Present: Erin Robinson (MSU), Michael Potter (GSU), Vivian Lewis (Mills & Chair), Jeannie An (Innis), Linda Michtics (Thode), Barbara McDonald (Mills)

1. Welcome
   Vivian welcomed the group to the 2nd meeting of the academic year.

2. Business arising
   No business arising from the November 10, 2004 meeting.

3. Minutes
   Minutes approved from the meeting of November 10, 2004. Have been posted to the Library web site at http://library.mcmaster.ca/about/advisory/aluc-minutes-agenda.htm

4. Library budget
   The final approved budget for the University Library for FY 2004-5 showed an operating surplus of $131,000. As of January 31, 2005, the Library now anticipates a surplus in the order of $360,000 on the current year, and a projected balance at April 30, 2005 in the order of $230,000. This intentional surplus in the current year will offset a projected deficit next year, as the Library is required (like the University) to present a balanced budget.

   The Library is yet to receive its budget framework for 2005/06. Like other units on campus, the Library has been asked to model for three scenarios over three years.

   Key challenges:
   • will face an increase of approximately $500,000 in staffing costs (salaries and fringe benefits)
   • reliance on the Canadian dollar. A 1 cent change in the value either costs or saves the Library about $20,000.
   • creation of new graduate/research programmes (for example Biomedical Engineering) without new base funding for the Library

   UPDATE: Graham Hill reports that the University Budget Manager is working with a small group to develop a template that will be used to move new programme proposals through the various University bodies. The template, we understand, will require sign-off from any/all affected academic units and a statement of direct and indirect financial impact of the proposed programme on their operations.
5. My Library Space

a. Public Space Report
A draft version of the report, reflecting changes recommended at the library user committee meetings held October - December 2004, has been posted to the Library web site. The Library hopes to approve the document as a blueprint for the next decade in the early Spring.

b. Campus Consultation
The Library is hosting a campus consultation called “My Library Space” on March 22, 2005. Event will focus on the Public Space Report, the proposal to create a Knowledge Commons in Mills Library and the planned renovations to the Health Sciences Library.

The panel includes three members of the Student Library Advisory Committee:

- Sam Minnitti (McMaster Association of Part-Time Students)
- Michael Potter (Graduate Students Association)
- Erin Robinson (McMaster Students Union)

The event is being promoted in many ways:

- posters
- screen savers on all library stations (starting March 14)
- Library web site, list serv and BLOG
- submission to Daily News
- advertisement in the Sil
- submission to MSU list serv and campus calendar (Sil)

**ACTION:** Vivian will recommend to Anne Plessl that we have small handouts for distribution around the libraries on the day of the event.

- Contact Christina or Jay in the MSU regarding use of the campus events sandwich board.
- contact CLL about posting to their listserv.

c. Knowledge Commons
The Library received official word a few weeks ago that the University has approved funding of the Knowledge Commons (to a maximum of $1.8 million). Project must go through Planning Committee and the Board of Governors before a project manager is assigned to the project and before time lines can be firmed up. Would like to have some spaces renovated for September 2005 - but may not be feasible.
d. Proposed Summer Space Initiatives (excluding Commons projects):

i. Mills

- renovations to the Music Area (consolidating LPs, shifting CDs, weeding Reference, creating 26 new audio carrels)
- creating a new service point at the west end of the Circulation Desk in Mills (to answer directional questions, resolve debit card problems, etc.)
- relocate the Library Data Service to the 1st floor in Mills (subject to final costing)
- add 5 computers to the upper floors in Mills

ii. Innis

- Add sections to Book Stacks. Remove sections from Periodicals.
- Do costing for building three group study rooms in Front Room

iii. Thode

- increased wireless access
- additional electrical outlets and carrel lighting

6. User Feedback: eRD and MORRIS

As reported at previous meetings, the Library is reviewing the current and future use of our e-Resources Database. The review is prompted by:

- recognition that our users are often confused about when to use MORRIS and when to use the eRD
- internal problems. We don’t have the staff to maintain the subject headings.
- new software. (Upgrades to MORRIS, linking, new e-journal portals, etc. are providing new opportunities to streamline and simplify access.)

