Student Library Advisory Committee

Meeting of November 10, 2004

Present: Sean Adams (Divinity), Jeannie An (Innis), Elliot Archer (UG Science), Duncan Findlay (G Geology), Vivian Lewis (Chair), Barbara McDonald (Mills), Linda Michtics (Thode), Sam Minniti (MAPS), Michael Potter (GSA), Erin Robinson (MSU), Matt Watts (Humanities)

1. Welcome
Vivian welcomed members to the first meeting of the 2004-5 Student Library Advisory Committee. She encouraged members to voice their honest comments and concerns and to take back information to their constituencies.

2. Minutes of March 10, 2004 were approved by the group.

3. New Business
No new business was reported

4. Library Budget
The allocation for the Library’s budget envelope for the fiscal year is $13.5 million. This represents a $300,000 (2.3%) increase over 2003-4.

As with other units on campus, the Library has had to absorb an estimated 3% increase in direct salary costs and the resumption of employer pension contributions. As a result, we face a final net loss of $50,000. The Library is coping with this net loss through careful attention to discretionary purchases.

The information resources budget is set at $6.2 million. This figure represents an increase of approximately $360,000 (6%) over 2003-4.

5. New Electronic Products/RefWorks
Linda Michtics presented a list of new electronic products purchased by the Library since March 1, 2004. All E-resources available electronically are accessible through the Library’s E-Resources page: http://library.mcmaster.ca/search. Everyone was also encouraged to try the new E-Journals portal available from: http://library.mcmaster.ca/getit/portal.htm

Linda also spoke about RefWorks, a web-based citation manager available to all McMaster students and staff who register. You can register online by clicking http://refworks.scholarsportal.info/Refworks/login.asp?WNCLang=false or by entering Refworks in the E-Resources database.
As of November 9, 706 students had registered for this product.
6. **LibAccess/SFX/Instant Messaging**

Barbara McDonald talked about LibAccess, a replacement for the Proxy ID service from CIS. It is expected the Proxy service will expire in July 2005. Several advantages to using LibAccess include:

- no technical requirements (do not need to reconfigure your browser)
- instant access to the E-resources (do not have to wait 24 hours to begin using LibAccess)
- Help setting up LibAccess is available from any library (no need to go through CIS)

More information on LibAccess is available from:

http://library.mcmaster.ca/libaccess.htm

Barbara also spoke on Getit! A system for linking e-article database citations directly to full-text articles. At the present time not all databases have this function but more and more databases are being added. More information on Getit! Is available from http://library.mcmaster.ca/getit/faq.htm

Barbara pointed out that Mills Reference was interested in Instant Messaging (IM) as a way of communicating with students in real time. A preliminary analysis from a recent Instant Messaging Poll showed many students used IM confirming the library’s suspicions. Barbara took an informal vote around the table and many students were familiar with IM and were using it on a regular basis.

7. **Wireless Access/Library Blog**

Jeannie An noted that all four libraries were now wireless and provided a sheet with links to Wireless Access for the individual libraries.

http://www.library.mcmaster.ca/about/equipmentstudy.htm

Jeannie also mentioned the New Library News & Events Blog page for the library. The Blog page allows you to get the latest library news on your desktop without going to the library homepage for new information. To activate the News Blog to your desktop an RSS feed is needed. More information on the Blog and RSS feed is available from:

http://library.lib.mcmaster.ca/php/blog.php?id=17&display=full

8. **Extended Hours**

Vivian presented copies of the Exam and Holiday Hours for the period December 4 - January 3, 2004. The schedule follows the same pattern as in previous years. Mills and Thode open for “extended hours” for three weekends beginning Saturday December 4.

**Question:** Why can’t the Library stay open until midnight (instead of 11 p.m) on Saturdays and Sundays during extended hours?

