

UNIVERSITY LIBRARY SYSTEM  
LIBRARY USERS GROUP MEETING (LUG)

**37th Meeting, Monday, February 10, 2014, 10:00 a.m.**  
**Library Conference Room, 7/F TKP**

**Present:**

**Faculty Representatives:**

Arts	Prof. Greta Jean OLSON
Education	Prof. WONG Wan Chi
Medicine	Prof. Tony NELSON
Science	Prof. CHU Lee Man

**Student Representatives:**

CUHK Student Union	Mr. Jeffrey CHAN
NAC Student Union	Miss. CHENG Man Lai
Postgraduate Student Association	Miss Demetria JIN
Shaw College Student Union	Miss. Gabriella YUEN
Morningside College Student Union	Miss. Cawliet JIAO

**Library Representatives:**

Ms. Louise JONES, University Librarian (Chairperson)  
Ms. Maria LAU, Acting Deputy Librarian  
Mr. Dominic CHAN, Information, Research & Instructional Services  
(Secretary)

**By Invitation:**

Ms. Louisa LAM, Head of Information Technology & Planning

**Apologies:**

**Faculty Representatives:**

Business Administration	Prof. YANG Yong
Engineering	Prof. HUANG Jianwei
Law	Prof. Rita CHEUNG
Social Science	Prof. Nicole CHEUNG

**Student Representatives:**

CCC Student Union	Miss. Chiang Pui Wing
UC Student Union	Miss CHONG Po Ling
LWSC Student Union	Mr. Andy FONG

	<p><b><i>Welcome to Members</i></b></p> <p>Ms. Jones welcomed all members to the meeting and wished members all the best for Chinese new year.</p>	
<b>LUG37/1</b>	<p><b><i>Confirmation of Minutes</i></b></p> <p>Mr. Jeffrey Chan suggested to amend the minutes of the 36th Meeting: Re LUG36/4/1.</p> <p>Mr. Jeffrey Chan requested to provide an open accessible guide in addition to training for Easy Search. Members approved the amendment. Ms. Louisa Lam explained that the online help is available on the Easy Search webpage.</p>	
<b>LUG37/2</b>	<p><b><i>Matters Arising</i></b></p> <p>Nil.</p>	
<b>LUG37/3</b>	<p><b><i>Library Services</i></b></p>	
<b>LUG37/3/1</b>	<p><u>Extension of membership of the Library User Group to new Colleges' student representatives</u> (Re: LUG36/3/1)</p> <p>Ms. Jones informed members that invitation letters had been sent to the five new Colleges.</p>	ULS
<b>LUG37/4</b>	<p><b><i>Library Collection</i></b></p>	
<b>LUG37/4/1</b>	<p><u>Open Access Initiative</u></p> <p>Ms. Jones talked about the open access trend in academic publishing. Ms. Jones invited members to join a talk on Open Access Publishing by Wiley on March 3 in the Library.</p> <p>Ms. Jones further introduced open access initiatives at the Library such as the Chinese Rare Book Digital Collection, as well as plans for other digitized resources to become open access.</p>	
<b>LUG37/4/2</b>	<p><u>Update on new notable resources</u></p> <p>Ms. Lau introduced some new and notable e-resources acquired in 2013/14 academic year. These included the digital version of the Shenbao 申報) and the complete collection of People's Daily (人民日報) .</p> <p>Mr. Jeffrey Chan raised the question about withdrawal of newspapers. He would like to see the Library retain all the hard copy of the newspapers even when digital format became available. Ms. Jones explained that according to the current Collection Development Policy the Library would only keep one month's stock for newspapers.</p> <p>Prof. Nelson was impressed by the number of new resources and inquired about usage of electronic resources. Ms. Jones indicated that most online resources employed an international standard usage counting mechanism called COUNTER, but not many content providers</p>	

