

THE CHINESE UNIVERSITY OF HONG KONG LIBRARY  
LIBRARY USERS GROUP MEETING (LUG)

**39th Meeting, Wednesday, October 8, 2014, 10:00 a.m.**  
**Library Conference Room, 7/F TKP**

**Present:**

**Faculty Representatives:**

Arts	Prof. Sidney CHEUNG
Education	Prof. WONG Wan Chi
Engineering	Prof. ZHANG Shenyu
Medicine	Prof. Tony NELSON
Science	Prof. CHU Lee Man
Social Science	Prof. Nicole CHEUNG

**Student Representatives:**

Chung Chi College Student Union	Mr. CHEUNG Shiu Yeung
CUHK Student Union	Mr. Mike KWAN Wai Hong
C.W. Chu College Student Union	Mr. Nickson WENG Haoran
Postgraduate Student Association	Miss. GAO Lingyun (for Miss Demetria JIN)

**Library Representatives:**

Ms. Louise JONES, University Librarian (Chairperson)  
Ms. Maria LAU, Deputy University Librarian  
Ms. Louisa LAM, Head of Information Technology & Planning  
Mr. Dominic CHAN, Learning Support (Secretary)

**Apologies:**

**Faculty Representatives:**

Business Administration	Prof. YANG Yong
Law	Prof. Rita CHEUNG

**Student Representatives:**

Morningside College Student Union	Miss. Cawliet JIAO
New Asia College Student Union	Miss. CHENG Man Lai
Lee Woo Sing College Student Union	Mr. Andy FONG
United College Student Union	Miss. CHONG Po Ling
Shaw College Student Union	Miss. Gabriella YUEN Wing Lok

	<p><b><i>Welcome to Members</i></b></p> <p>Ms. Jones welcomed new members Prof. Sidney CHEUNG from the Faculty of Arts and Prof. Zhang Shenyu from the Faculty of Engineering to the meeting.</p> <p>She went on to share the news about the New Library Extension and Learning Garden had won this year's Hong Kong Institute of Architecture Special Award – Interior Design.</p>	
<b>LUG39/1</b>	<p><b><i>Confirmation of Minutes</i></b></p> <p>The minutes of the 38th meeting were confirmed without amendment.</p>	
<b>LUG39/2</b>	<p><b><i>Matters Arising</i></b></p>	
<b>LUG39/2/1</b>	<p><u>Report on Open Accessing Initiative</u> (Re: LUG38/3/1)</p> <p>Ms. Jones talked about JULAC's recent partnership with the Sponsoring Consortium for Open Access Publishing in Particle Physics (SCOAP<sup>3</sup>) which allows open access to key journals in the field of High-Energy Physics. Prof. Nelson enquired about the fee for joining SCOAP<sup>3</sup> and Ms. Jones informed members that joining this consortium currently incurred no cost to CUHK Library.</p> <p>Ms. Jones also reported that the Faculty of Medicine senior management indicated in a recent meeting with the Library they do not support the use of Library material funds being used to pay for open access membership subscriptions at this stage.</p>	
<b>LUG39/2/2</b>	<p><u>Report on Summer 2014 Collection moves</u> (Re: LUG38/3/6)</p> <p>Ms. Lau reported that all non-L class books were relocated from CCL to the relevant subject libraries on campus. Seating in CCL was increased by 36%.</p> <p>Ms. Jones also updated members that the study carrel seating in MEL was increased by 50% during the summer.</p>	
<b>LUG39/2/3</b>	<p><u>Update on the new JULAC Common Card</u> (Re: LUG38/6/3)</p> <p>Ms. Lam announced that the new JULAC Card had been rolled out. Card application procedures to visit other UGC libraries have been simplified. Prof. Nelson enquired the adding of a PIN number to improve the card security. Ms. Jones said that the issue would be raised with the JULAC Access Service Committee. Ms. Lam emphasised that in the case of card lost, the card holder should report to the home Library immediately.</p>	LIBRARY
<b>LUG39/2/4</b>	<p><u>Update on the loan period of multimedia items</u></p>	

