

UNIVERSITY LIBRARY SYSTEM  
LIBRARY USERS GROUP MEETING (LUG)

**38th Meeting, Thursday, May 15, 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
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 Demetria JIN
Shaw College Student Union	Miss. Gabriella YUEN Wing Lok

**Library Representatives:**

Ms. Louise JONES, University Librarian (Chairperson)  
Ms. Louisa LAM, Head of Information Technology & Planning  
Mr. Dominic CHAN, Information, Research & Instructional Services  
(Secretary)

**Apologies:**

**Library Representatives:**

Ms. Maria LAU, Acting Deputy Librarian (left meeting at 10:15 am)

**Faculty Representatives:**

Business Administration	Prof. YANG Yong
Engineering	Prof. HUANG Jianwei
Law	Prof. Rita CHEUNG
Science	Prof. CHU Lee Man

**Student Representatives:**

Morningside College Student Union	Miss. Cawliet JIAO
New Asia College Student Union	Miss. CHEUNG Po Ling
Lee Woo Sing College Student Union	Mr. Andy FONG
United College Student Union	Miss. CHONG Po Ling

		<u>ACTION</u>
	<p><b><i>Welcome to Members</i></b></p> <p>Ms. Jones welcomed new members Mr. Kwan from the CUHK Student Union and Mr. Weng from CW Chu College to the meeting.</p>	
<b>LUG38/1</b>	<p><b><i>Confirmation of Minutes</i></b></p> <p>The minutes of the 37th meeting minutes were confirmed without amendment.</p>	
<b>LUG38/2</b>	<p><b><i>Matters Arising</i></b></p> <p>Nil.</p>	
<b>LUG38/3</b>	<p><b><i>Library Collection</i></b></p>	
<b>LUG38/3/1</b>	<p><u>Report on Open Access Initiative</u> (Re: LUG37/4/1)</p> <p>Ms. Jones reported that the Library has organized two Open Access (OA) seminars and invited OA publishers to talk about recent trends in OA at higher institutions.</p> <p>Ms. Lam informed members that the Library was working with the Graduate School to put over 10,000 CUHK theses online open access. The service will be launched in June/July.</p> <p>Ms. Jones emphasised that Library was using the most restricted Creative Commons License for the Open Access materials. A “take-down” policy was also included so that copyright owners could remove the materials.</p> <p>Prof. Nelson inquired about the right-granting process. Ms. Lam said that Library was working with the Graduate School and had emailed the alumni who were copyright holders. Students graduating now are given the option to make their thesis openly available or embargo it.</p> <p>Prof. Wong asked about the balance between traditional publishing and open access publishing. Ms. Jones indicated that it was a constant debate, however, the Library is working to present views on both sides to researchers and students so that they have the knowledge about the issue and can make an informed choice. Researchers and students have the ultimate decision to choose where to publish their research.</p>	ULS
<b>LUG38/3/2</b>	<p><u>Update on new notable resources</u></p> <p>Ms. Jones provided an update on newly acquired notable resources, they include 《晚清四部叢刊》第五至十編,《中華大藏經》,《民國籍粹》第二期; South China Morning Post site licence, Springer Energy ebook collection, Ovid Chinese Medicine ebooks, AIP Digital Archive, and China Yearbook Full text database.</p>	

