MEMORANDUM
OFFICE OF VICE-PRESIDENT, RESEARCH

TO: Members of Senate  FROM: B. Mario Pinto

For your information, please find the annual report for the Senate Library Committee attached.
Simon Fraser University

SENATE LIBRARY COMMITTEE

Annual Report for 2005/06

Senate Library Committee Membership, 2005/06

**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

**Elected Members**
- Jennifer Chang (Faculty Member - Business Administration)
- Gordon Coleman (Librarian) to May 31/05
- Peter Dickinson (Senator at Large)
- Carole Gerson (Faculty Member - Arts)
- Norbert Haunerland (Senator at Large) to May 31/05
- Michael Hayes (Faculty Member - Health Sciences)
- Igor Herbut (Faculty Member - Science)
- Ariel Hornstein (Graduate Student)
- Pat Howard (Faculty Member - Applied Sciences)
- Lynn Copeland, University Librarian
- Todd Mundle, Associate University Librarian
- (non-voting)

**Senate Library Committee Meetings**

The Senate Library Committee met 4 times (April 4, 2005; June 7, 2005; October 3, 2005; December 5, 2005) during the 2005/06 fiscal year. Meeting highlights include:

**Articles on Course Reserve**
The Library proposed that it follow a trend set at other university libraries in making the online format the default choice for reserve articles. The benefits to students are 24/7 access to articles without theft or vandalism. The Library will also be able to redeploy the staff time currently spent processing, circulating, shelving and maintaining print copies. This change will not take effect until notifying mechanisms are in place. The Committee agreed that the Library should pursue this initiative.

**Campus Campaign Appeal – Library Project**
The Library participated in the Campus Campaign Appeal to raise funds for an improved casual seating area on the 3rd floor. The Library fundraising drive raised over $10,800 which was matched with Library endowment income funds.
Collection Allocation Update
In June of 2000 the Library Collection Budget Allocation Task Group produced a report on the collection budget allocation amongst subject areas. The allocation was to be reviewed in 2005. Gwen Bird circulated an update report that provided a review of the Library’s progress in implementing the recommendations of the 2000 report and an explanation on the changes in the environment since 2000. Feedback to the Library through the Senate Library Committee, FALUC, SCILUC, and departmental library representatives indicates that collection allocations are now meeting real and perceived campus needs. It was agreed that it is not necessary to undertake another detailed allocation review at this time but that the Library will continue to report back to the SLC on collections allocations.

Collections Policy Statement
The Library drafted a Collections Policy Statement and asked for comments or suggestions. There were questions about greater inclusion of Canadian writers, Canadian university presses and books written by SFU faculty. It was acknowledged that more Canadian titles could be acquired, but many of the subject areas are not normally carried by the Library. The SFU Bookstore does a good job of informing the Library about SFU authors, but more effort could be made to seek out authors.

MOTION: Moved by Lynn Copeland; seconded by Peter Williams that “The Draft Collections Policy Statement be approved.” MOTION CARRIED UNANIMOUSLY

Fixed Renewal Date Recommendation
The current formula for determining renewal dates for library materials borrowed on semester loans, results in calendar dates which vary each semester according to the exam period. In order to make the renewal dates more consistent for library users, the Library proposed the following change: Set three dates example: March 31st, July 31st and November 30th which are consistent every year and eliminates confusion.

MOTION: Moved by Lynn Copeland; seconded by Jon Driver that “The Library has been given permission to make a change to the Loans Policy – Renewals (Policy #5). Semester loan material may be renewed starting on a fixed date each semester (March 31, July 31 or November 30)”.
MOTION CARRIED UNANIMOUSLY

Graduate Student Meeting Space
At the request of the Committee, the Library designated a Bennett Library first floor meeting room for graduate students to use. The room can hold 6-10 students. The room will be coordinated through the Graduate Studies Office.

Library Support For Courses Moving Between Campuses
Lynn Copeland summarized a report submitted which outlined problems that occur when new programs or courses are not identified by location. This situation makes it difficult to determine which books or materials to order, because each library has a different basic collection. Jon Driver indicated that the process for graduate programs will be reviewed. The issue will also be discussed in a broader context at a future Dean’s Council meeting.

Student Learning Commons
Plans for the Student Learning Commons were presented. The Library will be working closely with a large amount of campus organizations to benefit the students through workshops, peer support and academic support programs. It will open in September 2006 and in order to make room for the Student
Learning Commons, the 3rd floor of the Bennett Library will be reorganized. The Committee agreed that the Library should pursue this initiative.

**Library Penalties Appeal Committee Report 2005/2006**

The Library Penalties Appeal Committee met once during the 2005/2006 fiscal year to consider patron fine appeals.

At the November 9, 2005 meeting, the Committee members present included the following:

- Peter Dickinson, Senator, Chair
- Peter Williams, Senator
- Mark Weiler, Graduate Student Representative

Also in attendance:
- Sherrie Sutcliffe - Supervisor, Loans Division
- Thyra Mulder - Team Leader, Loans Division

Regrets:
- Sean Magee – Under Graduate Student
- Diane Wu – Under Graduate Student (Alternate)
- Laurine Harrison, Ombudsperson

Recording Secretary: Sylvia Richardson

Two appeal cases were heard as outlined below:

<table>
<thead>
<tr>
<th>Category of Borrower</th>
<th>Type of Fine</th>
<th>Amount of Fine</th>
<th>Decision</th>
</tr>
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<tbody>
<tr>
<td>Alumnus</td>
<td>Overdue fines</td>
<td>$61.00 (Adjusted amount from original fine of $213.00)</td>
<td>Appeal denied – The committee unanimously denied any further reductions and recommended the $61.00 be paid in full.</td>
</tr>
<tr>
<td>Alumnus</td>
<td>1 replacement charge and overdue fines</td>
<td>$97.95</td>
<td>The committee unanimously granted a reduction in charges, in the amount of $25.00, by voiding the overdue fines. The committee recommended that the balance of $72.95 (replacement and processing fees) be paid in full.</td>
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