

Public Services Advisory Committee
January 20, 2009
G62, Killam Library

Present: Jennifer Adams, James Boxall, Geoff Brown, Ian Colford, Marc Comeau, Jane Duffy, Sharon Longard, Mike Moosberger, Fran Nowakowski, Gwyn Pace, Michelle Paon, Helen Powell, Karen Smith

Regrets: Ann Barrett, Bill Maes

1. Introduction of new member of PSAC

In her new role as the Libraries Communications Officer, Tina Usmiani will join PSAC. Tina will report regularly on the activities of the Public Relations Committee as well as progress on other system-wide communications initiatives.

- Tina reported that she has established a PR Team consisting of reps from all 4 libraries, who will meet twice a year to share information and plan communications and marketing initiatives. Killam reps are Fran Nowakowski, Michelle Paon and Linda Bedwell; Kellogg reps are Tim Ruggles, Karen Neves, Ann Barrett and Patrick Ellis; Sexton reps are Sarah Jane Dooley and Heather Koeller; and Law's rep is David Michels. Tina has also set up a Communications folder in Share where all PR documentation will be kept.

2. Open Access updates (Sharon Longard, Mike Moosberger, Michelle Paon, Helen Powell, Ann Barrett, Marc Comeau)

Helen Powell

- Cobb postcard project is underway
 - scanning workstation has enabled staff to begin scanning the postcards
 - Jennifer Bawden is creating tifs of the postcards
 - Helen is working with Systems staff to provide a second computer
 - Sexton is purchasing software to begin creating meta data
 - challenge – where to put house project when jpegs are created
- Mechanical Engineering senior design project is ready to go
 - challenge – waiting on DalSpace
- Architecture Green Sheets
 - architecture students creating spec sheets for green products/processes/techniques
 - this information will be very useful to contractors and the general public
 - being created with software called Indesign and staff are working on how to save spec sheets as pdfs
 - challenge – need web server space to house project
- Journal for Architecture Society in Canada
 - this project may serve as a prototype for future projects
 - created multi-faceted partnership with Creighton Barrett, Architecture, Computer Services, etc.
 - ready to go with scanning as soon as flat bed and book scanners are available at Sexton
 - meta data already there

- challenge – will need web server space
- Architecture Oral History
 - collection of multi media pieces
 - Newfoundland architect may have a small collection that can be used as a prototype
- Documentation and conservation of modern movement
 - creating images and completing template for built modern that is being destroyed locally
- Launch of college of sustainability tomorrow – may be some projects coming out of this.

Mike Moosberger

- Mike distributed a document entitled “Progress Update Jan 16, 2008” and reviewed with PSAC.
 - staff are using “Looking Glass” software on women’s diary project which allows you to view the scanned version of the pages of the diaries but when you mouse over the scanned pages you get to read a typed transcript of the text
 - University calendar project is completed and waiting for space on DalSpace
- Mike advised that a clean-up of other digital collections has been recommended.
- John Miffen has created a template that can be used to make the collections consistent
- challenge – timeliness of sign-off for creators of collections
- it was suggested that this responsibility could be removed from the creators
- Mike reported that he has suggested to Bill Maes that the Libraries should look at re-structuring all digital collections on our web site (thematic digital collections – e.g. Dalhousie University Libraries collections not department specific)
- Bill has asked Mike to create a proposed structure on how Mike thinks the collection should look
- Mike reported that the acquisition of faculty e-mail has become an issue for archives
 - who owns e-mail (individual faculty or university?)
 - need to create a policy on what issues and challenges are
 - IMX collection donated to Archives contains 55,000 e-mails that have been designated “open access”
 - challenge – DIGI server issue

Sharon Longard

- Just before Christmas volumes 3-6 of the NSIS proceedings were deposited by parts into DalSpace
- Student interns have created tables of contents for these issues
- challenges
 - standards for scanning
 - standards for cleaning up
 - standards for meta data
 - who will move material to new version of DalSpace
 - people who work on this project should have a science background (or knowledge of science terminology)
 - constant turnover in staff working on the project creates challenge for those supervising the project
 - access

Michelle Paon

- hierarchal structure within Dspace needs to be clarified
- can be clunky in what it allows you to do
- sub-group formed consisting of Jane Duffy, Marc Comeau, and Geoff Brown to look at headers to use for various communities within the University

- when a department requests access to deposit information to Dspace David Miffen could use this list to determine what areas of Dspace they need access to

