

## Library Council Minutes

Thursday – November 25, 2010

1:00 p.m. – 3:00 p.m.

Library Conference Room

Present: Melissa Belvadi, Cathy Callaghan, Wendy Collett, Dawn Hooper, Mark Leggott, Simon Lloyd, Emma McPhail, Donald Moses, James Murphy

Regrets: Betty Jeffery, Suzanne Jones

1. Approval of Agenda

Agenda approved with the following additions and re-numbering:

- 4.8 New President-designate
- 4.9 E-reserves
- 4.10 Google Apps
- 4.11 Red Zones
- 4.12 Seniors College
- 4.13 Article for discussion (Simon)
- 4.14 Roundtable

2. Approval of Minutes (October 28, 2010)

Minutes approved with minor changes.

3. Business Arising

- 3.1 Evergreen update.  
No update.

3.2 Learning Commons/Information Desk

During the first couple of weeks in November data was collected on the number of Dells and Macs not in use at specific times during the day. This data was collected to support a request to Blair Vessey for funds to acquire additional computers for the Learning Commons.

Snapshot of some of the data collected:

- 56 data points
- 12 times - no free Dells
- 11 times - no free Macs
- 17 times - 3 or fewer Dells available
- 16 times - 3 or fewer Macs available

The Learning Commons could accommodate 10 new computers without incurring additional costs for wiring or furniture.

**ACTION:** Melissa will get back to Blair Vessey re the ability of the Learning Commons to accommodate 10 more computers.

**ACTION:** Melissa to look into a programme that would show what computers were available in real time.

**ACTION:** Melissa to look at a few spot checks of login times.

### 3.3 Language Lab Schedule

No update.

German (Levels 1 and 2) has been added to the Rosetta Stone software suite.

**ACTION:** Donald to check with Pauline re the Language Lab budget.

**ACTION:** Donald to be given signing authority on the Language Lab budget.

### 3.4 Digitization update

The Island Voices project has been 'skinned' and can be viewed at <http://www.islandvoices.ca/>. Simon has started added the static site content and we hope to have the audio and metadata files loaded over the next few weeks.

Paul has helped get SOLR running on the herbarium site. You can now keyword search and limit the results using facets. <http://ver2.upei.ca/herbarium>

**ACTION:** Donald to check on e-Bay re Dictabelt players.

### 3.5 Liaison hire

Courtney Earl Matthews was offered and has accepted the position of Librarian effective December 1, 2010. He will be located in Simon's former office – the LMMI Visiting Scholar Office.

### 3.6 Dell Laptops

We received 11 of the KEN Dells from ITSS. Nine of the eleven had the wrong image. We are waiting for the correct image from ITSS.

The Library received a request for a laptop for Yuqin Gong, Institutional Research officer.

**ACTION:** Melissa will follow-up to see if Yuqin Gong received a laptop.

### 3.7 LINC open-lab status

This is not in effect yet. We are ready to move the LINC to an open lab but we are waiting to receive the image from ITSS.

### 3.8 Staff and public photocopiers and printing update

New photocopiers are being deployed. There will be three black and white public photocopiers and one colour photocopier. The cost for the colour printer/copier will be the same as the cost at Central Printing.

**ACTION:** Melissa will contact Central Printing to ascertain their charges.

**ACTION:** Wendy will provide Melissa with a list of question that students ask when using the photocopiers, i.e. how to do double-sided copying, etc.

**ACTION:** Melissa to create cheat sheets for these questions.

**DECISION:** The colour printer will be located on the main floor of the Library.

Mark thanked Melissa for her efforts with the PPWG.

3.9 Library/ UPEI policies  
No update.

Upcoming policies: VRE and PPWG.

4. New Business

4.1 Library hours – January 4, 2011 – May 1, 2011  
Library hours were approved for January 4, 2011 – May 1, 2011. The Library will be open Good Friday 12:00 noon - 5:00 p.m.

4.2 Screenscapes and Electronic Boards  
A 50 inch LCD will be located outside Mark's office. The software will be the same as that used in other locations on campus. One panel will be static – displaying the Library hours. The other three panels will highlight upcoming events, Library news etc.

**ACTION:** Suzanne will be responsible for maintaining the Electronic Boards.

4.3 CAUL Islandora Project  
This is a \$50,000 regional Islandora project. Students from the SIM Digital Libraries course are working on aspects of this project. Mark is overseeing the project.

4.4 Knowledge for All  
Mark gave a presentation to CARL via Skype.  
Anyone who wants to see the planning for the first year can apply for an account at <http://www.k4all.ca/>.

4.5 DiscoveryGarden update  
The share agreement is almost finished. DiscoveryGarden received an Innovation PEI grant and will likely be hiring 2-4 people.

4.6 Collection Development Policy  
We need to embed a statement in our Collection Development Policy and catalogue records re public use and videos.

Suggested wording to be inserted in Section 2.5.3 of the Collection Policy:  
*If the intended use of the video is to show all or a portion of it in class, then the public performance rights should be obtained, when possible.*

**ACTION:** Donald will send out the final wording.

**ACTION:** Donald will modify the Policy to reflect the change.

4.7 CS481/2 students' projects  
The first group, working under Donald, is working on the highlighting search results issue for the Island Newspapers site. A user conducts a search and when viewing the page image, the search terms are highlighted. The inspiration site was <http://ink.ourontario.ca>. They are also looking at adding annotations to images.

The second group, working with Melissa, is working on creating a program that Modern Languages faculty will be able to use to listen to students in real time and switch between different student computers.

4.8 New President- designate  
Mark worked with the President-designate at the University of Winnipeg for four years. He is a people person, interested in research, good listener, makes decisions and provides justification for them.

4.9 E-reserves  
There had been a discussion in the past that we should be encouraging faculty to scan their material and put it into their Moodle. This should be easier when the new photocopier/scanners are available in the departments. A concern was raised re the ability of the Library staff to help students to locate information that the professors have as required readings. We cannot access each professor's Moodle.

**ACTION:** Cathy to discuss with the Circulation staff how we continue to make the e-reserve service more value added.

4.10 Google Apps  
There was a discussion re the University's move to Google Apps. Concerns were raised about privacy, change in service, and impact on workload. Library has requested accounts for staff. If the Library moves to Google Apps, it would be the first major unit outside of ITSS to use it.

4.11 Red Zones

We have received several e-mails/comments on vRef re noise in the Library.

**ACTION:** Cathy will arrange for staff to walk around the building and monitor the noise level.

4.12 Seniors College

We received a question re what additional services were available to members of the Seniors College. Mark indicated that they should have access to our online resources.

**ACTION:** Wendy and Cathy will work to provide access to Senior College students.

4.13 Article for discussion (Simon)

Discussion deferred until the next meeting.

4.14 Roundtable

Reports deferred.

Meeting adjourned at 3:00 p.m.