Following a user survey and open discussions with various groups of library staff, the Review Team is considering a proposal to reduce our reliance on the eRD and make MORRIS, the library catalogue, the central point of access to e-resources. Key steps include

- enriching MORRIS so that users could limit their results to e-books, e-journals or other e-categories.
- either eliminating the eRD altogether or reducing the categories of material that are included in it (getting rid of e-data, e-maps).
- simplifying and rationalizing the number of e-options on the home page.
7. **New Electronic Products**

Linda reported on the new electronic products available in the libraries since the last meeting. The list will be available from the SLAC website. Linda also noted the McMaster “Trials” page where students were encouraged to use the databases on trial and submit their comments. Database trials and information is available from: http://library.mcmaster.ca/cat-coll/coll/trials/.

Linda also reported on RefWorks a bibliographic management tool that allows students to create bibliographies and insert citations and endnotes into their essays and assignments quickly.

So far, over 800 students have registered and Linda reported that student and faculty training for RefWorks is planned for the fall of 2005. It was suggested by Michael that the training sessions be advertised to the student user groups. Vivian suggested that RefWorks training sessions for grad students could possibly be offered during the summer.

**ACTION:** Once the training dates have been confirmed notices will go out to the students groups.

a) **SFX- Get It! Link – Scholar Portal Initiatives**
Barbara reported on Scholar Portal Initiatives including Get It! And Illumina,

GET IT! links from abstracting & indexing databases (also known as 'e-article databases') to full-text articles. So far 55 databases have the GetIT button in place. GetIt! has been in place since last summer and we are working on adding more functionality to the system including adding RefWorks as a linking option.

Scholars Portal is a collaborative project of the Ontario Council of University Libraries (OCUL). Participating libraries buy electronic resources collaboratively. The Scholars Portal site contains over 7 million articles from over 5,000 full-text journals.

Another initiative of Scholars Portal is to develop meta-searching across multi-disciplinary databases using CSA's Illumina.

Scholars Portal is also investigating how to make links to full-text articles libraries subscribe to from results found in Google Scholar.
b) **Library Blog and Book/Journal Recommendation Form**

Jeannie reported on the News and Library Blog implemented in the fall of 2004. The News Blog allows users to keep up-to-date on library news without going to the library website. Students will need a RSS feed and RSS reader and information on how to create your own Blog is available from: http://library.mcmaster.ca/php/blog.php?id=94&display=full. Jeannie commented that this was an excellent way of keeping up-to-date without clogging your email box.

Jeannie also drew attention to the Book/Journal Recommendation Form, an online form students and faculty can use to assist the libraries purchase resources for the libraries. The form is very simple to use and students were encouraged to fill out the form for academic books or journals McMaster did not have.

8. **Library Hours (extended and summer) – L. Michtics**

Linda passed out the extended and summer hours to everyone. It was noted there were no changes from the previous years. Erin mentioned that MUSC administration would take on the late study program at the Student Centre. The program will be run by both MSU and MUSC administration and Erin mentioned the start date would be April 1st. Hired staff will monitor the Student Centre from 7pm – 7am.

9. **Questions from Students**

Previously a student asked how many students can attend from a student association. There is no formal set number organizations may send. However, students were encouraged to send representatives to the SLAC meetings. Timing of the meetings was also discussed.

**ACTION:** Jeannie will attempt to find a different time for students to attend SLAC meetings. It may mean the meetings may occur earlier than usual (late October, late January or early February).

Comments - New Projects
Erin Robinson reported that, under new regulations being proposed, the Library may be eligible to apply for “Special Projects” funding from Student Affairs.

The meeting was adjourned at 10:40am.