

**Library Council Minutes**  
Thursday – February 24, 2011  
1:00 p.m. – 2:30 p.m.  
Library Conference Room

Present: Melissa Belvadi, Cathy Callaghan, Wendy Collett, Dawn Hooper, Betty Jeffery, Mark Leggott, Cindy MacDonald, Courtney Matthews, Donald Moses, James Murphy

Regrets: Sarah Jones, Simon Lloyd, Emma MacPhail

Absent: Suzanne Jones (on leave)

1. Approval of Agenda  
Approved with the addition of item 3.12 Staff Update

2. Approval of Minutes (December 16, 2010)  
Minutes approved as circulated.

3. Business Arising

3.1 Evergreen Update  
Evergreen 2.0 has been released. Upgrades will be made in June, 2011.

3.2 Learning Commons/Information Desk  
New computers are needed for both the Information Desk and the IT Help Desk. Mark approved the purchase of iMacs for both desks.

**ACTION:** Melissa will consult with the Information Desk staff re their requirements before ordering a new computer.

3.3 Digitization Update  
Legislative Assembly  
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 have partnered on a project to digitize the historic records and publications the Legislative Assembly. During Phase I, which runs until April 2, 2011, one hundred and ninety volumes of the Journals of the House of Assembly and the Journals of the Legislative Assembly will be digitized with the help of staff from the Office of the Clerk. There is a potential for a Phase 2.

Launch of Island Archives

Donald and Cindy are organizing the launch, which will be held on March 28, 2011 at 11:00 a.m. in the Periodicals Reading. Cindy is putting together displays on Island Archives and its related initiatives (e.g. Island Lives, Island

Newspapers, Island Imagined, Island Voices and the Herbarium). Neil is working on a video about the digitization process and the intent is to get a data projector and screen and put the video on a loop during the launch. There will also be to tours of the Digitization Facility. Cindy is planning to talk with Jerrad about the possibility of placing a computer in the lobby so people can use the IslandArchives website during the event.

#### 3.4 Dell Laptops

Forty-four Dell laptops have been received under the auspices of the KEN project. These are now available for circulation. An announcement has been placed on the Library homepage.

**ACTION:** Cindy will contact the editor of The Cadre re the possibility of placing a news item in The Cadre.

#### 3.5 Photocopiers and Printing Update

There are four ways for the public to scan. A web page is being developed which will contain an outline of the procedures involved in each process.

An information page, [Laptop Printing](#), on the Library website that contains information on how to install print drives for printing from laptops.

The Espresso Book Machine (EBM) is set up and functional. Books can be printed from Google Books. There is the potential of working with local authors who want to produce small runs of books that they have written.

**ACTION:** A group of two or three people will be convened to explore possible collaboration with the Bookstore, Island Studies Press and possibly others.

Mark has asked Cindy to gather information on the non-technical aspects of providing an EBM service. Other locations that have an EBM are McGill University, McMaster University, University of Toronto, and the University of Waterloo.

#### 3.6 Google Docs/Apps

UPEI has not signed a contract for GoogleDocs/Apps. Staff that have created a Google/Apps account have not seen the Terms and Conditions that they accepted when they created their account.

The University of Alberta has not made their contract available to their staff. The University of Alberta Faculty Association has requested a copy of the contract under Freedom of Information.

**ACTION:** Mark will obtain a copy of the Google/Apps contract for UPEI, if one has been signed, and a copy of the Terms and Conditions that are agreed to when a person accepts an account.

### 3.7 Seniors College

Wendy received a response from Bob Gibson, Director of Seniors College. He consulted with some members of the Seniors College and it was determined that for most Seniors College members the same privileges as the public would be sufficient.

**DECISION:** Library Council accepted the recommendation of the Director of the Seniors College. Senior College members will be given the same Library privileges as the general public.

### 3.8 Copyright

Simon forwarded an update to members of Library Council.

Mark gave a presentation to the Senior Management Group (SMG) on the proposed Access Copyright Interim Tariff with the recommendation that the University not sign on to the Interim Tariff. Mark and Phil Hooper are the points of contact for the University re copyright issues and will provide official advice re copyright issues.

Liaison librarians should encourage faculty to use Moodle as a platform for making articles available to students.

Mark, Melissa, Phil Hooper and Wendy Henderson will meet to discuss a possible partnership between the Library and Central Printing.

