

**Minutes, September 19, 2007**  
**Alice Moulton Room, Gerstein Science Information Centre**

**Instruction in Library Use Committee**  
**University of Toronto Libraries**

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Present: Sara McDowell, Nalini Singh, Elaine Kong Tamura, Sheril Hook (Chair), Suzanne Meyers Sawa, Carla Hagstrom, Cristina Sewerin (minutes).

Regrets: Richard Carter, Jack Hang-Tat Leong, Jenny Mendelsohn, Chad Crichton, Elena Prigoda, Jeff Newman.

**1. Blackboard Update from Rita Vine**

Rita summarized recent progress and the current state of Library involvement in Blackboard. Over 3,000 courses are now in Blackboard, out of a total of approximately 35,000 at U of T.

**i. ITCDF Grants**

Two ITCDF (Instructional Technology Courseware Development Fund) grants were awarded, one to UTM Library and one to ITS. The grants were been used over the summer to

- a. create space for links to e-reserves in every course
- b. create a default but discipline specific library presence for every course. UTM designed the structure of this space, and Central Libraries fed the content
- c. create web - based help and marketing aimed at instructors

Work began last April/May and these elements are ready for use. Implementation has been delayed while RCAT staff work to resolve load problems in Blackboard.

A contact/referrals list has been sent to librarians by email. It will also be posted on the staff intranet. A librarian's FixIt tool has been developed. Librarians can use this to customize content in the Library space within Blackboard. Training on FixIt will begin September 25.

**ii. E-Reserves**

Traditionally, instructors have been able to ask any library to place materials in course reserve, or Short Term Loan. Libraries are continuing to offer this service but now instructors can also

- create durable web links to any online library material, catalogue record or catalogue search page
- add those web links to their course reading list, and
- post that marked up list in the e-reserves folder in Blackboard

Rough spots are still being worked out and this linking service will likely be simplified for instructors by creating uniform procedures for instructors and likely centralizing the service for all three campuses. The reserves lists are preserved by the Library so they can be reused year after year.

A promotional flyer for E-Reserves has been created and libraries are encouraged to send these out to faculty members.

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E-Reserves is currently separate from other library links but the Implementation Team has already suggested that both eReserves and Library Resources be incorporated into a single page.

**iii. Library's Blackboard help page**

All information and help for instructors relating to the library's role in Blackboard, including E-Reserves is being gathered in one place at <http://content.library.utoronto.ca/services/faculty-staff/blackboard/>. An alias to a shorter URL is: <http://www.library.utoronto.ca/blackboard>. Some of this information is still being rewritten and clarified.

Feedback on this web page:

-In response to a question, Rita clarified that the information under the heading 'Browse a list of upcoming workshops' includes only Robarts Library classes. There was some discussion on how to include other libraries. It was decided that in the short term ILU Committee will create a 'master' web page with links to sessions at other libraries. Sara will coordinate this.

-"Library Searching: the basics". This is still on the Robarts web site and an ILU subcommittee has been working to move it to Central Library site. ILU had also agreed to maintain this tutorial. Some discussion ensued on whether it is realistic or possible for Committee members to maintain this tutorial. A possible instruction coordinator position for St George campus may resolve some of these issues. Sheril will speak to Jenny about this.

-"How a librarian can help". There was some discussion about the wording 'Ask a librarian to help design library assignments and tailored research guides'. In particular, many felt that the language should be changed to reflect a higher level of instruction philosophy. The page has been focus group tested and the feeling was that this language would get instructors to make some initial librarian contact. The Committee agreed to discuss a rewording further and would send some suggestions to Rita.

**iv. Library web pages within Blackboard**

Our goal has been to generate a sustainable system of RSS feeds which insert library content in every course that is as subject specific as possible. UTM has built the structure and ITS and Central Libraries have built the content. The 'Library' page in Blackboard includes

- a campus-specific banner across the top
- a campus-specific bottom toolbar
- on the left, a list of library resources which map to up to five EIR-based database recommendations with an option to see all databases
- on the right, a customizable area to which instruction or liaison librarians will be able to add more specific resources

The 'Library' page is ready to go but, because of complications with the rollout of Blackboard this Fall, the building block will be implemented later in the fall. This means that Blackboard courses will show the Library Resources pages AS A DEFAULT starting in Fall 2008. However, the Library Resources link will be available in ALL courses as soon as the building block is loaded, and can be manually linked by the instructor or

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coursebuilder. Instructions will be posted on the Blackboard help pages as soon as the building block is in production. There will be a link on this page for instructors to contact their liaison librarian via email. These requests will be logged to ensure that instructors get a response.

Training will begin September 25 on the FixIt tool. This tool will be available on the staff intranet and it will allow librarians to make adjustments and changes to the resources displayed within a given 'Library' page, without having to seek permission from the course instructor. Librarians will also be able to deploy any given 'Library' page in systems outside of Blackboard.

Rita outlined additional opportunities for librarian involvement in Blackboard course pages: for example, we can ask instructors to permit us to act as course builders which gives us additional access to the course site and features such as whiteboard discussions.

**v. Referring Blackboard questions appropriately**

For help with 'Library' questions, e.g., e-reserves, library pages, as well as copyright, speak to Rita. For help with problems relating to materials posted on course websites, for example, if a link to a course reading posted by a professor does not work, refer students to the course instructor. For help with technical problems, speak to RCAT staff. Students can also be referred directly to RCAT.

It was suggested that an FAQ for front line library staff, including librarians, GALTs, ALTs and technicians, would help them to answer questions and refer appropriately. UTM has one which it will share with Rita and ILU.

**2. Professional Development Event**

Elaine will investigate funding for the event. The Committee discussed presentation skills and speaking skills as a possible theme for this year's event. Suzanne provided more information on possible speakers, including a commercial service called [thecreativemedium.com](http://thecreativemedium.com), and Professor Lorna McDonald, who would address voice technique and care of the voice. We had also previously considered an outcomes assessment theme with Deb Gilchrist as speaker. Lisa Hinchliffe will be presenting a workshop at Augustana this year and we discussed Lisa as a possible speaker. The Committee decided to pursue the presentation/speaking skills theme and Suzanne will email the ILU list for more feedback.

**3. Announcements**

UTSC has posted the position of information literacy coordinator, which will report jointly to the Library and the Learning Skills Centre.. The position will be open till filled.

Nalini will be taking a leave of absence for some months beginning December.

Suzanne announced that beginning mid-October the Dean of the Faculty of Music will become a VP at UTM.

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**4. Additional Discussion of the Library's Blackboard help web page**

The Committee decided that we need to compile a list of supplemental classes from all libraries, annotated to indicate any restrictions to a particular body of students. Sara will coordinate this, gathering information and working with Marc.

**5. Other Agenda Items**

The meeting adjourned at 11:45, and the remaining agenda items were referred to the next meeting, October 17.