Student Library Advisory Committee Meeting (SLAC)
Meeting of Tuesday October 17, 2006

Present:  Jeannie An (Innis), Daniel Borrelli (Engineering), Jessica Dutton (Humanities), Sean Fletcher (Geography), Vivian Lewis (Associate University Librarian and Chair), Kyra Machen (MSU), Linda Michtics (Thode), David Millar (Commerce), Sam Minniti (MAPS)

1. Welcome

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

The Joint ALUC/SELUC meeting was added to the agenda.

Vivian Lewis spoke briefly about other library users committees including the Arts Library Users Committee (ALUC) and Science & Engineering Library Users Committee (SELUC). This year, both ALUC and SELUC met at the same time on Friday, October 13, 2006. One of the outcomes from the meeting was the proposal for a small group to investigate the minutes and structure of the current committees. Both groups felt underutilized and wanted to have more input during the discussions. The implication for SLAC was that in the future, there may be a SLAC representative on this committee. It was noted that any changes to the committee structure must go to the Senate and Board of Governors for approval.

2. Business arising from the minutes of March 13, 2006

No business arising.

3. Approval of March 13, 2006 minutes

Minutes were distributed via e-mail prior to the meeting. The minutes were also approved in principle.

4. Library Spaces

a. Mills Learning Commons [V. Lewis]
   • New space opened to the public in early Sept.  Official launch October 5.
Features dramatic increase in amount of seating in the room. Went from 140 seats to 210. 
Other features: 60 computers with wireless access; an electrical outlet for every seat; new software [full Microsoft Office suite]; Research Help and IT Help; Bookable consultation rooms; Writing Clinic & Academic Skills Counselling; Library Services for Students with Disabilities. 
What we’re working on: 5 new group study rooms and a newspaper reading area on the 3rd floor (target: Nov. 2006); Complete refurbishment of the Reference Area (target: Feb. 2007). 
From short survey:
3 Things Students Like Best: seating; new computers; new lighting. 
3 Things Students like Least: perceived reduction in group seating; not enough computers; no head sets for the computers. 
How We’re Responding: Public information about seating numbers; opening of group study rooms on 3rd floor; possible shifting of computers in McLay to free up more group space. 

b. Thode Learning Commons Project AND Capital Campaign proposal [L. Michtics]

Linda Michtics reported that the Thode Learning Commons Pilot began on September 15, 2006 on the lower level of Thode library. 

Highlights of the pilot included:
• Funding for the pilot was provided by the McMaster Technology fund and included the addition of 20 new computers, MS software (Word, PowerPoint, Access and Excel), 20 ergonomic chairs, a printer and a scanner 
• In addition, IT Help Desk service is now available Monday – Friday from 2:30 – 4:30pm 

Linda Michtics also discussed the University’s Capital Campaign. One of the campaign priorities is a full Learning Commons in Thode modelled after the Learning Commons in Mills Library. Such a facility would include a single access point for information, technology, software assistance and instruction and study space. The project could also include electronic classroom(s) and group study rooms. 

The Library has requested 3.4M for the campaign since Thode will need major renovations to carry out the project. 

c. Update on Burlington campus [J. An]

Jeannie An updated the group on the status of the Burlington campus. Recently, the City of Burlington and McMaster University signed a memorandum of understanding (MOU) that sets out the next steps in bringing a university campus to Burlington. On October 24, 2006 an official “sign unveiling” will take place at
the site of the new campus. The MOU proposes that the new campus be constructed on the site of the current parking lot number four, located at the corner of Elizabeth and Pine Street, in downtown Burlington. The new building will provide academic and administrative space and focus on programs offered by the DeGroote School of Business that could include a Master of Business Administration (MBA), Doctorate of Business Administration and Executive Diplomas. Target date for opening is September 2009. As more information becomes available, Jeannie An will inform the group.

Some of the issues that arose from the discussion by the group:

- Need for MBA association to get involved in the process to discuss all aspects of being on a different campus such as health plans, recreational facilities, other non-academic services
- Licensing of electronic collections – how much does the library need to budget for this?