LUG38/3/3	<p><u>ULS Collection Development Policy – Relegation and Withdrawal section</u> (Appendix I)</p> <p>The revised relegation and withdrawal section in the ULS Collection Development Policy was sent to members prior to the meeting. Ms. Jones stated that no library can guarantee it does not withdraw any item, but that the Library was trying clear about in what circumstance material may be relegated to remote closed access storage or withdrawn.</p> <p>Prof. Olson and Prof. Nelson inquired about old materials that have research value such as old local magazines or LP records published in the 80s.</p> <p>Ms. Jones indicated that point 5.7 in the draft stated that materials with research value will be kept in the Library or in closed access storage.</p> <p>Mr. Kwan would like the withdrawal policy to be more transparent and students would like to be involved when library materials needed to be withdrawn.</p> <p>Ms. Jones stated that one of the reasons to review the collection development policy was to make it more transparent to the university community. The final full policy will be openly available on the Library's website.</p>	LIBRARY
LUG38/3/4	<p><u>Kindle and Browzine</u></p> <p>Mr. Chan demonstrated the new Amazon Kindle collection and the Browzine mobile app to members.</p> <p>Mr. Weng appreciated the effort and shared that, being a Kindle user himself, he understood the advantage of using mobile devices like Kindle.</p> <p>Prof. Nelson inquired if users' private data could be transferred to Browzine. Ms. Lam assured members that no personal data would be transferred, the Library worked closely with the vendor to ensure data security before the product was released to CUHK staff and students.</p>	
LUG38/3/5	<p><u>Update on ULS Digital Initiatives</u></p> <p>Ms. Jones updated members on the progress of two collaborative digitization projects: (i) partnered with Department of Translation and Research Centre for Translation -- <i>David Hawks Archive</i> which is the first project under the <b>CUHK Chinese Literature Translation Archive</b> to be develop at a later stage, (ii) partnered with Art Museum on the digitization of Sheng Xuanhuai (盛宣懷) manuscripts.</p>	
LUG38/3/6	<p><u>Collection moves Summer 2014</u></p> <p>Ms. Jones mentioned that the collection focus of the Chung Chi College Library is on education and music. In coming year, materials on other</p>	

	<p>subjects would gradually be moved to co-locate with books of the same subject in the ULS. In summer 2014, non L-class education books would be moved to the University Library; this will create more study space and make room for collection growth at Chung Chi Library. In response to a student question Ms. Jones reassured LUG that the course reserve material at Chung Chi will continue to include any class of material, as it was one way of serving as many users as possible.</p>	
<b>LUG38/4</b>	<b><i>Library Services</i></b>	
<b>LUG38/4/1</b>	<p><u>Summary on user suggestions and comments 2013-14</u> (Appendix II)</p> <p>Ms. Jones showed members a summary of user suggestions and comments received by the Library in the past year.</p> <p>Prof. Nelson commented on the inadequate seating in MEL. Ms. Jones responded that the Library was aware of the sharp increase in usage after the renovation completed in 2012; thus a total of 100 additional seating would be added in MEL this summer.</p> <p>Regarding user comments on the rather high temperature of the Learning Garden, Mr. Yuen countered that comment saying that the temperature was being too low at night in the Learning Garden.</p>	
<b>LUG38/4/2</b>	<p><u>RFID implementation plan / proposal</u></p> <p>Ms. Lam reported on the progress of RFID tags on Library materials in planning of a better self-checkout process, which would be implemented over the next 2 years.</p>	
<b>LUG38/4/3</b>	<p><u>Research Café</u> (Re: LUG37/5/1)</p> <p>Ms. Jones showed members statistics and pictures of the 2 well received Research Café sessions.</p>	
<b>LUG38/4/4</b>	<p><u>Library Opening hours during exam period</u></p> <p>Ms. Jones reported on the special arrangement from April 15 to May 14 exam period: (i) CCL would open till 2 a.m. and (ii) the Ground floor of UL New Extension would open 24 hours.</p> <p>Mr. Kwan inquired about the possibility of opening the Group Study Rooms on the first floor of the University Library Extension for 24 hours during exams</p> <p>Ms. Jones stated that Library had to look into a lot of issues including energy saving, security, cost to maintain the facilities. But if there were demands, Library would investigate the possibility.</p>	LIBRARY
<b>LUG38/4/5</b>	<u>m-Libraries Conference – Library Mobile Apps Challenge</u>	

