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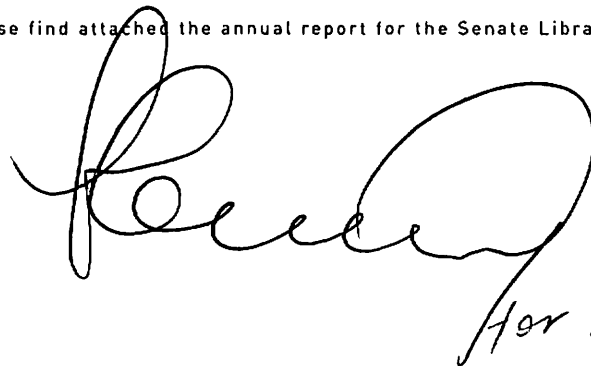
ATTENTION Members of Senate

FROM B. Mario Pinto, Vice-President, Research

RE Senate Library Committee Annual Report

DATE November 2, 2010

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



B. Mario Pinto

Simon Fraser University

SENATE LIBRARY COMMITTEE

Annual Report for 2009/10

Terms of Reference

1. Advises the University Librarian on matters relating to the operation of the Library and the liaison between the Library and academic departments and programs. The areas of advice include the following:
 - o monitoring the continuing response to the Library Review Report recommendations and organizing subsequent reviews every five years
 - o liaison between the Library and academic programs
 - o establishing collections priorities
 - o review of Library performance data
 - o review of major changes in Library systems or operations
2. Advises the Vice President, Research on matters relating to the size of the Library budget.
3. Approves guidelines for the allocation of the Library materials budget between various fields of instruction and research.
4. Recommends changes in rules and regulations for the operation of the Library, such as the Loan Policy.
5. Reports to Senate annually concerning its activities and the operation of the Library.

Meetings Held

The Senate Library Committee met 3 times during 2009/10:

January 18, 2010
October 19, 2009
June 22, 2009

Collection Budget Advisory Task Group

A Task Group with representation from each of the faculties, a student representative, and two liaison librarians was established in March 2009 to assist with the process of dealing with the collection shortfall. Four meetings were held in 2009 in which the Task Group reviewed preliminary estimates of the shortfall, the principles to be followed, statistics on the cost and usage of package journals, and the process to be followed. Throughout this period, consultation with individual department library representatives was also undertaken. The Task Group reviewed the final allocations and supported them in principle. The process was very helpful in dealing with a complex issue and the members are to be thanked for their efforts.

Task Group members:

Copeland, Lynn (Chair)	Harding, Kevin	Snyder, Jeremy
Bird, Gwen	Krishnan, Rekha	Scwhindt, Richard
Chapman, Glenn	Leznoff, Daniel	Trottier, Kim
Corbet, Kitty	McGaffney, Erica	Wepruk, Barbara
Daniel, Henry	Marks, Laura	Wong, Sandra
Gick, Natalie	Paterson, David	
Graebner, Carla	Steele, Stephen	

Collections Budget

The 2009/2010 Library Materials Budget was presented including 15% reduction to the allocations for departments and most general lines. The university's senior administration has indicated the library will be covered to the level represented by the 15% cut. Because of the timing of the announcement of this slightly better funding picture, most serial cancellations for 2010 had already been sent to publishers. With the exception of the serial titles not cancelled and mentioned in point 6 below, the rest of the difference was restored to book budgets. Gwen also mentioned that the higher Canadian dollar has also contributed to the decreased cut.

In allocating the budget, several principles were applied including:

- Most departmental and general library allocations have been reduced by 15% based on the 2008/09 appropriation or the expenditure plus encumbrance for 08/09, whichever was greater. Specific exceptions were made to the 15% reduction formula where departments or Faculties had transferred funds directly to the collections budget within the past two years as part of the course assessment process. Faculty of Health Science and International Studies are the most notable exceptions. Newer departments and those with very small original budgets were also protected to the extent possible. The remaining reductions were applied to forms and discretionary (book) lines in the budget.
- Allocations for approval books have been set at 90% of last year's expenditure to reflect the change to paperback preferred. There are a few exceptions where librarians have adjusted the approval plan in consultation with the department.
- Serial allocations have been set based on increases of 6% over the previous year's expenditures, corrected for migrations to online-only format and other changes in each list.
- After analysis of usage and cost per use data, the large publisher packages of electronic journals have been retained, representing a renewal commitment of over \$2million. There is a reduction of \$135,000 for cancellation of individual subscriptions of titles now included in these journal packages.
- Specific exceptions were made to the 15% reduction formula where departments or Faculties had transferred funds directly to the collections budget within the past two years as part of the course assessment process. Faculty of Health Science and International Studies are the most notable exceptions. Newer departments and those with very small original budgets were also protected to the extent possible.
- Serial cancellations were reviewed within departments and then by the SFU community as a whole, with an opportunity for faculty members to notify the Library about any cancellations that would cause significant hardship. We were able to retain all titles about which we were notified. The list of proposed cancellations was reduced from more than 800 titles to 730, representing a value of \$340,000.

