

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

40th Meeting, Friday, January 23, 2015, 2:30 p.m.
Library Conference Room, 7/F TKP

Present:

Faculty Representatives:

Arts	Prof. Sidney CHEUNG
Education	Prof. LAI Man Hong for Prof. WONG Wan Chi
Medicine	Prof. Tony NELSON
Science	Prof. CHU Lee Man

Student Representatives:

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
Mr. Dominic CHAN, Learning Support (Secretary)

Apologies:

Faculty Representatives:

Business Administration	Prof. YANG Yong
Engineering	Prof. ZHANG Shenyu
Law	Prof. Rita CHEUNG
Social Science	Prof. Nicole CHEUNG

Student Representatives:

Chung Chi College Student Union	Mr. CHEUNG Shiu Yeung
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

ACTION

	<i>Welcome to Members</i>	
	Ms. Jones welcomed all members and wished them a happy new year.	
LUG40/1	<i>Confirmation of Minutes</i>	
	The minutes of the 39th meeting were confirmed without amendment.	
LUG40/2	<i>Matters Arising</i>	
LUG40/2/1	<u>Update on the new JULAC Common Card</u> (Re: LUG39/2/3)	
	Ms. Jones provided clarification on the password setting issue for the new JULAC common card. Every JULAC Library has its own different policy on passwords, e.g. CityU Library required users to set a password, while PolyU Library maintain a default password as the user's HKID number. JULAC card members need to follow the policy of the Library they are visiting.	
LUG40/2/2	<u>Update on the proposed change of the terms of reference</u> (Re: LUG 39/3/1) (Appendix I)	
	After consulting OSA, Ms. Jones informed members that it was uncommon for advisory committees with student representatives to mandate a quorum. After confirming that the LUG did is purely advisory, members endorsed the removal of the quorum requirement in the LUG Terms of Reference.	
LUG40/3	<i>Library Strategy</i>	
LUG40/3/1	<u>Update on Quality Assurance Council (QAC) Report</u> (Re: LUG39/4/2)	
	Ms. Jones informed members that the Library Appendix to CUHK's QAC report, the draft of which was discussed at the previous LUG meeting has been submitted.	
LUG40/3/2	<u>Report on 2014 LibQual+ Survey</u> (Re: LUG39/4/2)	
	Ms. Jones reported the results of the LibQual+ Library Survey 2014. 6,649 CUHK members participated in the survey, with 3120 written comments. A task force was formed in response to the received comments.	
	Ms. Jones went on to talk about the improving gap analysis score obtained in the past three LibQual+ Surveys, the areas of satisfaction	

	<p>and areas for improvement.</p> <p>Prof. Nelson was interested to know more about the feedback for the Faculty of Medicine and Mr. Kwan would like to obtain a copy of the report. Ms. Jones indicated that the report would be put online in the Library website.</p> <p>Ms. Jones also indicated that there would be another survey on research cycle aimed at faculty and carried out in conjunction with HKU, HKUST and Lingnan universities</p>	
LUG40/3/3	<p><u>Library's Rebranding project</u> (Re: LUG39/4/3)</p> <p>The Library showed images of the new Library website, its new layout and the overall style. The new website will be mobile-responsive, and compliant with accessibility requirements. New features suggested by the Mobile Apps competition include real-time display of the availability of library services and facilities and interactive floor plans.</p>	
LUG40/3/4	<p><u>JULAC shared Integrated Library System</u> (Re: LUG38/7/2)</p> <p>Ms. Jones briefed member that the Library was working with other UGC-funded libraries to procure a new shared library management system. The tendering process should start in April. This would be a system which could accommodate a shared cataloging and a single JULAC Library Card.</p> <p>Prof. Nelson shared with members his experiences on the system integration of the Hospital Authority.</p>	
LUG40/4	<i>Library Collection</i>	
LUG40/4/1	<p><u>Update on CUHK Library Collection Development Policy</u> (Re: LUG39/5/1)</p> <p>Ms. Lau reported on the progress of revising the Collection Development Policy. The portion on subject-specific policies has been drafted and sent to Faculties and Departments for comments.</p> <p>As for the general section, Ms. Jones talked about the issue on buying textbooks and showed members the proposed policy of a maximum number of 5 copies of textbooks to be acquired when multiple copies were requested, and a maximum number of 2 printed copies if electronic copies are available. LUG had no objection to this policy.</p>	
LUG40/4/2	<p><u>Update on Digital Initiatives</u></p> <p><i>CUHK ETD Collection (Re: LUG 39/5/3)</i></p> <p>Ms. Jones updated members that more than 9,000 CUHK M.Phil and Ph.D theses were successfully input to the archive and available for open access. Prof. Nelson inquired about whether the Library employed an opt-in or opt-out policy. Ms. Jones confirmed that it was an opt-out</p>	

