

CAUL
CBUA

**Council of Atlantic
University Libraries**

**Conseil des bibliothèques
universitaires de l'Atlantique**

2016 Annual Report



2016 Annual Report

of
The Council of Atlantic University Libraries /
Conseil des bibliothèques universitaires de l'Atlantique

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Cover Photo: Machias Seal Island, NB - Courtesy of Marc Truitt

Message from the Chair



2016 was another busy and productive one for CAUL-CBUA. Working with our new Manager (see below), the Executive and the Board approved new, standardized revisions to our committee structure and terms of reference. We reviewed the progress of our existing strategic plan and began to lay the groundwork for a new one beginning in Summer 2017.

Progress was also made in standardization of language and terms of our content provider licenses. Several licenses were renegotiated, resulting in improved terms for subscribing consortium members.

Discussions with regional health authorities have resulted in progress toward an Atlantic Health Knowledge Partnership that promises to help hospitals and practitioners obtain online access to critical medical literature. A review group is identifying and evaluating options for a possible new automated document delivery system and will report to the Board in May 2017.

The Board welcomed Susan Cleyle (Memorial) and Lou Duggan (Saint Francis Xavier) in 2016, respectively replacing Louise White and Susan Cameron. Our thanks and best wishes go out to Louise and Susan. In early 2016, CAUL-CBUA Manager Kathryn Reddy left us to pursue new career directions. Cynthia Holt, who brings long academic library collections and administrative experience, has stepped into the Manager position and performed superbly.

I would like to thank Cynthia, Kathryn, my colleagues on the Executive and the Board of Directors, and the many Committee members whose dedication and invaluable contributions continue to make CAUL-CBUA the success that it is.

Sincerely,
Marc Truitt, CAUL-CBUA Chair

Update (June 30, 2017): Since I wrote the words above, Lou Duggan has passed away after a brief illness. Lou was a long-serving and dedicated librarian and a friend to many of us in CAUL-CBUA. We all miss him very much.

About the Organization

Purpose

The purpose of CAUL-CBUA is to enhance university education, research and scholarly communication in the region by:

- strengthening library collections;
- fostering cooperation and resource sharing;
- coordinating library services among AAU institutions;
- improving the delivery of information services;
- providing for regular discussion of matters of inter-institutional interest; and
- advising AAU as appropriate.

Governance

CAUL-CBUA is governed by the *Canada Not-For-Profit Corporations Act*.

Member Institutions & Board Representation

INSTITUTION	LOCATION	BOARD REPRESENTATIVE
Acadia University	Wolfville, NS	Smith, Ann
Atlantic School of Theology	Halifax, NS	Lorencz, Amy
Cape Breton University	Sydney, NS	Bethke, Shawn
College of the North Atlantic	Stephenville, NL	Wood, Andrew
Dalhousie University	Halifax, NS	Bourne-Tyson, Donna (Vice-Chair)
Holland College	Charlottetown, PE	Doucette, Patricia
Memorial University of Newfoundland	St. John's, NL	Cleyle, Su
Mount Allison University	Sackville, NB	Truitt, Marc (Chair)
Mount Saint Vincent University	Halifax, NS	Harrison, Tanja
Nova Scotia Community College	Halifax, NS	Stewart, Andrea
NSCAD University	Halifax, NS	Young, Rebecca
Saint Mary's University	Halifax, NS	DeYoung, Marie (Past-Chair)
St. Francis Xavier University	Antigonish, NS	Duggan, Lou
Université de Moncton	Moncton, NB	Brideau, Marthe (Treasurer)
Université Sainte-Anne	Pointe-de-l'Église, NS	Maher, Pamela
University of King's College	Halifax, NS	Adams, Jennifer
University of New Brunswick, Fred	Fredericton, NB	Balcom, Lesley
University of New Brunswick, SJ	Saint John, NB	LeVert, Laurelle
University of Prince Edward Island	Charlottetown, PE	Moses, Donald

Committees

Below is a current list of the CAUL-CBUA committees and committee members, as of the 2016 Annual General Meeting held on Monday, September 12, 2016.

Audit Committee

The Audit Committee assists the Board by reviewing and making recommendations regarding financial information and the internal audit processes. In 2016, the Audit Committee reviewed the Audited Financial Statements for year ended March 31, 2016, and recommended that the Board approve these statements. The committee also updated the signatories for the management representation letter.

