

## FOR INFORMATION

**SIMON FRASER UNIVERSITY  
MEMORANDUM**

VICE-PRESIDENT, RESEARCH AND INFORMATION SYSTEMS

TO: Mr. R. Heath  
Secretary of Senate

FROM: Thomas W. Calvert

SUBJECT: ANNUAL REPORT OF  
SENATE LIBRARY COMMITTEE

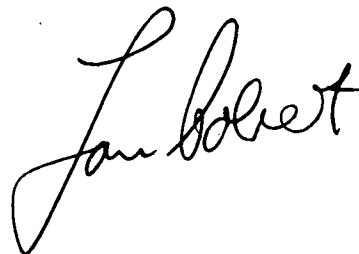
DATE: November 4, 1987

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I attach the Annual Report of the Senate Library Committee. Will you please take this Report to Senate?

It will be noted that the major concern of the Senate Library Committee during the period covered by this Report was a Review of the 1984 Recommendations of the President's Advisory Committee on the University Library. There have been major changes in the Library since 1984 - these include a complete reorganization and implementation of the Library Automation project. Thus, a review seemed appropriate at this time.

In the present climate of University funding, and indeed, even in a more generous climate than we might reasonably expect, there will be real difficulties in maintaining the kind and quality of Library which many of us considered reasonable in the past. To-day few universities can aspire to a comprehensive archival primary collection. Instead, we must maintain a primary collection which is current and matched to our programs at the same time as providing flexible access to an essentially unlimited secondary collection. Simon Fraser has been a leader in this and our goal for the future is to provide faculty and students with the means to quickly access information no matter where it is located.



Attachment

cc: T.C. Dobb  
Senate Library Committee

ANNUAL REPORT OF THE SENATE LIBRARY COMMITTEE

FOR THE YEAR

September, 1986 to September, 1987

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## PREAMBLE

This report covers the meetings of the Committee on November 6, 1986 and March 17, June 11, July 23 and October 7, 1987. The most important business for the Committee during this period was a Review of the Report of the 1984 President's Advisory Committee on the University Library (PACUL). The PACUL Report is conveniently summarized by the 16 recommendations and the Senate Library Committee focused its discussion on these recommendations.

It should be recognized that the period since 1984 has been one of major change for the Library. There has been a major reorganization and a library automation project has been planned and implemented and now is almost complete. In the light of these changes, and the continuing financial restraint, it seemed appropriate to initiate this review.

### Summary of the November 6/86 and March 17/87 meetings:

#### Copyright

The Library is contributing in-house data as part of a study initiated by the Canadian Library Association and the Canadian Association of Research Libraries in anticipation of new copyright legislation. This new legislation may see the end of "fair use" and the establishment of one or more collectives empowered to collect "license to copy" fees on behalf of publishers and "creators". A study undertaken for the publishers has suggested that such fees should be five cents a page based on estimated copying volume---approximately three cents more than is usual in countries where collective type agencies are in operation.

The University has felt obliged to reaffirm its compliance with the existing legislation, and there was considerable discussion and unresolved concern about the effect this would have on the teaching process.

#### Loans Policy, Space, and Budget

The Loans Policy, Space and the Library Budget were considered at some length, but these discussions are subsumed in the Review of the PACUL Report.

Review of the 1984 Recommendations of the President's Advisory Committee on the University Library

The meetings on June 11/87, July 23/87, and October 7/87, were devoted to this Review. It is convenient to present the findings under the following general headings.

Primary and Secondary Collections

- RECOMMENDATION 1: The primary goal of the SFU library should be to provide maximum information access to its users as suggested in Option II. (...this later approach makes the Library an information exchange agency and not just a repository of books....)
- RECOMMENDATION 2: Collection Policy should continue to emphasize enhanced access to the secondary collection.
- RECOMMENDATION 3: That Library Management review and reduce the annual acquisition of serials.
- RECOMMENDATION 4: That the conversion of serials backfiles to microform should be continued and accelerated where feasible.

