

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

46th Meeting, Thursday, January 19th, 10:00 a.m.

Library Conference Room, 7/F Tin Ka Ping Building

Present:

Faculty Representatives:

Education	Prof. WONG Wan Chi
Medicine	Prof. Tony NELSON
Social Science	Prof. Nicole CHEUNG

Student Representatives:

Shaw College Student Union	Miss Nikki NG
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Library Representatives:

Ms. Louise JONES, University Librarian (Chairperson)
Dr. Louisa LAM, Head, RSDI
Mr. John BAHRIJ, Head, Learning Support & Branch Libraries
Ms. CHIU Ha Lin, Head, User Services
Mr. Kevin LEUNG, Acquisitions (Secretary)

Apologies:

Faculty Representatives:

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

Student Representatives:

Chung Chi College Student Union	Miss Sary CHIU
CUHK Student Union	Mr. Gary POON
C.W. Chu College Student Union	Miss Chelsea LAM
Lee Woo Sing College Student Union	Mr. Andy LAM
Morningside College Student Union	Miss Clemence Yung
New Asia College Student Union	Mr. Francesc CHAN
Postgraduate Student Association	Miss PAN Qiurong
S.H. Ho College Student Union	Miss Angela NG
United College Student Union	Miss JI Xiao
Wu Yee Sun College Student Union	Mr. Spencer NG

ACTION

	<i>Welcome to Members</i> Ms. Jones introduced Ms. Chiu, Head of User Services to the members. Ms. Chiu is attending this meeting because of agenda item 5.1	
LUG46/1	<i>Confirmation of Minutes</i> The minutes of the 45th meeting was confirmed without amendment.	
LUG46/2	<i>Matters Arising</i>	
LUG46/2/1	<u>RemoteLocker (Re: LUG 45/2/3)</u> Ms. Jones updated that the pilot installation of a RemoteLocker at Shaw College. This will be an item in next year's Library Action Plan. It will require further study on the feasibility.	Library
LUG46/2/2	<u>Quiet Space During Examination Period (Re: LUG 45/3/2)</u> Ms. Chiu reported that 24 seats were added next to the entrance of the Library New Extension G/F. Ms. Jones supplemented that this seating area is open 24/7 and is labelled as a quiet study space. The opening of further floors during examination period will be studied but is challenging as it is difficult to restrict access to the whole library.	Library
LUG46/2/3	<u>Revision to Library Regulations (Re: LUG 45/3/6)</u> Ms. Jones has sent the revisions to OSA and AAO who are both happy with the revisions. It has been agreed that the revised regulations will be on the agenda of the next Senate Staff-Student Consultative Committee for comment, and then consolidated revisions will be submitted to Senate for final approval.	Library
LUG46/2/4	<u>Octopus Add Value (Re: LUG 45/7/1)</u> Ms. Chiu confirmed that the Octopus add-value service provided by Security Office was round-the-clock and for all the University including students. A poster has been posted at the University Library Service Counter. Miss Ng suggested also posting at Learning Garden and 1/F.	Library
LUG46/2/5	<u>Learning Garden Enhancement Requests (Re: LUG 45/7/4)</u> Re vending machines, Ms. Jones reported the issue was raised with the supplier who replied that the price difference might due to different installation time of the machines and the contract terms. The supplier will seek to align the prices within CUHK campus after CNY holidays. Moreover, the Learning Garden will install two more vending machines i.e. a snack machine and coffee machine in January 2017. Professor Nelson commented that the Library should consider healthier food and even fresh food instead of snacks. Ms. Jones welcomed this idea and would work with relevant parties on the sustainable campus. Recycling bins, the Learning Garden will install one more set of recycle bin (cans, bottles and paper) in January 2017.	Library