	<p>from China have adopted this standard. For those COUNTER-compliant databases, the Library collects the usage statistics regularly. The usage data together with departmental subscriptions are distributed to faculties for their review at the beginning of the academic year.</p> <p>Prof. Nelson commented that there had not been a lot of studies on the impact of e-resources on teaching and research.</p>	
<b>LUG37/4/3</b>	<p><u>ULS Collection Development Policy</u></p> <p>Ms. Jones stated that the Library was working on a new version of the Collection Development Policy. This edition would reflect the move to e-resources.</p> <p>Mr. Jeffrey Chan inquired about the validity of the 1980 Senate paper on ULS collection development. Ms. Jones indicated that the current Policy was written in 1997, followed by a series of revisions. The latest version, which had been sent to LUG members before the meeting was revised in 2007.</p> <p>Mr. Chan asked for clarification about the word “chopped” in paragraph 5.2.3 of the current Policy. Ms. Jones clarified that the word “chopped” means “stamped” and suggested this word will be used in the new version of the policy to avoid misinterpretation.</p> <p>Mr. Chan then pointed out paragraph 5.2.5 “All remaining materials of any medium will be offered for sale to students and teaching staff of the Chinese University.” Mr. Chan inquired about the time and date of the last sale because he could not recall Library had sold any books to students.</p> <p>Ms. Lau said that old and duplicated copies were once sold to students and faculties many years ago. Ms. Jones indicated that rather than selling, the Library has been donating items to other libraries and selling was the very last resort. Ms. Lau further pointed out that the Library regularly exchanges materials with other libraries in Hong Kong, Mainland China, Taiwan and overseas Libraries such as the National Library of China and University of Toronto.</p> <p>Mr. Chan would like the Library to guarantee that there would be no more withdrawals of stock. Ms. Lau emphasized that Library kept the withdrawal records of all Library materials. It is the regular task for the Library to weed the collection, such as those superseded or outdated materials, etc.</p> <p>Prof. Chu stated that teaching staff should have the discretion on buying new resources and weeding older versions. Ms. Jones agreed and indicated that many other university libraries had adopted a withdrawal policy at departmental level to reflect subject discipline differences.</p> <p>Prof. Chu opined that with the addition of the new library extension, the Library should have more space to accommodate more books. Ms. Jones indicated that most of the new space was built as collaborative or individual study space; the Library’s shelving is actually close to full</p>	

	<p>capacity. She added that the JURA project, the plan for shared remote storage for our physical items, would not be realized in the coming few years.</p> <p>Prof. Nelson indicated that with all the online resources, books might become rare items 20 years from now. Ms. Jones said that the trend internationally is to utilize remote collective storage for low use items, like the JURA project, and create a shared search platform, like HKALL, for users to request delivery of books.</p> <p>Prof. Olson commented that the HKALL database is not able to show the formats available at each of the libraries. Ms. Lau explained that HKALL catalogue mainly shows materials available for loan, due to difference in cataloguing practice, the availability of formats maybe inconsistent.</p> <p>Prof. Chu inquired about guidelines for faculties to choose new books. Ms. Lau stated that approval plans were the current book selection mechanism along with reading lists and individual requests from faculty. The Library has also introduced a Demand Driven Acquisition (DDA) model to acquire needed materials.</p> <p>Mr. Chan raised paragraph 5. Note in the Collection development Policy where it says “Donated items and items for Special Collections should never be withdrawn once catalogued.” Mr. Chan then showed members 3 withdrawn donated books. Ms. Jones stated that this particular note in paragraph 5 needed to be reviewed. It was a good time to discuss and update the collection development policy as a whole. A revised draft will be prepared for discussion at LUG.</p>	
<b>LUG37/5</b>	<b><i>Library Services</i></b>	
<b>LUG37/5/1</b>	<u>Research Café</u>  Ms. Jones introduced a new library event – Research Café - an interdisciplinary forum in which research students could present their research and exchange ideas with an audience of various academic backgrounds. Prof. Chu was interested to learn more about the event.	
<b>LUG37/5/2</b>	<u>Smartcard entry system</u>  Ms. Lam reported that the smartcard entry system had been installed in all the Faculty Study Rooms.	
<b>LUG37/5/3</b>	<u>Echo 360</u>  Ms. Lam stated that Echo 360, a software package to record live presentation and lectures, was being piloted in a Multi-Purpose Room in the Library to enable students to record presentations. Echo 360 was also installed in other sites outside the Library managed by CLEAR.	
<b>LUG37/5/4</b>	<u>Unlocking the special collection</u>  Ms. Jones introduced to members the “CUHK Golden Jubilee Celestial Civilian Scholarship”. Its aim is to encourage the use of primary sources and rare materials in the ULS Hong Kong Literature Collection and to recognize the excellence of research, analysis, and writing by the	