	<p>policy.</p> <p><i>Rare Books on Chinese Medicine</i> Ms. Lau presented to members photos of a recent donation of rare books on Chinese Medicine from Prof. Kong Yun-cheung, ex-director of the School of Chinese Medicine. The University has been generous in funding a project to digitise this collection.</p> <p><i>Digitization of the Rulan Chao Pian Collection</i> Ms. Jones also shared the good news of a recently received funding to digitize the Rulan Chao Pian Collection.</p>	
LUG40/4/3	<p><u>eResources Week 2015</u></p> <p>Mr. Chan introduced the programme for the eResources Week 2015. Ms. Jones also indicated that there would be an analysis on the eResources usage after the event was completed.</p>	
LUG40/4/4	<p><u>JULAC Distributed Print Storage Project</u> (Re: LUG39/4/4)</p> <p>Ms. Jones updated members that the JURA project for a shared remote storage facility for UGC-funded libraries had failed to get on the LEGCO agenda again, despite being the UGC's top priority project.</p>	
LUG40/4/5	<p><u>Report on Book Fund Expenditure</u></p> <p>Ms. Jones briefly talked about the book fund expenditure per Faculty as of January 14, 2015.</p> <p>Prof. Cheung talked about the situation in the Faculty of Arts and the need to work with the Library to get more information on new resources. Ms. Jones talked about the Faculty Liaison Librarians in the Faculty of Arts and ways they may be able to help.</p>	
LUG40/4/6	<p><u>Report on the 2013/14 CUHK Golden Jubilee Celestial Civilian Scholarship on Hong Kong Literature</u></p> <p>Ms. Lau reported the recipients of the scholarship for 2013/14 and indicated the new round for 2015/16 was opened for application. Library workshops on using Hong Kong Literature Collection would also be conducted for this event.</p>	
LUG40/5	<p><i>Services</i></p>	
LUG40/5/1	<p><u>Update on RFID implementation</u> (Re: LUG39/6/1)</p> <p>Ms. Jones reported the progress of the RFID project. She shared the vision that Library would be more self-service oriented and could achieve quicker check-out and check-in process.</p>	
LUG40/5/2	<p><u>Kindle services extension to CCL</u></p> <p>Ms. Lau reported to members that 4 additional Kindle devices were now available in CCL to offer titles in the General Education courses and the</p>	

	Good Reads Corner.	
LUG40/5/3	<u>RefWorks Flow and Researcher Identifiers Training</u> Mr. Chan introduced to members the new RefWorks Flow, the cloud-version of the existing campus-wide reference managing tools RefWorks. He also talked about the upcoming Library Workshops on Researcher ID and ORCID ID.	
LUG40/5/4	<u>Revised staffed hours for Medical Library beginning July 2015</u> Ms. Jones indicated that MEL is proposing to offer a slightly shortened staffed counter hours starting in July after consultation with the Faculty. She ensured members that MEL would continue to open 24 hours. Members discussed and agreed the new arrangement.	
LUG40/6	<i>Space and Equipment</i>	
LUG40/6/1	<u>Update on green measures at the CUHK Library</u> (LUG39/7/1) Ms. Jones reported that the de-lamping exercise on the 4/F of UL was in progress. EMO was in the process of evaluating and changing the motion sensors in between aisles.	
LUG40/7/2	<u>New Asia Library space re-organization</u> (Re: LUG39/7/2) Ms. Jones showed to members the proposed new floor plans and architect's drawings of NAL. She indicated that space re-organization was intended to draw more natural light into the building and to improve overall study space as well as creating much needed additional shelving. The plan is to move the philosophy collection to United College Library. LUG had no comments.	
LUG40/7/3	<u>Digital scholarship services at University Library</u> Ms. Jones introduced to members the plan to create a space inside UL focusing on digital scholarship. Prof. Chu asked for more details on the services. Ms. Jones went on to say that this service would mainly focus on supporting the Humanities and the Social Sciences. She displayed some proposed floor plans on the G/F of UL and some architect's drawing of the space.	
LUG40/8	<i>A.O.B.</i>	
	<i>There being no other business, the meeting was adjourned at 4:30 p.m.</i>	
	<u>Date of Next Meeting</u> <i>To be confirmed</i>	

Appendix 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 Committee shall meet at least three times in each academic year.
 4. Recommendations shall be reported directly to the Library Management Group Meeting (MGM).
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