

Library Council Meeting

McCain Building, Room 2132

June 19, 2012 9:30 – 11:00 a.m.

AGENDA

1. Adoption of the Agenda
2. Approval of the Minutes of May 29th, 2012
3. Business arising
 - 3.1 Committee Terms of Reference drafted in standardized template
 - 3.2 Deferred from last meeting: Research Advisory Committee
 - 3.3 Deferred from last meeting: Digital Scholarship Initiatives Steering Committee
4. CLA copyright update (Donna and Michael)
5. User Experience Committee (Linda Bedwell)
6. Sabbatical Presentation (Sarah Jane Dooley)
7. University Librarian's Moment
8. Community Update
9. Date of next meeting: Fall 2012, date and time TBA

[Committee Name]

Terms of Reference

June, 2012

1. ESTABLISHMENT OF THE COMMITTEE

- 1.1 There is hereby established and constituted a committee to be known as the [Committee Name], to exercise the duties and powers and to perform the functions hereafter described:
- 1.2 The Committee shall be composed of the following membership:
 - 1.2.1.
- 1.3 Members will serve for two (2) year renewable terms.
- 1.4 Members may be appointed by the University Librarian on the basis of their specific expertise or portfolio.
- 1.5 Representatives from individual libraries and service units will be determined by their library or service unit and forwarded to the Chair.
- 1.6 When a member is unable to fulfill their term, they shall notify the Chair of their resignation. The Chair will invite the affected library to recommend another candidate.
- 1.7 The Committee will review their Terms of Reference every two (2) years, and will submit any revisions or additions to Library Council.
- 1.8 The Committee will provide an Annual Report to Library Council.

2. DUTIES AND RESPONSIBILITIES

- 2.1 [Mandate of the Committee].
- 2.2 Primary objectives:

3. MEETINGS

- 3.1 The Committee will meet [number of meetings] per academic year or as required. The Committee will determine dates and times of the committee meetings.
- 3.2 The chairperson may call a special meeting at any time or by request of a majority of the Committee.
- 3.3 The Chair shall appoint a secretary to keep minutes of the meetings of the Committee.

4. DOCUMENTATION

- 4.1 The Committee will retain meeting agendas, minutes, and other documentation in *S/Share/*.
- 4.2 The Committee Chair will be responsible for establishing a Records Retention policy for documentation generated by the Committee.

Website Committee

Terms of Reference

June, 2012

2. ESTABLISHMENT OF THE COMMITTEE

- 1.1 There is hereby established and constituted a committee to be known as the Website Committee, to exercise the duties and powers and to perform the functions hereafter described:
- 1.2 The Committee shall be composed of the following membership:
 - 1.2.2. LITS Director
 - 1.2.3. LITS Developer
 - 1.2.4. Web Publisher (Chair)
 - 1.2.5. Assistant Web Publisher (chosen from among the Committee members)
 - 1.2.6. A representative from the Kellogg Health Sciences Library
 - 1.2.7. A representative from the Killam Memorial Library
 - 1.2.8. A representative from the MacRae Library
 - 1.2.9. A representative from the Sexton Design & Technology Library
 - 1.2.10. A representative from the Sir James Dunn Law Library
 - 1.2.11. Instruction & Tutorials (by expression of interest and ratified by the committee)
 - 1.2.12. Research & Writing (by expression of interest and ratified by the committee)
 - 1.2.13. Circulation & Document Delivery
 - 1.2.14. DUASCGIS (chosen by the University Archivist)
 - 1.2.15. Collections
 - 1.2.16. a member of the Digital Scholarship Initiatives Steering Committee
- 1.3 The LITS Director, LITS Developer and Web Publisher (Chair) are deemed to be permanent members of the Committee by virtue of their positions. All other members will serve for two (2) year renewable terms.
- 1.4 Members may fill more than one role, i.e. a location representative may also be a functional representative, where appropriate. Members may be appointed by the University Librarian on the basis of their specific expertise or portfolio.
- 1.5 Representatives from individual libraries and service units will be determined by their library or service unit and forwarded to the Chair.

