

# Education City Library Directors (ECLDC) Meeting

## Minutes of Meeting

<b>Subject</b>	Business Meeting	<b>Date</b>	20 September 2018
<b>Time</b>	10:00am – 12:00pm	<b>Location</b>	vcuarts Qatar Library

<p><b>Attendees:</b></p> <ol style="list-style-type: none"> <li>1. Adam Cath (TAMU-Q)</li> <li>2. Amy Andres (VCUArts-Q)</li> <li>3. Donna Hanson (GU-Q)</li> <li>4. Geetha Ramesh (ABP)</li> <li>5. Ghyslain Sabourin (HBKU CHSS)</li> <li>6. Hassan Sheikh (Sidra)</li> <li>7. Jamie Gray (WCM-Q)</li> <li>8. Katia Medawar (QNL)</li> <li>9. Mark Paul (NU-Q)</li> <li>10. Teresa MacGregor (CMU-Q)</li> </ol>	
<p><b>Regrets:</b></p> <ol style="list-style-type: none"> <li>1. Fred Nesta (UCL-Q LIS)</li> <li>2. Kevin Phipps (Qatar Armed Forces, Academic Bridge Program)</li> <li>3. Mohammed Mubarak (FIS)</li> <li>4. Patrice Landry (QNL)</li> <li>5. Rupert Williams (UCL-Q)</li> </ol>	

Item	Description	Action	Target Date	Action Party
<b>1 Minutes from Past Meeting</b>				
1.a	<ul style="list-style-type: none"> <li>• Welcome Back from Amy</li> <li>• Apologies for late minutes from Mark</li> </ul> <p>Minutes reviewed; motion to approve; no changes; approved.</p>	Info	n/a	n/a
1.b	Other agenda items or new agenda items? None.	n/a	n/a	n/a
<b>2 Old Business (i.e. Action items from last minutes)</b>				
2.a	<p><b>QNL Activities re: EC Libraries</b></p> <ol style="list-style-type: none"> <li>1. <b>Union Catalog</b> QNL's role in creating and/or supporting a union catalog.</li> <li>2. <b>Collection Development Policies</b> QNL's clarification on collecting regarding academic items.</li> </ol>	Pending info from QNL.	TBD	Patrice
<b>3 New Business (i.e. from call for agenda items)</b>				
3.a	<p><b>QNL Open Access and Publishing Fees</b></p> <p>QNL is reviewing a process to cover OA publishing fees. Considerations include IP and email address for identity management. A webpage and brochure will be produced</p>	Share with scholars.	n/a	All

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	about it. QNL requests to share with scholars when it is finalized.			
3.b	<b>Welcome Hassan Sheikh (Sidra)</b>  Welcome to Hassan Sheikh to the ECLDC. He is managing the Sidra libraries until a replacement for Karen is hired. Members present introduced themselves.	n/a	n/a	n/a
3.c	<b>ILN/EC Librarian Event</b>  Tatiana Usova (GU-Q) is interested in having an instructional librarian meeting for EC librarians. Discussion followed about ILN. What is the status of ILN, Should this event be in EC or elsewhere. What other ideas?  Teresa reminded the group that Alicia is the past chair of ILN, helped have official by-laws created and approved. Noted that Nicole (TAMU-Q) is now involved.	Donna will have Tatiana get in touch with Nicole to discuss planning a small meeting/gathering or event.	n/a	Donna
3.d	<b>Physical Sharing Survey</b>  Ghyslain shared a draft copy of the survey to get feedback. He asked if Survey Monkey was preferred or not. Asked the group about controlled vocabulary. The group gave suggestions on category wording. Ghyslain will send the survey out to all ECLDC as appropriate by October.	Distribute survey.	Distribute Sept 27 <sup>th</sup> .	Ghyslain
<b>4 Round-Table Updates (All)</b>				
	<b>Hassan (Sidra):</b>  Karen is leaving Sidra. Her position is not yet advertised, but will be filled. Not sure if it will be filled internally or externally. They have 2 librarians and 2 library technologists. Their library is open access, but no books are on the shelves yet due to some final work on door locks. There will be soft launch with stakeholders, but no date set. Their budget suffered a 10% cut, but not in staffing.	Info		
	<b>Ghyslain (HBKU CHSS):</b>  Ghyslain announced he has been asked to leave by end of December due to QF enforcing age restriction. HBKU CHSS will most likely fill with a temporary contractor at first, and will hire replacement through agency. Contract hire will be 1-year contract most likely, at approximately 7-8,000/month. If we know of anyone that may be interested please share names.	Info	Now	All to share with Ghyslain possible names of qualified people who may be interested in a contract position.
	<b>Teresa (CMU-Q):</b>  Alicia is leaving in December to take for a promotion at CMU as Associate Dean of Research and Academic Services in Pittsburgh. Teresa is asking for the position to be filled, but not sure yet if it will be approved to be refilled.  CMU-Q is offering small sessions on research with pizza and for 3-5 students, in place of their information literacy class.	Info		