	<p>Ms. Lam talked about the Mobile Apps Challenge co-organized by the ULS and the Department of Engineering and Computer Science. There were more than 220 students joined in the competition to write a mobile app to make Library services more accessible on mobile devices.</p> <p>Ms. Jones reminded the members that the m-Libraries Conference would be held on May 27-30 in CUHK.</p>	
<b>LUG38/5</b>	<b><i>Space and Equipment</i></b>	
<b>LUG38/5/1</b>	<p><u>Update on green measures at the University Library System (Re:LUG37/6/1)</u></p> <p>Ms. Jones talked about the University Energy-Saving Scheme and shared comments received from student about the light sensors inside the Library. The Library was working with EMO to relocate some light sensors according to user behaviour.</p>	
<b>LUG38/5/2</b>	<p><u>Update on security measures regarding theft cases (Re:LUG37/6/2)</u></p> <p>Ms. Jones shared with members the progress of the theft case reported in the last meeting. The Library had been working with the Police on a recent case and a theft was eventually caught. The theft was using a lost CU Link card to get access to various university facilities. The lost card was still active because the case was reported only to the police, but not the CU Card Centre nor the Library.</p> <p>Ms. Jones asked members help remind users to be more aware of personal properties and report lost card to relevant units of the university.</p>	ALL
<b>LUG38/5/3</b>	<p><u>Minor works bid and potential AA&amp;I bid (Appendix III)</u></p> <p>Ms. Jones showed members a proposed new floor plan of the ground floor of NAL in order to accommodate RFID self-service and improve in user study areas.</p> <p>Prof. Nelson suggested including green measures in early planning stage.</p> <p>Ms. Jones also talked about the plan to renovate UCL because of the low usage of multimedia items.</p> <p>Mr. Kwan suggested a longer loan period for multimedia items to promote usage. Ms. Jones committed the Library to investigate this.</p> <p>Prof. Cheung suggested to move the multimedia collection to a more popular venue, e.g. Learning Garden, so that more students would use the collection.</p>	<p>LIBRARY</p> <p>LIBRARY</p>
<b>LUG38/6</b>	<b><i>Library Strategy</i></b>	
<b>LUG38/6/1</b>	<p><u>Library Rebranding Project (re:LUG37/7/2)</u></p>	

	<p>Ms. Jones showed members the first draft of the new ULS logo based on a swift. LUG accepted the need to change the English title to ‘The Chinese University of Hong Kong Library’ but there was discussion on the need to change the Chinese name. Ms. Jones said the Library would give this further consideration.</p>	LIBRARY
<b>LUG38/6/2</b>	<p><u>JULAC Library Management System Project</u> (Re: LUG37/7/3)</p> <p>Ms. Jones reported the consultant’s key comments about a shared system among the 8 UGC-funded libraries.</p> <p>Prof. Nelson talked about the use of open source and inquired about the situation in other academic libraries around the world.</p> <p>Ms. Jones stated that the consultant doubted an open-source system as a feasible option for a complex environment in JULAC. There were currently no academic libraries consortia like JULAC that utilize open-source systems. The consultant himself had experience with open source systems.</p>	
<b>LUG38/6/3</b>	<p><u>Update on the new JULAC Common Card</u></p> <p>Ms. Lam informed members the new plastic JULAC Common Card would be in use from June 2014 together with a new card issuing system. All existing paper JULAC cards will expire December 2014.</p>	
<b>LUG38/6/4</b>	<p><u>JULAC Distributed Print Storage Project</u></p> <p>Ms. Jones informed members in view of the current delayed status of JURA , JULAC’s temporary solution is to investigate distributed print storage to ensure the availability of one last print copy of a journal in Hong Kong</p>	
<b>LUG38/6/5</b>	<p><u>Library Action Plan 2014/15</u></p> <p>Ms. Jones shared the progress of the Library Action Plan 2014/15. (provide Appendix IV)</p>	
<b>LUG38/7</b>	<b><i>A.O.B.</i></b>	
<b>LUG38/7/1</b>	<p><u>Translated works from Taiwan and Mainland</u></p> <p>Mr. Kwan inquired about the handling of works that have 2 translated versions from Taiwan and Mainland respectively.</p> <p>Ms. Jones stated that the Library would keep both versions as far as the works demonstrated research and linguistic value. This can be included in the revised Collection Development Policy</p>	LIBRARY
<b>LUG38/7/2</b>	<p><u>CWC College Reading Room</u></p> <p>Mr. Weng inquired about the possibility for the Library to provide some reading materials for the new Reading Room in CWC College. The Library will investigate the issue.</p>	LIBRARY