The Committee generally concurred with the Review's conclusion that the levels of collections were appropriately related to faculty needs, but acknowledged that such a judgement assumes an understanding that SFU cannot aspire to the "archival" status of UBC which acquires 90,000 volumes per year to our 30,000. The Committee emphasized that continuing faculty input should take place so that the adequacy of the Primary collection could be assured. There was consensus with the methods the Library uses to determine the degree of support provided for individual disciplines, with the issue of new serial titles being the most problematic in this respect.

Negative faculty reaction to the 1984/85 cut of \$60,000 in serials subscriptions, prompted the Committee to conclude that no further reductions in annual subscriptions were practical.

The continuing space squeeze and the long term need for preservation supports the program of converting serial backfiles to microform. In acknowledging the necessity of this process, the Committee was anxious that faculty concerns be considered.

The Review's opinion that enhancing access to the Secondary Collection is not merely this Library's response to short resources, but rather a necessary activity for any academic institution that wishes to maintain a respectable level of access to the variant forms of scholarly communication is reaffirmed. It is noted that the \$60,000 cut in our serials budget has been far exceeded at several major Canadian universities. Notwithstanding its support of current emphasis on the Secondary Collection, the Committee is interested in improving its understanding of the relationship between the two Collections, and in particular, the nature of the effect of the Secondary on the Primary. The Committee will examine this issue at one of its Fall '87 meetings.

### Loans Policy

RECOMMENDATION 5: That the Senate Library Committee review the loan period with a view of making it shorter.

The Review's opinion that a shorter loan period would increase the availability of books is not generally accepted. It is concluded that this is a complex issue, but not an urgent one, and that discussion can be delayed.

The Loans Policy has recently been rewritten and revised in a non-substantive manner to take account of the facilities available in the new automated circulation system.

### Budgets, Financial Flexibility, Staffing Levels, and "Hot Spots"

RECOMMENDATION 6: No major cuts in the Library budget should be considered.

RECOMMENDATION 7: The Librarian should review the present complement of professional staff.

RECOMMENDATION 8: The Vice-President, Academic should review budget policies as they pertain to the Library with a view of providing increased managerial flexibility.

There have been no major cuts in the Library budget, but the general inability to keep pace with Primary Collection costs, attrition in the professional ranks, and increased workloads resulting from demands for new services and increases to old, have been having their steady, telling effect on the Library's ability to perform at an acceptable level. The Committee feels that it needs more information from Library Management in order to assess such serious issues adequately; accordingly, the Library will provide some background papers for discussion at one or more of the Fall '87 meetings.

The Materials Budget for 1987/88 contains \$20,000 for new serials subscriptions in addition to continuing the previous year's accession rate.

### Steady Space Library Plan

RECOMMENDATION 9: That the Steady Space Library concept be formally recognized and that appropriate administrative and fiscal procedures be developed in order to facilitate implementation.

- RECOMMENDATION 10:
- a. Study space outside of Library should be a university capital planning priority.
  - b. Study space in the Library should be made more comfortable where necessary and appropriate.
  - c. Library Management should establish firm rules for occupation of study space (to be for study while using Library materials) and these rules should be enforced.

The objective of the Steady Space Plan is to postpone for as long as possible the building of additional Library space on this campus; such postponement is to be accomplished by the application of a variety of acceptable means such as were listed in the initiating document of 1982, including, but not confined, to the following:

- a) the use of microforms and other compact forms of information 'packaging' as alternatives to letterpress
- b) resource sharing (e.g. Interlibrary Loans: UBC, OCLC, et al.)
- c) movement of low-use research material to high-density shelving on the first and seventh floors
- d) the use of electronic files as a means of preservation and compacted storage of data.

After considerable discussion about the serious overall space problem faced by the University, the Committee reaffirmed its support of the objectives of the Steady Space Plan, and recommended that planning take place at the University level to assure its implementation. The Committee will participate in updating the details of the Plan in the light of developments since it was first drafted.

The Committee recommends that the Library space needs be recognized by the University Administration and that the need for the Library to have use of the entire Library building as soon as feasible be accepted.

The Committee encouraged the Library to renew its efforts to curtail the reserving of carrels.

### Library Organization and the Consultative Process

RECOMMENDATION 11: That the organizational structure of the Library be reviewed by the Librarian and that the recommendations stated in this report be considered in the review process.

RECOMMENDATION 12: The President should review the composition and chairmanship of the Senate Library Committee with a view to enhancing its standing and enforce deliberations.

