



McGill

Senate Committee on Libraries Minutes

Monday, February 13, 2012

2:00-3:30 PM

Octagonal Room (Islamic Studies Library)

Present: Prof. Nathalie Cooke, (Chair); Prof. Guillermina Almazan; Mr. Adam Bouchard; Prof. Martin Chénier; Dr. C. Colleen Cook; Prof. Reghan Hill; Prof. Gillian Lane-Mercier; Mr. Yonatan Lipsitz; Mr. Brian McMillan; Ms. Gwendolyn Owens; Ms. Natalie Waters; Ms. Joyce Whiting

Regrets: Prof. Andrea Bernasconi; Prof. Emily Carson; Prof. H. Patrick Glenn; Prof. Kenneth Regan; Mr. Murtaza Shambhoora

1. Approval of the Agenda

The Agenda was approved by Colleen Cook and seconded by Joyce Whiting.

2. Introduction from the Chair

The Chair welcomed new committee member Professor Guillerina Almazan, a Senate appointee, from the Department of Pharmacology in the Faculty of Medicine.

The Committee was glad to learn that I Pads are now available at the Law, Life Sciences, and Macdonald Campus libraries.

Follow-up is still pending about whether information about the copyright rules on scores and images will be included in upcoming MyResearch sessions. The Chair will hope to get back to the Committee at the next meeting.

3. Minutes of the Meeting of December 14, 2011

The minutes were approved by Colleen Cook and seconded by Yonatan Lipsitz.

4. Dean of Libraries Report

Presenter: C. Colleen Cook

Update on the Strategic Plan:

- Working groups have been established, list of members will be released shortly. The groups will be as follows: Collection Stewardship, Information Literacy, Reserves Enhancements, Single Service Desk, Sustainability

- Working groups begin meeting in March.
- All interested staff will be able to participate in one capacity or another.

LIBQUAL LITE survey will run from February 27 – April 30 (exact dates TBC)

We will solicit feedback the following user groups:

- Faculty: all
- Library Staff: all
- Undergraduates: 50%
- Graduates: 50%

The Library will be contacting McGill's Planning and Institutional Analysis to extract sample respondents' data. Email messages to potential respondents will be brief and stress the short time it takes to fill out the survey, the benefits of the survey. The following messages will go out:

1. A general email without a link to the survey before it begins to announce that it will be coming (this helps weed out any bad emails for future contact - February 22).
2. The email itself with the link to the survey, to be sent February 26 midnight. The email should be at the top of everyone's list on February 27 after the study break, when they feel that they have a bit more time.
3. A reminder email after 2 weeks (March 12)
4. A reminder one week prior to the closing date of the survey (April 23)
5. A final message on the last day of Survey (TBC)

Update on Facilities:

1. Changes to the Humanities & Social Sciences Service Desk
 - Timeline: Launch May 2012
 - Scope of work:
 - working group chaired by Amber Lannon
 - work began in early 2011

Work in progress includes:

Renovation of Self-Serve Reserve Room:

- new carpet, paint, windows
- 3 self-check machines, one Spirit Scanner, 3PCs
- compact shelving for CD/DVDs
- opening created to Returns Room to enable easy access/flow
- security antennas positioned at entrance and exit

Creation of a Consultation Zone:

- location: underneath stairwell (opposite to printing area)
- design/construction starts once staff feedback received

Impact on students:

- Students will have a "one stop service desk" in McLennan Lobby
- Library Assistants will be the first line of support

- Librarians and Documentation Technicians will provide mixed model of service:
 - Consultation Zone
 - On Call
 - Students help themselves to reserve material with quality support.

Impact on staff:

- Much collaborative work to be done to prepare the Collection & inform users
- HSSL staff to attend training programs to refresh and/or upgrade skills
- All HSSL Loans staff to be relocated to McLennan Library Building into the space behind new service desk and the Reserve Room. Improvements include:
 - carpet & sound absorption panels installed
 - cubicles relocated
 - seating plans mapped out, feedback from all involved

2. Asbestos Abatement

- Timeline: Tender call for contractor underway. ETA: May 2012
- Scope of work: Asbestos identified in ceiling of Redpath “bridge”, hallway, AV Room & “Fishbowl”
- Impact on students & staff: Strict removal guidelines. Staff and students will not be exposed.
 - Zone protection/confined – structural divisions with air tight protection and negative air pressure area
 - An alternate work space will be made available to any McLennan-Redpath staff member who finds the environment physically uncomfortable.
 - Inconvenient access for a period of time.
 - Signage required directing students to alternate access routes.
 - Redpath entrance will remain open to Cyberthèque, food court, internal staircase to upper floors & basement storage
 - Access to Group Study Zone, MWC, e-classroom, and e-zone is TBC

