

SFU

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S.07-122

FOR INFORMATION

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**ATTENTION Members of Senate**

FROM B. Mario Pinto, Vice-President, Research

RE Senate Library Committee Annual Report

DATE September 11, 2007

Please find attached the annual report for the Senate Library Committee.



**Simon Fraser University**  
**SENATE LIBRARY COMMITTEE**  
**Annual Report for 2006/07**

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**Senate Library Committee Membership, 2006/07**

**Ex-Officio Members**

Mario Pinto, Chair, Vice-President, Research  
John Waterhouse, Vice-President, Academic  
Joan Collinge, Dean of Continuing Studies designate  
Jon Driver, Dean of Graduate Studies  
Lynn Copeland, University Librarian  
Todd Mundle, Associate University Librarian (non-voting)

Gwen Bird, Associate University Librarian (non-voting)  
Elaine Fairey, Associate University Librarian (non-voting)  
Brian Owen, Associate University Librarian (non-voting)

**Elected Members**

David Bell (Faculty Member - Education)  
Jason Chan (Undergraduate Student Alt.)  
Jennifer Chang (Faculty Member – Business Administration) to May 31/06  
Peter Dickinson (Senator at Large)  
Carole Gerson (Faculty Member - Arts)  
Graham Fox (Undergraduate Student)  
Michael Hayes (Faculty Member- Health Sciences)  
Igor Herbut (Faculty Member - Science)  
Ariel Hornstein (Graduate Student)  
Pat Howard (Faculty Member- Applied Sciences)

Mark Jordan (Librarian)  
Gary Mauser (Faculty Member – Business Administration)  
Marcia McInnes (Undergraduate Student Alt.) to May 31/06  
Rob McTavish (Graduate Student Alt.) to May 31/06  
Daniel Say (Library Staff)  
Jennifer Scott (Graduate Student Alt.)  
Jan van Aalst (Faculty Member - Education) to May 31/06  
Peter Williams (Senator at Large)

**Senate Library Committee Meetings**

The Senate Library Committee met 4 times (April 10, 2006; July 10, 2006; October 30, 2006; February 5, 2007) during the 2006/07 fiscal year. Meeting highlights include:

**Campus Campaign Appeal – Library Project**

The Library again participated in the Campus Campaign Appeal. This year the funds raised were used to add power outlets to the window tables and the coffee tables in the casual seating area on the 3<sup>rd</sup> floor. As well data display projectors will be purchased for use in the group study rooms. This campaign drive raised over \$9,700 which was matched with Library endowment income funds.

**Collections Budget and Allocation**

A summary of 2006/07 Library Materials Budget memo including guiding principles was presented. The Library strives to strike a suitable balance between books and serials and print and electronic formats, while accommodating the different material needs of the various disciplines. The fluctuating

Canadian dollar, inflation and increases both in serial and periodical subscriptions were also taken into consideration when allocating the budget.

For the 2007/08 budget year Gwen Bird provided an update on the Collections Budget. There has not been a permanent lift to the budget in two years (only two one-time lifts). It was stressed that the Library will not be able to maintain the collection at its present level if a base budget increase is not secured for the next fiscal year. A motion was made to fund a permanent lift to the 2007/2008 budget. This would preserve the budget to ensure adequate and sustained budget funding for the Library.

**MOTION:**

**Moved by Peter Williams; seconded by Peter Dickinson**

**“Library will request a base budget increase of \$400,000 to fund and preserve the ongoing lift to the 2007/2008 budget; this will cover increased costs and inflation.” MOTION CARRIED UNANIMOUSLY**

Unfortunately due to budget constraints the Library did not receive the requested lift of \$400,000 and took a further 2.5% cut. As a result, for the 2007/08 budget year there was a 4% cut to monograph allocations, the Library stopped binding hardcopy journals when available on-line in a stable form, database expenditures were trimmed, and newspaper expenditures will be reduced by \$10,000 to \$15,000.

**Designated Borrower Pilot Project Information**

The Designated Borrower Service Pilot Project was approved by the Library Council on June 20, 2006. This service allows SFU faculty, staff and students to designate one additional person who can use their SFU Library card on their behalf. It will be available as a one year pilot project starting July 1, 2006.

**E-mail Notification to Patrons**

Effective May 1, 2007 library loan notices to all students, faculty and staff will be done by e-mail notification thereby eliminating paper notification. This will result in significant cost savings in employee time, supplies and postage. The Committee was in favour of the change. [Note: for technical reasons, the change was implemented for students only at that time.]