- 1.6 When a member is unable to fulfill their term, they shall notify the Chair of their resignation. The Chair will invite the affected library to recommend another candidate.
- 1.7 The Committee will review their Terms of Reference every two (2) years, and will submit any revisions or additions to Library Council.
- 1.8 The Committee will provide an Annual Report to Library Council.

2. DUTIES AND RESPONSIBILITIES

- 2.1 The Website committee is mandated to oversee the Dalhousie Library System's web presence, including information architecture, and development.
- 2.2 Primary objectives:
 - Design and deliver Dalhousie Libraries resources and services through our 'virtual branch'
 - Collaborate with the campus web team to maintain current web standards, styles, protocols, etc. and build links to high level university content
 - Continue to pursue the integration of the remaining parts of the library website into CQ5
 - Conduct usability testing and adjust the website accordingly
 - Address feedback from the community, responding in an appropriate manner
 - Maintain sound technical structures to prevent problems with library.dal.ca links
 - Establish and communicate local web strategy to staff and stakeholders
 - Generate and communicate ongoing task list

3. MEETINGS

- 3.1 The Committee will meet on two (2) occasions per academic year or as required. The Committee will determine dates and times of the committee meetings.
- 3.2 The chairperson may call a special meeting at any time or by request of a majority of the Committee.
- 3.3 The Chair shall appoint a secretary to keep minutes of the meetings of the Committee.

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Dalhousie Libraries Communications Team

Terms of Reference

June, 2012

3. ESTABLISHMENT OF THE COMMITTEE

- 1.1 There is hereby established and constituted a committee to be known as the Dalhousie Libraries Communications Team, to exercise the duties and powers and to perform the functions hereafter described:
- 1.2 The Committee shall be composed of the following membership:
 - 1.2.17. Dalhousie Libraries Communications Coordinator (Chair)
 - 1.2.18. University Librarian (ex officio, Donna Bourne-Tyson)
 - 1.2.19. User Experience and Assessment Librarian (ex officio, Linda Bedwell)
 - 1.2.20. A minimum of one (1) staff representative from each of the Dalhousie Libraries (Kellogg, Killam, Law, Sexton and NSAC MacRae Library)
 - 1.2.21. A minimum of one (1) staff representative from Dalhousie University Archives & Special Collections
- 1.3 Members will serve for two (2) year renewable terms.
- 1.4 Members may be appointed by the University Librarian on the basis of their specific expertise or portfolio.
- 1.5 Representatives from individual libraries and service units will be determined by their library or service unit and forwarded to the Chair.
- 1.6 When a member is unable to fulfill their term, they shall notify the Chair of their resignation. The Chair will invite the affected library to recommend another candidate.
- 1.7 The Committee will review their Terms of Reference every two (2) years, and will submit any revisions or additions to Library Council.
- 1.8 The Committee will provide an Annual Report to Library Council.

2. DUTIES AND RESPONSIBILITIES

- 2.1 The Dalhousie Libraries Communications Team was established in 2009, and is responsible for all Libraries communications and marketing initiatives, both within and outside of the Dalhousie community. Strategy and tactics of the Team's activities are outlined in the Libraries' Communications Plan.

2.2 Primary objectives:

- “ Explore new ways of communicating library services to the community” (*Strategic Direction 3.2, Libraries Strategic Plan 2010-2013*)
- Plan and implement annual and ongoing marketing campaigns for the Dalhousie Libraries
- Coordinate messaging and ensure consistency in branding based on the university’s standards
- Raise awareness of the Libraries resources, services and special events on campus and beyond
- Engage interactively with library users and the broader community via social media
- Highlight and promote the skills of Libraries staff which support teaching and learning at Dalhousie
- Facilitate and provide opportunities for internal communications for all staff within the Dalhousie Libraries system

3. MEETINGS

- 3.1 The Committee will meet on two (2) occasions per academic year or as required. The Committee will determine dates and times of the committee meetings.
- 3.2 The chairperson may call a special meeting at any time or by request of a majority of the Committee.
- 3.3 The Chair shall appoint a secretary to keep minutes of the meetings of the Committee.

