Reference Services Committee  
Minutes of the meeting of March 9, 2005, 9:30-11:30 a.m.  
Alice Mouton Room, Gerstein Science Information Centre

Present:

Lee Robbins (Astronomy), Mary-jo Stevenson (Robarts –CDD), Laura Anderson (Rotman), Noel McFerran (St. Michael’s), Nalini Singh (FIS, Chair), Sam-Chin Li (DMGIS), Warren Holder (ITS), Robert Tomaszewski (Chemistry), Ian Whyte (UTM), Patricia Serafini (OISE), Stephanie Swift (OISE), Barbara Geiger (Regis), Alison Girling (Victoria), Sandra Langlands (Gerstein), Jenny Mendelsohn (Robarts), Susanne Tabur (Gerstein), Patricia Bellamy (Robarts), Margaret Fulford (Dentistry), Vicki Skelton (Industrial Relations), Suzanne Meyers Sawa (Music), Elaine Tamura (UTSC, minutes).

Regrets:

Hana Kim (East Asian Library), Shauna Dorskind (Media Commons), Gail Nichol (Engineering & Computer Science) and Sian Meikle (ITS).

1. The minutes of the meeting of February 10, 2005 were approved with the following changes:

Members present: Correction in the spelling of Hana Kim (East Asian). Gail Nichol (Engineering & Computer Science), not Earth Sciences.

2. Business arising:

Email reference forms: Patricia Bellamy, Gail Nichol, Heather Cunningham, Debbie Green and Nalini Singh investigated potential changes to email forms to incorporate more detail. The Internet Public Library was the model they followed. A rough mock-up is available and will be made live when they are satisfied with the form.

Revision of Membership & Terms of Reference document: Nalini presented Council’s recommendations regarding Membership & Terms of Reference:

III.10. It was suggested to remove this point as forming subcommittees is standard practice for committees. However, members of the group felt that as a document which guides us on what we do, this charge should be reflected somewhere in the document. As such, the following was suggested to be added under III.4. To anticipate … services, eg. to form subcommittees such as WAG.

III.11. Suggestion was to change wording to elicit a more active role: Use ‘To collaborate’ instead of ‘To maintain contact’.
Questions were raised about membership:

1) who is the ITS member? ITS is represented under ex-officio members (non-appointed, with voting rights), such as Digital Services Librarian, etc. so there is no need to have ITS listed again in the Appointed Members section. Nalini reported that Susan Cozzi thought this was fine to do.

2) some libraries have multiple members, but there should only be one appointed member. Other people from the same library may, of course, attend the meetings, and will be listed in the minutes as usual. In some cases, replacements for appointed members are named, when the appointed member is off on sabbatical, etc. As such, the following names were removed from the list:
   a. Heather Cunningham (Gerstein)
   b. Mary Stevens (Petro Jacyk) – since report to Reference Robarts
   c. Richard Carter (St. Mike’s)
UTSC has two members listed as Elaine Tamura is not full-time and Chad would sometimes attend the meetings. It was suggested this be somehow reflected in the list.

Discussion arose regarding whether appointed members that report to Gerstein should be listed separately, and it was decided to leave them on as is.

It was suggested to ask Lari Langford whether it would be more appropriate to have a Circulation Services member instead of Access & Information.

It was suggested to include, as an appointed member, a person from Cataloguing.

OPAC display committee:
The committee couldn’t meet due to illness. The committee will meet before the next Reference Services meeting and will present at that time.

3. Report from Warren Holder

Database with collective names – UofT has databases with fulltext information, but we don’t have access to the individual titles within them, eg. AccessUN. Sometimes it is possible to pull out specific titles and other times, it’s not because we don’t have the MARC records. The only other options would be to create individual records ourselves, but it would be a huge project as there are thousands of titles, or to buy them if they are available, eg. from OCLC.

Nalini will ask Sian what the banner box is searching as title searches under the banner sometimes did not pull titles, but a search in the catalogue did.

Electronic resources management tools – we are working with three knowledge bases: OPAC, EIR and SFX. There are electronic resource management tools that would enable
us to have our resources work in synch with each other. However, there isn’t a product that is good enough. In the interim, if we notice misinformation, report it.

Electronic books – American Council of Learned Societies includes items that don’t lend themselves to print, eg. oral histories, video clips.

College, public and university libraries are purchasing Net Library ebooks and making them available to each other. We have access to more ebooks than we buy. If we want to purchase an ebook, send it to Graham Bradshaw. We would have the book in perpetuity, get the MARC record and provide access to the other libraries.

Net Library – can checkout (need username and password) or browse.

24x7 – need to login all the time. Printing is only available screen by screen.

Bowker training – will have a training session in Books in Print and Ullrich’s either immediately following a Reference Services meeting, or in the afternoon of the same day.

It was reported that an SFX link indicated there was an Ingenta record, but it wasn’t there. Problems like this should be brought to Marc Lalonde’s attention.

4. **T-space: The Next Steps:**

Rea Devakos presented the group with an update on T-space and solicited feedback/recommendations on the next steps for T-space:

Three questions facing T-space right now:
1) University wide deployment
2) Integration within library operations
3) Committees

Institutional repository was developed from the library and University’s perspective for the following reasons:
1) scholarly
2) preservation
3) proliferation of personal or unit sites
4) reputation management (branding of the University)

D-space is used at over 125 institutions.

T-space is a simple web-based form with 7 steps. For a complex record, it would take at most, 30 minutes to create. It is standards based, which enables Google to find it easily and our records get priority crawling (once a week).

T-space was a pilot for Google Scholar, but now they are targeting big publishers first.

Obtaining copyright from the publisher is necessary, but it hasn’t been a problem thus far, as they haven’t been refused once. Publishers are allowing people to self archive: [http://www.sherpa.ac.uk/romeo.php](http://www.sherpa.ac.uk/romeo.php)
Faculty members have used T-space for the following:
- digitizing out of print books
- creating online cv’s and linking to their T-space records

Institutional repositories increase access to scholarly publications and can guarantee the origin, authenticity, permanence of access and stewardship and preservation of scholarly record.

Some recent initiatives for T-space:
1) 2808+ records
2) hiring of student assistants to work on routine tasks
3) software upgraded
4) new web design
5) creativecommons.ca - it is often difficult for an individual author to put up copyright, other than ‘all rights reserved’. Creative Commons created different licences, eg. education only, for authors to select from. This is an international initiative and in September, the Canadian version was released.

The key issues for T-space now are:
1) wider rollout
2) another library service
3) appropriate governance

After her presentation, Rea provided a questionnaire to the group to complete. The group was asked to answer based on her presentation as well on the Key Respondents Interview Summary document.

5. Chair for 2005/2006:
This will be a topic for the next meeting as the new Chair will start in May.

6. Announcements:

Music Library Sale will be held on Wednesday, March 30, from 11 am to 5 pm, in the Lobby of the Edward Johnson Building.

Ken Lavin will be attending the next meeting to make a presentation on "Integrated Search Portals."