

## PUBLIC SERVICES ADVISORY GROUP

November 15, 2005

Present: J. Duffy (Chair), J. Archibald, J. Boxall, S. Dwyer, S. Longard, W. Maes, G. MacNairn, M. Moosberger, T. Nikkel, G. Pace, J. Riggs, K. Smith, T. Usmiani

1. Discussion of mandate for Public Services Advisory Group
  - a. J. Duffy introduced the draft Terms of Reference
  - b. Membership will be expanded to include Public Services in all Dalhousie libraries
    - i. H. Powell, Sexton Library, will join group at January 17<sup>th</sup> meeting.
  - c. The current PSAG webpage will be updated with T. Usmiani's assistance.
  - d. J. Duffy asked for feedback, ideas and, recommendations for developing public services and the Terms of Reference of the group.
    - i. J. Archibald asked that all aspects of public services, e.g., Technical Services, be included in the objectives of the Terms of Reference
    - ii. G. MacNairn advised that the Federated Search Committee has identified a need for statistics and will be pursuing ways of collecting data.
    - iii. G. Pace suggested changing the list of committees/task forces to an addendum of the Terms of Reference
  - e. Members agreed with committee membership and the Terms of Reference.
2. Reports from Members on Departmental Advancement of Libraries Strategic Directions
  - a. GIS Centre - J. Boxall
    - i. GIS Day is Wednesday, November 16, 2005, 9a.m. to 5p.m.
      - (1) to include booths, poster displays, demonstrations of new computers and map printing, prizes,
      - (2) scholarship to be announced
      - (3) T. Usmiani will take pictures and write a report for the library website.
  - b. Systems - T. Nikkel
    - i. G. Dowding joined the Killam Library staff on a work placement program arranged through the Employment Equity Office for approximately 3 months
      - (1) he will be shadowing Systems staff and eventually work on the Navigator's desk.
  - c. Circulation - S. Dwyer
    - i. Reported on her positive experience working on the Reference Desk
      - (1) Recognized crossover of information between Circulation and Reference Desks
        - (a) H. Wojcik, Assistant Head of Circulation, S. Msabaha, Evening Supervisor, and J. Kennedy, Weekend Supervisor, are receiving basic reference desk training to deal with general reference questions to reduce student lineups and to provide reference during the hours the reference desk is not open
  - d. Communications - T. Usmiani
    - i. Outlined her marketing responsibilities for libraries' web news page and publications

- (1) Asked for feedback on marketing opportunities for libraries from members
        - (a) It was suggested that the number of publications could be reduced or merged and the focus could be changed to all libraries
        - (b) J. Duffy will ask for a representative from the other libraries to assist with marketing work
        - (c) a committee could be formed to deal with marketing issues for all libraries
        - (d) Publications such as an Annual Report could be a marketing tool to attract donors
      - ii. J. Duffy welcomed T. Usmani to the Public Services Advisory Group
    - e. Technical Services - J. Archibald
      - i. Several staff members worked on the information desk and conducted tours in September
      - ii. R. Robertson is adding records and subject headings of pre-1972 Dalhousie theses and adding subject headings to more recent Dal theses
        - (1) Social Work theses will be completed in December
      - iii. K. Chandler, J. Chiasson and A. Stover are training catalogue and serials staff in the Aleph system
        - (1) J. Chaisson will also be training in Sydney
      - iv. J. Archibald is working with Sexton Library on the new system.
    - f. Archives and Special Collections - M. Moosberger
      - i. Our Roots is a multi-institutional digital project with the University of Calgary, University of Toronto and Laval University
        - (1) includes 10,000 pages of Black Nova Scotia history
          - (a) a cooperative website project to be developed with the Public Library
          - (2) 9 books have been digitized to be part of the shared digital library
          - (3) Dalhousie has been asked to participate in Phase 5 in 2006/07
            - (a) 50,000 pages of Acadian history
            - (b) will require upgrade of staff skills and equipment
            - (c) collaboration with UCIS to upgrade digitizing equipment, e.g., book scanner
            - (d) share expertise with library community through the Electronic Text Centre
    - g. Information Literacy - F. Nowakowski
      - i. Mission statement and vision proposal from the Libraries Information Literacy Committee will be brought forward to the Dalhousie Learning Connections Committee chaired by P. DeMeo
        - (1) F. Nowakowski will distribute the proposal to members.
3. Next Meeting January 17, 2006, G62, 9:15 - 10:30 a.m.