Members:

Voting: Shawn Bethke (CBU); Donna Bourne-Tyson, Chair (Dal); Chris Callbeck (ACA).

Non-Voting: Marthe Brideau (UdeM); Cynthia Holt (Manager); Cynthia Magdy (ISI).

Board of Directors

The Board of Directors consists of one representative elected from each CAUL-CBUA member library. Refer to Page 2 of this report for a list of Board members. In 2016, the Board welcomed four new faces, Lou Duggan (StFX), Su Cleyle (MUN), Jennifer Adams (UKC), and Amy Lorencz (AST).

Collaborative Research and Innovation Grant Award Committee

The Collaborative Research and Innovation Grant Award Committee administers CAUL-CBUA's annual Collaborative Research and Innovation Grants. The 2016 Grant was awarded to Alston Ambi, Science Research Liaison Librarian at Memorial University to help fund her project, "Does Library Data Want to be Free?". The proposed research will explore current data sharing practices among Atlantic Canadian university libraries.

Members:

Jeannie Bail (UNB); Marthe Brideau, Chair (UdeM); Ryan Lewis (MUN).

Collections Committee

The CAUL-CBUA Collections Committee supports CAUL-CBUA initiatives by evaluating collections opportunities, exploring emerging trends in library collections, and advising the CAUL-CBUA Manager in matters of digital licencing. In 2016, the Collections Committee revised its Terms of Reference, while continuing to advise the Manager on digital licence agreements.

Members:

Melissa Belvadi (UPEI); Susan Cameron, Board Rep (StFX); Debbie Costello (NSCC); Dianne Keeping (MUN); Heather MacFayden (DAL); Nathalie Parent (UdeM); Jennifer Richard, Chair (ACA); Peter Webster (SMU); Cynthia Holt (Manager).

Communications Committee

The Communications Committee served as an advisory committee for the CAUL-CBUA Manager on communication activities within CAUL-CBUA. In 2016, this Committee was dissolved as it was felt that with the CAUL-CBUA website, listservs, and newsletter, many vehicles are in place to facilitate communication among members. As well, much of the communication needs for CAUL-CBUA were now embedded in the CAUL-CBUA Manager position.

Members

Pamela Maher (UStA); Cynthia Holt (Manager); Jennifer Richard (ACA); Kathryn Rose (MUN).

Copyright Committee

The Copyright Committee provides guidance and support to the CAUL-CBUA community on copyright issues and offers research and advisory support to the Board of Directors in developing CAUL-CBUA copyright policy. In 2016, the Copyright Committee hosted the hugely successful 2016 ABC Copyright Conference, while continuing to respond to members' copyright questions.

Members

Jeannie Bail (MUN); Simon Bonnell (SMU); Josh Dickison (UNBF); Roger Gillis (Dal); Simon Lloyd (UPEI); Denyse Rodrigues, Chair (MSVU); Ann Smith (ACA); Andrea Stewart, Board Rep (NSCC).

Digital Preservation and Stewardship Committee

The Digital Preservation and Stewardship Committee helps to foster and advance digital preservation and stewardship amongst the members of CAUL-CBUA. In 2016, the committee's four working groups were dissolved and the membership of the group was expanded to absorb those on the working groups not previously represented on the committee, except for those on the Government Documents Working Group.

Members

Lesley Balcom, Chair (UNBF); Alison Farrell (MUN); Jamie MacKenzie (UNBF); David Mawhinney (MtA); Erik Moore (UNBF); Donald Moses (UPEI); Mike Nason (UNBF); Maggie Neilson (ACA); Suzanne van den Hoogen (StFX).

Document Delivery Group

The CAUL-CBUA Document Delivery Group (DDG) coordinates the shared document delivery/interlibrary loan services. The DDG Administrator is Joe Wickens, Dalhousie University. In 2016, members of the DDG working group migrated from access via the remote server to a local installation of Relais at each members' location. A revision to the [COPPUL-BCI-OCUL-CAUL/CBUA Resource Sharing Agreement](#) was also completed.