Marc Comeau

- Marc reported that the sub-group used the Dalhousie calendars to create the hierarchy
- responding to a question from Sharon regarding theses Marc reported that theses will sit on DalSpace but the National Archives will hold in perpetuity
 - student completes 5 page form which triggers an e-mail to Grad Studies
 - Grad Studies reviews and makes sure thesis is as they need it to be; Grad Studies then submits which triggers an e-mail to the Library
 - Technical Services staff review the thesis for standards and then publish it to Dspace
- challenges
 - no one product to satisfy all open access needs
 - space problem and systems management issue for multiple open access products
 - if everything is put in Dspace some things will not present very well
 - back-ups from UCIS are not going to be cost effective given the volume of data spoken of by Mike
 - costs ranging around \$60,000 per month
 - systems investigating options

3. E-Science Update (James Boxall)

Deferred to February PSAC meeting. Jane requested PSAC members please read pages 20 – 22 of the article "Agenda for Developing E-Science in Research Libraries ..." (link to this article in January's agenda).

4. LibGuides Seminar

Jane commended Fran and Marc for a job well done on the LibGuides Seminar and requested updates.

- Fran reported that since the Seminar some standards have been developed:
 - should LibGuides be used for other types of collections/services, e.g. newspapers, Document Delivery
 - LibGuides were re-vamped over Christmas giving them more flexibility and design capabilities
 - Fran and Tina have been working on a template to give the LibGuides a consistent look, e.g. new banner, standard colours
 - Fran will run these changes by Jane and Marc by the end of the week then they will be sent out to staff
 - Fran advised that David can "lock down" certain features on the LibGuides pages which will not be changeable by staff
 - prototype will contain standards
 - LibGuide creators will have control over: size, content, how information is organized, amount and form of material
 - problematic
 - individuals wishing to change colours on their LibGuides (this will not be allowed as it was felt that there should be some consistency in the LibGuides look)

- different shaped boxes (no, again it was felt box shapes should be consistent)
- photos – individuals are not bound to have a photo on their LibGuide but if a photo is included it must be a representation of the creator
- a LibGuides libcast will be created once the “look” is finalized. The libcast will then be made available to staff under the Staff Resources link on the Systems web site as well as being placed in the LibGuides folder on the share directory
- URLs for LibGuides should be consistent, e.g. have the name of the LibGuide in the URL rather than the pid#
 - individual creators are responsible for re-naming the URL for their LibGuides
- Marc reported on follow-up discussions on how non-subject guides will be handled:
 - He has spoken with Geoff, Sandy and Gwyn with respect to their specific group needs.
 - “Hidden” guides will be set up for these groups where information blurbs can be put together. Subject specialists will then be able to drag and drop those blurbs into their libguides. Any updates to the information will be performed by the appropriate group and will be instantaneously reflected wherever anyone may have dragged in that blurb.
 - Marc has spoken with Joan Chiasson with regard to the newspaper section of the site and its needs.
 - Conclusion was that Joomla does meet all of the newspaper needs. Joan has been working on updating the content on the Libraries website based on a libguide she had created. The newspapers libguide will be shut down once the website is ready.
 - Archives and microforms has not yet been addressed.
 - Action:
 - Marc needs to arrange for Geoff Brown, Sandy Dwyer, Gwyn Pace, and Michelle McDonald to have access to LibGuides
 - Marc needs to speak to Mike Moosberger regarding Archives and Sandy/Gwyn re microforms

5. Feeling Safe at Work

Jane advised that Human Resources is willing to tailor its “Feeling Safe at Work” workshop to Libraries staff and that a minimum of 20 people would be required. Jane then requested feedback from PSAC members on how many of their staff they felt would be interested in attending this workshop. The workshop would be aimed primarily at “front line” staff but would be open to all interested staff. It was felt that this workshop would be most beneficial and given the numbers of staff who would need to attend that more than one workshop would need to be offered. It was suggested that some of our student assistants (e.g. Navigators, Circulation Desk, Reference Desk) should be encouraged to attend this workshop as well. Jane will contact Janice MacInnis in Human Resources re planning the workshop(s).

6. Announcements, updates

- Jane advised PSAC that rooms 2616 and the Staff Lounge in the Killam Library are being temporarily used as classroom space in lieu of rooms 231 and 232 in the Hicks Building which in turn have been used to move staff into from the Registrar’s Office due to the flooding in the Hicks Building.

- Signage will be put in place to reinforce the quiet study zones and faculty teaching in the staff lounge will be asked to advise their students coming and going to class to please respect their fellow students and observe the quiet study zone on the 5th floor.

7. Next meeting: February 17, 2009.