The possibility of using the Licensing Database from the University of Victoria was discussed. The University of Victoria emphasizes that the database is their interpretation of the licenses and is not a legal interpretation.

**ACTION:** Courtney and Simon, with assistance from Donald and Cathy will develop a package of information by the end of March to be distributed to faculty.

Research Advisory Committee struck a Working Group to develop a statement on Open Access. The members of the Working Group are Mark, Dawn, Sandy McAuley and Dave LeBlanc.

3.9 Student Concerns/Issues  
No report.

3.10 Post Library Council CUPE Update  
With the installation of the EBM behind the Circulation Desk, there was concern about the noise level and the odour from the glue.

**ACTION:** Wendy will ask Kris to print a book with the door closed to determine if that muffles the noise.

3.11 Library/UPEI Policies  
A Privacy Committee was established approximately six months ago. Terms of Reference are being developed. The Committee is reviewing policies that have a privacy component.

**ACTION:** Mark will provide Library Council with the Terms of Reference.

3.12 Staff Updates  
Grant has accepted a position with the Provincial Government – Department of Finance. His last day will be March 11, 2011.

Two positions will be advertised – a replacement for Grant and a half-time position to replace Paul.

Two interns will be hired under the Islandora project. They will come on stream in the Spring or Summer.

Ashley Inman, a SIM student at Dalhousie University, will be working her practicum at the Robertson Library. She will begin in April. Simon is the contact person.

SungHee Choi, a student from Holland College will do her On the Job Training at the Robertson Library. Shawn MacDonald from Holland College will contact Cathy when he returns from China in early April.

Suzanne's leave has been extended to April 1, 2011. Cindy's term has been extended to April 15, 2011.

#### 4. New Business

##### 4.1 Part-Time Circulation position

Sherry Hutchison accepted a part-time position at the Circulation Desk.

##### 4.2 Library Alterations & Renovations (A&R) and Non-space requests

A & R requests:

1. Replace exit doors
2. Additional power outlets:  
Main level: Special Collections Reading Area  
Upper level: Room 307-308 (Periodicals Reading Room); Sun Room; single row and group carrel areas around the perimeter
3. Sound proof seven group study rooms (344-350) and improve sound absorption in periodical study areas (307-308).
4. Replace worn and trip hazard carpeted area in the Breezeway.

Non- Space requests:

1. Ten (10) iMacs and Kensington locks for the Learning Commons
2. Three MacBook Pros for Library staff
3. Energy efficient refrigerator for the staff room
4. Panasonic 32 GB High Definition Flash Camcorder (HDC-TM700K) plus accessories (2-16 GB memory cards, camera bag and additional battery)

##### 4.3 Library Hours

Library hours for May 2, 2011 – September 4, 2011 were approved as distributed.

Monday -Thursday 8:00 a.m. - 8:00 p.m.

Friday 8:00 a.m. - 5:00 p.m.

Saturday CLOSED

Sunday 1:00 p.m. - 8:00 p.m.

Closed: Victoria Day (May 23); Canada Day (July 1) and Gold Cup and Saucer Day (August 19)

##### 4.4 Visiting Scholar

Guidelines for Visiting Scholars was approved by Senior Management (SMG) on July 3, 2010.

Art Rhyno, University of Windsor, will be integrating OCRopus into Islandora, during his sabbatical. He will be given the designation of Visiting Scholar at UPEI. He will have the option of using one of the Faculty Research Rooms, possibly 323 or 324, and he will be given a UPEI computer account.

4.5 Article for discussion (Courtney)  
Courtney highlighted points from the two articles that he recommended for Library Council.

**ACTION:** Cindy will select the next article for Library Council.

4.6 Roundtable

Melissa: Government documents scanning project is operational.

Donald: Melissa and Donald presented at OLA (Ontario Library Association).

Betty: Will be presenting at WILU (Workshop for Instruction in Library Use) on the collaboration between the Library and University 100.

Mark: Will be presenting the Plenary at the TRY Library Conference, Over the Horizon: The Future of the Academic Library, on May 3, 2011 at St. Michael's College, University of Toronto.

Participating in the Network Integrated Biocollections Alliance in March in Chicago.

DGI has its first European client – Fundacion Juan March in Madrid.

Meeting adjourned at 2:30.

Next meeting March 24, 2011