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Digital Scholarship Initiatives Steering Committee

Terms of Reference

June, 2012

4. ESTABLISHMENT OF THE COMMITTEE

- 1.1 There is hereby established and constituted a committee to be known as the Digital Scholarship Initiatives Steering Committee, to exercise the duties and powers and to perform the functions hereafter described:
- 1.2 The Committee shall be composed of the following membership:
 - 1.2.22. University Archivist
 - 1.2.23. Head of Technical Services
 - 1.2.24. Systems Manager
 - 1.2.25. Web Publisher
 - 1.2.26. A representative from the Kellogg Health Sciences Library
 - 1.2.27. A representative from the Killam Memorial Library
 - 1.2.28. A representative from the MacRae Library
 - 1.2.29. A representative from the Sexton Design & Technology Library
 - 1.2.30. A representative from the Sir James Dunn Law Library
- 1.3 Representative members will serve for two (2) year renewable terms. All other members are deemed to be permanent members of the Committee for the duration of their appointments.
- 1.4 Members may be appointed by the University Librarian on the basis of their specific expertise or portfolio.
- 1.5 Representatives from individual libraries and service units will be determined by their library or service unit and forwarded to the Chair.
- 1.6 When a member is unable to fulfill their term, they shall notify the Chair of their resignation. The Chair will invite the affected library to recommend another candidate.
- 1.7 The Committee will review their Terms of Reference every two (2) years, and will submit any revisions or additions to Library Council.
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2. DUTIES AND RESPONSIBILITIES

2.1 Digital scholarship concerns academic work in interaction with the digital. It can be about rich visualization of data sets, or about the development of digital collections and archives. It is concerned with digital publishing and how scholarship might move beyond text and into image, sound, linkage and video. It embraces research methods for digital cultures, movements and societies, and the new ways in which academics and academic work are made visible. It is about the digital both as a field of study and as a method (<http://www.digital.hss.ed.ac.uk/>). The Dalhousie Libraries provide collections, services, and facilities that expedite the access and use of all scholarly information; therefore the Committee will oversee the Libraries' planning, development, maintenance, promotion, and expansion of our digital library environment.

2.2 Primary objectives:

- promotion of digital scholarship in the Libraries and advocacy beyond as a necessary aspect of public services and collections development
- co-ordination of digital scholarship initiatives at Dalhousie, in all forms, across all disciplines
- identification, utilization, and promotion of best practices & standards for sustainable digital collections in our context
- review of proposals and monitoring of projects
- pursuit of appropriate technical infrastructure necessary for storage & stewardship
- pursuit of sources of support and funding for digital scholarship & publishing
- pursuit of support for on-going staff training and development, at all levels

3. MEETINGS

3.1 The Committee will meet on two (2) occasions per academic year or as required. The Committee will determine dates and times of the committee meetings.

3.2 The chairperson may call a special meeting at any time or by request of a majority of the Committee.

3.3 The Chair shall appoint a secretary to keep minutes of the meetings of the Committee.

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Library Research Advisory Committee (LRAC)

Terms of Reference

June, 2012

5. ESTABLISHMENT OF THE COMMITTEE

- 1.1 There is hereby established and constituted a committee to be known as the Library Research Advisory Committee, to exercise the duties and powers and to perform the functions hereafter described:
- 1.2 The Committee shall be composed of the following membership:
 - 1.2.31. Five (5) library faculty members
 - 1.2.32. Members may be elected or received by expression of interest
 - 1.2.33. Members should demonstrate a record of success in professional contributions
- 1.3 Members will serve for two (2) year renewable terms.
- 1.4 Members may be appointed by the University Librarian on the basis of their specific expertise or portfolio.
- 1.5 N/A
- 1.6 N/A
- 1.7 The Committee will review their Terms of Reference every two (2) years, and will submit any revisions or additions to Library Council.
- 1.8 The Committee will provide an Annual Report to Library Council.