3. McLennan-Redpath Terrace – PHASE 2

- Timeline: May - August 2012
- Scope of work: work area - the south east part of Redpath Library building
- Impact on students & staff:
 - construction zone
 - noise
 - access will be restricted to one entrance - TBD

4. McLennan-Redpath main floor, pre-design

- Timeline:
 - Architect to be selected by mid 2012
 - Pre-design work will likely take 6 months
- Scope of work:
 - Space analysis
 - Extensive consultation with students, staff and stakeholders
 - Initial designs proposed for feedback
- Impact on students & staff:
 - Fantastic opportunity to provide input and ideas

5. Cybermed: Teaching and learning space throughout McIntyre 2nd floor
Partnership with Teaching and Learning & Faculty of Medicine
- Timeline: Launch January 2013
 - Scope of work:
 - Architect selected (same as Management 2nd floor)
 - Input from all stakeholders
 - Demolition: June 2012
 - Construction: July - December 2012
 - Impact on students & staff:
 - Staff lounge relocated to 4th floor. Design completed & approved by Life Sciences staff. Construction noise limited to between 6am-noon whenever possible.
 - Standard construction noise & disruption under main floor of the Life Sciences Library from June - December.

Digital Theses Project

- Timeline: project will take 1-2 years
- Scope of work: Open access to all McGill theses a priority. Digitize 12,000 theses. Five work/study students hired to assist in the digitizing of McGill's first theses.

Chapbook Digitization Project

- Scope of work: Library is working on a project to digitize McGill's remarkable collection of over 800 chapbooks from 1700-1900. These cheap, illustrated texts were a staple of mass print culture in the period. Our project will make them available online, opening new avenues for study and research.
- Funded by the Crabtree Foundation. Rare Books & Special Collections and Digitization in collaboration with the "Interacting with Print Group" made up of several professors from McGill, University de Montreal, and U of Toronto who currently working on an interactive online visual bibliography. A beta version is planned for winter 2012.

The Libraries are working on philanthropy:

- The Osler endowments are less than 1 million dollars so the Board of Curators of the Osler will be embarking on a campaign to increase the endowments.
- The Friends of the Libraries are more active, but this is a social group.
- The Library Advancement Group, a philanthropic endeavor, has not been active but will be revived.

Library material is solicited for exhibitions: the BANQ exhibition "Renaissance Books in Montréal" includes loans from the Library.

A discussion followed about the Library procedure for backing up digital material. According to Colleen Cook, at present, the Library does not have a robust backup procedure.

Every library thinks first of digitizing material for which they have the copyright; our membership in the HathiTrust gives our users access to material for which the other libraries in the group have copyright. Most material at McGill will be digitized by other institutions as 85 to 90% of the

material we have is mainstream, rather than unique, material. What is unique at McGill is older Canadian material.

A problem for libraries are “orphan works,” that is, works under copyright for which you cannot locate the author. This has affected the Google Books Project; copyright issues of the Project are unsolved by the courts, but we are hoping for a resolution soon.

5. Discussion of community feedback on Libraries

Adam Bouchard reported that Law students are not unduly concerned about “Snails,” which is the slang for the undergraduates who study in the Law Library.

Yonatan Lipsitz reported that students had been providing feedback to help make the HSSL more hospitable. Students have commented about the lack of space in the Cybertech and that people studying and meeting together in the Pods are distracting because the walls are glass and the rooms are not soundproof. Schulich Library gets hot in the summer, according to students, and the elevator is painfully slow.

Much of the E-exam repository is outdated and useless and for many courses, there are no exams on file. Colleen Cook will follow up to see about the procedures to ensure that material from professors who agree to give their exams to the E-exam repository actually gets to Library.

Security is also of concern to students as they feel there is too much security; Colleen Cook will make sure that Security has the current protocol as we want to make sure that there is adequate security but officers should have clear guidelines about their role and responsibility. Brian McMillan mentioned that in the Music Library the staff has worked with the security guards to improve their performance and relationship with the users of the Library.

6. Other Business/ Discussion

No other business

Yonatan Lipchitz moved that the meeting be adjourned; seconded by Guillermina Almazan.

2011-2012 Senate Committee on Libraries Future Meeting dates:

Wednesday, April 25, 2012 2:00 PM-4:00 PM