<b>LUG37/8/2</b>	<u>Vote of thanks to Prof. Olson</u>  This being Prof. Olson's final LUG meeting as the Faculty of Arts Representative, Ms. Jones proposed a vote of thanks to Prof. Olson for her excellent contribution to LUG. Members agreed and congratulated Prof. Olson on her retirement and wished her all the best in years ahead.	
	There being no other business, the meeting was adjourned at 12:20 a.m.	
	<u>Date of Next Meeting</u>  To be confirmed	

## Appendix I

- Items seldom or never used will be considered for de-selection.

### 5.2.5 Physical condition or damaged items

- Decisions regarding replacement of damaged items will be made by library staff, taking into account whether they are available within a reasonable timeframe and expense.
- Repair or rebinding of materials may be undertaken as needed
- Poor physical condition of little-used material may be considered for withdrawal.

### 5.2.6 Availability of electronic format

### 5.3 Review guidelines for print serials

Print holdings of journals or serials with electronic equivalents that are available to CUHK users and where the Library has purchased archival rights may be relegated. Locally published or print ONLY serials will be kept on campus.

### 5.4 Other physical materials

The criteria for review above will be applied to all formats of library material (CD-ROMs, audio visual, computer software, realia, etc.) where appropriate. Superseded formats may require reformatting or replacement.

### 5.5 Withdrawal Register

The Library will keep a withdrawal record of withdrawn items for disposal from its collections, in compliance with University's auditing policies.

### 5.6 Appropriate means of physical disposal include:

- Exchange with or donation to other libraries or institutions.
- Remaining materials may be offered to CUHK students and staff.
- Recycle of materials in damaged condition or unsuitable for donation.

### 5.7 Long term retention of rarely used items

Retention of items that are considered to have long term value but are rarely used may be removed from open shelves and kept in closed access storage, either on campus or at a remote location. Such items will be made accessible on request. The Library is supportive of a shared approach to collection management, and will participate in shared repository schemes or distributed shared storage schemes as appropriate.