Executive Committee

The Executive Committee consists of the CAUL-CBUA Chair, Vice-Chair/Chair-Elect, Past Chair, and Treasurer.

Members

Donna Bourne-Tyson, Vice-Chair (Dal); Marthe Brideau, Treasurer (UdeM); Marie DeYoung, Past-Chair (SMU); Marc Truitt, Chair (MtA).

Last Copy Program Steering Committee

The Last Copy Steering Committee is responsible for the development, implementation, and maintenance of CAUL-CBUA's Last Copy Program. This program provides a system by which participating members coordinate retention of print serials, including government documents, in a collaborative effort to maintain “last copies” within the Atlantic region. In 2016, CAUL-CBUA members signed last copy agreements and the Committee worked to populate the last copy spreadsheet. This Committee was disbanded in October of 2016.

Members

Melissa Belvadi, Chair (UPEI); Karen Chandler (DAL); Brad Murray (AST); Sally Krueger (MtA); Elaine MacLean (StFX); Detta Morrison-Phillips (NSCAD); Brenda O'Flaherty (CBU); Nathalie Parent (UdeM); Cecile Pothier-comeau (UStA); Meg Raven (MSVU); Dianne Taylor-Harding (MUN); Jocelyne Thompson (UNB); Britanie Wentzell (ACA); Sally Wood (SMU).

Scholarly Communications Committee

The Scholarly Communications Committee provides support to the CAUL-CBUA community in open access and scholarly communications and makes recommendations to the Board of Directors for supporting these activities. In 2016, the Scholarly Communications Committee focused on developing an Open Textbooks Survey and continuing to develop the [Digital Scholarship Toolbox¹](https://caul_cboa.gitbooks.io/caul-cboa-scc-digital-scholarship-toolbox/content/).

Members

Geoff Brown (DAL); Patrick Gamsby (MUN); Dawn Hooper (UPEI); Mike Nason, Chair (UNBF); Ann Smith, Board Rep (ACA); Victoria Volkanova (UdeM).

¹ https://caul_cboa.gitbooks.io/caul-cboa-scc-digital-scholarship-toolbox/content/

Events

SciFinder Training Session

In June 2016, CAUL-CBUA hosted a SciFinder training session for members in conjunction with the Canadian Chemistry Conference.

Research Data Management Presentations

At the Fall 2016 Board meeting, Chuck Humphrey, Director of Portage, and Mark Leggott, Executive Director of Research Data Canada (RDC), presented on research data management and the role of Portage and RDC in the Canadian landscape. This session was open to all CAUL-CBUA members.

DDG Annual General Meeting

The Document Delivery Group held their 2016 Annual General Meeting at the Collaborative Health Education Building, Dalhousie University. Consistent with previous years, the meeting was well attended and proved to be an excellent learning opportunity for members.

APLA 2016 Conference

As in previous years, CAUL-CBUA hosted a breakfast at the Atlantic Provinces Library Association (APLA) 2016 Conference in May. The breakfast provided a networking opportunity for members and allowed CAUL-CBUA to update members on its committees' activities and projects.

ABC Copyright Conference

In May 2016, CAUL-CBUA was a major sponsor of the ABC Copyright Conference, as well as contributing the members of the Conference Planning Committee. CAUL-CBUA also provided free registrations for three lucky CAUL-CBUA members (pictured below), Shelley McKibbon (Dal), Jeannie Bail (UNB – formerly MUN), and David Ross (UNB).



Winners of the three free registrations donated by CAUL-CBUA for the ABC Copyright Conference.

L-R: Shelley McKibbon, Jeannie Bail, David Ross.

Administration

Procedures for Committees, Committee Terms of Reference Template, and Working Group Plan Template

[Procedures for Committees](#), a [Committee Terms of Reference template](#), and a [Working Group Plan template](#) were developed in an effort to standardise the types of groups active in CAUL-CBUA and the purpose of each type, as well as providing a consistent format for committee terms of reference and plans for working groups.

CAUL-CBUA Newsletter

In an effort to expand the scope of the Newsletter so as to expand knowledge and recognize achievement at member institutions, the June 2016 issue of the Newsletter introduced two new columns: Kudos, which highlights member achievements, welcomes new staff, and bids farewell to departing staff; and “Did You Know?”, which provides some informative tips, tricks, and answers to questions members may not have realized they even had.