	Re mobile phone chargers, the Learning Garden will implement a self-service charging e-locker service for mobile phones (which supported iPhone lightning, micro-USB and type-c interfaces) in February 2017, in addition to the existing charger service.	
LUG46/2/6	<u>Request for Extended Opening Hours on Sundays (Re: LUG 45/7/5)</u> The Library will further study this suggestion	Library
LUG46/3	<i>Library Strategy</i>	
LUG46/3/1	<u>Library's Strategic Planning Exercise 2016-2020</u> There will be a website with a consultation form available during February to receive comments from all stakeholders. Ms. Jones will invite LUG members to join the half-day strategic planning away-day on February 23rd. Consultation on the draft plan will then be organized and an Open Forum will be held in March.	Library
LUG46/3/2	<u>JULAC Shared Integrated Library System</u> Ms. Jones reported a second test load of data will happen in late January and it was a challenge to handle and de-duplicate 16 million records from eight libraries. She will invite users to comment on the new user interface when it is available, probably in March. Ms. Jones commented that the new system was cloud-based and further enhancements, such as single-sign-on to authenticate users in eight universities, are possible. A Change Manager funded by HUCOM was now in place to help all 8 UGC funded libraries full exploit the shared system.	Library
LUG46/3/3	<u>JULAC Shared Information Literacy Multimedia Courseware Project</u> Mr. Bahrij briefed members the three components of the 3 year project: the creating the courseware on the MOOC platform which would be available in September 2017; the information literacy self-assessment test for undergraduate students is now in progress. The data is being analyzed now by a US University; and the course enhancement fund project whereby the Library works with 5 faculties to encourage exemplars on embedding information literacy in the curriculum will be completed by the end of this semester.	
LUG46/3/4	<u>AIMS and Research Portal</u> Dr. Lam introduced AIMS and Research Portal to the members and welcomed comments and suggestions from the faculty. She reminded members that application for AIMS login account was necessary for those non-research staff who were delegated to assist in the data input on behalf of the faculty or researchers. Dr. Lam and her team can provide training and assistance to faculty	

	<p>about the use of AIMS and creating the researcher profiles. Professor Nelson further requested if University or the Library could help to harvest the data from databases for all the CUHK researchers on their behalf. Dr. Lam replied that this is part of the system but the faculty need to create their own researcher profile in the first instance.</p> <p>Professor Cheung suggested the Library contacting the Faculty Office for arranging training or demonstration of AIMS to the faculty. Professor Nelson also commented that AIMS should allow flexibility to display a certain number of the best research outputs at the top instead of displaying all the entries in reverse chronological order. Ms. Jones said this suggestion would be brought to the vendor as a future enhancement.</p> <p>The Research Grant information was working in progress and would be available in this Summer. Citation Count was now available in the record details and over 340 entries had the full-text available.</p>	
LUG46/4	<i>Library Collections</i>	
LUG46/4/1	<p><u>Report on Book Fund 2016/17</u></p> <p>Due to the library system migration in the Summer, Mr. Leung reported that the book fund pooling would be made earlier in March for Faculty-wide pooling and April for University-wide pooling.</p>	
LUG46/4/2	<p><u>Significant Acquisitions and Donations</u></p> <p>Mr. Leung tabled the details of significant acquisitions and donations to the members.</p>	
LUG46/4/3	<p><u>Update on Digital Initiatives</u></p> <p>Dr. Lam updated members on ‘Chinese Women and Hong Kong Christianity: an Oral History Archive’ and the e-journal collection. A Digital Scholarship Symposium to celebrate the first anniversary of the Digital Scholarship Lab will be held tentatively on March 31st and LUG members are invited to join.</p> <p>Professor Nelson suggested the Library hosting WikiLeaks documents which are relevant to research. Ms. Jones commented that the Library has to fully understand the researcher requirements and the technical feasibility.</p>	
LUG46/5	<i>Services</i>	
LUG46/5/1	<p><u>Course Reserve Loan Period Review</u></p> <p>Ms. Chiu explained that the Course Reserve Collection loan period had not been reviewed for many years and a new Library system was an opportunity to simplify and streamline different workflows and loan rules to make library services more user-friendly to users. She tabled the checkout statistics of this Collection and considered the practices of other universities in HK.</p>	

