



Queensland University Libraries Office of Cooperation

A meeting of the Information Resources and Access Working Party was held at:

Time: 10:30am
Date : 12 August 2011
Location: QUT Gardens Point
Chair: Colleen Cleary

Minutes

1.0 Attendance

On Campus Attendees:

Bond University	Gail White
Griffith University	Kim Lewin
Queensland University of Technology	Colleen Cleary [Convenor]
Queensland University of Technology	Anne Loria
University of Queensland	Penny Verrall
University of Queensland	Majella Pugh
University of Southern Queensland	Alison Hunter [Deputy Convenor]
University of the Sunshine Coast	Glynis Jones
Executive Officer	Lynette Reville

Teleconference:

Charles Sturt University	Deidre Boland
Charles Darwin University	Sonya Pennington
Charles Sturt University	Irene Evans
James Cook University	Carolyn Tredrea
James Cook University	Heather Gordon
University of New England	Mardi Cook
University of New England	Tracy Cooper
University of New England	Lisa Russell
CQ University	Jaron Stidiford

Apologies:

James Cook University	Clair Meade
Southern Cross University	Alison Slocombe
State Library of Queensland	Alex Cutts

Welcome to Heather Gordon who is attending her first meeting as the group's Mentor.

2.0 Confirmation of the Minutes of the Meeting held 3 June 2011.

Minutes accepted as a true record of the meeting.

3.0 Business Arising from Previous Minutes

3.1 Lynette to forward collated feedback from "Managing Legacy Collections".

- Completed
- Feedback indicated that the topics covered were of interest to the audience and might be worth revisiting in a year or two

3.2 All IRA Working Party members to gauge interest in a joint meeting with the ICT Working Party through discussion with their

- own representatives on the ICT working Party.
- There is interest in holding a joint meeting in 2012

ACTION: All Working Party members to email suggested topics to Colleen.

ACTION: Colleen to liaise with the ICT Convenor about agenda topics and timing of a joint meeting.

3.3 Colleen to verify the Wiley-Blackwell Journal Model proposal is able to be released beyond CAUL members and if so, circulate to the Group members to share any comments via the Working Party mailing list.

- Completed

3.4 Lynette to add QULOC Survey as a discussion item to the next meeting agenda.

- Completed

3.5 Alison Hunter to report on activities by the e-textbook working committee.

- Completed – see item 4.4

3.6 Lynette to finalise the template adjustments in preparation for the next meeting.

- Completed. The updated template will be used for institutional reports from October

4.0 Standing Agenda Items

4.1 CAUL update

- The next meeting agenda includes discussion of the Wiley-Blackwell Journal Model by the CEIRC Think Tank. The Working Party discussed the features and implications of this model. It represents significant changes, but also an opportunity to do things differently
- There will also be a Hot Topic session on Resource Allocation
- The most recent CAUL Survey covered collection budgets and results are available to staff from libraries

4.2 CEIRAC Watching Brief

- Several publishers are reviewing pricing models based on data provided by CAUL

4.3 Usage statistics

- See item 7.0

4.3 e-textbook working committee

- A meeting on the 26 July commenced planning for an e-text trial
- Volunteers to be involved in the group are welcome

5.0 Report from University Librarian's meeting

Heather Gordon updated the following:

- The ULs completed the updates to the QULOC Strategic Plan
- The template for Working Party Action Plan has also been updated
- The ULs Forum has been confirmed to take place on 17 November 2011

6.0 QULOC Survey

The Working Party suggested the following to address survey feedback:

- Joint meetings with ICT
- A once-yearly practitioner meeting of cataloguers / acquisitions staff – a planned activity rather than a general meeting is preferable. “Cataloguing” may be a theme rather than a description of the attendees
- More use of discussion forums on the wiki. Suggested topics including purchasing models, or the planning for the practitioner meeting
- Consideration of how information from QULOC meetings is fed back to staff who are not on Working Parties at each institution: methods could include email, meetings, dedicated forums, encouragement to read minutes and reports, etc

ACTION: Lynette to add further discussion of a practitioner group to the next meeting agenda.

ACTION: Lynette to set up a discussion forum space for planning of the practitioner group.

7.0 Meeting theme: Usage statistics

- E-book statistics at the title level can be difficult to retrieve and present. Different approaches to dealing with them were discussed
- Not all publishers are able to provide accurate statistics, and where they are, the expertise required to maintain the collection and collation process is high
- The reason for gathering the statistics must be identified – e.g. is it for benchmarking, or measuring return on investment
- The relevance of “turnaway” statistics differs between institutions – some review statistics quarterly and some less often. How often the stats are reviewed may depend on whether the interest is in selecting appropriate content or reviewing the number of seats in use
- Statistics collection methods (Ebrary, EBL, My Library), and presentation using pivot tables, could be another activity for a practitioner group
- It is expected that there will soon be articles and other information about the impact of discovery layers
- Statistics for larger databases are often of less interest – subscriptions are not likely to be cancelled for larger databases unless there is a significant drop in usage. However the usage information can be used to support budget proposals

8.0 Institutional Reports

Reports were submitted to the QULOC wiki.

Discussion highlights included:

- UQ is using templates already in existence for collection development and adjusting them to reflect the research environment to develop collection development documents around Field of Research (FoR) codes. The Working Party would like a presentation on this at a future meeting.

- Collection development policies have never been shared amongst Working Party members, so a page on the wiki will be set up to record these
- There was a discussion on the processes for the de-processing and discarding of books weeded from the collection
- Some institution's Legal departments have expressed concern with the indemnity clauses appearing in publisher's licensing agreements

ACTION: All Working Party members to add links to their collection development policies to the page set up by Lynette on the QULOC wiki.

9.0 Other Business

9.1 Discussion: Financial Management Practices for Library Resource Allocation budgets

- Archiving schedules and processes for order records vary between institutions
- Some members were of the opinion that the records should show the history of the order including who authorised the purchase and withdrawal of the item (if applicable)

9.2 Discussion: Deletion record retention policy

- Section 9.3.2 of the Queensland State Archives General Retention and Disposal Schedule for Administrative Records is believed to be the most relevant guideline for dealing with electronic resources
- Invoices are usually kept for seven years but due to contract restrictions it is not always possible to follow the Schedule
- The nature of an electronic collection means it is more like an expense than an asset

Next meeting: 14 October 2011, online via Elluminate