Reference Services Committee Meeting Minutes  
November 12, 2014 9:30–11:00am  
Alice Moulton Room—Gerstein Science Information Centre

Present: Judith Logan (Chair, Robarts Reference); Agatha Barc (Victoria); Juliya Borie (Robarts Cataloguing; Minutes); Heather Buchansky (Faculty & Student Engagement); Daniela Cancilla (Robarts); Jesse Carliner (Robarts); Richard Carter (Kelly); Heather Cunningham (Gerstein); Colin Deinhardt (Victoria); Lucy Gan (East Asian); Holly Inglis (Rotman); Marc Lalonde (ITS); Erica Lenton (Gerstein); Joan Links (Media Commons); Greg Luciani (St. Augustine Seminary); Anne McGillivray (Knox); Tim Neufeldt (Music); Jeff Newman (New College); Stephanie Orfano (Scholarly Communications & Copyright Office); Irene Puchalski (Architecture); Natalya Rattan (Fisher); Mary Reynolds (Regis); Lee Robbins (Astronomy); Patricia Serafini (OISE); Karen Wishart (Emmanuel/TST); Dawn Wong (Canada Hong Kong/East Asian).

Regrets: Chad Crichton (UTSC); Nalini Singh (Inforum); Kim Silk (MPI); Rita Vine (Faculty & Student Engagement)

1. Selection of a minutes-taker: Juliya Borie.

2. Minutes of last meeting: approved with no changes.

3. Business arising from the minutes:

Joan Links provided an update on accessing Criterion on Demand titles:
- Off-campus access to the feature films and documentaries from this provider is now available.
- Titles are accessible through the UofT Library Catalogue. More than 1700 titles have been loaded with more titles to be added soon. You can browse the list of titles from the link on the Media Commons page.

4. Report from ITS – Marc Lalonde:

Drupal websites security issue
- As a result of a virus sent around the world that attacked Drupal sites, it was necessary to roll-off UTL Drupal websites to mid-October and some edits to libraries’ pages might have been lost.
- ITS has developed a better and safer way for maintaining UTL Drupal sites.

Library home page redesign
- Currently in the final phase of development.
- ITS is preparing for beta site launch in January and planning to use the winter term for testing and communications with faculty and students.
- The new UTL home page will be launched in the beginning of the spring term.
5. BlackBoard FIXIT training – Heather Buchansky

- BlackBoard FIXIT training sessions to be held on Nov. 17 at Robarts and on Nov. 25th at Gerstein. Heather Buchansky and Mindy Thuna will go through ways you can customize the tool and discuss when it is best to use FIXIT vs. creating a LibGuide.
- To log into BB Fix-it, use UTL Staff Intranet log in; BlackBoard Fix-it button is at top.
- Documentation on customizing library resources for courses in BlackBoard will be posted.
- Heather showed how to change a subject for a course. If a course is multidisciplinary, subject feed can be adjusted by choosing appropriate databases to be added (the databases need to be in EIR to do this).
- **Question:** Is it possible to customize at a lecture level?
  No, it's currently not possible as the tool works with the course code.
- **Question:** Is “full text collection” still a useful term for this e-resources category? As these collections contain primary sources, it was suggested to rename the category to “primary source databases”.
- Page view statistics are now visible. To view how many page views a particular library resource received, click on ‘Page view statistics’ on the right side of the Fix-it admin page. Page view statistics are available by course level and semester.
- Blackboard feedback button can be used to report issues.

6. 3D printing at Gerstein – Erica Lenton

- Erica showed examples of objects printed on the 3D printer at Gerstein, which were also used in promotional materials.
- Launched in October, the service is a collaboration between the Gerstein Library and the MADlab. Erica is a lead on the project and has worked together with Mike Spears, manager of the MADlab. Jeff Heeney provides technical support for the service.
- As competence in 3D printing is becoming a requirement for some professional careers, Gerstein is using “user-mediated” model to get students engaged with technology. In other institutions, “full service” model is being implemented where designs are sent and objects are printed on behalf of users.
- Certification is required to use the MakerBot Replicator 2 3D printers and a MakerBot Digitizer 3D scanner. To become certified, students need to understand policies and procedures for the machine use and attend safety training sessions. Held once a week, the safety training sessions are sold out and are at capacity. Once students pass a knowledge test, they can reserve time on the printer using Gerstein study room-booking software. To print an object, users would pay $1.50 for each 1/2 hour reserved on the printer.
- Since October 1st, 31 users received certification, 59 users attended safety training and, out of 31 certified students, 22 came and printed objects.
- **Question:** what are some academic applications of 3D printing? Archeology students are printing objects from the field, engineering students can test out their designs. In general, students are appreciative of this service.
- **Question:** how much time would it take to print an object? Depending on resolution, printing a model can take 4-6 hours.
7. **Scholarly Communication website** and LibGuide – Stephanie Orfano

- In the process of updating content on the Scholarly Communications & Copyright Office (SCCO) website. Reached out to the Scholarly Communication Libguide authors and agreed that the content on the LibGuide should be updated and transferred to the SCCO website. All major pieces of information have now been transferred and will be maintained by the SCCO. The Libguide will not be a public resource, but rather an internal resource for librarians. Stephanie has suggested linking to the SCCO web-site.
- Resources on the Copyright tab are intended to assist faculty and students and include such documents as General Counsel Copyright FAQ, Copyright Fair Dealing Guidelines and Copyright Roadmap as well as some information on the Course Reserves and Syllabus Service. The content has also been adapted and included in LibAnswers.
- Stephanie requested feedback and suggestions for content for the UofT Initiatives page as well as content suggestions for modules to be included in the LibGuide.

8. December meeting – Judith Logan

December meeting is cancelled without any objections.

9. Changes in Serials acquisition – Caitlin Tillman

Deferred to January meeting.

10. Other business

Marc mentioned a new member in ITS: Reg Matson is a Senior Technology Support Administrator and now manages JIRA and Confluence software.

*Question regarding Course Reserves and Syllabus Service*: if a faculty member affiliated with a federated college inquires about e-reserves, but the library does not yet offer the service, could they refer the faculty member to SCCO for expanded service? Yes, the SCCO centre can provide answers on copyright-related questions and check copyright compliance.

*Date of next meeting*: January 14, 2015.