	Members agreed to kept 2 hours and 4 hours loans, as well as 1 day, 3 days and 7 days with effect from implementation of the new system in July 2017.	Library
LUG46/5/2	<u>Postgraduate Research Poster Competition 2017</u> The poster competition held last year was welcomed by the Graduate School, faculty and research students. This year the competition will be held from May 10 – 19 and all PhD students are welcome to join. The Library will invite judges for this competition.	
LUG46/6	<u>Space and Renovation</u>	
LUG46/6/1	<u>Learning Garden Maker Bubble</u> A Maker Bubble was opened at the Learning Garden in January. It is a Makerspace equipped with fabrication tools and a collaborative workspace to accommodate 8-10 people for makers to create, learn, explore and share new ideas. The Library is collaborating with CUHK Center for Entrepreneurship to hold teaching and activities there.	
LUG46/6/2	<u>United College Library</u> Ms. Jones reported that a tender for a designer was in progress and the renovation should be completed this Summer.	
LUG46/6/3	<u>Chung Chi College Library</u> Ms. Jones updated the members that building works to relocate the staff office to the 2 nd floor are underway, and the space on the G/F will be converted to user space over the summer.	
LUG46/7	<i>A.O.B. and Date of Next Meeting</i>	
LUG46/7/1	The meeting was adjourned at 11:30 am	
	<u>Date of Next Meeting</u> April 21 st , 2017, 10:00 am	



香港中文大學圖書館

The Chinese University of Hong Kong Library

46th Library User Group Meeting

January 19th, 2017



2.2 Quiet Space during Examination Period (LUG 45/3/2)

- 24 seats have been added next to the entrance of the NE.

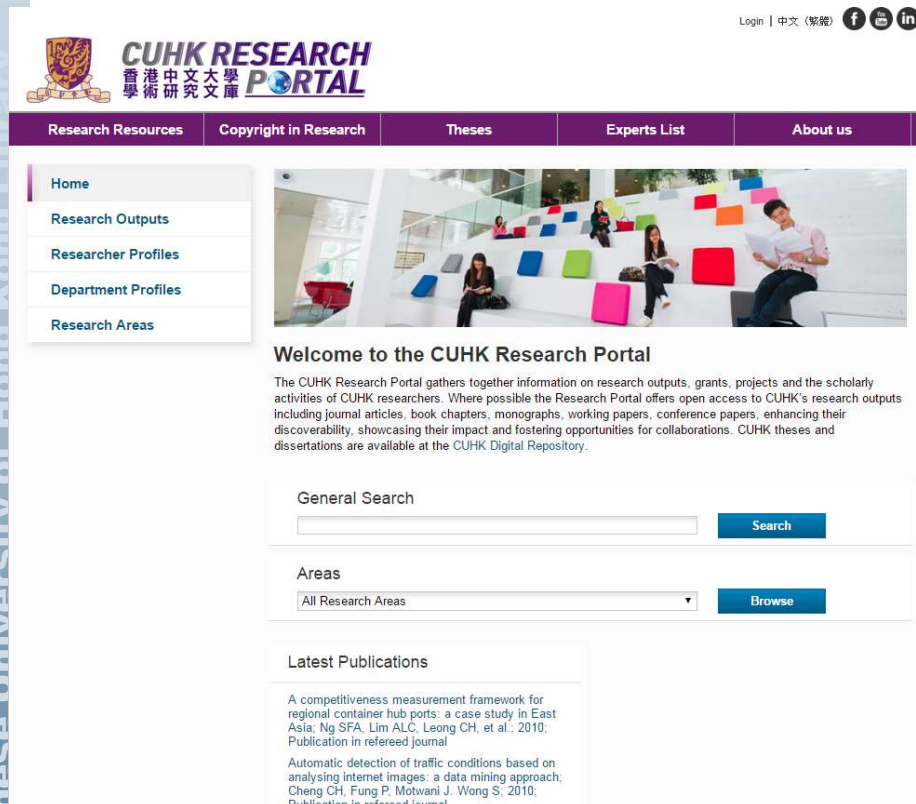


2.4 Octopus Add Value (LUG/45/7/1)

- A notice is posted at the counter.



