

Minutes of the Instruction in Library Use Committee – October 18, 2006
4th Floor Conference Room, Robarts: 9:30–11:00pm

Present: Alison Girling (Victoria); Sheril Hook (UTM, Chair); Jenny Mendelsohn (Robarts); Suzanne Meyers Sawa (Music); Nalini Singh (FIS); Elaine Tamura (UTSC, Minutes); Marian Press (OISE); Elena Prigoda (Gerstein); Richard Carter (St. Mike's); Carla Hagstrom (Gerstein); Chad Crichton (UTSC)

Guest: Rita Vine (Gerstein)

On leave/on sabbatical: Margaret Fulford (Dentistry); Sara McDowell (Robarts); Jeff Newman (Robarts)

1. Minutes of the Last Meeting

The Minutes of the September 20, 2006 meeting were approved.

2. Announcements

- 1) A Librarian from Australia will be speaking today on Library and Information Science issues from 4:10-5:00.
- 2) Fran Sardone resigned from UTSC. Chad Crichton has been seconded to TLS for the year as Fran's temporary replacement.
- 3) UTM Library has opened. The November 15th meet will be at UTM.

Update

The November meeting will be held in Robarts (2nd floor conference room) rather than UTM Library. Their new building is still undergoing construction. A meeting can be rescheduled there for January or February.

3. Update on Blackboard library working group

Rita Vine reported on three issues:

1) Durable links

There has been progress in creating durable links. Durable links are available for catalogue records, e-databases, essentially, every defined e-resource. Staff and faculty training sessions will be available. Three sessions for staff have been organized for November. It is recommended that anyone who works on the reference desk attend these sessions. There will be two sessions in December for faculty who want to create durable links in Blackboard for their courses.

2) Copyright

The library needs to be protected from copyright infringement. By making it easy for faculty and instructors to understand what to do legally, there will be less chance of them violating copyright. Rita will be working with other interested parties on this issue.

3) SFX

Only 50% of journals are populated in SFX. Rita will be speaking with Sian about this issue.

4. October 30 UofT Symposium and Sara McDowells's Coordination of Poster Session

Sheril solicited for participation in staffing the poster session and the following schedule was created:

10:20a.m. – 10:45 a.m. Sara and Marian
3:30 p.m. – 4:30 p.m. Nalini and Richard
4:30 p.m. – 5:30 p.m. Elena and Elaine

Sara suggested that the main handout be updated to include a listing of the projects and contact information on the back, eg. Names, email address and phone number. Nalini offered to update the page and photocopy any pages as needed. She requested changes to be received by October 25th. Sheril would forward the participant's names to Pam Gravestock for registration purposes.

5. Writing Plus Academic Skills Workshop

Alison reported on the Writing Plus Academic Skills Workshop. These workshops came out of the February "Research Papers Start to Finish" from last winter by Jeff Newman. This year Alison and Gail have been involved with the Woodsworth Writing Workshops by team teaching sessions and offering courses on Library Research and Using Sources. Writing component sections were worked into their sessions. As well, research components were worked into writing sessions. These workshops were available on a drop-in basis and some were held on Saturdays. Sessions were well attended, sometimes with more students than terminals. Workshops were advertised through Woodsworth that were distributed across campus.

6. Professional Development Event, December 8 – Next Steps

Sheril identified and coordinated issues in preparation for the professional development event:

Topic – the group discussed possible topics for the event:

- Learning in an online environment
- Needs of online learners
- How people learn online
- Creation of online tutorials
- Hands-on practice with evaluating online tutorials that we've created

The question of, what kinds of break-out sessions will be useful for the librarians, arose.

Description of event – Nalini offered to write a description of the event.

Speaker – Marian will be the liaison. It was confirmed that Clare Brett, OISE faculty member, will be the speaker for the event. Her area of expertise is in building online communities and characteristics of online learning.

Venue – Richard will be the liaison. Venue has been confirmed at Charbonnel Lounge, in Elmsley Hall on St. Mary Street.

Overview of the day: Time of event: 9:00 –4:00, coffee 9-9:30, lunch break, nutrition break in the afternoon.

Technical requirements – Richard will be the liaison. Marian will contact Clare to find out what her technical requirements will be will then inform Richard.

Catering – Alison and Richard will be the liaisons.

Funding – Sheril will be the liaison. She will contact Judy Snow regarding funding. Since we don't know final figures, we can use last years as a guide.

Registration and publicity – Nalini will be the liaison. She will send out an announcement for the event so that people can hold the date. She will speak to Marc LaLonde regarding registration.

Handouts and packages – Marian will be the liaison. Suzanne volunteered for stuffing envelopes. It was decided that we will use labels and markers for name tags on the day of the event.

Evaluation forms – Elena will be the liaison. She will contact Margaret Fulford to find the master.

Introductions – Marian agreed to introduce Clare on the day of the event.

It was suggested that we look at the complaints from last year to assist us in our planning.

7.Other Business

- 1) Annual report – Sheril sent the report to Cris Sewerin for her input as she was co-chair for the period September – December and the reporting period runs from September – August. The report needs to be submitted to Sharon Dyas-Correia by this Friday. Sheril will be not able to attend and will ask Cris if she can present it.
UPDATE: Sheril attended LC and gave the report.
- 2) What is happening at your library? – Sheril indicated she would like to hear about what is happening at other libraries. Please inform Sheril if you will be speaking about your library at the next meeting so she can allot enough time for everyone.
- 3) ILU on staff intranet – Elaine reported that she had contacted Marc for an ILU presence on the staff intranet. He indicated that all we had to do was send him a link for the page. It was determined by the group that the page works using the online management system. As such, Elaine will contact

him again to set it up. It will be called ILU, with the secondary page will be called Instruction in Library Use.

- 4) Music Library Sale – November 1st 10:00-4:00 in the lobby.

Next ILU meeting is on November 15, 2006, 10:00 a.m. at UTM – details to follow.

Update

The meeting on November 15th will take place in Robarts (2nd floor conference room) at 9:30.