

Public Services Advisory Committee
November 25, 2009
G62, Killam Library

Present: Ann Barrett, James Boxall, Geoff Brown, Marc Comeau, Sharon Longard, Bill Maes, Fran Nowakowski, Gwyn Pace, Michelle Paon, Helen Powell, Karen Smith, Tina Usmiani

Regrets: Jennifer Adams, Ian Colford (on leave), Mike Moosberger (on leave)

1. Approval of the agenda
 - approved
2. Minutes from October 20th meeting
 - following corrections made under item 1a:... no longer have a committee to deal with web related issues. Systems staff have been doing their best in revising our web site as recommended by various staff.
3. Business arising
 - strategic initiatives: Bill reported that he still needs to assign volunteers to the individual initiatives
4. Update on Electronic Theses (Marc, Bill)
 - we are at the stage where e-theses will begin to be voluntarily deposited to DSpace January, 2010
 - effective April 1, 2010 Dalhousie will not produce paper copies of theses
 - there is still one outstanding issues with Library and Archives Canada, but it's at their end and they are working on a fix.
 - currently there is no link on the Faculty of Graduate Studies web site to provide instructions for students on how to deposit their e-thesis to DSpace. This will appear in early January.
 - Kathy and Umar are working together on wording for an e-mail to be sent to graduate students in January
 - Umar Qasim (LITS) met with Kathy Drew from the Faculty of Graduate Studies to begin working on complete instructions for depositing e-theses. As a first step Kathy has identified a group of students who will do final testing this December.
 - the Faculty of Graduate Studies will hold a pdf copy only (on DSpace). Paper copies of theses will be available for purchase for a fee. This applies to both Masters and PhD theses.
 - in response to a query regarding server resources, Marc advised that DSpace will be able to support the holding of theses with no problem
 - e-theses will be saved in pdfA format (archival form of pdf) which will maintain the integrity of the formatting of the file (e.g. font, etc.)
 - a cataloguing location for DSpace will be created
 - i. DSpace will not be the mode of access but rather it will be the storage site
 - ii. holdings in DSpace will eventually link to WorldCat
 - iii. the catalogue will remain the primary discovery tool for theses
 - iv. there is a possibility that DSpace will be populated with older theses just to have material there and available

5. Update on Information Literacy (Fran, Bill)

- Bill advised the Committee that a decision needed to be made on how to handle the duties of the Information Literacy Coordinator after Fran's retirement and before a new appointment is made
- Bill suggested that as Tina Usmiani has been working with the InfoLit student assistant on LibCasts that the student report to Tina
- Fran advised that the Information Literacy Committee feels it would be more appropriate to have the student report to a librarian since a new intern will presumably be hired for the summer
- it was suggested with the review taking place that consideration be given to having a support staff member taking on these duties rather than re-training a student each year
- it was noted that the review will take some time and we can't just have an existing full-time staff member take on these duties
- Bill advised that Fran had provided him with a list of her job responsibilities which include:
 - i. management (including updating) of the University's Academic Integrity web site (as well as sitting on the Academic Integrity Committee)
 - ii. administration and management of the University's RefWorks account which involves:
 1. cleaning out old accounts and being aware of new features being offered
 2. being the resource person for issues relating to RefWorks
 3. "How do I" web pages – Fran does a considerable amount of work on these pages, e.g. uploading new LibCasts, editing, etc.
- Bill queried how Committee thought he should proceed with covering these duties, e.g. should he assign tasks to specific individuals or put out a call for expressions of interest. The following suggestion/query was made:
 - i. hire a term position so we could have someone to not only deal with Information Literacy duties but some others as well
- the Committee felt it would be most appropriate for Bill to seek expressions of interest from staff

6. Report on CARL (Canadian Association of Research Libraries) meeting (Bill)

- CARL has been working on its strategic directions and as a result has re-structured its committees
- Bill distributed copies of two documents and reviewed them with the Committee
 - i. *Implementing the Plan: CARL Committee Structure 2010-2012 – Proposed*
 - ii. *Canadian Research Libraries and Copyright Reform*

7. Developments in Data Management (Bill)

- Bill spoke to the Committee about a publication he has received from CARL entitled *Data Management Awareness Toolkit*. This publication was designed to assist libraries with a strategy in dealing with data management. Once Bill has received additional copies of this publication he will make them available to PSAC members.
- Bill advised that CAUL (Council of Atlantic University Librarians) is working with OCUL (Ontario Council of University Libraries) on a strategy for dealing with the preservation of print materials (specifically journals).
- He further advised that Dalhousie is working with the University of Alberta who would like to become a depository for print journal material.
- There is a general consensus that all libraries do not have to hold on to all print journals but rather have one depository where any institution could get a print copy of an article when necessary.

- Bill advised that he had attended a presentation on data by Chuck Humphrey (University of Alberta) at the recent CAUL meeting. As a result of this presentation Bill, Mark Leggot (University of Prince Edward Island) and John Teskey (University of New Brunswick) plan to host a 5-day event on data management in the Fall of 2010.
8. Update on Offsite Storage (Bill)
- Bill advised that he is still dealing with FASS (Faculty of Arts & Social Sciences) who do not want the print journals disposed of. He has also received a motion put forward by the Dalhousie Arts & Science Society who also wish to have the print journal collection maintained (in storage).
9. Update on Formation of Web Committee (Bill)
- Bill advised PSAC that the members of the newly formed Web Committee are himself, Jennifer Adams (Law), Linda Bedwell (Killam), Marc Comeau (LITS), Sarah Jane Dooley (Sexton), Gwendolyn MacNairn (Killam), and Tim Ruggles (Kellogg).
 - A date for the initial meeting of the Web Committee has yet to be determined.
 - It will be the task of the Committee to determine what the function of our web site should be and how it should be set up.
10. Round table
- Sharon advised the Committee that Amir Feridooni will be leaving BLS to assume a position with Medical Education.
 - Sharon queried whether it might be possible to ask Mike Ridley from Guelph University Library to come and speak with Libraries staff as he will be participating in the SIM (School of Information Management) Conference Without Borders. (Guelph University Library has recently gone through their own re-organization. Anyone interested in viewing the document pertaining to this re-organization may do so at http://www.lib.uoguelph.ca/about/organizational_renewal.cfm)
 - Bill advised the Committee that he has already approached Mr. Ridley about the possibility of meeting with Libraries staff on February 12, 2010.
 - Michelle announced that the ASIN (Atlantic Scholarly Information Network) Digital Collections web site is available for anyone to browse. This is a new space for library staff around Atlantic Canada to share ideas, ask questions, announce projects and collaborate on digitization. There are six forums which can be followed: Digitization, Institutional Repositories, Public Presentation, Back-end management, Copyright, and Metadata. The URL is: <http://discoveryspace.upei.ca/asindc/>
 - i. Anyone interested in being able to post messages to this web site should contact Michelle directly or register on the website.
11. Other Business
- none

There will be no PSAC meeting in December.

Meeting adjourned @ 10:50 a.m.