# Education City Library Directors (ECLDC) Meeting
## Minutes of Meeting

| Subject | Business Meeting | Date | 12 December 2016 |
|---|---|---|---|
| Time | 10 am – 12 noon | Location | The Library – Georgetown University - SFSQ |

**Attendees:**

1. Saadi Al-Said (QNL)
2. Amy Andres (VCU)
3. Adam Cath (TAMUQ)
4. Donna Hanson (GUQ)
5. Teresa MacGregor (CMUQ)
6. Fred Nesta (UCLQ LIS)
7. Mark T Paul (Northwestern)
8. Karen Neves (Sidra)
9. Claudia Lux (QNL) – R
10. Mike Mandili (WCMCQ) - R
11. Ghyslain Sabourin (TII) - R
12. Rupert Williams (UCLQ) - R
13. S.C. Kumaresan (ABP) R
14. Mohammed Mubarak (QFIS) - R
15. TII – R
16. QA (Sidra) - R

| Item | Description | Action | Target Date | Action Party |
|---|---|---|---|---|
| **1** | **Minutes from Meeting of Monday 17th October 2016** | | | |
| | • Minutes of previous meeting presented. One spelling mistake, noted by Karen Neves, will be corrected.<br>• Minutes approved. | Info | - | - |
| **2** | **Old Business (i.e. Action items from last minutes)** | | | |
| 2.1 | **2016 Social event for professional librarians**<br>**(Teresa MacGregor)** | | | |
| | • No social event organized for librarians in 2016. Should Teresa do one for 2017? A to-do for early spring semester. | Action | Spring semester | Teresa MacGregor |
| 2.2 | **Post-secondary library directors meeting (Teresa MacGregor)** | | | |
| | • Post–secondary. Do we need to meet with post-secondary lds? Agreed it is not necessary outside of EC. Outside of EC is another purpose to the meeting. Perhaps annual forum for Qatar lds (after QNL opening) | Info | - | - |
| 2.3 | **Matrix of Physical sharing arrangements between EC Libraries** | | | |
| | • Matrix of sharing arrangements (Adam): asked Mike and Ghyslain if they can meet in early January. Discussion about how we can work together. First step to detail what we are currently doing. | Action | 1st week of January 2017 | Adam Cath, Mike (VCUQ) & Ghyslain Sabourin |
| 2.4 | **Hosting of Minutes and related documentation** | | | |
| | • Saadi Al Said (QNL) said a copy must go to QNL. After move-in, QNL will organize online repository. Adam will forward all copies to Saadi QNL before end of 2016. | Action | Last week of December | Adam Cath & Claudia Lux |
| 2.5 | **Information Literacy survey of what EC Libraries are doing.** | | | |
| | • Donna Hanson will make survey available in January. | Info | - | - |
| | • Side note: Saadi will forward digital brochure and paper copies so libraries can distribute to incoming freshman (according to individual induction programs.) | Info | - | - |

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| **3** | **New Business (i.e. from call for agenda items)** | | | |
| 3.1 | **QF Finance Questions** | | | |
| | • (Donna) GU-Q received request from QF regarding collection policies with special focus on expenditure. Some libraries received parts of the same request. Discussion about the dates and the type of information requested. Purpose of the request is unknown. | Info | - | - |
| 3.2 | **How different campuses deal with text books (Adam Cath)** | | | |
| | • TAMU-Q does not manage textbooks but they do manage a textbook collection (extra copies and/or student discards). NU-Q and CMU-Q manage ordering and distribution. NU-Q does keep a small number of extra copies for a set amount of time; QNL accepts some, but others must remain in NU-Q possession and storage is a problem. Textbook issues were outlined (e.g., delayed shipment, incorrect orders, overstock, timely ordering). Both schools use POS QuickBooks. Mark reminded us of new regulation re: textbook opt out. GU-Q manages through main campus (also issues). TAMU-Q asked if they can lend textbooks – not compatible with system. Campuses put some on Reserve, GU-Q puts a copy in the stacks. UCL does a hybrid. VCUQ does not order textbooks; however, some faculty put instructor copy on Reserve. Saadi said QF warehouse has logistical mechanism to donate to Qatar Charity/Red Crescent, so item removal can be easily approved (as opposed to request for "disposal"). Encouraged to emphasize the word 'donation' rather than 'disposal. | Info | - | - |
| 3.3 | **AOB – Any Other Business? (Mark T Paul)** | | | |
| | • Mark thanked for contributions re: space/space planning. Shared discussions are useful. QNL consortium has upcoming meeting; cancelled Springer but perpetual access for content up to 2016, reminder about QNL document delivery, QNL may be able to adjust price cap for clinical/technical institutes for expensive document delivery items, but no other updates at this point. No other new business introduced. New chair will be added to next meeting agenda. | Info | - | - |
| **4** | **Next Meeting Date & Location** | | | |
| | • Meeting 4x a year. VCU will host. 06 February 2017 (Monday) 1-3pm | Info | - | - |