Website Enhancements

In response to concerns expressed by members, the licenced resources section of the website was enhanced so that each resource includes: cost information, exchange rates used, fiscal year of the payment, the resource licence, and a short description of the resource.

Skype for Business

The consortium moved from use of the Pragmatic Conferencing phone system to using Skype for Business as its primary meeting platform. This move saved CAUL-CBUA \$2,200 in 2016.



Renovated student space in the Library at Mount Saint Vincent University.

Finances

The Financial Statements for 2015-2016 were reviewed and recommended for approval by the Audit Committee. The proposed budget for 2016-2017 was balanced, and the quarterly updates reflect the proposed budget.

Deloitte was hired to conduct a full scope audit. As in 2015, Deloitte identified one significant risk: management override of controls. Deloitte concluded that satisfactory procedures continue to be followed to avoid this significant risk. The audit was completed with no difficulties and no growing concerns were identified.



Digital Licences

In 2016, digital licences for the following resources were negotiated for CAUL-CBUA members.

Product Name	License Expiry
ABI Global	31-Aug-17
AccessScience	30-Jun-17
ACM Digital Library	30-Jun-17
America: History & Life (with FT)	30-Jun-17
America National Biography (ANB)	30-Jun-17
Annual Reviews	31-Dec-17
Art Index	31-Jul-17
ASFA	31-Jul-17
ASME Complete Digital Collection	31-Dec-17
ATLA	30-Jun-17
ATLAS	30-Jun-17
Bibliography of Native North Americans	30-June-17
Biological Abstracts	31-Dec-17
BIOSIS Citation Index	31-Dec-17
Britannica	30-Sep-17
CANSIM & Census	30-Apr-17
CBCA Complete	31-May-17
CFMRC	30-Apr-17
CINAHL	31-Aug-17
CIRC: Canada Info Desk	31-Dec-17
CPI.Q	31-Dec-17
Curio.ca	31-Aug-17
Dictionary of National Biography	30-Jun-17
e-Duke Journals	31-Dec-17
EBSCO Academic eBook Collection	31-Mar-17
EBSCO Community College eBook Collection	31-Mar-17
EconLit (w and w/o FT)	31-Aug-17
eHRAF Archaeology	31-Dec-17
eHRAF World Cultures	31-Dec-17
Electronic Enlightenment	30-Jun-17
Encyclopaedia Universalis	31-Dec-17
Engineering Village	14-Sept-17
ERIC	31-Aug-17
Eureka.cc	30-Jun-17
GeoRef	30-Apr-17
GeoScienceWorld	31-Dec-17

Product Name	License Expiry
Grove Art Online	30-Jun-17
Grove Music Online	30-Jun-17
Historical Abstracts (w and w/o FT)	30-Jun-17
Historical Newspapers: Globe & Mail	31-Dec-17
IEEE/IET Electronic Library	29-Nov-17
Le Grand Robert / Le Robert & Collins	31-Mar-17
LexisNexis Academic	31-Dec-17
LexisNexis Quicklaw	31-Dec-17
LGBT Life (w FT)	31-Aug-17
Mango Languages	31-May-17
MLA International Bibliography	30-Jun-17
NFB Campus	31-Dec-17
Oxford Biographies Online	30-Jun-17
Oxford Dictionaries Online	30-Jun-17
Oxford English Dictionary	30-Jun-17
Oxford Reference Online (ORO)	30-Jun-17
PAIS International Archive (w & w/o FT)	31-May-17
Philosopher's Index	31-Jul-17
ProQuest Academic Complete eBook & University Press Collection	30-Jun-17
ProQuest Politics Collection	31-May-17
Project MUSE	31-Dec-17
ProQuest Central	30-Jun-17
PsycARTICLES	31-Aug-17
PsycINFO	31-Aug-17
Research Library	31-Aug-17
RefWorks	30-Apr-17
Science	18-Aug-17
SDA @ CHASS	30-Apr-17
Sociological Abstracts	31-May-17
SPORTDiscus (w and w/o FT)	31-Aug-17
Trade Analyzer	30-Apr-17
UlrichsWeb	30-May-17
Very Short Introductions	30-Jun-17
WorldCat Discovery Services / FirstSearch	30-Apr-17
Who's Who + Who Was Who	30-Jun-17

Strategic Plan Review

CAUL-CBUA's 2014-2016 Strategic Plan was developed after a planning session held at the University of Prince Edward Island campus on May 13, 2013. The plan has ten strategic goals set out in alphabetical order. It is an aspirational plan that will be reviewed as CAUL-CBUA progresses and priorities change. The Executive and the Board, in consultation with committees, will determine priorities as opportunities arise or when it is appropriate to leverage existing resources or activities.