3.4 AIMS and Research Portal (1)



- Launched on Dec 1, 2016
- <http://aims.cuhk.edu.hk>
- AIMS web site:
<http://info.aims.cuhk.edu.hk/>
- Items:
 - No. of Validated Research Outputs: 67,811
 - No. of full-text: 340
- Usage: 8,052 page views since Dec 20, 2016



Launch of Academic Information Management System (AIMS) – Publication Management Module and Research Portal

Dear Colleagues,

The University has launched the [Academic Information Management System \(AIMS\)](#) – Publication Management Module and its web interface [Research Portal](#) on 1 December 2016. The new system has replaced the Online Publication Input System (OPIS) which has ceased its operation on 31 October 2016. All the new research outputs can now be submitted to the new system including those records pending for submission during the blackout period in November.

1. About AIMS

AIMS is a new campus-wide academic information management system that integrates with the following University systems to provide more efficient management of academic information.

- CU SAP Finance System (CUSAP)
- CUHK Personnel Information System (CUPIS)
- CUHK Student Information System (CUSIS)
- Staff Profile Update System (SPUS)
- University Data Warehouse

The launch covers the **Publication Management Module** and **Research Portal** only, other modules of AIMS are still in progress. Please continue to use SPUS to manage staff activities.

2. Eligibility for Login to AIMS (Researcher Account)

In AIMS, “**Researcher**” accounts have been set up for the following groups of staff/students.

- Full-time and fractional time teaching staff
- Full-time research staff
- Full-time and part-time Research Postgraduate (RPg) students
- Emeritus professors

If you belong to any of the groups above, please login [AIMS](#) with your OnePass login ID and password now, to review / update your researcher profile. If there is any technical problem, please contact aims.info@cuhk.edu.hk.

3. Application for a Researcher Account

The following groups of staff/students can apply for a Researcher Account by completing the application form at [AIMS Project Website](#) and submit the completed form together with the Faculty/Department/Unit Head’s endorsement to aims.info@cuhk.edu.hk.

- Part-time research staff
- Administrative staff with publications
- Taught Postgraduate (TPg) students
- Others as deemed appropriate by the University

4. Faculty/Department Admin for AIMS

The “**Faculty/Department Admin**” accounts are assigned based on the nominations from the Faculty/Department chairman, for assisting in the handling of research outputs. This account allows them to access all publications associated with the Faculty/Department). Please contact the Faculty/Department for details on the account holders.

If you are to assist your Faculty/Department to manage their research outputs but do not have a Faculty/Department Admin account, please seek approval from your Faculty/Department/Unit Head and submit the completed application form which can be downloaded from the [AIMS Project Website](#) to aims.info@cuhk.edu.hk.

5. Delegation of Authority in AIMS

AIMS allows you to delegate your account (i.e. Researcher account) to other AIMS users with a Researcher account (please refer to Section 2 above) to assist in managing your research outputs. But please note the following:

- It is NOT necessary to make a delegation to the Faculty/Department Admin (please refer to Section 4) who have access to all publications associated with the Faculty/Department.
- If you would like to delegate your account to a staff without a Researcher account, please ask the staff to apply for a “CU Delegation” account first before making the delegation. The application form downloadable from the [AIMS Project Website](#) should be submitted to aims.info@cuhk.edu.hk.



3.4 AIMS and Research Portal (2)

Data Migration

	Batch One	Batch Two	Total
Total OPIS Records excluding 5 specific research outputs not handled by the Library	145,391	4,675	150,066
English OPIS records matched with Web Of Science records and migrated to AIMS	39,272	1149	40,421
Non-English OPIS records requiring manual data cleansing and migrated to AIMS	23,729	639	2,4368
Unique English OPIS records requiring manual data cleansing and migrated to AIMS	0	2850	2,850
Duplicated English OPIS Records	17,025	37	1,7062
Duplicated non-English OPIS Records	1,017	6	1,023
Unique English OPIS records pending second round of matching with other databases like Scopus	85,355	0	85,355
Total No. of Records migrated into AIMS as at Nov 28, 2016	63,001	4,638	67,639



3.4 AIMS and Research Portal (3)

Workshops on AIMS and Research Portal (Feb – May 2017)

AIMS is the University's Academic Information Management System for managing research outputs of the University and Research Portal is the University's institutional repository. Please come to learn more about them.

