

S.86-25

SIMON FRASER UNIVERSITY

MEMORANDUM

TO: Senate

FROM: Senate Committee on
Agenda & Rules

SUBJECT: Senate Library Committee -
Motions to Revise

DATE: February 26, 1986

The Senate Committee on Agenda and Rules has examined the annual report of the University Librarian, and the covering correspondence from the Chairman of the Senate Library Committee, Dr. Charles L. Hamilton (attached). Among the items raised in that correspondence is the question of the Chairmanship of the Senate Library Committee, and, based on the recommendations of the Committee, the Library Review Committee and the President, SCAR supports the proposals that the Vice-President, Research and Information Systems be an ex-officio member and chairman of the Committee. Such recommendations require Senate action as follows:

Motion 1: "That Senate approve that the Vice-President Research and Information Systems be added as a member, ex-officio, to the Senate Library Committee"

Motion 2: "That Senate approve that the Chairman of the Senate Library Committee shall be the Vice-President, Research and Information Systems"

SIMON FRASER UNIVERSITY

MEMORANDUM

To..... Dr. Charles Hamilton Chairman Senate Library Committee.....	From..... William G. Saywell President.....
Subject.....	Date..... January 22, 1986.....

Thank you for the copy of your Annual Report for 1984/85 and your accompanying letter in which you outline some of the Committee's concerns.

May I respond to the two major issues you raise in your letter?

You may already have heard that I have responded to the requests from the academic community as well as yourself and the Committee to provide contingency funding for compact shelving. I understand this will allow the Library to discontinue its purging of the collection and sustain current levels of growth for at least four or five years. I hope within that period of time that one or both of two developments will further ease our situation. These would be, some result to the initiative I have taken requesting that the three University Librarians, under the good auspices of the U.C.B.C., get together to see if we can put into place a system whereby our collection can be controlled without any loss of single copy titles to the system within British Columbia. Second, of course, is our hope that within the next five years we will have sufficient additional incremental space on campus to allow us to return some of the library space currently used for other purposes, to the Library.

I should also like to say that I have accepted your advice, and that of the Committee, in recommending to Senate that Dr. Calvert, Vice-President, Research and Information Services, to whom the Library reports, be made an "ex officio" member of the Senate Library Committee and that its membership continue to have the balance that you outline in your letter. The matter of the election of the Chairman is determined by the membership of the Committee as set out by Senate in the Terms of Reference of that Committee.

I trust that you and your Committee, as well as Senate generally, and the academic community will be pleased with our ability to take at least these steps under the extremely difficult circumstances we face.

May I thank you for your services as Chairman of the Senate Library Committee. May I also say that I agree entirely with your view that the Library is doing an excellent job in a difficult period of transition and that the GEAC system will provide enormous additional benefits in serving its users.



/mp

cc Dr T. Calvert, V.P. Research and Information Systems
Mr. R. Heath, Registrar ✓

November 20, 1985

President William Saywell,
Chairman,
Simon Fraser University Senate

Dear President Saywell:

The Senate Library Committee hereby forwards to you the attached report of the University Librarian. In accompanying remarks the Committee has chosen to comment on the problems space and financial considerations have created for the Library and its users.

When the Librarian submitted his proposal for a steady space Library to the Committee, the report assumed the creation of a provincial storage depot for unused books discarded from SFU, UBC and UVic. In addition the steady space plan presupposed that within an accepted period the Library would acquire the 7th floor of the Library building. Finally, for its successful operation the steady space plan required the installation of compact storage shelves on the 1st floor of the Library for storing seldom used material. None of these expectations has been met. Consequently the Library has been compelled to discard books more rapidly than anticipated, causing as a result considerable misgivings within the academic community at SFU.