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| **5** | **Round-Table Updates (All)** | | | |
| | • QNL (Saadi Al Said): QNL move in early February; Springer cancelled. Busy preparing for staff move. End of March target for majority of collection move. Total move August/September. | Info | - | - |
| | • Sidra (Karen Neves): Target opening date early 2018; moving ahead with job descriptions for 10 positions (director/prof/para); beautiful space next to physician's lounge; online collections up and running so actively offering services to clinicians – patient resource center moved to Allied Health under Child Life program; library supporting health educators/promoters in their decision-making re: materials and collection management. Communication/Patient Educator working toward Sidra branded patient material. | Info | - | - |
| | • NU-Q (Mark Paul): Moving. Everything has been packed and prepared for transit. Opening and operational in new library on January 3, 2017. Just minor adjustments (e.g., alarm doors near stacks). Staffing will not be increased. Writing Center will be reincorporated with some changes to procedure. | Info | - | - |
| | • CMU-Q (Teresa MacGregor): Dean is leaving spring 2017. Down one staff member temporarily; experimenting with late opening hours (9:00pm) but statistics do not support the change. May lose freshman information literacy class to move toward online course offered through main campus, with hopes to expand the info lit module of online course. | Info | - | - |
| | • GU-Q (Donna Hanson): Looking for a new dean. Finished exams and offered extended hours last three weeks leading to exams; stats at 30-minute intervals demonstrate community users, not students; extended hours will be reduced to 11:00pm closure instead of midnight; technical services librarian separated, so internal position filling rather than recruitment, this created a backfill effect, so full-time library assistant position anticipated in January 2017. | Info | - | - |
| | • TAMU-Q (Adam Cath): New part-time position starts in January 2017. Anticipate hours reduction in the spring, down to 9am-5pm. Undertaking staff cross-training to cover services and responsibilities; increase of document delivery requests and circulation. Staff office converted to student study space and usage has increased. Study rooms are reserved online. Groups are encouraged to help dissipate noise generated in other areas of the library. New dean. NPRP funding reduction may impact faculty retention. | Info | - | - |
| | • UCL LIS (Fred Nesta): Term has finished. Classes resume January 8. Hosting a visiting faculty from Wayne State, returning to U.S. January 14. Another faculty member on leave, but she will resume classes in April 2017. Students put on placement in March (moved from | Info | - | - |

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| | January) – In addition to local placements, students have international opportunities for placements (e.g., Hong Kong, Singapore, U.S.).  UCL is still waiting to know where they will be in 2020, may integrate with HBKU re: master's in Information Studies/Knowledge Management and/or Digital Humanities.<br><br>• VCUQ (Amy Andres): Three positions will be posted in the spring semester with hopes for fall start dates: Instruction/Access services librarian, Materials Curator, Writing Instructor. | Info | - | - |
| **6** | **Others / Remarks** | | | |
| | *Next Meeting: VCU  06 February 2017 (Monday) 1-3pm* | | | |