Minutes

Senate Committee on Libraries

Thursday, 29 October 2009
Office of the Trenholme Director of Libraries

Present: Prof. Anthony Masi, Ms. Janine Schmidt, Prof. Nathalie Cooke, Prof. Andrew Large, Ms. Cynthia Leive, Ms. Amber Lannon, Ms. Joyce Whiting, Mr. David Marshall

Regrets: Prof. Andrea Bernasconi, Prof. Jacqueline Bede, Prof. Richard Gold, Prof. Gonzalo Cosa, Prof. Timothy Moore, Prof. Carman Miller, Mr. Nick Wolf, Mr. Alexander DeGuise, Ms. Marissa Nolan, Ms. Lyes Hamdi

Guests: Diane Koen, Associate Director, Planning and Resources

Observer: Katherine Wong, Office of the Provost

Announcements

The Chair opened the meeting by welcoming the committee members and guest Diane Koen who would be presenting item 7 on the agenda entitled “Online Course Reserve Project”. The Chair introduced the new committee Secretary, Karen Kennedy, to the committee members. The Chair then asked all members to introduce themselves.

Approval of the Agenda

The agenda was approved as distributed.

Approval of the minutes of the meeting of 20 March 2009

The minutes of 20 March 2009 were approved as distributed. It was agreed that the format of the minutes should be modified in future and include brief outlines of action items and any policy changes.

Action: Modify format of Minutes
Responsible: Karen Kennedy, Secretary
Business Arising from the Minutes

Terms of Reference of the Senate Committee on Libraries

The Chair confirmed that the Terms of Reference of the Senate Committee on Libraries was approved by Senate on 20 May 2009. He reviewed and briefly outlined the purpose of the Committee. The Chair reviewed the composition of the Committee as approved by Senate.

It was agreed that based on the Terms of Reference stating that the Committee would meet two times per semester that the 21 May 2009 meeting should not read “if needed”. This meeting will be required.

Action: Correct and redistribute schedule of dates
Responsible: Karen Kennedy, Secretary

Library Code of Behaviour

It was agreed that Item 5 of the agenda would no longer be necessary. All members agreed to discuss the Library Code of Behaviour at this point in the meeting as Business Arising from the Minutes.

It was agreed that any changes made to the Library Code of Behaviour would impact the following year only. The Committee discussed the wording of the document. The following suggestions were made for possible amendment for next year’s version:

Item 4 – will need to modify wording “except for bottled water” since the Library has implemented a new program selling specific coffee mugs that would permit visitors to bring coffee or tea into the Library.

Item 7 was discussed but the committee agreed to keep wording as distributed.

The Library Code of Behaviour was approved as distributed for this year.

Action: Modify Code for next year
Responsible: Director of Libraries

Other Business Arising from the Minutes

No items were brought forward for discussion.
Report by Trenholme Director of Libraries (to be tabled)

The Director distributed her report to the members which reported on the achievements of the five major areas of focus within the Library’s Strategic Plan.

1. Client Relationship Management
   Program developed for training of liaison librarians in the delivery of information skills and information literacy programs in collaboration with Teaching and Learning services. The first session was attended by 20 librarians. The next session would be held in November and librarians would be invited to attend.

2. Collection Management
   Director commented that Worldcat local has been implemented as beta catalogue with 2.5 million records re-mounted on OCLC with minimal errors. The new catalogue is more like Amazon but still needs work. E-collections continue to grow.

   Overdrive is new software by which e-books can be downloaded to mobile devices like the Sony Book Readers. The Director solicited feedback from the committee on how to publicize the use of Overdrive more effectively and the following suggestions were made:
   - Bookmark handed out with each loan (currently being done)
   - Ad in the student newspaper (already done)
   - Item in What’s New at McGill
   - Announcements on Desktop background on Library computers
   - Announcements on big screens in library

   **Action: New strategies for publicizing Overdrive**
   **Responsible: Janine Schmidt, Director**

3. Facilities/Resources/Infrastructure Management
   The Director briefly discussed repair/renovations plans as the matter would be discussed in more detail later in the meeting.