	(Re: LUG38/5/3)  With reference to the suggestions made by members in the previous meeting, and by examining the practice in other UGC-funded libraries, Ms. Lau updated members that the loan period of multimedia items for undergraduate students has been extended to 7 days.	
<b>LUG39/3</b>	<b><i>LUG Terms of reference</i></b>	
<b>LUG39/3/1</b>	<u>Proposed change of the terms of reference</u> (Appendix I)  The proposed minor changes in the LUG Terms of Reference were endorsed by members. The Library will consider the issue of the quorum and bring it back to the next LUG meeting.	LIBRARY
<b>LUG39/4</b>	<b><i>Library Strategy</i></b>	
<b>LUG39/4/1</b>	<u>Library Action Plan 2013/14 and 2014/15</u> (Appendix II)  Ms. Jones reported to LUG on the work and achievements of the Library in the past year (see Appendix II).	
<b>LUG39/4/2</b>	<u>Quality Assurance Council (QAC) Draft Report</u> (Appendix III)  Ms. Jones presented to LUG for comment the draft QAC report from the Library; it includes responses to the following structured questions: SM5.1.1      What are we trying to do? SM5.1.2      How are we doing it? SM5.1.3      How do we know we are effective? SM5.1.4      How can we improve?  She also mentioned that Library would conduct another internationally recognized library evaluation called the LibQUAL+ in this academic year. There was discussion about the sample methodology for LibQUAL+. Ms. Lau shared the experience of the last 2 LibQUAL+ surveys conducted in 2007 and 2011.  Members noted and were appreciative of the draft QAC report by the Library, no amendment suggestion was received at the meeting.	
<b>LUG39/4/3</b>	<u>Library's Rebranding Project</u> (Re: LUG38/6/1)  Ms. Jones showed members the new Library logo of the swift. The new logo would be used in new library publications, webpages, etc.	
<b>LUG39/4/4</b>	<u>JULAC Distributed Print Storage Project</u> (Re: LUG38/6/4)  Ms. Jones introduced JULAC's Distributed Print Storage Project intended to assemble a single print copy of an academic journal where	

	<p>there is a secure electronic version available, in only one of the JULAC libraries. The print copy will be retained and accessible to all JULAC libraries. The project is in response to the delay in JURA's construction. Ultimately the print version will be moved to JURA when it is built.</p>	
<b>LUG39/5</b>	<b><i>Library Collection</i></b>	
<b>LUG39/5/1</b>	<p><u>CUHK Library Collection Development Policy – General section</u> (Re: LUG38/3/3) (Appendix IV)</p> <p>Ms. Lau showed to members the draft of the new collection development policy, including the templates for Faculty level policies. Members noted the progress on the policy.</p>	
<b>LUG39/5/2</b>	<p><u>Update on electronic collections</u> (Appendix V)</p> <p>Ms. Jones introduced to members a list of newly acquired e-resources since the last meeting.</p>	
<b>LUG39/5/3</b>	<p><u>Update on Digital Initiatives – CUHK ETD Collection</u></p> <p>Ms. Lam introduced the new CUHK ETD Collection which aims to provide access to the full-text of all MPhil and doctoral level theses and dissertations produced in CUHK since 1963. 9725 volumes have been digitized so far and the Library is working with the Graduate School to make the new collection available as an open access collection in the next few months. The Library is also working with the Graduate School on the feasibility of an online theses submission system.</p>	
<b>LUG39/6</b>	<b><i>Library Services</i></b>	
<b>LUG39/6/1</b>	<p><u>Update on RFID implementation</u> (LUG38/4/2)</p> <p>Ms. Lam reported on the progress of the RFID self-service project for circulating books with the projected completion date in 2016 September.</p>	
<b>LUG39/6/2</b>	<p><u>Introduction to the new research skills online tutorial</u></p> <p>Mr. Chan showed to members the Library's new Research Smart tutorial, an online course on digital literacy. He talked about the decommissioning of the University's IT Proficiency Test, the need for students to learn about information skills, and encouraged student members to take the Research Smart online quiz and receive a Library Digital Literacy Certificate. There was discussion about how the Library can incentivise students to take the online course, including working with faculty and the student unions to promote the course, encouraging use of part of the course in teaching, and the need for discipline specific versions.</p>	
<b>LUG39/6/3</b>	<u>The new Library Faculty Liaison Team</u>	