RECOMMENDATION 13: In the future, draft documents concerning major policy decisions should be circulated to senior library staff in a timely way so that appropriate consultation and feedback can occur.

In the Fall of 1984, the Library began a lengthy series of internal considerations aimed at designing and implementing a more effective and efficient organizational structure. As a result, the three Collections Divisions (Social Sciences, Sciences and Humanities) were replaced by a Reference Division and a Collections Management Office. Subsequently, the Systems Office was joined to the Monographs Division to form a single division, a clerical pool was established, and Interlibrary Loans was administratively joined to the Reference Division. The Library plans to centralize current 5th and 6th floor reference functions on the 3rd floor when renovation funds are available. Funds are not yet available for this move; the Committee will be informed and involved when active planning begins.

These changes have resulted in marked improvement in the consultative process. The Committee recognized that the changes result in improved use of limited resources but lamented the loss of the often personalized service to faculty characteristic of the earlier, more generously staffed structure.

### Committee Relations

RECOMMENDATION 14: That the Librarian become a standing member of the Deans Council

RECOMMENDATION 15: That all faculties establish Library User Committees.

The Committee agreed that having the Vice President to whom the Library reports as Chairman of the Committee was very beneficial. However, there is a need for the Committee to be more activist and to be seen to be more activist. For example, while it is the case that Library policies are reviewed by the Committee, there is some perception in the community that this is not the case. The Committee will actively pursue a solution to the problem. A key element would be the establishment of Faculty Library Advisory Committees in each Faculty chaired by the Faculty representative on the Senate Library Committee. The Committee believes that such committees, preferably made up of departmental Library Representatives, form a useful means of assuring relevant input from faculty.

The University Librarian is pleased to have been seated for many months at the regular meetings of the VPs and Deans.

### Library Automation

RECOMMENDATION 16: That a state of the art library automation system be acquired and fully implemented by September 1986.

The University has funded the acquisition of a Geac library automation system. It was upgraded in 1987, thus making possible the implementation of the Loans subsystem and the provision of remote access to the On-line Catalogue and circulation information. While implementation of the full system is not yet complete there is no question but that the conversion from several sub-systems to a fully integrated one is a success.



MEMBERSHIP OF THE PRESIDENT'S ADVISORY COMMITTEE  
ON THE UNIVERSITY LIBRARY

August, 1984

Chairman: George Suart,  
Vice-President, Administration

Members: Bob Brown,  
Dean, Faculty of Arts

Charles Hamilton,  
Professor, Department of History

S E L E C T E D   S T A T I S T I C S

	<u>1972/73</u>	<u>1977/78</u>	<u>1982/83</u>	<u>1983/84</u>	<u>1984/85</u>	<u>1985/86</u>	<u>1986/87</u>
TOTAL CIRCULATION	378,994	407,462	485,813	507,128	472,063	412,937	435,136
REFERENCE QUESTIONS	52,190	72,027	67,863	73,806	66,155	77,419	68,205
CURRENT SERIALS	11,846	13,527	13,570	13,384	13,114	12,165	11,500 *(est.)
BOUND LETTERPRESS COLLECTION	391,350	540,031	784,577	820,116	829,998	847,818	863,717
LETTERPRESS VOLUMES ACQUIRED	—	—	29,444	30,711	29,522	27,387	23,440
PERMANENT STAFF (FTE)	144	129	131	123.6	120	118	116
DATA BASE SEARCHES	—	—	657	745	875	1,733	1,878
INTERLIBRARY LOANS - MONOGRAPHS	—	—	2,077	2,075	1,953	2,527	2,713
INTERLIBRARY LOANS - JOURNALS	—	—	3,430	3,819	3,698	4,626	5,210

\* Results not from further cancellations, but from cleanup of records in transfer to GEAC system -- largely government and other free publications.

**ANNUAL REPORT  
OF THE  
LIBRARY PENALTIES APPEAL COMMITTEE  
FOR THE YEAR**

**September, 1986 to September, 1987**

The Committee is pleased to report that it did not meet during the period because Loans Division staff were able to deal successfully with all but one problematic instance. The Committee is prepared to meet when there are sufficient agenda items to warrant the effort.