2. DUTIES AND RESPONSIBILITIES

- 2.1 The Library Research Advisory Committee (LRAC) promotes research among librarians. It is an effective way of encouraging and supporting library faculty research.
- 2.2 Primary objectives:
 - Counsel and advise in the formulation and refinement of research proposals
 - Review research proposals and recommend funding and/or research release time
 - Provide editorial guidance
 - Sponsor research-related seminars and symposia
 - Disseminate information about research and writing opportunities

3. MEETINGS

- 3.1 The Committee will meet on one (1) occasion per academic term or as required. The Committee will determine dates and times of the committee meetings.
- 3.2 The chairperson may call a special meeting at any time or by request of a majority of the Committee.
- 3.3 The Chair shall appoint a secretary to keep minutes of the meetings of the Committee.

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Trends in New Academic Library Design

Sarah Jane Dooley | June 19th, 2012
Sabbatical Summary for Library Council*

*Selected bibliography and copy of report available upon request

Summary of Project

The Campus Plan includes a “hub” for the Sexton Campus, known as the Idea Building. It is the Libraries’ intention to participate fully in the development of the Learning Commons hub for the Sexton Campus, which would include a new library to serve the faculties of Architecture, Engineering and Planning. The Dublin Institute of Technology (DIT) in Dublin, Ireland, is engaged in a similar project known as the Grangegorman Masterplan, and includes plans for a new library. My report offers design and planning process recommendations for our new space.

Ireland

- July 1 - 31, 2011 worked at Dublin Institute of Technology (DIT), Engineering and Built Environment Campus
- DIT Library System comparable to Dalhousie
- Grangegorman Masterplan includes a new central library for DIT (project now on hold)
- Collaborators: Dr. Mike Murphy (Dean, Engineering) and Dr. Philip Cohen (Head, DIT Libraries)
- Shared all of their documentation and access to project intranet
- Information exchange and resource sharing opportunity

Philip and I spent the month meeting with other librarians, at DIT and the National University of Ireland whose libraries have plans for new construction, or a building extension.

Key Trends

- Designing for people rather than for books
 - Facilitate learning rather than house content
- Collaborative and flexible work environments
- Reconfigurable infrastructure
- Amalgamation of service points and academic units
- More space and amenities for staff

Planning Process

- Producing a Library Brief for architects
- Working closely with Planning Committee(s)
- Engaging staff, students and community during design/construction process
- Opportunities for staff development with a new design

Space Recommendations

- Seminar rooms
- Individual and collaborative rooms
- Quiet and social spaces
- Charging station lockers for electronic devices
- Self check-out stations
- Photocopy/scanning/printing zones (away from silent areas of library to reduce noise levels)

- Compact shelving
- Audio visual room
- Computer training rooms
- Lobby display to showcase faculty/staff/student publications
- Exhibit space for students and community networking events
- 24/7 access to part of the building
- Comfortable seating, access to food, early a.m./late nights
- Digitization room
- Special Collections/Archives
- Librarian offices
- Consultation space
- Video conferencing
- Storage on each floor

Trends in Academic Library Space

- Creating a Sense of “Third” Place
- Faculty and Graduate Student Space: Design for Collaboration
- Flexible & Adaptable Spaces
- Multi-Use & Blended Learning Environments

Design Elements

- Art Libraries
- Signage
- Furniture
- Aesthetics, Branding & Image
- Size of Libraries
- Tutorial & Study Space Sizes
- Sustainability

Structural Elements

- Excess Space
- Compact Shelving
- Noise & Acoustics
- Lighting
- Ventilation
- Accessibility & Security

Technology Infrastructure

- Multipurpose learning environments
- Providing various media and visual technology (“virtual visualization”)
- Touch-screen kiosks, outlets, digital bulletin boards, etc.
- Providing support (i.e. assistive software)

Staff & Consultation Spaces

- Increase in staff spaces
- More amenities for staff (showers, lockers, etc.)

The Planning Process

- Organization of the Planning Committee
- Liaising with Architects

Engaging Stakeholders

- Getting Feedback
- Community Engagement

Records Management & Digitization

- Documentation & Records Management
- Digitization Projects

A New Library and Impact on Staff

- Changing Role of Librarian & Service Models
- Planning Process & Impact on Staff
- Collections Decisions

Design Inspiration

- Academic Library Design Inspiration
- Engineering & Architecture Library Inspiration
- Architecture Firms Specializing in Libraries