

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

Present: Melissa Belvadi, Cathy Callaghan, Wendy Collett, Dawn Hooper, Betty Jeffery, Sarah Jones, Cindy MacDonald, Emma MacPhail, Courtney Matthews, Donald Moses, James Murphy, Simon Lloyd  
Regrets: Mark Leggott  
Absent: Suzanne Jones (on leave)

1. Approval of Agenda  
Agenda approved with the addition of item 4.5 Kindle and the re-numbering of Roundtable to 4.6.
2. Approval of Minutes (February 24, 2011)  
Minutes approved with a minor change.
3. Business Arising
  - 3.1 Evergreen Update  
Upgrade to Evergreen 2.0 is tentatively scheduled for the last two weeks in June.  
  
ACTION: Check with Circulation Staff re the impact on reserves for the Second Summer Session.
  - 3.2 Information Desk/IT Help Desk  
  
The purchase order has been approved for iMacs with 21" screens for the Information Desk and the IT Help Desk.  
  
Expectations for IT students will be firmed up for Fall, 2011 and communicated to the IT students and the Information Desk staff.
  - 3.3 Digitization Update  
The launch date for Island Archives has been re-scheduled for April 18, 2011.  
  
Cindy has been organizing the launch. Invitations will be ready early next week and catering will be organized based on the response received. Displays are ready to be mounted.

Island Voices content has been added. Interviewees with surnames A- C have been entered; interviewees with surnames beginning with D are being entered.

CRAIPE - [Le Centre de Recherche Acadien de l'Île-du-Prince-Édouard/ The Research Centre of Acadian Prince Edward](#) was created in 1985 to handle the acquisition and preservation of archival documents relating to the history and culture of Island Acadians.

Legislative material is continuing to be digitized.

IslandArchives is the portal for our digital content.

#### 3.4 Dell Laptops

The Dell laptops have been circulating. It takes an hour to re-image each Dell. A single record has been created for the Dells and a single record has also been created for the MacBooks.

**ACTION:** Melissa will investigate the possibility of having the laptops sorted by due date.

#### 3.5 Photocopiers & Printing Update

The Library and ITSS have each released options for wireless printing.

Panther Print is ITSS' option. It will print PDF documents so patrons need to save to PDF.

The Library option requires the patron to install a print driver on his/her computer. The Library option allows the patron to print directly from any program/application on his/her computer. The libguest account can be used to print to the photocopier.

#### 3.6 Google Docs/Apps

Mark is trying to obtain a copy of the University of Alberta agreement. UPEI has not signed with Google/Apps license.

**ACTION:** Mark to obtain a copy of the University of Alberta agreement.

Not clear on the time for UPEI moving to Google. The document referenced will likely be the general education license. No separate terms and conditions. ITSS was waiting for an agreement with the Faculty Association. Neither the Faculty Association nor the Employer opened the Privacy clause in the contract.

Melissa and Donald are part of the ITSS bi-weekly meeting.

UPEISU has a Google account. Emma has heard rumors that the students will be moving to Google in the Fall, 2011.

3.7 Copyright

The copyright page on the Library website has been updated. The Copyright Board released its reasons for granting the Interim Tariff. CAUT is working on a document on Fair Dealing.

3.8 Student Concerns/Issues.

Questions were asked about the Water Station - cost, filter, how often is it used.

**ACTION:** Donald will contact Jackie MacPhail (Facilities Management) or David Taylor (Sustainability Officer).

Similar units have been purchased for Nursing and Family and Nutritional Sciences.

3.9 Post Library Council CUPE Update

Staff computers at Circulation are slow - one next to the Ricoh and Sherry's.

**ACTION:** Melissa will look into the possibility of replacing them with computers that are not quite so old.

Call numbers on the spine of the books, i.e. FCs, are fading.

**ACTION:** Melissa will investigate.

Room 260 - will it be returned to a study room? Simon indicated that it is not likely that it will be returned to a study room. A number of staff are being hired for varying length of times and projects and space is a premium.

Distribution of the official minutes from Library Council

**ACTION:** Cathy will post to the Library website.

EBM Unit

Simon thought the fumes and noise emanating from the EBM have been checked against industry standards. The fresh glue has a more pungent odor. There is a possibility of moving the EBM closer to the breezeway and putting up a divider to help muffle the noise.

**ACTION:** Simon will check with Kris to confirm that the fumes and the noise emanating from the EBM have been checked against industry standards.

3.10 Library/UPEI Policies  
No update.

3.11 Staff update  
The following positions have been posted:  
PA Level 6 - Library Systems Administrator/VRE Support Technician - Full-time term position.  
PA Level 7 - Developer - Part-time Term position

Sherry Hutchison hours have been increased by three hours for the remainder of her term position.

An update on Suzanne's leave of absence will be forthcoming.

#### 4. New Business

4.1 618 University Avenue  
This is part of the broader initiative UPEI Connect. A UPEI CONNECT Town Hall meeting was held on March 17, 2011. A draft document, UPEI CONNECT, was made available on the website to inform the discussion. Some Library staff attended the meeting. It was largely conceptual. Life Long Learning and distance learning would be possible fits. Possibly the Library, if the community was interested in digitizing.

Mark confirmed to Donald that the Robertson Library Digitization Unit would not be relocating. A Zeuschel might be a possibility.

The property was originally acquired to improve access from the North.

The University is hiring an E-Learning Instructional Designer (Full-time Term Position)

4.2 Research Leadership Summer Institute  
Deferred.

4.3 Open Access Policy  
No update.

4.4 Article for discussion (Cindy)  
Cindy spoke to the article. As late as 1993, two-thirds of the collection was not catalogued. There has been an amazing transformation but it has not been without controversy.

#### 4.5 Kindles

In the original Kindle policy, there was no option to place holds. Discussion followed on the pros and cons of allowing holds and the possibility of changing the loan period to two weeks.

**DECISION:** Loan period will remain at three weeks. Holds may be placed on Kindles. Holds will be kept for two days.

#### 4.6 Roundtable

Courtney: Working on a review for the Engineering Department.

Emma: Carrie-Ann Matheson, recipient of the inaugural 'Inspiring Young Alumna Award' will deliver the keynote address, as part of the UPEI Student Union's Inspiring Alumni Speaker Series.

James: Assisting Courtney with the Engineering review and working on CUFTS. The recent EBSCOhost upgrade caused problems.

Cindy: Planning the launch of IslandArchives. Continuing to provide Reference and vRef service. Developed a Religious Studies Research Guide in conjunction with Denis Grecco.

Melissa: Government Documents scanning project is now operational. Kris Bulman set up a sheet scanner for the IT students at the IT Help Desk and is working with the Zeuschel people on some issues.

Dawn: Education Institutes' Conversations with Leaders Series presents Facts & Answers: Being Prepared & Flexible with Kee Malesky. This is being held in the LINC April 19, 2011, 3:00 p.m.

Simon: Attended a meeting on the Atlantic Book Awards in Halifax. ARMA's National Conference is being held in Charlottetown June 5 - 8, 2011.

Next meeting: April 21, 2011.

Meeting adjourned at 2:30 p.m.