* Planned activities

1. Collective Purchasing

- **Investigate consortial ebook purchasing / leasing**
 - ✓ Negotiated first agreement with ProQuest
 - ✓ Explored a collaborative ebook strategy with Novanet
- **Communicate how consortial purchasing works within CAUL-CBUA**
- **Assess best practices for consortial buying with peers (e.g. CRKN)**
 - ✓ Attended regular meetings with the regional & national academic consortia
 - Investigate other possibilities (ex, storage, software) for consortial purchasing.
 - ✓ Investigated the Drupal licencing information module used by CRKN
 - Provide support on managing consortial purchases, either by technology or by best practices
 - ✓ Updated the Master List of Resources to include exchange rate information

2. Communication

- **Develop and implement a communications strategy**
 - ✓ Continue to evolve the Newsletter with new columns
 - ✓ Introduced the use of common headers for messages on distribution lists
 - ✓ Developed a committee terms of reference template to embed bi-directional communication with members not represented on each committee
 - * Social media strategy required
- **Ensure website continues to meet our needs**
 - ✓ Added additional information to licenced resources pages: cost information, exchange rates, fiscal year of last payment, licences
 - ✓ Calendar of events added and regularly maintained
 - ✓ Information updated regularly

3. Funding & Accountability

- **Identify a select number of projects that require funding**
 - ✓ In 2016, the DDG migrated to a locally hosted Relais environment
- **Explore potential funding sources**
- **Provide awareness and training opportunities for the CAUL-CBUA community**
 - ✓ Webinars and events listed on page 7 of this report
- **Develop a process for identifying key areas where there is a value for collaboration**
- **Develop an open process for gathering ideas from entire CAUL-CBUA body**

4. Open Textbooks / Open Educational Resources

- **Investigate & communicate best practices for adopting open textbooks & OER**
- **Identify possible subject areas and content for open textbooks & OER**
- **Identify or implement a platform for open textbooks and open educational resources**
- **Seek funding**
- **Create grants for faculty and librarians to collaborate on the development of open textbooks / open educational resources**

5. Professional Development

- **Continue the Experience Exchange webinar series**
- **Provide a mechanism for keeping CAUL-CBUA Members aware of relevant professional development opportunities**
 - ✓ Newsletters, Twitter, CAUL-CBUA website, mailing lists
- **Develop cross training opportunities (for example, staff / work exchanges)**

6. Preservation & Digital Collections

- **Continue to develop CAIRN as a single point of access and search for Atlantic Canadian collections**
- **Continue to build a strong network supporting best practices in data stewardship, ensuring the continuance of the history, culture, and research performed in this region**
- **Develop a plan for reaching out to CAUL-CBUA members with workshops and educational activities around digitization, preservation and best practices**

7. Research Data Management

- **Provide best practices for research data management services**
- **Advocate for policies on our campuses and beyond**
- **Investigate opportunities for collaborative research data management infrastructure**

8. Resource Sharing

- **Explore licensing options to enable better e-resource sharing**
 - ✓ Worked with provincial health authorities to update information in preparation for beginning negotiations for CINAHL with EBSCO.
 - ✓ Investigated a potential partnering opportunity with the Health Science Information Consortium of Toronto (HSICT)
 - ✓ Continuing partnership with Consortia Canada
- **Ensure that our systems (e.g. Relais) are providing the best solutions**
 - ✓ Migrated members to a local install of Relais ILL
 - ✓ Initiated an RFI process for an ILL and Document Delivery System
- **Develop a plan for last print copy in the region**
 - ✓ Investigated member commitment to the Last Copy Program with conclusion that this was no longer a priority for a majority of member libraries (Committee disbanded)

