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

49th Meeting, Friday, January 26th, 10:00 a.m.

Library Conference Room, 7/F Tin Ka Ping Building

Present:

Faculty Representatives:

Business Administration	Prof. Wu Qinggong
Education	Prof. WONG Wan Chi
Medicine	Prof. Tony NELSON
Social Science	Prof. Nicole CHEUNG

Student Representatives:

Morningside College Student Union	Miss Alice YIU
Postgraduate Student Association	Miss YUAN Yinglin
S.H. Ho College Student Union	Miss Hilary CHU
Wu Yee Sun College Student Union	Mr. HON Yuen Kit

Library Representatives:

Ms. Louise JONES, University Librarian (Chairperson)
Dr. Maria LAU, Deputy University Librarian
Mr. John BAHRIJ, Head, LS & Branch Libraries and Law Librarian
Dr. Louisa LAM, Head, Research Support and Digital Initiatives
Ms. CHIU Ha Lin, Head, User Services
Dr. YU Chun Pong, Medical Librarian (Secretary)

Apologies:

Faculty Representatives:

Arts	Prof. Sidney CHEUNG
Engineering	Prof. ZHANG Shenyu
Law	Mr. Carter CHIM
Science	Prof. CHU Lee Man

Student Representatives:

Chung Chi College Student Union	Mr. Andrew MOK
CUHK Student Union	Mr. LI Chun Yung
C.W. Chu College Student Union	Miss BYUN Jiyeon
Lee Woo Sing College Student Union	Miss LO Ching Yee
New Asia College Student Union	Mr. WONG Chun Ho
Shaw College Student Union	Miss XIANG Yin Kwan
United College Student Union	Miss Kathy CHAN

	Welcome to Members Ms. Jones welcomed new member, Miss Yuan, from the Postgraduate Student Association to the meeting.	
LUG49/1	***Confirmation of Minutes*** The minutes of the 48th meeting were confirmed without amendment.	
LUG49/2	***Matters Arising***	
LUG49/2/1	Learning Garden Student Behavior (Re: LUG 48/3/1) Ms. Jones reported that in order to follow up the agreed actions resulting from a follow up meeting with CUSU, the Library had attempted to contact the Student Union multiple times but no feedback was received. The Library will contact CUSU again. Ms. Jones introduced the draft procedure guidelines on handling user feedback and complaints. User feedback or complaints will be handled by the service counter, then Head of Service and finally to the University Librarian if not successfully resolved. She added that the Library reserves the right not to investigate complaints that are anonymous, or considered to be frivolous or malicious. The guidelines will be accessible on the Library website after approval by the Library Management Group Meeting.	Library
LUG49/2/2	Revised Loan Period and Policy (Re: LUG 48/6/1) Ms. Chiu reported that the new loan policy on books and multi-media materials became effective from November 2017. In response to faculties' suggestion, she tabled a proposal of extended loan periods for bound journals for various user types. LUG members endorsed the proposal.	Library
LUG49/2/3	Statistical Software (Re: LUG 48/8/1) Ms. Jones reported that the SPSS software is now accessible on all public PCs and the Library will arrange to install the latest version of R & RStudio Desktop for public PCs. She expressed her concerns on the license terms of EpiData that obliged organizational user to provide monetary donation for software development and maintenance. Prof. Nelson advised the Library to support using open source software. Ms. Jones replied that faculty are welcome to make suggestions and the Library will investigate the technical feasibility and seek advice from Business Office on procurement procedures as necessary.	
LUG49/3/1	JULAC Shared Integrated Library System (ILS) Ms. Jones reported that the shared ILS has been implemented for six months and there are monthly updates of software. JULAC Libraries will continue to work with the vendor to enhance the searching and improve HKALL functionality.	
LUG49/3/2	JULAC Shared Information Literacy Multimedia Courseware Project	