5. **Collection weeding [V. Lewis]**
   
   Vivian Lewis outlined the reasons why this process was necessary and possible next steps.

   - Facing a dramatic shelving crunch in the libraries – especially Mills and Innis. Books WILL be on the floor in six months in some areas if action is not taken.
   - At the same time, facing drastic shortage of seating for students. 2004 study suggested that we needed a minimum of 300 more seats to meet demand.
   - The Project: Doing a systematic weeding of duplicate copies of books in our collections. Very conservative estimate suggests there might be 50,000 duplicate copies.
   - Future phases may include: digitizing our dissertations and discarding duplicate copies; discarding print versions of journals for which we own stable electronic copies.

   During the discussion K. Machen asked V. Lewis what was being done about the discarded books and if other libraries (outside of McMaster) would be willing to receive the items. V. Lewis replied that as most the items to be weeded would be materials not being used by our students (in storage items), it is highly unlikely that they would be useful to other institutions. However, V. Lewis replied that McMaster has a book dealer who ships our books to developing countries where our books would be useful.

6. **Transforming the Organization – Update on the Transformation Process [V. Lewis]**

   Vivian Lewis updated the SLAC members on the “Transformation Process”
The new University Librarian, Jeff Trzeciak, has commissioned a comprehensive review of our organization (work processes, staffing, etc.).

The review is being conducted by a team of library staff with the assistance of an outside consultant.

Key Instruments: Interviews with key stakeholders (includes 3 students), focus groups with staff; web site for staff and public comments.

Report due early November.

Strongly encourage SLAC members to submit online comments through the web site at: https://ssl7.sentex.ca/westresearch_secure/cgi/rws3.pl?FORM=mcmaster_library

7. Personal Conduct Regulations [V. Lewis]

V. Lewis reported to the group on the continuing discussion of personal conduct in the library, originally discussed at the March 13, 2006 SLAC meeting.

Drafted a preliminary set of regulations [based on best practices in other Canadian and U.S. libraries] in the spring. Distributed to a broad cross-section of students for input – including all representatives from academic societies and clubs participating in the focus group.

Held staff meetings with: a) Judicial Affairs Coordinator; b) Campus Security; c) Counsellor, Centre for Student Development.

The regulations: Posted in late September in all campus libraries. Also posted on Library’s web site. Will review them over the course of the year.

The Concept of 3 Contacts:  Step 1: Inform the individual that they are breaking a regulation;  Step 2: Warn the individual that, if you need to speak to them again, they will be asked for their current McMaster ID and be asked to leave the building.  Step 3: Ask the individual for ID. If they refuse, ask them to leave the building. If they refuse to leave, call Security.

Next Steps: Work with Judicial Affairs Coordinator to ensure proper enforcement and sanctions.

The group expressed a general concern that the lack of study space was not only in the libraries but in all public areas of McMaster University. It was also noted that the population of McMaster students has been steadily growing to a current approximate number of 18,750 McMaster students. Several suggestions from the group members included:

- Pilot: Learning Commons (McLay area in Mills) to open until 2am during exam period
- Need for security and or campus staff to manage and maintain areas being used for study spaces such as Togo Salmon Hall café area
- Use the Atrium of the Student Centre as study space during exam periods
- Open up existing lecture halls, classrooms such as MDCL (already being done)
• Create a policy so that when new buildings are being built, study space is included in the plan
• Chief Librarian, Hamilton Public Library has offered to open the atrium of the Hamilton Public Library to all McMaster students during exam period. Will see if students living near the downtown core will take advantage of this leaving more study space available for commuters and students living in residence

8. Other business

D. Borrelli asked if the garbage receptacles at Thode were removed from the basement. L. Michtics replied large receptacles were now located by the entrance doors. The smaller ones were removed by order of the Fire Marshall’s Office.

A question arose of when the Health Sciences Library renovations would be completed and V. Lewis thought it was February 2007 but will report the official date back to the group.

The meeting adjourned at 4:15pm.