**Answer:** To allow students and staff to meet bus connections downtown.
9 and 10. **Public Space / Knowledge Commons**

Vivian presented the preliminary findings of the Public Space Utilization Review. The study finds that the Library must take compromises in all areas to strike the right balance between people and collections. The report recommends:

- increasing the use of compact shelving in all weight-bearing areas
- creating a single, centralized high-density shelving facility to house low-use material
- adding 600 seats to meet a minimum standard of one seat for 14% of all full time equivalent students
- doubling the space allotted to public computer stations
- expanding the wireless network to all public spaces in all three libraries
- reducing the amount of public equipment (microform readers, music listening, etc.) - but increasing the quality of the equipment and centralizing the devices in fewer areas of the floors
- making small changes in our service desks to better facilitate the interaction of people with collections and technology
- improving the lighting in study areas
- providing electrical outlets in all large pockets of public seating
- proceeding with plans to systematically review our public furniture
- updating the carpet and paint as we re-purpose areas
- reviewing all recommendations and projections every five years

The full text of the report can be found at: [http://library.mcmaster.ca/maps/space/report.pdf](http://library.mcmaster.ca/maps/space/report.pdf). Members were encouraged to send their comments to Vivian Lewis at lewisvm@mcmaster.ca.

The report will be discussed at the University Libraries Committee in mid December. A revised version of the report (incorporating changes from ALUC, SELUC, SLAC and ULC) will be posted on the public web site for comment in late December or early January.

**Question:** What will go into high density shelving?

**Answer:** Following models at other institutions, the Library would focus on low-use material, fragile items that would benefit from improved environmental conditions and titles we already have access to in other formats, etc. A proposed list of material is included in the full version of the report.

**Question:** What will happen to students when physical changes are taking place in the Library?

**Answer:** The Library has a tradition of never closing, even during major renovations. Certain areas might be closed off for brief periods, but the Library would select quiet times of the year and set up mechanisms to ensure students still had reasonable access to the collections in those areas.
Question: How long will it take to make the changes?
Answer: The Library will work away at the proposed slate of changes over several years. Some of the changes require large capital outlays and significant staff resources.

Question: Can the Library get lockers?
Answer: We have about 40 public lockers right now (up on the 4th floor of Mills outside of Room 411). Most of the lockers remain unused throughout the year.

11. Questions from Student Members

Question: What are my responsibilities as a SLAC member?
Answer: Attend two meetings and bring any library concerns your constituents may have

Question: Can I order books for my faculty?
Answer: You can make book recommendations through your faculty representative (the list of representatives is available from: http://library.mcmaster.ca/cat-coll/coll/lib-reps.htm) or you can make a recommendation using the book/journal recommendation form available at: http://library.lib.mcmaster.ca/cat-coll/coll/recommend.htm

Question: How can I purchase a photocopier for our faculty?
Answer: The person to contact is Terry Galan, the Director of Purchasing for McMaster. You can contact him by phone (905) 525-9140 x 24262 or email him galante@mcmaster.ca

Other Questions raised at meeting:

- Erin Robinson asked if the new entranceway to the Knowledge Commons/library will be accessible and Vivian replied that the entranceway will be fully accessible

- Sam raised the question about the potential Burlington campus and Vivian replied the University Library is looking to the Provost for further updates.

- Sean mentioned that Divinity now has a PhD program in place but questioned whether the library had enough resources to support the program. Vivian replied that provision of adequate resources for new programs was on ongoing concern for the library. The library does not receive additional funding when new programs are created. If students feel there is a real lack of materials in their subject area, they should contact their library representatives. For a list of representatives, please see http://library.mcmaster.ca/cat-coll/coll/lib-reps.htm
• Discussion arose around RACER, the new online interlibrary loan system that allows patrons to order and retrieve books and journal articles that McMaster does not have in it’s collection. There is a cost of $5.00 per journal article and it was agreed this cost could inhibit students and faculty from retrieving important journals articles not held by McMaster. Vivian noted that the library is examining this policy and any updates will be communicated to this group.

The meeting ended at 4:00pm.

Minutes compiled by Jeannie An.