	Mr. Bahrij reported that the courseware development was close to being finished and it can be used for information literacy training upon its completion. A second round test on students' information literacy is scheduled in March 2018. The project will be completed in October 2018 with a final report being submitted to the UGC. Prof. Nelson queried how the courseware can assist student's self-learning. Mr. Bahrij replied that the courseware consisted of short modules of generic and subject-specific materials with how-to videos, and the contents were customized for the local context of Hong Kong.	3
LUG49/3/3	Joint Universities Research Archive (JURA) Ms. Jones introduced JURA, a proposed shared remote storage facility for storing a single copy of low use material among JULAC Libraries. The proposal was endorsed by the UGC twelve years ago when location and a building design were planned, however funding to build the facility was not available. Now JURA can be submitted for budgetary approval from the Legislative Council in April 2018. However there are considerable changes in logistics technology and building regulations since the proposal was drafted twelve years ago. UGC advised JULAC Libraries to revise the technical design of JURA and re-submit for the L budgetary approval next year, 2019. In view of the length of time required to complete JURA, the Library will temporarily acquire an off campus remote store for low use materials.	
LUG49/4	*Library Collections*	
LUG49/4/1	Report on Book Fund 2017/18 Ms. Jones reported that the Faculty and University book fund pooling exercises are scheduled in mid-April and May respectively.	
LUG49/4/2	Significant Acquisitions and Donations Ms. Jones tabled the details of significant acquisitions and donations including datasets. Prof. Nelson asked if the Library has any plans to archive research data of CUHK researchers. Ms. Jones replied that support from the university policy would be crucial for this initiative. She added that the Library endeavors to arouse faculty's awareness on the importance of open data, and may organize open forum with ITSC and Research Committee to encourage discussion.	
LUG49/4/3	Update on Digital Initiatives Dr. Lam introduced two digital scholarship projects, one on archaeology of early China using GIS mapping and the other on data mining of Chinese text using the R software. She added that the Library has provided space, software and training to support research in digital scholarship. Workshops on digital scholarship software and research data handling were scheduled.	

LUG49/5	*Services*	
LUG49/5/1	Chung Chi Library Extended Opening Hours Pilot Mr. Bahrij reported that the monitoring of occupancy during the pilot extended opening hours in the December exam period showed that it reached its peak at 2:00 am. After that time the number of users decreased significantly and at no time did occupancy exceed that already on offer in the late reading room at Chung Chi. For energy saving, it is not justified to maintain 24-hour opening of Chung Chi College Library during exam period. Students can also make use of the Wu Ho Man Yuen Learning Commons after 2:00 am. LUG members agreed on the arrangement.	
LUG49/6	*Space and Renovation*	
LUG49/6/1	Learning Garden Mr. Bahrij tabled a proposal for creating a Library Makerspace in the Learning Garden. The Makerspace aims to encourage student participation in generating innovative ideas using new technologies and sharing of expertise between students and faculty staff. It will include a digital fabrication workspace, creative media production space, and maker workspace. He added that some faculty staff from the Faculties of Engineering and Medicine have agreed to be advisors of the Makerspace. The proposal will be submitted to the Resource Allocation Committee in February 2018.	
LUG49/6/2	United College Library Ms. Jones tabled the architecture design proposal which aims for an open, visible and integrated library space. The renovation is scheduled during May to August after the exam period. She added that the United College Library and New Asia College Library will become boutique humanities libraries. Prof. Nelson asked if there will be an open forum to consult stakeholders on the library design. Ms. Jones confirmed that this has already happened and that United College has been represented throughout the design process. However the Library will continue to work on communications with all stakeholders.	
LUG49/6/3	Chung Chi College Library Ms. Jones reported that renovation of 1/F and air quality improvement work on 1/F and 2/F will be carried out in the summer after the exam period. During the renovation period, a book retrieval service will be provided. Renovation of the 2/F is planned in summer 2019. The renovation progress will be updated on the Library website.	
LUG49/7	*A.O.B. and Date of Next Meeting*	
LUG49/7/1	Prof. Nelson asked if the Library has any strategies to regulate the manipulated or biased information provided by some popular search engines and social media tools. Ms. Jones replied that the Library has no preference on choice of search engines. She added that the Library could organize workshops to increase students' awareness of the possible bias	

	or misinformation of popular sources on the Internet and help them to identify fake news.	5
LUG49/7/2	Miss Yuan asked if the Pinyin input method for Chinese characters can be installed on the public PCs. Ms. Jones responded that the Library will investigate the feasibility.	Library
LUG49/7/3	Prof. Wu asked if the inter-branch book delivery service can be extended to other branch libraries. Ms. Jones replied that this would create heavy demand at Chung Chi College Library because of its proximity to the MTR station. Therefore the inter-branch book delivery service will not be extended to other branch libraries at this moment but the Library will review the service demand periodically.	
LUG49/7/4	Ms. Jones announced that Dr. Lam will leave CUHK Library in April. She thanked Dr. Lam for her contributions to LUG in past years. **The meeting was adjourned at 11:35 am**	
	Date of Next Meeting To be announced.	