

# Education City Library Directors Meeting

Monday 14 April 2014

10:00am – Noon

Texas A&M University in Qatar (Room 310)

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## MINUTES

**Present:** Natalie Belch (QA-Sidra); Alice Burnett (WCMCQ); Adam Cath (TAMUQ); Carol Hansen (VCUQ); Claudia Lux (QNL); Teresa MacGregor (CMUQ); Mohammed Mubarak (QFIS); Elizabeth Thompson (TII); Frieda Wiebe (GUSFSQ)

**Regrets:** Aisha Al-Kelaifi (QFIS); Beth Clausen (NUQ); Tracy Havlin (Sidra); S.C. Kumaresan (ABP); Frederick Nesta (UCLQ LIS); Ellen Sayed (WCMCQ); Steven Shepherd (QA); Rupert Williams (UCLQ)

### 1. Cooperation Mechanism / Expert Database

Objective: Open training sessions

WCMCQ sent in the form. Others have not. Unclear if it is for what we *have done, are doing or could do?* Seems to be “are doing/could do.” QNL is doing a lot of this now via workshops at the Student Center.

Carol: Working on new HBKU educator training project – approved by EC deans; workshops starting in September.

**ACTION: Teresa Mac:** Will send the document along with the minutes.

**ACTION: All:** Complete and submit the form to Allan Groen @ QNL as needed.

### 2. Project SAILS

Teresa Mac and Alicia Salaz met with librarians at WCMCQ and their feedback was similarly negative. Neither school is moving forward with Project SAILS.

Frieda: GUSFSQ continues to use Madison Assessment. Will finally see the longitudinal benchmark with the class of 2015. VCUQ is also thinking about implementing Madison.

### 3. Library Statistics – Revised Form/Worksheet

Completed by VCUQ, CMUQ and TII (and GUSFSQ but not submitted).

Not everyone tracks all these items. Frieda sent out an Excel spreadsheet as another option (with monthlies). Liz Graham at GUSFSQ will collate and share the results for FY 2013.

Question about eResources that are not eBooks, eJournals or databases. VCU main campus tracks usage of eResources (but no way to separate out Qatar usage). Expenditures not an option either. But how do we track these? Number of subscriptions/licenses (list as “shared with main campus” as necessary).

Under “Institutional Metrics,” add a measure for staff; add a measure for community members. Add a “Comments” column for explanatory notes.

**ACTION: Frieda:** Will update and send a new version of the worksheet/spreadsheet.

**ACTION: All:** Complete and submit form for FY 2013. Complete and submit form for FY 2014 (after 30 June).

**4. ECLDC Archive**

TAMUQ has documents (up to a certain point) in a repository, but it is not appropriate for purpose. Need a better shared repository (Google Docs, Drop Box). Should it be open or closed? Currently, it is open. Most are MS Word; should be converted to PDF.

QNL wants to hold the archive (in SharePoint), but doesn't care about the location of the "working" documents. TAMUQ will tidy up what's there; convert to PDF; add any missing docs; share with QNL; then continue to host (but perhaps on a different platform).

TAMUQ will continue to maintain the mailing list.

**ACTION: Adam:** Fix current documents; share link/location with all.

**ACTION: All:** Fill in the blanks as needed.

**ACTION: Claudia:** Will add QLIB information to QNL library directory.

**5. Interlibrary Loan MoU**

Should this be all higher education institutions or just Education City? Just EC, then each institution can establish other agreements as needed (outside EC; outside higher ed). HBKU not EC.

**ACTION: Frieda:** Update and share final agreement.

**6. UCLQ MLIS Student Interns**

No update. Fred not present. Participating libraries happy with their interns; many have been or will be hired for student employment/contracting.

**7. Cross-Registered Students & Borrowing**

Second option is preferred (see below). Requires coordination among libraries to place holds as needed.

Students cross-registered for courses at another HBKU institution may be eligible to check out items from that university's library in accordance with that library's lending policy. Failure to return library items checked out from the cross-registered university will result in a course registration block at the student's home campus.

