Department. Items can be automatically ingested through a feed. Content should go to the Web Committee. Current contents can be viewed by searching for the University of PEI in iTunesU.

Official Launch of Island Archives, <http://vre2.upei.ca/islandarchives/>, will be held in January/February, 2011. Suzanne is in the process of adding content. This site will replace the current Island Archives page <http://www.islandarchives.ca/>

Simon has had some discussion with the Clerk of the House, PARO, the Legislative Library and the Government Services Library re the digitization of Hansard and other Legislative material.

3.4 Dell Laptops.

The Library has received 59 Dell laptops made available through KEN (The Knowledge Exchange Network). They have all been updated with a new image and after they've been input into the LIS they should be ready to be loaned. The image was negotiated between ITSS and the e-learning Committee. Any requests for changes to the image would have to be referred to the e-Learning Committee. Laptops may be borrowed by students, faculty and staff for a one week period. Re-imaging can take up to two hours.

**ACTION:** Cathy to notify Suzanne when laptops are ready to be loaned.

3.5 LINC open-lab status

No update.

3.6 Photocopier & printing update

The three black and white photocopiers have been installed; the colour photocopier has arrived. The machines can scan to USB and to e-mail. It can only scan a multi-PDF if using the document feeder, but Melissa is pursuing getting this fixed with Xerox. A campus card or copy is required to use any of the functions, even the free scanning capability. There was a discussion re how to provide this service to those who do not have a campus card or copy card. Courtney suggested chaining a card to each photocopier.

**ACTION:** Circulation staff will look at a method for making a card available so those who do not have a campus card or copy card can access the free scanning capability.

Training will be provided.

3.7 GoogleDocs/Apps

There was a discussion of the move to Google Apps, from the university and Library perspective. Mark indicated that there was no rush to migrate Library staff to Google, so we do have an opportunity to discuss concerns and issues.

**ACTION:** Mark will obtain a copy of the terms and conditions of the agreement.

**ACTION:** Mark will obtain a copy of the University of Alberta contract.

**ACTION:** Mark will see if the University has signed a contract.

3.8 Electronic Message Board.

No update.

- 3.9 Collection Development Policy  
Donald updated the policy as per discussion.
- 3.10 Red Zones  
Cathy sent an e-mail to staff encouraging them to be proactive and do a few walkabouts, especially on the upper level. Additionally, staff responded to requests to speak to students in specific areas. Rooms 330 and 344 were particularly problematic. It was suggested that the designation of these two rooms be changed to yellow. It was also suggested that we needed better signage and that we do more walkabouts.
- 3.11 Seniors College  
Wendy contacted the Registrar's Office to determine how Senior's College students are entered into the UIS. She was referred to ITSS and the Seniors College. She contacted each of these Units and is waiting for a reply.
- 3.12. Library/UPEI Policies  
3.12.1 Kindles  
The Library has purchased three Kindles that are available for loan to students, faculty and staff. The loan period is three weeks. Borrowers will sign the Robertson Library Kindle Borrowing Agreement and Usage Policy.
- ACTION:** Revisit the iPods at Circulation. If not used, then re-deploy elsewhere.

#### 4 New Business

- 4.1 Welcome – Courtney Matthews  
Mark welcomed Courtney to the Robertson Library and to the Library Council. Courtney's portfolio includes: Reference - physical and virtual -, Instruction, Liaison- Physical Sciences -, and Special Projects. He will be located in Room 270.
- 4.2 EBM  
The EBM has arrived and is being installed. Suzanne met with Glenda re publicity which will probably happen in February, 2011. David has the details and will co-ordinate with ACOA. David and Pauline are working on the paper and toner supplies.
- ACTION:** Cathy to get Kris Bulman, a Circulation staff person to work out the details. Suzanne will attend this meeting.
- 4.3 Student Concerns/Issues  
This item will become a permanent item under Business Arising.

Samuel's hours

**ACTION:** Mark will discuss week-end opening hours for Samuel's with Jonathan Oliver.

Copyright

Emma had a question regarding the status of the various Copyright issues. Mark provided an overview of the copyright situation. Access Copyright has requested a tariff of \$45.00 per student, an increase from the current \$3.00 per student. As of January, 2011, UPEI will be without a copyright agreement. Therefore, we will have to do due diligence.

CAUT and the Canadian Federation of Students are opposed to the tariff. The University of Alberta has publically announced that they will not be signing the agreement.

**ACTION:** Donald and Gerry will work with Wendy Henderson (Central Printing).

**ACTION:** Mark will forward the e-mail that is going to faculty.

**ACTION:** Melissa will post the message on our website.

4.4 Post Library Council CUPE Update  
Water fountain

The water fountain has arrived. It will be installed in January and will be located near the print kiosk.

4.5 Article for discussion (Simon)

The article discussed access vs ownership. It touched on some good points but in some cases was overstated. Libraries have been proactive but the article did not seem to acknowledge this.

**ACTION:** Courtney will select an article for the next meeting.

4.6 Roundtable

Simon: The Health and Safety inspection was conducted this morning. There are a few things to follow up on – extension cord across the floor in the Periodicals Reading Area, floor edging, damaged tiles.

Suzanne: January issue of Off The Shelf is delayed.

Meeting adjourned 2:30 p.m.

