

Library Council Meeting

McCain Building, Room 1198

September 11, 2012 9:30 – 11:00 a.m.

AGENDA

1. Adoption of the Agenda
2. Approval of the Minutes of June 19, 2012
3. Business arising
 - 3.1 Deferred from last meeting: Research Advisory Committee (see accompanying document)
4. Human Library Proposal – Marlo MacKay
5. User Experience & Assessment Committee – Linda Bedwell (see accompanying document)
6. Operational Review Update - Donna Bourne-Tyson
7. Short Snappers
 - 7.1 RefWorks changes – Ian Colford
 - 7.2 Fair dealing ruling – Ian Colford
 - 7.3 Faculty outreach campaign for DalSpace – Geoff Brown
 - 7.4 CLA Institutional Membership – Donna Bourne-Tyson
8. University Librarian's Moment
9. Community Update
10. Date of next meeting: October 9, 2012

Library Research Advisory Committee (LRAC)

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 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:
 - 1.2.1 Five (5) library faculty members
 - 1.2.2 Members may be elected or received by expression of interest
 - 1.2.3 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.

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.

User-Experience & Assessment Committee

Terms of Reference

September, 2012

2. ESTABLISHMENT OF THE COMMITTEE

- 1.1 There is hereby established and constituted a committee to be known as the User-Experience & Assessment 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:
 - One individual with a responsibility for/interest in library space
 - One individual with a responsibility for/interest in library collections
 - One individual with a responsibility for/interest in the library website/e-resources
 - One individual with a responsibility for/interest in library services
- 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 within the first year, and then every two (2) years thereafter, 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:

Conduct, co-ordinate, and encourage library assessment activities with a focus on improving library user experience; assist library staff in their assessment activities and data analyses; make evidence-based recommendations; and ensure responsive action on assessment results.

2.2 Primary objectives:

- Develop/maintain a library assessment plan that is in alignment with library strategic directions and supports library decision-making
- Conduct or co-ordinate data collection required for assessment purposes, analyze this data, and recommend courses of action
- Administer the LibQual survey, analyze results, and recommend courses of action
- Conduct qualitative and quantitative user studies in order to evaluate library services, space, and resources, and to develop an inventory of our users' behaviours and needs
- Document and share assessment and study results with all libraries' staff
- Conduct ongoing literature reviews of assessment and user studies at other libraries
- Cultivate innovation amongst library staff to create resources and services that students and faculty want to use

3. MEETINGS

- 3.1 The Committee will meet 10 times 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/Assessment*.
- 4.2 The Committee Chair will be responsible for establishing a Records Retention policy for documentation generated by the Committee.