

Information Services Department

Feb. 15, 2008 @ 9:30 a.m. – 10:30 a.m.

Present: Mita Williams(**Chair**), Daniel Edelstein, Bob Elliott, Lou-Ann Greenham, Heidi Jacobs, Bill Jackson, Anne Kaay, Adam Lauder, Sharon Munro, Brian Owens, Monica Pare, Jennifer Soutter, Kirsti Stipanovic, Kristi Thompson, Danielle Winn, Martha Wolfe, Margaret Smole (Access Services), Rachel Philipose (**Secretary**).

Regrets: Tamsin Bolton, Johanna Foster, Adam Lauder, Sharon Munro, Graham Staffen, Leila Wallenius, Peter Zimmerman (Study Leave)

1. **Approval of Agenda.** Danielle W. / Kristi T.

The following item was added to the Agenda **New Business (#5)**.

- **Duplicate Weeding** All in favour - **Carried**

2. **Minutes** – Kristi T. / Danielle W. All in favour – **Carried.**

3. **Business Arising from Minutes**

- **Replacement Funds** – Cathy Maskell has been going forward with the Replacement Funds process to order and replace monographs as needed.
- **Recommendation #5** (*Reference Services Review Committee Report : Final Report*)

Heidi J. and Danielle W. have volunteered to lead on identifying session topics, possible presenters and a schedule. Heidi reported that 12 sessions are already planned.

The first session for the above is going be:

Does searching for Gov. Docs. get you down : Informational Session to learn how to locate Gov. Docs. Quickly ? This session will be held on Thursday, February 21, at 10:30 a.m. in Room 305 W and is expected to last about 40 minutes.

- **Recommendation #6 –Reshelving Statistics** (*Reference Services Review Committee Report : Final Report*)

Mita W. reported that reshelving statistics for Reference materials are collected at the point of reshelving and so books being placed on book trucks would be counted. Also, similar statistics from previous years have been collected and these will be made available on the K drive once transcribed from paper.

Martha W. was concerned that the Reshelving Statistics may be affected by students not seeing signs in the area which read "Do Not Reshelve". Mita W. responded that the since there will be a number of years worth of Reference Shelving statistics that the effect of users reshelving their own material would not be significant.

Margaret Smole assured that we there are "Do Not Reshelve" signs in the Reference area and that she would, in time, be making new ones. Margaret also reported that she and Karen Bonasso are working on new larger signs to be posted on walls near the elevator doors re: cell phone usage etc. to replace "single issue" signs placed around each floor.

4. Outstanding Business

Elect a representative to attend the Access Services Departmental meeting as per the Recommendation #4 in the Reference Services Review Committee:

Anne Kaay and Danielle W. have volunteered for the above. A vote was taken. Anne Kaay was elected for the same.

Access Services Meeting will be on every 3rd Tuesday of the month from 2:30-3:30 p.m.

5. New Business

Duplicate Weeding: Martha W. requested a written report of recent duplicate weeding that was coordinated by the Head of Information services to alleviate immediate shelving problems. She would like to know the scope of the project, what has been done to date, the criteria set for withdrawal of duplicate materials and a list of duplicates that have been removed.

Mita W. said that she would have to defer the matter to Peter Z. She also stated that the Weeding Policy that was recently passed by the department and ULAC states the withdrawal of duplicates does not require group notification although if librarians would like to share this information, they are welcome to do so. Margaret S. said circulation stats and number of duplicate copies on the shelves were considered during this project.

6. Reports

Re: Reference Services Review Committee: Final Report Recommendations

Mita W. gave a progress report on the 10 suggested recommendations in the above report.

1. Expanded reference hours: completed
2. Name tags: in progress
3. Reference binder online: in progress
4. Access Services Rep: completed
5. Sessions : in progress

6. Weeding of Reference : statistics collection in progress ; committee formation deferred until Peter Z's return;
7. CRC Desk : completed
8. Virtual Reference: VR shifts established for 11 am – 3 pm; will expand to 5 pm after more individuals are trained ; review of VR software deferred until Ask Ontario project Pilot ends
9. Office hours ; sign in lobby: sign in progress; office hours for some librarians still outstanding
10. Contact faculty: completed

7. Around the Table

- Adam Lauder is leaving the Leddy Library on Feb. 22, 2008 for a position at McGill University.
- Bob E. pointed out that he has received some complaints from Education students about the weekend closure of the West Building Reference Desk. He suggested considering restoring weekend reference services during the practicum period. Other members of the department also voiced that they have received similar complaints. Mita W. stated that it was too late to make changes for the immediate weekend and encouraged members to bring up the issue before the next practicum period
- Mita W. thanked everyone who took on extra desk shifts during the last two weeks while a number of library staff members were ill or attending to family
- Kristi T. reminded everyone to approach her or Dan E. for any comments or analysis needed for the The Leddy Library LibQual Summary Analysis Final Document.

Next meeting:

**Thursday March 20th, 2008: 9:30 – 11 am
(as Friday is Good Friday)**