

## Minutes for the meeting held on:

Tuesday, December 11, 2018| 1:30 – 3:00pm| Room M1.07, McLennan Library  
Building

---

### **Attendance:**

Prof. Philip Oxhorn, Associate Provost International, Chair  
Dr. Colleen Cook, Trenholme Dean of Libraries  
Prof. Bastien Castagner  
Prof. Lara Khoury  
Prof. Peter Sabor  
Prof. Robert Funnell  
Marie Lemieux  
Robin Elizabeth Desmeules  
Sara Severson  
David Curtis  
Helena Zakrzewski for Lawrence Angel  
Maev Bothan

### **Invited Guest:**

Jeffrey Archer

### **Regrets:**

Prof. Gillian Lane-Mercier, Prof. Andrea Bernasconi, Prof. Valerie Gravel, Dr. Sue Laver, Rod Louisa, Shubhankar Joshi

Minutes taken by Bobby Ansari

## **1. Tour de Table**

### **2. Jeffrey Archer's Report (Circulation Policy)**

- Jeffrey Archer, Associate Dean, User Services, informed the committee about proposed changes in Circulation policy. The Libraries are in the midst of a transition from the local WCAL system to the WorldCat Discovery system. Discussion on standardizing loan periods for all materials, regardless of format they come in. Also discussion of harmonizing the length of loan periods to make them consistent and uniform. The advantages of regularizing these periods and numbers makes it easier for users. Items being taken out in circulation have decreased over the years given that users are turning more and more to online and digitized options such as e-books. A few years ago 900 000 items/year were out in circulation. The number has now dropped to 130 000/year. Archer noted that the impact of the proposed changes in circulation policies would be monitored.
- Same principle should apply in terms of number of items a user can take out. Currently the maximum number for graduate students and faculty is 200 items in total of all media and forms. The BCI UG number for Quebec undergrads from other universities is an anomaly at a maximum of three items. Jeffrey presented the motion of perhaps extending the same privileges and the same number to BCI UG students for all items, including books, journals, AV/maps, and scores as McGill Alumni and BCI Graduates currently have. Committee approved Jeffrey's motion.

### 3. Update on Budget

- The budget is in the process of being prepared for next year. Budget allocations will increase by 2% per year for the next 3 years. The Dean feels this will be readily manageable. It will not involve cancelling journals. Dean Cook pointed out that the biggest problem in purchasing books and other items is in currency conversion and that many items are sold in either US Dollars or Euros, two currencies the Canadian dollar has been weak against.
- Items like storage plans and Library Buildings comes out of the capital budget and therefore will not be affected.

### 4. Update on Fiat Lux including Storage

- Dean Cook informed the Committee that the storage-building project would be moving forward. The project will be funded by a substantial philanthropic gift.
- Dean Cook explained the first phase, which will involve a storage facility for collections. This still needs to be approved by the Principal and the Board of Governors. It will be an off-site facility, which will be robotic. Explanation of how the robots function in extracting and finding materials in storage was given. Over time, the least frequently used or called for items will be stored at the bottom and more-frequently called for items will be closer to the top for easier retrieval.
- The new facility is expected to break ground sometime next year. Over 2 million volumes will be initially stored at this facility. Archives will also be included. The project will be going for tender for a local architect who is able to negotiate and obtain all the proper municipal and provincial permits.
- Schulich Library will undergo renovations in the middle of next year. They will be moving out of the building during the summer 2019 and will be moving into McLennan. McLennan will create 600 seats for this move. Much of this space will be created when collections start going into storage and Dark Storage (materials not taken out for over 20 years). Services will remain the same.
- Discussion of Osler Library fire. The Osler collection consists of 3 parts;
  1. Original Osler collection of rare books, about 10 000 volumes published prior to 1840 maintained in strict environmentally controlled space
  2. Rest of 57 000 rare materials maintained in regular room temperature facilities
  3. Open stacks, rest of the circulating collection.The fire left Group 1 intact and untouched. Group 2 showed very little to minimal damage. Out of 57000 volumes, perhaps only 50 were significantly damaged. There are plans to go back into that same space given that insurance will pay for most of it however, there are many pre-existing conditions, which must be fixed first.

### 5. Report on Census

- A census was taken. People entering the libraries across campus had ID's scanned to determine the profile of persons who used the libraries (graduate, undergraduate, faculty member, alumni etc.).
- Of the 40 000 McGill students and other members of the McGill community, 38% of all students used the library in that 8-10 hour period, the largest contingent of students came from the largest faculties (i.e. Arts, Sciences etc.). The largest group that was represented was Law: 65% of all law students were in the Law library during that period. Schulich was the most used library.
- Dean Cook explained that the data coming out from the census would be examined further, streamlined and presented over time.

### 6. Input from Other Committee Members

- Helena Zakrzewski (for Lawrence Angel, PGSS rep) asked if there will be graduate student space at these new facilities. Dean Cook explained that they are planning to include it.
- Discussion of the Library Improvement Fund and if there are ways to streamline it. Dean Cook and

Helena agreed that this was a separate discussion that PGSS will have with Libraries. Both SSMU and PGSS have a Library Improvement Fund attached to the fees that students pay.

- Marie Lemieux (SSMU) inquired about the Schulich transfer and how it will affect McLennan and Redpath. Dean Cook explained that putting many of the books and collections into storage first will free up much-needed space, and that this will facilitate the planned moves and transfers, while keeping services and space available for students.

The meeting adjourned at 2:40pm