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**ATTENTION Members of Senate**

FROM B. Mario Pinto, Vice-President, Research 

RE Senate Library Committee Annual Report

DATE October 2, 2012

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

**Simon Fraser University**  
**SENATE LIBRARY COMMITTEE**  
**Library Penalties Appeal Committee**  
**Annual Reports for 2011/12**

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## **Senate Library Committee**

### **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 2011/12:

June 13, 2011  
October 17, 2011  
February 17, 2012

### **External Review and Library Response**

The External Review Report overall was very favourable, and eleven recommendations were made. With input from Library staff, the VP of Research and the Senate Library Committee, the Library prepared a response report and Action Plan addressing the recommendations. The VPR approved the Action Plan. The final version including Library Response and Action Plan was sent to the July SCUP meeting for review and then sent to the September Senate meeting for information only.

### **Strategic Plan**

The draft Strategic Plan was first discussed at the June 2011 Senate Library meeting. It was then sent out to the SFU community for input (deadline August 31, 2011) by the Office of the VP of Research. All input and recommendations were incorporated into the final Strategic Plan. The plan was forwarded to SCUP as information and then to Senate as information. A retreat for managers and supervisors was held in November to formalize goals and determine the best methods for implementing the tasks (including resources and timelines). A project list was created to record and update the progress of the strategic plan and will be revisited throughout the year to determine the Library's achievements and progress on goals.

## **Library Collections Budget**

The 2011/12 Collections Budget was presented with the following highlights:

- The university has again agreed to protect the collection budget from reductions to preserve our buying power and permit continued building of collections. As part of the university's new budget process the library received a base budget lift of \$40,000 for 2011/12 to recognize pressure on the collections budget from serial price increases and growth in programming.
- The \$40,000 does not completely cover the expected inflation affecting acquisitions for 2011/12. Serial increases have been budgeted as known or expected, leaving no room to increase book allocations over last year's level. Budgeting in this way over time would skew the budget in favour of journal oriented disciplines and away from those disciplines that rely more on monographs, so is not sustainable for any period of time. A memo detailing the expected cost increases in 2011/12 has been submitted to the VP Research; if this funding becomes available it will be distributed proportionally across the budget to hold book purchasing power even with 2010/11 levels.
- This budget has been set with the assumption of the US/Canadian exchange rate at par. We will continue to monitor the exchange rate closely and work with the SFU Treasurer to forward purchase US dollars at advantageous rates and to time payment of large foreign invoices in our favour when this is possible.
- Serial allocations have been set based on increases of 3% over the previous year's expenditures, corrected for migrations to online-only format and other changes in each list. Where we have multi-year agreements with known price caps the exact figures have been used in setting the budget for specific lines.
- As noted above, no increases to monograph funds have been possible in this budget. Monograph funds that were fully spent in 2010/11 have been preserved at last year's level. Some that were not fully spent in 2010/11 have been reduced slightly.
- In response to changes in the library bookselling industry in 2010/11 the library contracted with a new primary book vendor for English language books using an RFP process. The migration of our large book approval plans to a new vendor went smoothly, but resulted in some changes in the mix of approval/forms/discretionary spending on books lines in several subject areas. This budget allocates these lines as we expect they will play out for 2011/12, which is not always in the same pattern as in the 2010/11 transition year.
- To align with the university structure, Archaeology funds now roll up under Faculty of the Environment instead of Arts & Social Sciences, affecting the overall totals for both of these Faculties.
- The allocation for "Miscellaneous Foreign Literature" has been reduced. Major works of world literature in translation had traditionally been purchased for the Bennett collection from this line. The World Literature program in Surrey now collects much of this material. In consultation with this program and the English department, the funds have been put toward a new subscription to a major literary database (*Literature Online* from Chadwyck Healey).
- Costs for converting texts into accessible alternative formats for students with disabilities increased from \$13,000 in 2009/10 to over \$25,000 in 2010/11. The increased cost is reflected in this budget.