1 Managing Your Research Output in AIMS

20 Feb (Mon)
9:30 a.m. - 11:30 a.m.

7 Apr (Fri)
9:30 a.m. - 11:30 a.m.

26 Apr (Wed)
2:15 p.m. - 4:15 p.m.

18 May (Thu)
2:15 p.m. - 4:15 p.m.

2 Archiving Research Outputs in AIMS' Research Portal

20 Feb (Mon)
11:45 a.m. - 12:45 p.m.

7 Apr (Fri)
11:45 a.m. - 12:45 p.m.

26 Apr (Wed)
4:30 p.m. - 5:30 p.m.

18 May (Thu)
4:30 p.m. - 5:30 p.m.

3 Open Access & Scholarly Publishing

28 Mar (Tue)
10:30 a.m. - 11:30 a.m.

1&2 ITSC Training Room 2, Pi Ch'iu Building
(Room 103 + 105)

3 User Education Room 1, G/F,
University Library

Details & Registration : <http://www.lib.cuhk.edu.hk/en/learning/workshops#aims>



4.1 Report on Book Fund FY2016/17

- Faculty Book Fund Pooling (March 15~)
- University Book Fund Pooling (April 18~)
- Technical Services Freeze (May 22)
- Fiscal Year End (End of May)
- Cut Over Date (Jun 9)



4.2 Selected Significant Acquisitions (Print)

Title	Imprint
容庚藏帖(182函755冊)	广州：广东人民出版社, 2016.
清代家集丛刊(共201冊)	北京：国家图书馆出版社, 2015.
重慶圖書館藏民國時期未刊書叢編 (全120冊)	北京：中华书局, 2015.



4.2 Selected Significant Acquisitions (Electronic)

Title	Coverage	Descriptions
Communication Source	1900 – present	The most comprehensive resource on the market for communication research from publications worldwide pertaining to Communication, Linguistics, Rhetoric and Discourse, Speech-Language Pathology, Media Studies and other fields relevant to the discipline.
Daily Mail Historical Archive	1896-2004	An important source to study British society and its interactions with Asian countries in the twentieth century.
Sustainable Organization Library		Contains hundreds of case studies and research on best practice from international organizations on topics including sustainability, responsible business, ethics, corporate governance, development economics and the environment.



Continued

Title	Coverage	Descriptions
The Telegraph Historical Archive	1855-2000	An important source to study British society and its colonies in Asia from the nineteenth to twentieth century.
光明日報	1872-1949	是研究中國近代史重要的第一手資料。
申報（網絡版）	1949-2013	是中國共產黨於1949年創刊於北京的中央黨報，是研究中華人民共和國政治社會的重要新聞來源。





4.2 Significant Donations (October to December 2016)

- Hong Kong newspaper clippings donated by Cable TV with year coverage from 1993 to 2014.
- Works, correspondences and manuscripts of a famous calligrapher, Mr. She Xueman (佘雪曼先生), donated by his daughter.
- Stitch bound books on Chinese Medicine donated by the School of Chinese Medicine.
- An oil painting from renowned artist Mr. Chen Keng (陳鏗先生)



4.3 Update on Digital Initiatives (1)

New Digital Collections:

Chinese Women and Hong Kong Christianity: An Oral History Archive

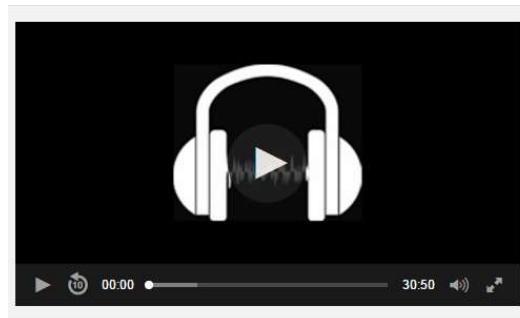


The project on "Chinese women and Hong Kong Christianity: An Oral History" took place between 2007 and 2009. It had conducted in-depth interviews with 22 Chinese Christian women of age above 65 and recorded their respective life stories. These women came from different church denominations and class backgrounds, and each has gone through very different life experiences with regard to family, marriage, career and religious life. It is easy for readers to acquire a sketch of early Hong Kong history through the various details provided by the life stories. This archive collects all the materials generated from the oral history project including the recording tapes of 22 interviewers, transcripts and pictures provided by them.