4. Staff Development and Management
   Discussed the implementation of the Staff Development Program in Leadership which is being conducted over a six month period.

5. Partnerships
   Director commented on success of an event held with CREPUQ, universities and OCLC representatives on the use of OCLC for francophone content.

**Handouts:  
- MyResearch at McGill Library Graduate Seminars and Course Summary. This is a programme being introduced with 4 modules addressing the needs of graduate students in the improvement of information resource discovery and use. The programme has been developed with the involvement of the Office of Graduate Studies and the Teaching and Learning Service.**
Strategic Plan 2009-10

The Director distributed a copy of the final version of Strategic Plan to the members and confirmed that it had been through all necessary groups for feedback prior to finalizing. Any future modifications will be reflected in the following year’s Strategic Plan.

Members asked that due to the fact that the Strategic Plan was not distributed in advance to the meeting that they be given the opportunity to review the document and provide comments at the following meeting.

Online Course Reserve Project

Diane Koen, invited guest speaker, presented a Powerpoint presentation. The Expanded Course Reserve was launched in the Fall of 2009 and provides online links in the catalogue and within myCourses to reading lists. Fall 2009 statistics were provided with a total of 10,119 items handled. The functionality of the course reserves on the library website was demonstrated. Next steps to be taken would be dealing with the winter 2010 course material, seeking feedback from students/faculty/staff and building a critical mass of links which can be reused in future terms.

Handouts:  
- McGill Library expanded Course Reserves Service  
- Sample letter Diane Koen sent Professors regarding the Expanded Course Reserves Service

Library Refurbishments

The Director presented a Powerpoint presentation which outlined the repairs and renovations to the branch libraries. In order to provide the most changes with the funding available, inexpensive yet effective changes were made such as paint, plants improved lighting and replacement of outdated desk and seating.

Discussed the refurbishments made to the following:

Marvin Duchow Music Library  
MacDonald Campus Library  
Humanities and Social Sciences Library  
Education Library and Curriculum Resources Centre  
Schulich Library of Science and Engineering  
Cyberthèque  
Graduate Spaces  
Howard Ross Library of Management  
Nahum Gelber Law Library  
Life Sciences Library  
Walter Hitschfeld Geographic Information Centre
The Director mentioned that there was a 40% increase in usage of the Schulich Library of Science and Technology since the refurbishments were completed.

Other refurbishments mentioned were external work to the Nahum Gelber Law Library. Further work remained to be done in the Life Sciences Library, the Humanities and Social sciences Library, Rare Books and Special Collections and the Howard Ross Library of Management.

**Handouts:**  
- Schulich Library of Science and Engineering  
- Walter Hitschfeld Geographic Information Centre  
- Student and the Library – Partnering for Success

The Director acknowledged the Provost for University funding and the SSMU Library Improvement Fund to facilitate the refurbishments.

The Provost recognized the Director and her team for their hard work implementing the refurbishments and congratulated them on a job well done.

**Other Business/Topics for Discussion**

**Committee Membership**

It was mentioned that Secretariat had not contacted the members once they had been approved by Senate in order to advise them they had been appointed to the committee. It was also noted that some of the Chairs indicated in the membership list no longer held that position.

**Action:** Verify Chairs listed still hold the position, modify membership as necessary, advise Secretariat of changes  
**Responsible:** Karen Kennedy, Secretary

**Timeframe of Future Meetings**

It was requested that future meetings be extended to 1.5 hours instead of one hour. The members agreed.

**Action:** Extend future meetings to 1.5 hours  
**Responsible:** Karen Kennedy, Secretary
L’Actualité Magazine

The Director circulated a copy of the 15 November 2009 edition of the magazine containing an article titled “Génération Piton” by Isabelle Gregoire which discussed McGill’s Cyberthèque (including a photograph on its cover) and the use of “clickers” by Professors as a means of polling responses from students. The Director mentioned that the online version of the magazine differed from the print version.

Meeting adjourned.