Open Access Strategy 2010

Gwen Bird presented her report outlining the support for Open Access publishing being undertaken by the SFU Library. The recommendations are as follows:

1. The Library should continue to actively support and promote the Public Knowledge Project through externally realized funding.
2. The Library should investigate the best software options for the IR, including supported file formats, streamlined deposit, stable architecture, and ease of use.
3. In cooperation with the SFU Office of Research Services, the Library should work to raise awareness and understanding of funder Open Access (OA) mandates.

4. The Library should continue its program of actively making OA journals accessible and discoverable to SFU readers.
5. The Library should continue to support a variety of OA publishing ventures in as broad a range of disciplines as possible.
6. The Library should reinstate a full pre-pay membership in BioMed Central in 2010.
7. On behalf of SFU, the Library should establish a central fund to cover Article Processing Charges (APC) for SFU authors publishing in OA journals.

The committee agreed with the recommendations providing suggestions regarding points 6 and 7 to place some controls to ensure that the funds are distributed fairly among as many authors as possible and that demand does not exceed the available budget. Recommendations such as capping single users, paying for basic article sizes only (not for extra pages), and listing some eligible OA publishers in other disciplines, were suggested. The Strategy was revised accordingly.

MOTION:

Moved by Daniel Leznoff; seconded by Glen Chapman

“That the Senate Library Committee support the recommendations in the Open Access Strategy 2010, with the suggested safeguards.” **MOTION CARRIED UNANIMOUSLY**

Senate Library Committee Membership, 2009/10

Mario Pinto, Vice-President, Research (Chair)

Jon Driver, Vice-President, Academic

Lynn Copeland, University Librarian

Wade Parkhouse, Graduate Studies

Joan Collinge, Continuing Studies (to August 31, 2009)

Alan Doree, Continuing Studies (starting September 1, 2009)

Glenn Chapman, Senator at Large

Daniel Leznoff, Senator at Large

Zachary Pope, Undergraduate Student

Adam Lein, Graduate Student (Alternate to May 31, 2010)

Christi Garneau-Scott, Graduate Student

JJ McCullough, Undergraduate Student (Alternate to May 31, 2010)

John Edgar, Applied Sciences

Stephen Steele, Arts and Social Sciences

Jennifer Chang, Business Administration

Daniel Laitsch, Education

Jeremy Snyder, Health Sciences

Igor Herbut, Science

Janis McKenzie, Librarian

Daniel Say, Library Staff member

Gwen Bird, Associate University Librarian (non-voting)

Elaine Fairey, Associate University Librarian (non-voting)

Natalie Gick, Associate University Librarian (acting to August 31, 2009) (non-voting)

Todd Mundle, Associate University Librarian (non-voting)

Brian Owen, Associate University Librarian (non-voting)

Angela Raasch, Recording Secretary

Library Penalties Appeal Committee Report 2009/2010

The Library Penalties Appeal Committee met once during the 2009/2010 fiscal year to consider patron fine appeals.

At the November 12, 2009 meeting, the Committee members present included the following:

Present: Christi Garneau-Scott, Graduate Student (elected Chair, 2009/2010)
Glenn Chapman, Senator (elected Vice Chair, 2009/2010)
Zachary Pope, Undergraduate Student

In attendance: Scott Mackenzie - Head, Loans Division
Thyra Mulder - Team Leader, Loans Division

Regrets: Daniel Leznoff, Senator

Election of Chair and Vice Chair

The group elected Christi Garneau-Scott as Chair and Glenn Chapman as Vice Chair.

Review of Appeals:

Category of Borrower	Type of Fine	Amount of Fine	Decision
Undergraduate	Replacement Charges	\$342.20 (damaged VHS tape)	<p>The tape was damaged when the patron tried to play it on a VHS player which had just acquired. Patron brought the tape back to the library immediately and informed staff that the machine had damaged it.</p> <p>In considering their decision the Committee took into account:</p> <ul style="list-style-type: none">o Patron had no prior fines.o Patron reported the problem immediately and did not try to hide it.o Tape could have been damaged previously.o Operation of the VCR machine was out of patron's control <p>Appeal granted – The Committee agreed to reduce the fine to \$20 for processing charges.</p>

Other Business

The group discussed two emails from the SFU Ombudsperson regarding the current Appeals process.

Members agreed:

- That the Appeals process needs to be made more prominent on the library website.
- The length of the Appeals process needs to be made clear to the appellants.
- The library should follow up with the Ombudsperson to see if there are actual specific complaints.
- Some other suggestions were: having printouts of the borrowing process to distribute to people; creating some additional FAQs on how Appeals work; adding an Appeals page to the Mysfu library link

Terms of Reference

There was some confusion regarding the terms of reference such as “How often is the committee supposed to meet?” Some members felt it should be once a semester. The Library will contact Bobbie Grant to check on this.