16-18歲時與姊姊合照-1954-56年



出版稿



4.3 Update on Digital Initiatives (2)

New Digital Collections:



A screenshot of the E-Journal Collection search interface. It features a white search input field at the top. Below it is a purple button with the text "Search the Collection". Underneath the button is a link that says "Browse all items in this Collection".

About the Collection

Journal of Chinese Literature

Logos & pneuma

E-Journal Collection



CUHK Library is committed to preserve the contents of valuable journals and make them accessible online in order to promote scholarly research and to support teaching and learning at the University. Throughout the past decades, the Library has digitized a number of journals for different digitization projects. Many colleges, academic departments and research centers/institutes of the Chinese University of Hong Kong also publish printed or electronic journals. There is a need to have a single platform so as to provide convenient access to all these e-journals and preserve their contents on a long-term basis. This E-Journal Collection is the initiative of the Library to serve these purposes. We will continuously develop this Collection by adding new contents and seeking collaboration with different academic units of the University.

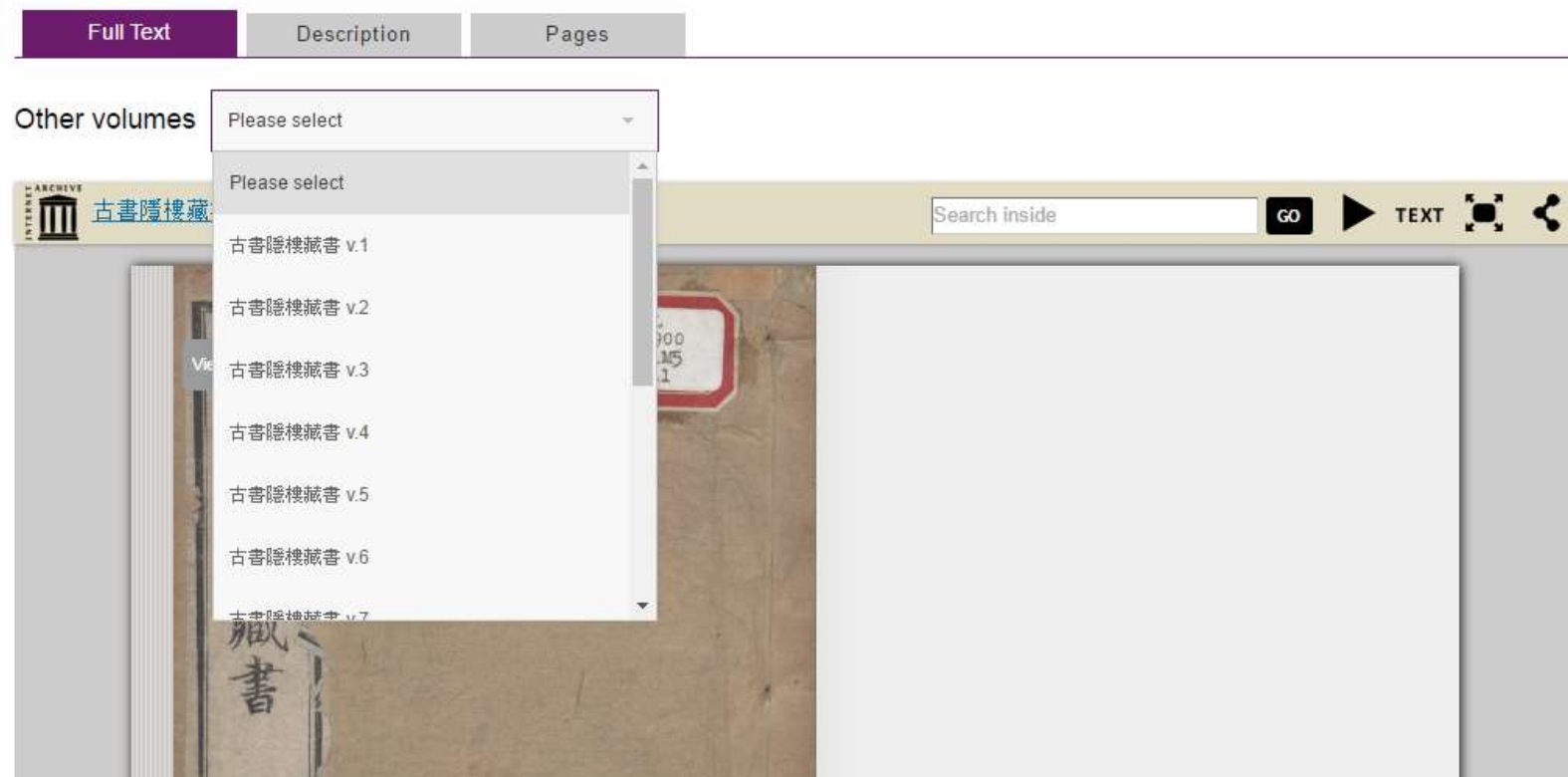
Besides providing accessing to e-journals digitized by the Library or published by the University, this Collection is also the platform where the Library hosts the content of some valuable e-journals that authorize the Library to place them online. A good example in case is *Logos & Pneuma: Chinese Journal of Theology*. It is the first e-journal launched in this Collection. We are very grateful for the trust and support of the Institute of Sino-Christian Studies. If you are interested in our hosting service, please visit this page (<http://repository.lib.cuhk.edu.hk/en/services>) for details, or contact us at digitization@lib.cuhk.edu.hk.



