

Education City Library Directors (ECLDC) Meeting

Minutes of Meeting

Subject	Business Meeting	Date	1 October 2020
Time	10:00am – Noon	Location	Virtual

Attendees:

1. Jamie Gray (WCM-Q), Chair
2. Teresa MacGregor (CMU-Q), Secretary
3. Donna Hanson (GU-Q)
4. Mark Paul (NU-Q)
5. Nicole Brothers (TAMU-Q)
6. Hassan Sheikh (Sidra)
7. Amy Andres (VCUarts-Q)

Item	Description	Action	Target Date	Action Party
1	Minutes from Previous Meeting			
	Review and approval of Minutes from 23 April 2020	Reviewed by members present and approved		All
2	Old Business (Action items from last minutes)			
	None			
3	New Business (Call for agenda items)			
3.a	Information Literacy Network of the Gulf Region			Teresa Mac
	<p>Teresa asked why there is so little participation by Qatar in this group (https://iln-gulf.org/). Especially during the pandemic, they have offered quite a few online meetings and webinars.</p> <p>According to Nicole and Donna, response was sporadic in the past, but maybe it is time to try again.</p>			
2	Additional Business			
2.a	Update on Reopening and Services			Adam (via Nicole)
	Adam requested that Nicole ask everyone for an update on their reopening plans/status and service offerings. See the round table updates below.			
4	Round-Table Updates (All)			
GUQ	<p>New student orientation was all online all summer. Library delivered one asynchronous and one synchronous session (131 freshmen students enrolled; ~ 60% showed up for orientation). Librarians have also delivered at least one session in each of the first-year classes.</p> <p>Donna showed pictures of the facility, including an awesome masked books display at the entrance.</p> <p>Looking at budget; renegotiating contracts as able.</p>			

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	<p>Students returned to the building as of last week. Max 90 per day with two bookings (AM or PM), plus semester passes for students taking an in-person class. The largest number of students in the library at any one time so far has been 12. The library is open 7:30am-5:00pm. Students remove masks and need to be reminded about the rules.</p> <p>To prepare the facility, chairs were removed and other furniture was taped off. Desks were distanced and provided with sanitizing wipes. Reference desk reopened with a plexiglass barrier.</p> <p>Stacks are closed. QR codes link to online materials request form. Pick up in library (30 minutes) or curbside (24 hours). Lots of materials requests, but few for in-person pickup.</p> <p>Five library assistants are in the building four days per week. Librarians are in the building two days per week.</p> <p>Library losing two (really good) library assistants because of UCL-Q departure and budget cuts. Donna still retiring.</p>			
UCLQ	<p>Per Donna, Osagie is still in the building, but no longer in the library. The entire UCL-Q collection is getting packed up and moved to the QNL. All UCL-Q signage removed from third floor. Fully out of the building by November/December.</p>			
NUQ	<p>Now open 9am-5pm. Students need an appointment to enter with a maximum of 10 people in the library per day. Students make a reservation using a system called Web Checkout (not a library app). Still working out logistics with security as they are not recognizing the form. Some reservations were made and cancelled; four were made and kept.</p> <p>All soft furniture and some chairs removed. One chair per table. Ground floor only. Second floor closed, including stacks. Links for requesting materials or making appointments on front doors and website. Using MS bookings to managed online research appointments.</p> <p>Three bookings for item pick ups so far. No deliveries to offices.</p> <p>Online freshmen orientation over four days in summer. No live library sessions, but asynchronous videos, plus a treasure hunt game in Canvas.</p> <p>All library instruction is online, but not a lot. Junior/senior research methodologies class. Making videos for students.</p> <p>Getting requests from non-NU-Q community to use the space. Referring to QNL.</p> <p>Organizational change implemented by new Dean: Library now reports to the Senior Associate Dean for Academics.</p> <p>University hosting its one-book event with the title <i>Celestial Bodies</i>. Virtual session with author in November.</p>			
VCUQ	<p>Library not open to users, but fulfilling book requests. Administration has given a mostly clear message to "stay away." Students are browsers, so this is challenging.</p> <p>Virtual orientations and consultations. Writing Center is all online. Students can book an innovative media studio.</p> <p>Five library specialists return to campus on a rotation for one week in person, then four weeks remote. At least two student employees are in the building on any given day. Librarians come and go per their preference.</p> <p>No directive for Spring. Likely, liberal arts/art history will stay online, but some studio classes will be in</p>			