While the University can do very little to secure the construction of a provincial storage depot, the Committee urges that a re-examination of space allocation at SFU be undertaken with the object of moving some or all of the academic and administrative units now occupying the 7th floor of the Library Building. Furthermore, the Committee believes that, if at all possible, funds - estimated at \$125,000 - be provided the Library for the replacement of the non-compact shelves now being used to provide storage space on the 1st floor. If this were done the size of the primary collection could increase by 80,000 volumes, an amount equal to about two-three years acquisition of monographs. Such action would remove the immediate pressure on the Library to discard material while allowing it to develop a more acceptable system of identifying books for future discarding. The Committee recognizes that retaining space in the Library by replacing shelves removed to the 1st floor would nullify plans to increase student seating in the Library, but members of the Committee have suggested this be off-set by creating additional student study-space elsewhere on the campus. The Library has far too long served as a general study area instead of a workplace for library users.

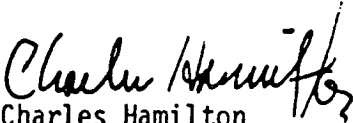
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Some Committee members also expressed concern about the effect the reduction in serials has had on the Library. Although the cancellation of c. \$60,000 from the serials allocations falls outside the period covered by the Librarian's report, the Committee believes this an appropriate time to bring to the Senate's attention the fact that a cut in serials has occurred and, given the rising cost of renewals, will occur again even if the Library funds for the next budget remain undiminished.

Finally, as Chairman of the Committee, I should like to call attention to the section in the Librarian's report regarding the status of the Committee. The Library Review Committee recommended that the Committee be chaired by the Academic Vice President or his Associate and that the Committee contain a majority of Senators. In view of the fact that the Librarian now reports to the Vice President, Research and Information Systems, it might make more sense for the Committee to be chaired by him. In any case, representatives from the faculties should be retained. If either the Academic Vice President or the Vice President, Research and Information Systems becomes chairman and a majority of the Committee's membership are senators, I believe the Committee's ability to function as a link between the Library and the University community would be significantly enhanced.

Yours respectfully,


Charles Hamilton
Chairman,
Senate Library Committee

CH/dab
WANG 0131D/2
November 20, 1985

LIBRARY ANNUAL REPORT: 1984-85

GENERAL

Major activities for 1984-85 centered around implementing changes in our structure and our technological base, both designed to provide long term benefits to Library users:

- (a) we received significant financial support by the University Administration to enable us to purchase, install and use the GEAC library system which is the most powerful integrated system now available. It should be noted that through Library staff and operational economies the cost of the system will be paid back over five years.
- (b) a thorough analysis of our organizational structure resulted in the formation of a Reference Division and a Collections Management Office in place of our previous three Collections Divisions.
- (c) we have a Space Committee working on the restructuring of the physical layout of the Library from which the most significant result will be the centralization of most reference services on the Third Floor.

RECENT ACTIVITIES OF NOTE

A. GEAC

Over the next two to three years we will be installing this system which at the beginning will largely be used for our internal technical

procedures, but which will soon make information on the Collection, plus material on order and in process available to anyone with access to a terminal. In 1986 we will have over thirty terminals for public use.

In order that we may use GEAC it was necessary to stop cataloguing all but "Reserve" and "On Demand" material for some time. This period came to an end in July and we have moved to normal procedures.

B. Projects

Library staff were assigned to projects aimed at analyzing possible new services and services of long standing.

(a) Microform:

The Library has long been concerned over the content, availability and usage of this quite substantial and growing part of the collection.

(b) Downtown site:

The Library has been providing a limited degree of service there for some time and wants to examine possible futures.

(c) Research Data Library

The Library's response to the fact of computer publishing of research data was overdue and the intention is to establish a reasonable and affordable level of service.

(d) Database Searches:

The Library has added supported database searching for undergraduates and is analyzing the results.

C. Library Review Committee Report

The Library was pleased with the content of the report and its acceptance by the President. Its main points were:

- 1) acceptance of the Primary/Secondary collections approach with its basic concept that we be a Library to support community need by means other than development of a major research collection,
- 2) acceptance of the Steady Space Library concept and recommendation that "appropriate administrative and fiscal procedures be developed in order to facilitate implementation",
- 3) it supported the need for an integrated computer support system,
- 4) it supported the need to examine the organization of our management structure, and
- 5) it concluded that the University has a "healthy Library, cost effective, well managed and serving us well".