**ACTION: All:** Be prepared to handle holds and other issues as needed.

**8. QNL Requirements for Branch Libraries and Database Licensing**

What is QNL/QF expecting? Claudia: QF President's office is scrutinizing budgets. QNL has started a list of what's available; who subscribes to what; pricing; etc. QNL told QF that it is difficult to ask partner libraries to cancel subscriptions before the QNL resources are established (for at least three years). Possible to add IP ranges, but also available via individual registration. Contact QNL (Rex Steiner, Associate Director for Technical Services, [rsteiner@qf.org.qa](mailto:rsteiner@qf.org.qa)) to schedule on-site registration.

GUSFSQ is ceasing payment on shared resources with main campus if QNL has a subscription; CMUQ is doing the same. Burden is on branch libraries to discover what is new from QNL and whether or not it overlaps with existing holdings.

Problem with deep links to ScienceDirect because of dual access (QNL and TAMUQ). Also, holdings differ.

VCUQ getting similar requests for IT equipment.

**ACTION: Claudia:** Send list of databases to all.

#### 9. Meeting of Post-Secondary Library Directors

Last meeting held more than two years ago. Shall we meet again? Yes.

**ACTION: Frieda:** Will schedule at the end of May (after 19 May for Teresa Mac).

#### 10. Books Held by MoC

WCMCQ last shipment received in a week. Others experiencing similar speedy deliveries.

GUSFSQ had 200+ books released, but about 230 others still being held.

**ACTION: All:** If you receive books that are not yours, let everyone else know (just in case there's a mix up).

#### 11. Conferences

Elizabeth/TII: Lilac – Librarians' Information Literacy Annual Conference, April, U.K.

Teresa Mac/CMUQ: LOEX, May, U.S.A.

Carol/VCUQ: ALA, June, U.S.A.; Charleston Conference, November, U.S.A.

Frieda/GUSFSQ: ALA, June, U.S.A.

Mohammed/QFIS: SLA, June, Canada

#### 12. Next Meeting

15 September 2014, 10am-Noon

QFIS to host (in the new building!)

**ACTION: All** mark your calendars now!

#### 13. Round-Table Updates

##### ABP:

- Not present

##### CMUQ:

- Presenting at LOEX conference in May.
- Library Assistants are taking an online course from ACRL on the Reference Interview.
- Reference & Instruction Librarian is pregnant (due in October)! So we are putting our heads together on plans for the class in Fall semester.

##### GUSFSQ:

- Completed interviews for Arabic librarian; only one-year contract.
- Other staff members leaving/staying.
- Ongoing integration of UCLQ library.
- Implemented Summon as discovery layer along with WRLC consortium; still a work in progress.

**NUQ:** (*in absentia*)

- Beth Clausen returning as Director in August for a two-year period. Yea!
- Advertising two librarian positions in the next couple of weeks – Technical Services Librarian and Public Services Librarian (international searches).

**QA:**

- Not present

**QA-Sidra:**

- Natalie had to leave early.

**QFIS:**

- Expanding RFID system for the new building.
- Adding another Ph.D. program (Islamic Finance); impact to library's collection.

**QNL:**

- Heritage Library open house on Thursday 17 April.
- Launched new logo.
- 26 December 2014: Building should be ready! Costa will be the coffee shop; restaurant TBD. Planning IT installation.
- 56 employees now; 30 more coming on board soon. Many located in Tornado Tower.

**Sidra:**

- Not present

**TAMUQ:**

- Staffing issues continue.
- Leave provisions tightening under new contract.
- Receiving new furniture over the Summer.

**TII:**

- New Library Assistant.
- Institute is growing: Mandarin and English for Specific Purposes (in Fall). Offering Masters in Audio Visual Translating. First class graduating soon.
- Conference at QNCC underway now.

**UCLQ:**

- Not present

**UCLQ LIS:**

- Not present

**VCUQ:**

- New security gate is here. But issues removing/repurposing old gate.
- Support staff returned from main campus to learn discovery system. Good trip.

**WCMCQ:**

- New Information Services/Knowledge Management Coordinator and Information Reference Services Technician.
- Conducting trials on discovery systems.