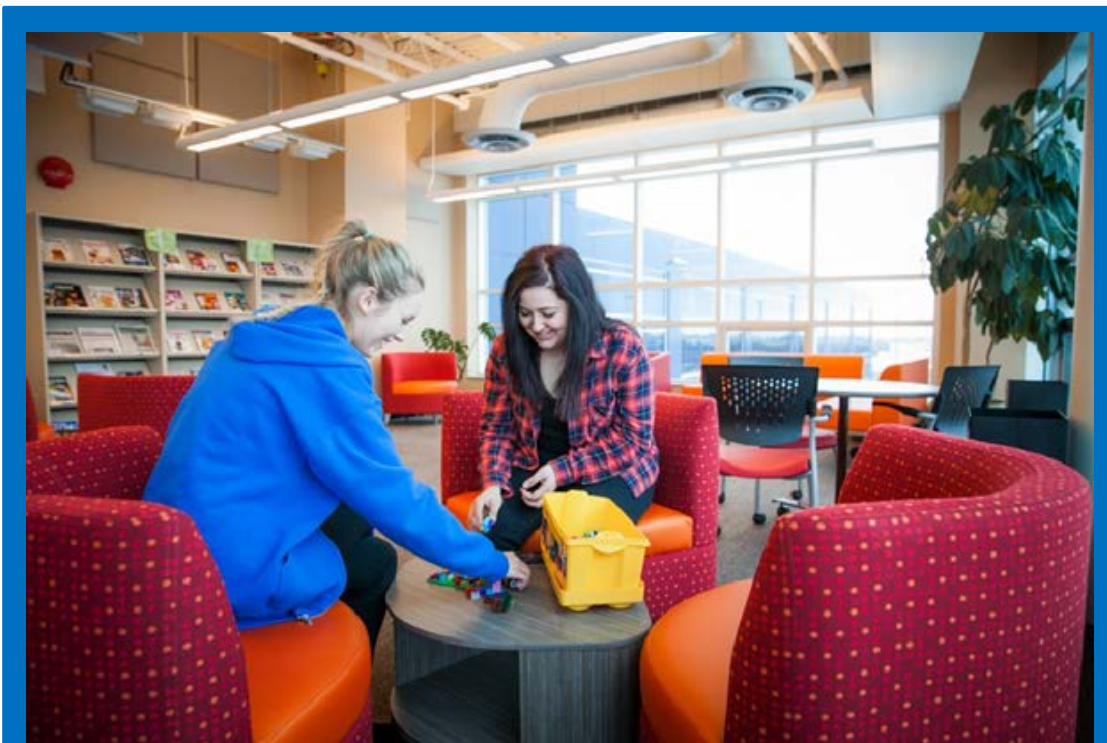
9. Scholarly Communications

- **Conduct an assessment of scholarly communications activities within CAUL institutions**

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- ✓ Scholarly Communications Committee continued to revise the Fall 2013 survey for redistribution
 - **Coordinate CAUL-CBUA Open Access Week events**
 - ✓ Scholarly Communications Committee continues to revise the Digital Scholarship Toolbox
 - **Investigate potential for Open Journal Systems collaboration**
 - **Explore Open Access business models**
 - **Support teaching and communication in the area within CAUL-CBUA libraries**
 - **Develop best practices in the areas of scholarly communication, potentially including:**
 - i. **Research Repositories (e.g., formats, copyright, staffing and workflow, preservation, automation)**
 - ii. **Author funds policies**
 - iii. **Open Access content recruitment strategies**
 - iv. **Funding models for Open Access support (e.g., external funding for editorial support of OJS journals, administering authors fees)**
 - ✓ The Scholarly Communications Committee has developed several best practice documents and collated them into a Digital Scholarship Toolbox (https://caul_cbua.gitbooks.io/caul-cbua-scc-digital-scholarshiptoolbox/content/) and actively shares information via the mailing list

10. User Needs & Expectations

- **Conduct an Ithaka-style faculty survey**
 - * Develop an open process for gathering ideas from entire CAUL-CBUA body
 - * Create a user needs assessment working group to assess the needs of staff and institutions
 - * Collate data from the survey, and develop actionable recommendations for implementation



Students enjoying the newly renovated space at NSCC's Akerley Campus Library.