	<p>Ms. Lau introduced the restructured Library Faculty Liaison program to members. Previously, one Library staff was responsible for one academic department. Under the new scheme, in most instances, a single Liaison Librarian has been assigned at the faculty level.</p> <p>Ms. Jones hoped that academic departments would be able to communicate more directly with the Faculty Librarians (FL), such as allowing the FL to join in relevant faculty or departmental meetings, or be included in a departmental email group.</p>	
<b>LUG39/6/4</b>	<p><u>New services – Wi-Fi printing service for mobile devices, SPSS, 3D Printing, and Multimedia workstations (Learning Garden)</u></p> <p>Ms. Lam talked about various new services offered by the Library;</p> <ul style="list-style-type: none"> <li>- Previously, WiFi-printing covered only print jobs sent from PCs and Macs. New for this semester, this service will accept print jobs sent from mobile devices including iOS/ Android phones and tablets.</li> <li>- IBM SPSS has been made available from all public PCs in all the Libraries.</li> <li>- A 3D-printer was installed in the Learning Garden. Students and staff are already using the device.</li> <li>- 6 multimedia workstations installed with video and film editing software packages have been set up in Learning Garden.</li> </ul> <p>Prof. Nelson inquired about the availability of computers running Linux system in the Library. Ms. Lam indicated that the ITSC did not support the Linux system making it hard for the Library to provide support.</p>	
<b>LUG39/6/5</b>	<p><u>CCL extended opening hours to 2 am during exam period</u></p> <p>Ms. Jones reported that the CCL extended opening hours during the exam period will continue for another year, to be reviewed with reference to usage.</p>	
<b>LUG39/7</b>	<p><i><b>Space and Equipment</b></i></p>	
<b>LUG39/7/1</b>	<p><u>Update on green measures at the CUHK Library (Re:LUG38/5/1)</u></p> <p>Ms. Jones informed members that the Library Extension was selected as one of the finalists in the Hong Kong Green Building Awards 2014 organized by the Hong Kong Green Building Council (HKGBC) and the Professional Green Building Council (PGBC).</p> <p>Ms. Jones also talk about university might create a green roof on CCL and UL by planting grass on the existing rooftops.</p>	
<b>LUG39/7/2</b>	<p><u>New Asia Library G/F space re-organization (Re: LUG38/5/3)</u></p> <p>Ms. Jones reported that the minor works bid for the renovation of G/F of NAL discussed at the last meeting has been approved and work will take place over the summer.</p>	
<b>LUG39/8</b>	<p><i><b>A.O.B.</b></i></p>	
<b>LUG39/8/1</b>	<p><u>Acquisition of textbooks</u></p> <p>Prof. Chu inquired about Library policy on the maximum number of</p>	

	multiple copies of textbooks. He indicated that he preferred students to purchase their own copy of textbooks rather than Library providing them. The Library will look at the issue to bring to the next LUG and include in the Collection Development Policy.	Library
	<i>There being no other business, the meeting was adjourned at 12:10 p.m.</i>	
	<u>Date of Next Meeting</u>  <i>To be confirmed</i>	

Appendix I

**LIBRARY USERS GROUP**

Terms of Reference

**Members**

*Staff representatives*

1. The University Librarian as Chair;
2. The Deputy University Librarian;
3. A member of the Library staff nominated by the University Librarian as Secretary;
4. One member of each Faculty nominated by the Faculty Deans;
5. Other Library Staff may attend the meeting by the invitation of the Chair.

*Student representatives*

Eleven student representatives: one from the University Student Union; one each from each College; one postgraduate student.

**Terms of Reference**

1. The Committee shall consider all matters pertaining to the use of the Library.  
The University Librarian will report on strategic developments in the Library.  
The Committee will make suggestions for enhancements of Library services and collections.
2. The terms of office of the Committee shall be:
  - a. a period of one year for students.
  - b. at least two years for faculty in accordance with Faculty's recommendation.
3. The presence of nine members of the Committee shall constitute a quorum.
4. The Committee shall meet at least three times in each academic year.
5. Recommendations shall be reported directly to the Library Management Group Meeting (MGM).

## Appendix II

Library Holdings (Category)	Total 2012-13	Total 2013-14	Total 2012-13 Vs 2013-14 (%)
Books	2,213,252	2,278,773	2.96%
Bound Periodicals	307,772	308,725	0.31%
Current Printed Serials	9,740	9,361	-3.89%
Electronic Books	4,556,516	4,562,182	0.12%
Electronic Journals	129,344	127,855	-1.15%
Electronic Databases	632	670	6.01%
<b>Total</b>	<b>7,217,256</b>	<b>7,287,566</b>	<b>0.97%</b>

Library Usage	2012-13	2013-14	2012-13 Vs 2013-14 (%)
Database usage*	1,620,353	3,177,811*	96%
E-Book usage*	1,809,623	2,478,702	37%
E-journal usage*	5,322,638	5,862,848	10%
E -A/V usage*	7,346	8,095	10%
Print Book and AV loans	942,005	927,480	-2%

