1. Welcome

Vivian Lewis welcomed the group. Members were encouraged to bring speak freely about their concerns either at the meetings or via e-mail.

2. Minutes of the meeting of March 9, 2005

Minutes were distributed via e-mail prior to the meeting.

3. Business Arising

No business arising.

4. Library Budget

Vivian Lewis reported that the allocation for the Library’s envelope for fiscal year 2005/6 is set at $13.5 million. This figure represents a 2.5% increase over 2004/5. Like other envelopes, the Library absorbed an estimated 2% increase in direct salary costs and a 5% increase in benefit costs.

The six-month review of the Library’s budget position for 2005/6 is underway now. At this time, we are projecting a balanced budget at the end of the current fiscal year.

The information resources budget is set at just over $6.2 million. This budget is sufficient to meet our existing subscription and license commitments and to purchase 17,000 new titles during the year (i.e., to maintain the acquisition level of 2004/5).

Budget planning for 2006/7 is at a very early stage. At this point, the Library expects two significant increases:

- Membership fees for Canadian Research Knowledge Network (due to adoption of Research Intensity as a key factor in the cost-allocation formula).
- Extra funds to purchase compact shelving to cope with current crisis in our
Administrative Appointments:

Graham Hill retired as University Librarian in June 2005. A selection panel, chaired by the Provost, has been struck to name Graham’s successor. Charlotte Stewart will serve as Interim University Librarian until the new appointment is made.

A selection panel, chaired by Charlotte Stewart, is interviewing candidates for Associate University Librarian, Collection Resources. Hope to announce the appointment in mid-November.

5. Services

a) Hours – Exam and Holiday Hours

Exam and holiday hours for 2005 remain the same as in previous years with one small change: the libraries will close at 10:00pm on Monday January 2\textsuperscript{nd}. Classes start back on Tuesday January 3\textsuperscript{rd}.

Schedule is available on library website:
http://library.lib.mcmaster.ca/about/exam-holiday-hours.htm

Hours by Library/Term
http://library.lib.mcmaster.ca/about/hours.htm

b) New Learning Commons Spaces and Services

Vivian reviewed the list of new spaces and services developed in the Mills Learning Commons. The list is available from the Library web site at:

Phase 1 of the Commons Implementation (Sept/05 - April /06):
http://library.mcmaster.ca/mills/learningcommons/services.htm

c) Email Notification for Receiving Circulation Notices

The library is currently investigating the possibility of providing most of our e-mail notices electronically to speed up delivery time and avoid problems with incorrect mailing addresses, etc.

Members expressed a strong preference for e-mail notices over paper. Stephanie Murray (MSU) noted that the proposal would work well with the new campus portal initiative. The group recommended that the Library attempt to use MUGSI to promote the new service.
d) **Accessing e-resources [plan for phasing out the e-Resources Database]**

In February 2004, the Library established a small working group to review the scope, functionality and maintenance of the e-Resources Database with the aim of improving service to users and streamlining staff processes. Despite many refinements, users have difficulty determining when to use the library catalogue and when to use the e-Resources Database. Staff are updating information in too many places. The Database has grown from a few thousand records to over 47,000 records. New versions of the library catalogue allow users to limit results by format.

The group has decided to:
- implement multiple limit boxes in MORRIS immediately
- expedite the creating of format based limits in the catalogue
- declare a moratorium on adding new content to the eRD once the principle e-formats are available through MORRIS
- create a new intermediary page off the home page outlining what your options are as for various kinds of e-resource types
- turn off the eRD in Spring 2006

e) **Instruction for Graduate Students – RefWorks**

Mills Librarians are offering a pilot program of 11 Refworks sessions targeted to graduate students in Philosophy, English, Classics and History this fall.

General RefWorks sessions were also offered to undergraduates in the Mills and Thode Libraries.


f) **Burlington Campus – preliminary proposal for library collections**

In September 2005, the Library submitted a document to the Integrated Services Working Group outlining our vision of how library services and collections could be delivered at Burlington – and how much it would cost to operate at three prescribed enrolment levels.

The vision adopts the Learning Commons model whereby Library, Writing Clinic, Academic Counseling, IT and other services all happen in the same place. The Library is now waiting for final decisions to be made regarding curriculum content and site selection.
6. Collections
   a) Two Millionth Volume


   A donor event to celebrate the two millionth volume was held on Saturday, September 24th, 2005 in the Thode Library. About 80 guests attended the lecture and reception.

   President Peter George welcomed guests and thanked Library donors. University Librarian (acting) Charlotte Stewart talked about new developments in the Library and introduced the speaker, Dr. William E. Harris, FRSC from McMaster’s Department of Physics and Astronomy. He spoke on the topic: “Isaac Newton: the Last Giant”.

b) New Electronic Resources

   A list of new electronic library resources subscribed to by the University Library since March 2005 was given to each member of the committee. L. Michtics briefly commented on each of the e-resources. She also encouraged the members present to try e-resources which are being trialed and to submit their comments. The Trials Page is found at: http://library.mcmaster.ca/cat-coll/coll/trials

7. Questions from Student Members
   a) Exam/Test database availability in the Library

   Jeannie An reported that there was a help page entitled “How to Obtain Copies of Previous McMaster Examinations” available from the Library website at: http://library.lib.mcmaster.ca/reserve/#EXAMINATIONS

   Jeannie explained that official final exams are processed and issued by the Registrar’s Office and not by the Library. The library does not receive all examination copies – only those approved by the professors are submitted to the Library.

   At Mills, the examination books are not catalogued in MORRIS but shelved on the OPEN RESERVE collection (1st floor Mills) and available for browsing or copying. They are kept for three years.

   Innis has a limited number of examinations available behind the circulation desk for a period of five years.
Thode keeps the most recent copies behind the circulation desk. Previous two years are available on the 2nd floor.

b) **Collection of Grad Programs at Other Universities**

This collection was available from the Reference Desk in the past. However, now that this information is available on the Internet, the Library is no longer receiving the print materials. Besides using the Internet, students may wish to check with Career Services for specific University programs.

8. **Discussion Topic: “What New or Improved Services” do our students really want?**

Points from a discussion the group had on new or improved services the students wanted from the Library:

- more quiet space at Innis
- need more group study rooms at Innis (on list of space priorities for 2006/2007)
- better photocopiers at Innis (planned replacement of copiers at all three libraries – Dec 2005)
- reinforcement of “no noise” policy at all libraries, particularly at Innis
- suggestion that “student” and not “library staff” do this so this is “peer-to-peer”
- proposal for 24 hour study space at Thode and not just Mills
- issue of “re-called” books for graduate students who may really need the book
  - may need to look at the number of recalls put on the books to see if a second copy is needed
  - look at e-books as a possible solution
- request for photocopying by account number (similar to what’s being done at HSL)
  - V. Lewis noted that this tied to research funding and not the Library
  - Can buy copicards from “Chemistry Store” and charge it to a department account but amount was high
- need for coffee service especially during exam times or evenings when coffee is not available from the Student Centre
- RACER: wants an easy interface
  - You can now request individual journal articles using the custom blank form
  - need for MORE computers in each library
  - more computers are coming to Mills as part of the Learning Commons
- need for productivity software
  - coming to all three libraries as part of Learning Commons
  - new “Scholars Portal Search” now being used at McMaster University
  - plans to move more and more content to Scholars Portal Search
Members of SLAC were encouraged to attend the Student Library Appreciation Pizza Party scheduled for Wednesday November 23rd, from 2-4pm. An official notice is expected to be sent to all members soon.

The meeting adjourned at 11:45am.