May 2014



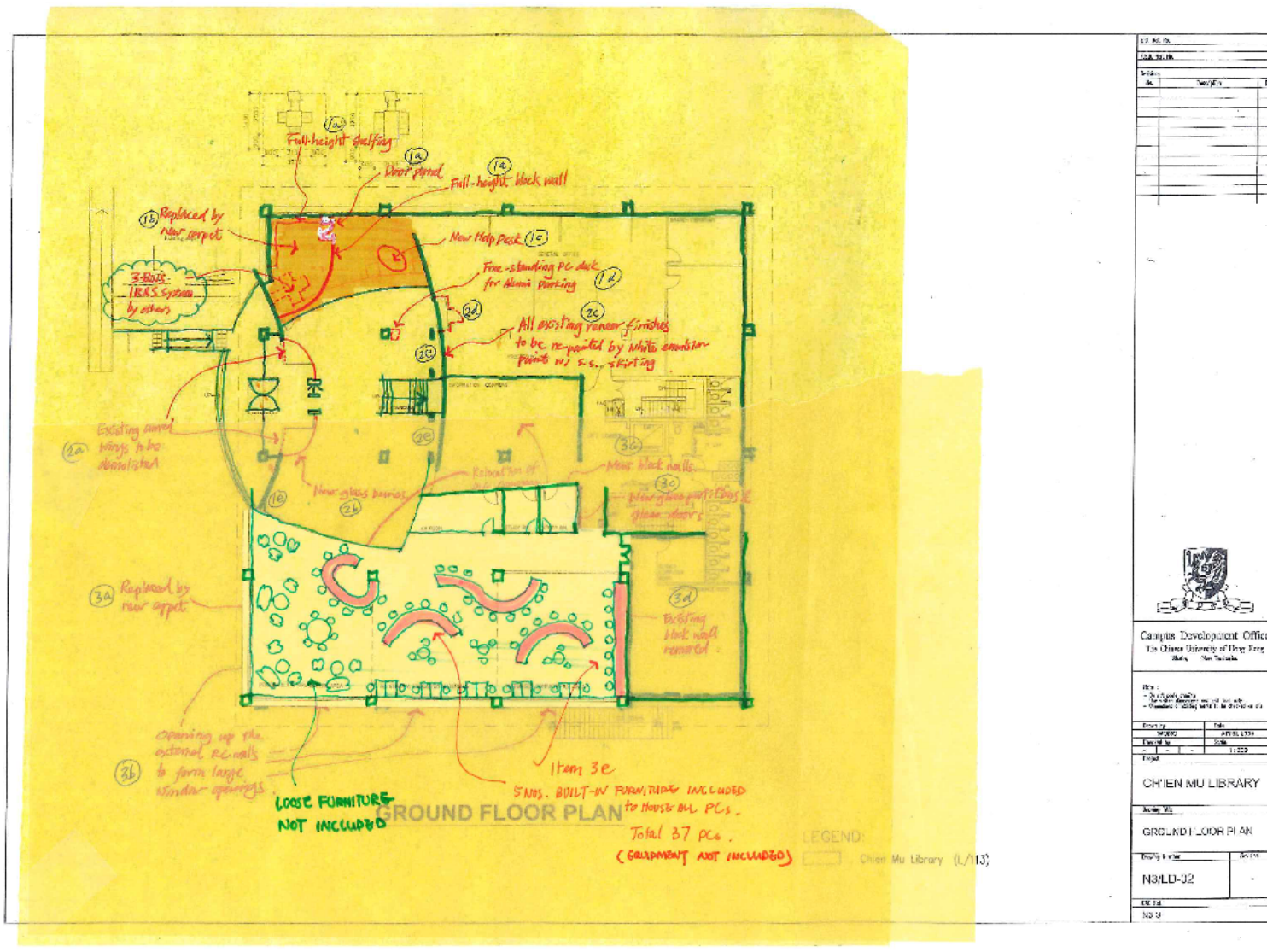
## 4.1 user suggestions and comments 4.2013-3.2014 summary (1)

Suggestion Type	Overall Counts
Circulating item enquiry	49
Computer facilities	21
Facilities	26
How to obtain access to CUHK Library	12
Purchasing suggestion	28
Searching / finding library materials	26
Other suggestions	67
Other comments	28
Miscellaneous enquiries to ULS email account	13
Total	201

### Key concerns:

- Not enough seats at MEL (2013) – Action: ~100 addition seats to be added this summer.
- Cleanliness of UL washrooms (2013) – Action: Tried to maintain full team of cleaners and post gentle reminders in washrooms
- Hot drinking water (2014) – Action: additional cold/hot water fountain at ULS libraries
- Air quality at Learning Garden (2014) – Action: lower the standard temperature by one degree during examination period when the usage is at its peak.
- Noise from Group Study Rooms at Learning Garden (2013) – Action: Seeking CDO advice to improve

# Appendix III



## Appendix IV

### CUHK Library Action Plan 2014/15

- Reading lists in Blackboard Learn
- Single password for online library
- Redesign online information literacy tutorial
- Learning Garden video audio creation workstations + presentation practice room + maker space
- RFID self-service issue and return
- ETD online submission
- Self service holds pickup
- Remodelling ground floor of New Asia Library
- Mobile Apps
- Digital Scholarship Service/Lab
- Review SIR in the light of University AIMS project
- Participate in KEEP (Knowledge & Education Exchange Platform) project
- Collection management planning
- Digital Library and web pages infrastructure upgrade