**External Organization Borrowers Card**

A brief summary of the proposal to introduce external organization Library cards was presented. The concept behind the card is to allow local business access to the SFU Library's general collection. This card does not allow for ILL services or off-campus access to electronic resources, due to license restrictions. Similar cards are in place at UBC and UVic.

**MOTION:**

**Moved by Lynn Copeland; seconded by David Bell**

**“It is recommended that the Library create a new borrower category for External Organizations charging \$200 per year, with an implementation date of May 1, 2006”. MOTION CARRIED**

**Library Space**

Space continues to be an issue for the WAC Bennett Library. Preliminary discussions have taken place with an architect to resolve issues such as a student seating deficit, a workstation deficit, and the

current shelving space available in the Library will be full by 2011. Further monies have been set aside by Campus Planning to assist in the planning process.

### **SFU Surrey Library Naming Opportunity**

VP Advancement, Cathy Daminato, brought forward a recommendation that the Senate Library Committee recommend to Senate the naming of the SFU Surrey Library, the "Fraser Valley Realtor® Library" in recognition of their generous gift to the SFU Surrey Campus. The Committee felt that it did not have enough information to make an informed decision on this recommendation. Further questions and comments were forwarded to VP Daminato and subsequent to the discussion the SFU Surrey Library received the name of the "Fraser Valley Real Estate Board Academic Library".

### **Senate Committee Review Update**

At the request of the Senate Committee on Agenda and Rules (SCAR), the Committee reviewed its terms of reference and membership/composition. It was suggested that instead of having two meetings per semester, that the Committee meet once a semester and organize additional meetings when needed. The Committee decided to stay with the present setup of two meetings a semester and made no changes to either the terms of reference or committee membership.

### **Spousal Card**

A proposal to establish Spousal cards for SFU staff and faculty was approved by the Library Council on June 20, 2006. The intent of the proposal is to offer library privileges to spouses/partners of faculty and staff at SFU. This new card will be available starting July 1<sup>st</sup>, 2006.

### **Student Learning Commons (SLC)**

The Student Learning Commons completed its first year of operations. Staffing for the SLC includes a Director, Writing Coordinator, Learning Coordinator and a secretary. As well the SLC has 20 peer educators. The 3<sup>rd</sup> floor of the Bennett Library was renovated to accommodate the SLC offices and while it did not take shape until September 2006, the SLC was offering workshops and assistance since April. A 3 year plan including face to face services, services on-line, service delivery, space, internal and external relations and a budget summary was developed for the SLC. The VP Academic's office was instrumental in providing a budget for this area.

### **Proposal for Cataloguing of Dissertations and Theses**

A proposal to change cataloguing procedures for graduate dissertations, theses, projects and essays was presented. To more quickly process the paper copy of theses the proposal suggested that they be provided with a call number placing all the theses for individual departments/school/programs in the same area. Each department /school/program will have its own unique call number. The Committee asked the Library to discuss the process with the Liaison Librarians and then to report back. After discussion it was decided that no changes be made to theses cataloguing process at this time and that changes made to the on-line submission form to include student provided subject headings and call numbers. Data would then be collected and presented back to the Committee for any future changes.

### **Reorganizing SFU Theses Microfiche Collection**

The Library completed a project to move the SFU Theses on Microfiche collection from its current accession number order to an alphabetical by author order which will simplify initial processing and simplify patron access to the collection.

## Library Penalties Appeal Committee Report 2006/2007

The Library Penalties Appeal Committee met once during the 2006/2007 fiscal year to consider patron fine appeals.

At the November 14, 2006 meeting, the Committee members present included the following:

Peter Dickinson, Senator, Chair  
Peter Williams, Senator  
Graham Fox, Undergraduate Student (Vice Chair)  
Jennifer Scott, Alternate Undergraduate Student

Also in attendance: Gisele Pomerleau - Head, Loans Division  
Thyra Mulder - Team Leader, Loans Division  
Laurine Harrison, Ombudsperson

Regrets: Graduate Student (position vacant)

Recording Secretary: Sylvia Richardson

**Two appeal cases were heard as outlined below:**

<b>Category of Borrower</b>	<b>Type of Fine</b>	<b>Amount of Fine</b>	<b>Decision</b>
Graduate	Replacement Charges	\$448.57 (9 books stolen)	Appeal denied – The Committee agreed to reduce the fine to \$300.00 dollars to help cover the book replacement costs only (processing fees were already forgiven).
Undergraduate	Overdue Fines	\$17.00	Appeal denied - The committee recommended that the \$17.00 be paid in full.