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TAMUQ	<p>person.</p> <p>Capacity in the library is an issue as facilities calculated without furnishings, so max = 70. More likely, 15 in the morning and 15 in the afternoon. No facilities changes until Spring return of students. Lots of decisions/implementations left to each department; no centralized building-wide rules or implementations. Students need appointments to enter the building, but no one is checking capacity each day.</p> <hr/> <p>In the building since 1 September. Library not open to users. Main library area is very small, so tough to social distance. Study commons area is open; does not belong to the library, facilities manages it. No physical changes or removal of furniture; no policing. Lots of masks off.</p> <p>University is encouraging support departments not to come in, but students are missing them = disconnect.</p> <p>At least one class is face to face for all students, but it is the student's choice whether or not to attend in person. Spring looks to be the same.</p> <p>Adam mostly coming in to handle pickups two days per week (10am-2pm). There is a drop box in the basement.</p> <p>Lots of requests for instruction and reference online. Busier than usual for this time. Nicole delivered nine IL sessions just this week for freshmen!</p> <p>No special training or agreements to sign for returning to the building. Covered under the existing "Aggie Code."</p> <p>Some question about e-textbooks.</p>			
	WCMQ	<p>Reading room is closed; all employees working remotely. Building reopened, but not many going in. Staff can request to visit with coordination. Otherwise, same as when we moved to remote in Spring.</p> <p>Closed stacks with a request system (24 hour turn around).</p> <p>Moving to Alma! Still very busy.</p> <p>Team morale booster: Weekly check in, plus Teaching Tuesdays where library team members share a professional development article or training topic.</p>		
Sidra	<p>Back in the office from 1 July, but about 50% in the library at any time and 50% remote. Still waiting for green signal to open the library to users. However, most services/resources are online anyway.</p> <p>Requests for materials and services is way up because doctors/clinicians have fewer patients so more time for research.</p> <p>Delivering one orientation session per month to new employees.</p> <p>Still waiting on installation of RFID system to allow for 24/7 access. Equipment delivered, but requires EverLib installation (technicians based in Kuwait and cannot travel).</p> <p>Challenging 25%-30% budget revision requested. Trying to renegotiate contracts, or will need to cut. "We're not the same Qatar as we used to be."</p>			
CMUQ	<p>Library participated in freshmen EDGE and orientation over the summer with two live sessions and several informal get-to-know-you events. Instruction librarian delivering regular in-class sessions to freshman biological sciences program course, as well as one-off sessions on request for others (e.g. information systems</p>			

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	<p>honors thesis students). Instruction librarian hosting weekly Zoom office hours (Mondays at lunchtime; Tuesdays at 9:30pm).</p> <p>First book club meeting successfully completed on Zoom this week. Next book scheduled for end of October. Also, the library is supporting a university-wide book club (<i>So You Want to Talk About Race</i>).</p> <p>TMac and three library assistants returned to the building in early September. TMac in three days per week; library assistants in four days per week. Instruction librarian still remote. One library assistant resigned over summer; no immediate plans for replacing the role.</p> <p>Library open to faculty and staff users from 9am-1pm starting 6 September. Moved a printer to the hallway for students. Opening to students after Fall Break on Sunday 18 October; 20 spaces for students. No reservation/appointment system yet; waiting to see how it goes.</p> <p>Providing pick up/drop off of materials both at the Library and curbside.</p> <p>Working on budget reductions through renegotiations (some quite successful); moving contracts to main campus; and cancellations.</p> <p>Spring semester start delayed by one week to Sunday 17 January 2021. Otherwise, no update on Spring format or other plans.</p>			
QNL	<p>QF requested many cuts, most handled by attrition or via open positions. However, Patrice Landry's position was cut; last day in Qatar was last week. (!!!!!)</p> <p>Library being run by committee led by the head of facilities.</p>			
5	Next meeting date and location			
	<p>Thursday 3 December 10am-Noon</p>			