\*COUNTER compliant usage only

\*\*Change in definition of COUNTER statistic

Library Users	2012-13	2013-14	2012-13 Vs 2013-14 (%)
Users entering the Libraries	2,435,090	2,604,356	7%
Total Active Registered Library Users	58,340	59,332	2%

JULAC Activity	2012-13	2013-14	2012-13 Vs 2013-14 (%)
CUHK users registering for a JULAC card	1,823	1,795	-1.54%
JULAC users registered at CUHK ULS	685	742	8.32%
Loans to CUHK users from other JULAC libraries	52,859	42,941	-18.76%
CUHK ULS loans supplied to other JULAC users	40,571	39,113	-3.59%

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**SM5.1 Learning Resources: The Chinese University of Hong Kong Library**

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**Contents**

- SM5.1.1** What are we trying to do?
- SM5.1.2** How are we doing it?
- SM5.1.3** How do we know we are effective?
- SM5.1.4** How can we improve?

**Appendices**

- SM5.1-app1 CUHK Library Strategy 2013-16
- SM5.1-app2 CUHK Library Annual Statistics
- SM5.1-app3 Tables and Graphs
- SM5.1-app4 CUHK Library Libqual+ Survey 2011
- SM5.1-app5 Libraries as learning spaces – 2011 study summary report
- SM5.1-app6 CUHK Library New Space Survey 2013
- SM5.1-app7 CUHK Library Benchmarking Data

**URL**

<http://www.lib.cuhk.edu.hk>

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## **The Chinese University of Hong Kong Library**

### **Collection Development Policy (Draft)**

#### **1 Overview**

The CUHK Library consists of the Main University Library (founded 1965), three college libraries, i.e. the Chung Chi College Elisabeth Luce Moore Library (founded 1951), the New Asia College Chien Mu Library (founded 1949), the United College Wu Chung Library (founded 1956); and three subject branch libraries i.e. the Li Ping Medical Library (founded 1980), the Architecture Library (founded 1994), and the Lee Quo Wei Law Library (founded 2004).

The physical collection includes 2.5 million of printed monographs, bound periodicals and audio-visual materials. The Library has a wide array of electronic resources that covers all disciplines; they include journals, ebooks and databases to support a competitive comprehensive research University. The Library also holds one of the strongest bilingual collection in the world on Chinese Studies and it continues to grow in breadth and depth. Chinese electronic resources are increasing in strength as well through purchases as well as digitized content from the Library's Digital Initiatives projects.

##### **1.1 Objectives of policy**

This statement serves as a guideline and a dynamic communication document for all parties involved in the collection development of the CUHK Library. The policy will define for Library staff, faculty members, students, administration and other interested parties the scope and purposes of the University Library collection.

The CUHK Library commits to intellectual freedom, we collect, organize, preserve and provides access to a rich collection in a variety of formats, in support of teaching, learning, research and missions of the university.

In collaboration with the faculties, appropriate and available formats are added to the collection by adapting strategies that provide for the needs of the CUHK community. And this statement provides direction on the building the collection in both physical and electronic format at large. Separate statements for specific disciplines or departments describe priorities and operational approaches relevant to those disciplines, but all collection development work is clearly aligned with the strategic goals and priorities of the University.

Academic libraries have limited resources to collect comprehensively in all subject areas and therefore supplement their collections through interlibrary loan collaboration is necessary, such as the local HKALL the CALIS in China, and international RAPID. The CUHK University Library participates in appropriate and

## Appendix V

### Update on electronic collections (Oct 2014)

- **Database**

- Scottish legal history (HeinOnline)
- 東方雜誌全文數據庫
- Journal of Visualized Experiments - science education database
- Amirsys imaging reference center (OVID) – ebook collection
- Amirsys pathology reference center (OVID) – ebook collection
- Declassified US Intelligence documents: Cold War + Middle East [Brill]
- World Christian database (BRILL)
- RILM retrospective abstracts of music literature (Ebscohost)
- Index to printed music (Ebscohost)
- Emerging Portfolio Fund Research [Global]
- Hospitality and tourism complete (Ebscohost)
- Oxford history of western music

- **eBook**

- Sage Knowledge (Demand Driven Acquisition)

- **eJournal archive collection**

- Springer Online Journal Archive - Biomedical & Life Science
- Springer Online Journal Archive - Mathematics and statistics
- Springer Online Journal Archive - Behavioral Science
- Emerald backfile addition 1994-2009
- BMJ Journals Archive Collection