## **Liaison Librarian Review**

During the 2011 summer the Library conducted a review of the current liaison librarian program. Based on the findings of the review and building on the strengths of the current model the report made a number of recommendations which will be implemented over the next few semesters. There were some concerns regarding breakdowns in communication with this new model. Elaine Fairey, Associate University Librarian, who gave the report, assured the group that the lines of communication between Faculty and Liaison Librarians will continue and will probably be stronger with the new changes.

### **Komagata Maru and Chinese Head Tax Projects**

In April 2011 the SFU Library received a grant totaling \$350,000 from Citizenship and Immigration Canada through the Community Historical Recognition Program (CHRP) to create a lasting digital resource that tells the story of the Komagata Maru incident. In addition, SFU Library received funding as part of the UBC Library's CHRP project to digitize the Chinese Head tax project. The Komagata Maru project was successfully completed and is available at <http://komagatamarujourney.ca> and <http://lib-drupal2.lib.sfu.ca/kmj/>. A celebratory event was held at SFU Harbour Centre on the evening of March 23<sup>rd</sup> and an all-day symposium was held at the Surrey Campus on March 24<sup>th</sup>.

### **Media Lending Pilot**

SFU Library acquired a portion of the Videomatica Collection, 2800 documentaries with the remainder of the collection (feature films) going to UBC (SFU and UBC collaborated to purchase the collection). In order to provide public access to the collections a pilot media lending policy has been established and will begin next semester. External borrowers may take out a film or documentary on a 3 day loan. To avoid conflicts with availability of films, items that are booked will not be available for circulation.

### **W.A.C. Bennett Library Renewal:**

As part of the Bennett Library Renewal Plan, funds were allocated by the VP of Research to support the Bennett third floor renovation and establishment of the Research Commons space on the second floor. Tentative plans for the renovating the 3<sup>rd</sup> floor bathrooms in 2012-2013, as part of the plan for renovating Burnaby campus facilities, are still under review.

### **Extended Library Hours Bennett and Fraser (Surrey) Spring 2012 Exam Period**

Plans to offer extended Library hours during the Spring 2012 Exam Period were announced with the intent that if the pilot project was successful that it would be continued in future Fall and Spring exam periods.

- Bennett extended hours to a 24/7
- Surrey extended hours to 11pm weekdays and 9 pm on Saturdays.
- Belzberg kept its regular hours

### **Senate Library Committee Membership, 2011/2012**

Mario Pinto, Vice-President, Research (Chair)  
Jon Driver, Vice-President, Academic  
Charles Eckman, University Librarian  
Wade Parkhouse, Graduate Studies  
Peter Liljehahl, Graduate Studies (Designate)  
Alan Doree, Continuing Studies (Designate)  
Yvonne Tobin, Continuing Studies (Designate)  
Glenn Chapman, Senator at Large  
Daniel Leznoff, Senator at Large  
Christi Garneau-Scott, Graduate Student  
Marisol Cruz, Undergraduate Student  
Darius Burbridge, Graduate Student (Alternate)  
Zachary Pope, Undergraduate Student  
JJ McCullough, Undergraduate Student (Alternate)  
Risha Patidar, Undergraduate Student (Alternate)  
John Edgar, Applied Sciences  
Stephen Steele, Arts and Social Sciences  
Kim Trottier, Business Administration  
Daniel Laitsch, Education\*

Beth Marshall, Education  
Jeremy Snyder, Health Sciences  
Igor Herbut, Science  
Natalie Gick, Head, Fraser Valley Real Estate Board Academic Library (Librarian Rep)  
Daryl Clarke, Library Staff Representative  
Gwen Bird, Associate University Librarian (non-voting)  
Elaine Fairey, Associate University Librarian (non-voting)  
Todd Mundle, Associate University Librarian (non-voting)  
Brian Owen, Associate University Librarian (non-voting)  
Angela Raasch, Recording Secretary

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## **Library Penalties Appeal Committee**

The Library Penalties Appeal Committee met on August 15, 2011.  
There were two (2) appeals, both were denied.

### **LPAC Membership 2011/2012**

Christine Garneau , Graduate Student(Chair)  
Glenn Chapman, Senator at Large (Vice-Chair)  
Daniel Leznoff, Senator at Large  
Marisol Cruz, Undergraduate  
Scott Mackenzie, Ex-Offio, Secretary (non-voting)