	CUHK students.	
<b>LUG37/6</b>	<b><i>Library Space and Equipment</i></b>	
<b>LUG37/6/1</b>	<p><u>Update on green measures at the University Library System</u> (re:LUG36/6/3)</p> <p>Ms. Jones reported that the electricity usage showed a steady drop in both UL and UL extension in comparison with 2012. However, due to the moving of the chiller plant from the UAB to TKP, the electricity consumption of TKP showed an increase.</p> <p>To further reduce electricity consumption, Ms. Jones suggested some measures including further de-lamping in UL, reducing the timing of motion sensors in aisles, additional motion sensors, and better control and zoning of air-conditioning. Longer term the need to close part of the Library before closing hours, or shortening Library opening hours as a whole may have to be given consideration. Mr. Chan commented that students would not opt for a reduced Library opening hour.</p> <p>Prof. Chu, who also chaired the University's Committee on Campus Environment, commented that with the glass wall design to let in natural light, de-lamping in ULE could effectively reduce energy consumption.</p> <p>Mr. Jeffrey Chan suggested using softer lighting in the Learning Garden. Bright white light made students feel dizzy.</p> <p>Prof. Nelson stated that he had already suggested to use solar panels and LED lights in the Library Extension planning stage but these had not been implemented.</p> <p>Ms. Jones concluded that there was pressure to reducing energy consumption, and the Library was trying to maintain a balance between energy saving and the level of service, taking into account the needs of users and the environmental requirements of the print collections. The Library will experiment with delamping and reducing timing for motion sensors in the aisles on the 4<sup>th</sup> floor of UL in the first instance, and would keep monitoring the impact on users.</p>	
<b>LUG37/6/2</b>	<p><u>Update on security measures regarding to the theft cases</u> (Re: LUG36/6/4)</p> <p>Ms. Jones informed members that notebook computer locks had been installed in the Library. Patrolling library staff would also put a warning note on top of unattended personal items.</p>	
<b>LUG37/7</b>	<b><i>Library Strategy</i></b>	
<b>LUG37/7/1</b>	<p><u>New Organizational Structure of the University Library System</u> (Appendix I)</p> <p>Ms. Jones presented the new organization structure of the University Library System.</p>	
<b>LUG37/7/2</b>	<p><u>Library's Rebranding Project</u></p> <p>Ms. Jones talked about renaming the University Library System. She</p>	

