

Education City Directors of Libraries Committee (ECDLC) Meeting Minutes

Date: Sunday, 12th October, 2008

Location: Georgetown University SFS (Host: Frieda Wiebe)

Present: Dana Beth (VCUQ), Judy Higgins (TLCS), S.C. Kumaresan (ABP), Gill Westera (NU-Q), Frieda Wiebe GUSFS-Q, Ed Warro (CL), Carole Thompson (TAMUQ), Beverley Stubbs (QA),

Apologies Isabelle Eula (CL), Aisha Al-Kelaifi (QFIS)

1. ***Confirm Meeting Dates*** The meeting dates were confirmed. It was decided to continue with a two hour time allocation from 10:00 to 12:00.

<i>9 November</i>	<i>Carole</i>	<i>TAMU-Q</i>
<i>18 January</i>	<i>Dana</i>	<i>VCU-Q</i>
<i>8 February</i>	<i>Ellen</i>	<i>WCMC-Q</i>
<i>8 March</i>	<i>Kumar</i>	<i>ABP</i>
<i>19 April</i>		<i>CMU-Q</i>

2. ***Review ILL Policy; public patrons, number of items***

Following discussion, it was decided:

- Gill will update the ILL policy to include Northwestern University (NU-Q)
- Qatar Faculty of Islamic Studies (QFIS) will be included when reciprocal privileges can be offered
- Patrons from institutions with ILL arrangements should not register as public patrons elsewhere
- The policy should reflect 5 items per person for 2 weeks
- Requesting institution is responsible for tracking the borrower
- Non Education City users may register as public patrons based on the community user policy of each institution

Additional points made:

- GUSFS-Q require a QR50 deposit; all QF employees, who do not have a library, may register as a public patron; under 18 can't register (use the ILL procedures) but may use the library on site; will lend DVDs for instructional purposes only;
- Difficult to show ID; already left at gate entrance and building entrance

3. ***Update on Storage of ECLCC documents***

Carole has stored the ECLDC documents, received from Isabelle, on the TAMUQ Online Repository. (<http://labs.tdl.org/tamuq>) To edit, download the document, make the changes and then resubmit to Carole.

4. ***QF Website***

All libraries are requested to update description of services (attached) and forward to Isabelle. Strict policies are in place for making changes to the website.

5. Library Training for assistants and support staff and Outreach Programs

Following discussion, it was decided:

- A subcommittee (Frieda, Dana and Gill) will review the possibilities for PD sharing and workshops in the near future, particularly for our current support staff and trainees.
- Calendar of staff development, survey of training needs, workshop presenters repeating presentation, conference reports, sharing expertise, etc. sent to subcommittee

Additional points made:

- Confusion remains about what is required and what can be provided by Ed City libraries, particularly without additional staffing
- GUSFS-Q interested in providing internship, or practicum, mentor, or support
- As part of business plan, CL is discussing future classes and workshops (e.g. customer service, handling difficult patrons, supervising students, tagging records, etc.); distance education program for Qatari students which includes enrolment in US library school
- QU has closed the Library Science program; new program still evolving
- GUSFS-Q has new educational enrichment department with an outreach program; focus on schools; 22nd October teachers and teacher-librarians visiting for afternoon conversation with focus on development of school libraries
- Requests continue to come from QU for specific skills, support or shadowing. Strong indications that they are unable to meet their own training needs and continue to rely on ED City libraries. More efficient to send someone there to train 15 or 20 at the same time, especially if delivered in Arabic.

6. AOB

- The second annual **Information Literacy Network** (ILN) Professional Development Conference in the Gulf region <http://www.informationliteracynetwork.net/> will be held at the American University of Sharjah from **November 22-23, 2008**. Papers are due Oct 15)

Next meeting: *9 November, 2008 10:00 – 12:00*
 Hosted by Carole Thompson at TAMU-Q

Minutes recorded by Beverley Stubbs (Hon. Chair)