D. Space

The Library is unlikely to receive additional space for some time. The latest turnover has been most of the space on the First Floor previously occupied by the Instructional Media Centre. This area will be largely dedicated to storage of no/low use material. With no additional space but the constant receipt of additional material it was clear that our Steady Space Policy, adopted in 1982, was not only cogent but would have to be acted upon within the means at our disposal. To this end we aim at removing at least 80,000 volumes to storage on the First Floor -- as the compact shelving requested could not be funded we will use a procedure of moving shelving from the collection floors. Creating space on these floors brings some much needed relief to the critical shortage of student seating.

Storage alone will not meet Library needs for student space and for space to store the volumes that inexorably consume a finite space. Therefore, a policy of withdrawing books from the collection has been initiated. This, combined with conversion of material to microform and storage, is what the Library must do to meet the Steady Space concept and thus to survive and serve our community within the space it can afford.

E. Reorganization

Two forms of reorganization are under consideration: organizational and spatial.

For some time now we have been concerned as to whether the organizational structure set up in 1965 was still best suited for

today. We conducted an evaluation over a period of four months with participation from all Librarians. The consensus supported drastic change but the University Librarian felt that too much of a change might prove more unsettling to the organization than beneficial. Therefore, we created a new Division, the Reference Division, comprising the staff from the three Collections Divisions which were dis-established. In addition, a Collections Management Office was established directly attached to the University Librarian's Office. All organizational changes were accomplished within the current establishment.

Examination of our service functions caused us to reconsider the space they occupy. A Space Committee had been formed to examine our use of space and its relationship to service; an important factor here was the number of staff available for the various service functions. The most significant recommendation of this Committee to date is that there should be centralized reference service on the Third Floor (entry level). This will entail a transfer of many current service points and will require at least one secondary reference area. The Committee is currently developing the schedule of changes needed, confident that the end result will be improved service to our users.

The past year has been one heralding great change for the Library. The reorganization of public services and collections management, and the initiation of the GEAC system both promise great benefits to our users. The various projects underway will significantly alter and add to the scope of services that can be provided. The near future will not be one without problems but these will be insignificant compared to the benefits.

To conclude with a matter that has long been a concern of the Senate Library Committee, and is best expressed by this quotation from the report of the

Library Review Committee:

"Testimony presented to the Review Committee suggests that the standing and function of the Senate Library Committee be altered. In past years the Senate Library Committee has provided the opportunity for useful exchanges between the Library and members of the SFU community regarding Library policies. Annually the Committee then presents a report to the Chairman of the Senate. While this Committee has been of value, it has not been able to provide the Library with adequate mandated input from its users to ensure that policies presented to the Committee by the Library receive deserved support from the community. One reason for this is clearly the anomalous position of the Committee which, despite its title, is not a Senate Committee but only one that reports to Senate. While some members of the Committee (as well as the Librarian) may be Senators, Senate membership of the Committee has not been large. To enhance the standing of the Committee and to add to the force of its deliberations, the Committee believes that either the Vice-President, Academic or the Associate Vice-President, Academic should be chairman ex officio of the Committee and that a majority of its membership should be chosen from the Senate, with the proviso that the distribution of membership through faculties be retained.

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."

CMD:IS

WANG 0183I

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>
Total Circulation	378,994	407,462	485,813	507,128	472,063
Reference questions	52,190	72,027 (1)	67,863	73,806	66,155
Current Serials	11,846	13,527	13,570	13,384	13,114
Bound Letterpress Collection	391,350	540,031	784,577	820,116	829,998
Microform Collection	237,156	696,283	767,825	777,138	780,351
Letterpress Volumes added to Collection	50,895	39,918	27,377	35,539	9,882 (2)
Permanent staff (FTE)	144	129	131	123.6	120 (3)
Data Base Searches	-	-	657	745	875

- (1) In September, 1977 the Library closed the Card Catalogue and instituted the new microcatalogue, causing a large, temporary increase in reference information desk questions.
- (2) Decline relates to concentration of all staff on preparation for GEAC - period ended July, 1985.
- (3) A decline of 48 positions from the 1970/71 high of 168.

ST/dab
September, 1985