4.3 Update on Digital Initiatives (3)

New Feature: Display multivolume in pull-down menu

古書隱樓藏書 v.1



4.3 Update on Digital Initiatives (4)

Digital Scholarship Symposium

- To celebrate the 1st anniversary of the Lab
- Date: March 31, 2017 (tentative)
- Theme: Exploring Digital Scholarship Research at CUHK and Beyond



5.1 Course Reserve Loan Period Review

- The loan periods of the Course Reserve Collection have not been reviewed for years.
- To simplify and streamline different workflows and loan rules to make library services more user-friendly to users when the new Integrated Library System is implemented.



Continued

- Upon analyzing the checkout statistics of this Collection and the practices of other universities in HK, we propose to have loan periods as follows:

Loan Period	Circulation Statistics (No. of checked out)						%	Proposed changes	
	UL & LAW	CCL	ARL	NAL	UCL	MEL			
2 hours	664	201	0	5	0	0	14.3%	Removed	Simplify hourly loan period to "4 hours"
4 hours	1,062	1,145	168	17	63	0	40.5%	Keep	
6 hours	51	102	0	19	0	0	2.8%	Removed	
8 hours	15	46	0	0	0	0	1.0%	Removed	
1 day	656	497	43	18	0	1	20.0%	Keep	Simplify the daily loan periods to "1 day", "3 days" and "7 days".
2 days	188	334	64	0	0	0	9.7%	Removed	
3 days	320	84	1	16	0	0	6.9%	Keep	
4 days	10	10	0	0	0	0	0.3%	Removed	
5 days	26	18	0	0	0	0	0.7%	Removed	
6 days	2	6	0	0	0	0	0.1%	Removed	
7 days	30	151	32	0	0	0	3.5%	Keep	
Total	3,024	2,594	308	75	63	1	100%	Removed	





Continued

- Loan periods of Course Reserve at other UGC Libraries for reference:
 - HKU Library: 2 hours, 3 hours, 1 day, 2 days and 7 days
 - HKUST Library: 2 hours, 24 hours, 3 days and 7 days

5.2 Research Poster Exhibition