	<p>proposed 2 options:</p> <ul style="list-style-type: none"> <li>- CUHK Library</li> <li>- CUHK Libraries</li> </ul> <p>She invited members to comment on the English name and made a suggestion on the Chinese name.</p> <p>Prof. Nelson preferred “Libraries”. He also stated that the new name should focus on “Chinese University” instead of “Hong Kong”.</p> <p>Prof. Olson preferred “Library” because it would represent a single identity.</p> <p>Mr. Jeffrey Chan and Prof. Chu commented on the Chinese name and both preferred using the existing Chinese name 大學圖書館系統 irrespective of changes in the English name.</p> <p>Ms. Jones thanked members’ for their opinion and would consider their suggestions.</p>	
<b>LUG37/7/3</b>	<p><u>JULAC Library Management System Project</u></p> <p>Ms. Jones informed members that the Library’s Management system was no longer being developed and at some point the Library will need to move to a next generation LMS. JULAC has employed a US consultant, Marshall Breeding, to review the landscape and recommend next steps, including the potential for a JULAC shared LMS. Prof Nelson enquired about the consultants approach to open source solutions. The Library agreed to follow up.</p>	
<b>LUG37/7/4</b>	<p><u>Update on the Joint University Research Archive (JURA)</u></p> <p>Ms. Jones informed members that the JURA Project again could not be submitted to LEGCO for consideration in 2014. The most optimistic date it may be open now is 2017.</p>	
<b>LUG37/8</b>	<p><b><i>A.O.B.</i></b></p>	
<b>LUG37/8/1</b>	<p><u>Book Disposal case in ARL (Re: LUG36/8/1)</u></p> <p>Mr. Jeffrey Chan enquired about the status of the property sales brochure originally resided in ARL. The Library confirmed that the collection had been in temporary storage during the building of ARL and was returned to ARL. Ms. Lau showed a photograph of the collection in its current location at ARL. Mr Chan requested that the Library write to the Student’s Union to confirm this. [<i>Subsequently confirmed that this had already happened at the time the collection was returned to ARL</i>]</p>	
<b>LUG37/8/2</b>	<p><u>Vote of thanks to Mr Jeffrey Chan</u></p> <p>This being Mr Jeffrey Chan’s final LUG as CUHK Student Representative, Ms. Jones proposed a vote of thank to Mr Chan for his excellent contribution to LUG, which was happily endorsed by the whole meeting. LUG wished Mr Chan all the best for his future studies and career.</p>	

	There being no other business, the meeting was adjourned at 11:50 a.m.	
	<u>Date of Next Meeting</u>	
	To be confirmed	

Appendix I

Pro Vice Chancellor ( Education)					
University Librarian					
Deputy Librarian (vacancy)					
Sub- Librarian	Sub –Librarian (vacancy)	Sub-Librarian (new role)	Senior Sub-Librarian (vacancy)	Senior Sub-Librarian	Sub-Librarian (new role)
User Services	Technical services	Branches	Research & Learning Services	ITAP	Library Administrative Services
Reception/Helpdesk Frontline enquiry service including roving Registration Lending Shelving Photocopying/printing/scanning Document Supply (ILL) Course materials AV support Facilities management	Collection budget and expenditure Acquisitions Serials Cataloguing Metadata services Vendor relations and licensing E resource trials E resources access & open URL linking E resources usage statistics E resources archiving Donations and gifts Collections management	Co-ordination of the six branch libraries At the branch level: <ul style="list-style-type: none"> <li>• User services</li> <li>• Collection development</li> <li>• College liaison</li> <li>• Faculty liaison</li> <li>• Facilities management</li> </ul>	<b>Research</b> Research Services, potentially; <ul style="list-style-type: none"> <li>• <i>Scholarly communication</i></li> <li>• <i>Digital Humanities</i></li> <li>• <i>GIS</i></li> <li>• <i>Social Science data</i></li> <li>• <i>Bibliometrics</i></li> <li>• <i>Research data management</i></li> </ul> Collection development (research) Graduate school liaison Research Commons Advanced information literacy training  <b>Learning</b> Faculty liaison College liaison	IT planning Network management Information architecture Systems development & maintenance Workstation support Digitization Institutional repository IT security Web administration Data curation  Business continuity & Quality Assurance	Planning Finance Human resources Organisational development Marketing & Communications Web presence Events management Facilities management Health & Safety



			<p>OGE liaison Information and digital literacy training Collection development (learning &amp; teaching) Learning Garden Copyright advice and training</p> <p>Complex enquiry support</p> <p><b>Rare books</b> <b>Archives</b> Preservation and conservation Exhibitions Outreach Support for named collections Publications</p>		
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