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	<p><b>Mark (NU-Q):</b></p> <p>Textbook distribution has been moved to the new bookstore. For now, textbook ordering is still with the library.</p>	Info		
	<p><b>Amy (vcuarts QATAR):</b></p> <p>vcuarts is testing a staffing schedule with students only at the desk with librarians on call. (Mark's notes are slim here, is this for all day or evenings only?). New position starting next summer. (Again, Mark's notes do not cover this adequately. Amy please update for revised minutes). Materials Lab. Amy wrote and submitted a proposal to move the Materials Lab from the 1<sup>st</sup> floor down to the main floor in the old bookstore space, which will be the material lab and a small supplies shop. The Academic Resources Manager will run the supplies shop.</p>	Info		
	<p><b>Adam (TAMU-Q):</b></p> <p>New intake for semester was 160 including researchers from main campus. The Dean is driving to improve efficiencies to reduce cost, use fewer resources, less paper, etc. Will begin using VIVO for researcher profiles. Looking at how main campus physical item requests and electronic item request are handled. Adam looking at how workloads with staff numbers can be handled. Considering putting all ILL requests through main campus forms, making purchasing requirements easier. TAMU-Q has changes community borrowing to no fees for open collection. Concerned about what to do for items not returned and how to handle those community patrons. Asked Katia how QNL handles patrons who do not return items—they are working on best practices for them.</p> <p>Discussion ensued on fines and fees, replacement costs re: QNL vs EC libraries.</p>	Info		
	<p><b>Donna (GU-Q):</b></p> <p>Biggest intake this year ever with 97 first years. Went live with Alma in July. Everyone knows Alma basics, but not advanced work. Classroom upgraded. Faculty can use for a class, but not all or whole semester. A section of the Berlin wall was gifted to GU-Q and it will be permanently displayed in the atrium.</p>	Info		
	<p><b>Katia (QNL):</b></p> <p>Summer was very busy. July had 9000 new members. Since last November on soft opening, they have had 600,000 circulations and 300,000 visitors. Only main complaint is of noise. QNL is working on donation policies.</p>	Info		

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	<p><b>Jamie (WCM-Q):</b></p> <p>Also a busy start of semester. Hosting medical humanities event in November in Doha. They are recruiting for 2 positions: Content Development and Manager Information Services Team. Jamie will be going on maternity leave and Mike will be acting during that time.</p>	Info		
	<p><b>Geetha (ABP):</b></p> <p>Also very busy start, more library users. Business as usual.</p>	Info		
<b>5 Next meeting date and location</b>				
	<ul style="list-style-type: none"> <li>• Next meeting: Thursday, November 15<sup>th</sup> at 10:30am (TAMU-Q to host in room 310)</li> <li>• Meeting adjourned.</li> </ul>	Info		