

Library Project Committee Minutes, Friday September 28, 2001

Present: Sidney Aster, Julian Binks, Cleo Boyd (guest), Seema Chawla, Sol Kessler, Joe Lim, Mary Ann Mavrinac (Chair), Sandra McCaskill (guest) John Percy, June Seel (Secretary), Elizabeth Sisam, David Smith, Christian Szabo,

Regrets: John Browne

Agenda:

1) Review of Minutes

The minutes of the Friday September 28, 2001 meeting were accepted with the addition of the discussion about underground parking being added to the Brief on Technology Infrastructure section.

2) New Business

a) Feedback

M. Mavrinac presented user feedback received from September 21st - the 26th. J. Percy wondered if students who indicate they need quiet study space mean that it had to be in the Library or if it could be outside the Library. A discussion ensued. C. Boyd stated that her interactions with parents indicate that parents expect the Library to offer a safe, secure, and supervised environment especially for evening study. S. Chawla stated that once the Library closes, she and her friends do not go to study areas outside the Library, and that if the Library were open later, she would continue to study later in the Library. It was also noted that the library should be designed with safety and security in mind and that easy access for vehicular drop off and pick up, especially in the evening, is very important in the design of a new building.

b) Brief on the Centre for Academic Technology Development (CATD)

J. Seel and C. Boyd presented the Brief on the Centre for Academic Technology Development. It was stated that CATD services would be delivered in partnership with the Academic Skills Centre. J. Seel noted the need for such a facility including the equipment, programs and professional librarian and staff support to meet faculty needs as they develop web-based and multi media course material. C. Boyd indicated that the Academic Skills Centre is already working with faculty providing pedagogical support in their use of technology appropriate to course material.

E. Sisam asked how the CATD differed from the Multimedia Suites in the CCIT building. C. Boyd indicated that she understood the difference to be one of perspective. The CATD is emphasizing the pedagogical aspects of the use of technology. M. Mavrinac stated that the planned facility was for individual faculty support and not a student facility; that there would be a strong program component where instructional sessions, such as the web courses currently offered at the St George campus through the Research for Academic Technology Centre would be offered; and that there would be a professional librarian position dedicated to the development and support of the CATD service. She further indicated that there was strong endorsement from faculty who attended the Sep 11 College Library Advisory Committee meeting. M. Mavrinac mentioned that she had conferred with C. Rubincam, Chair of the CCIT Committee and Principal McNutt in July on this issue, and it was agreed that the two facilities had different purposes. After a lengthy discussion, it was decided that a joint meeting with representatives of the CCIT Committee and the Library Project Committee was needed to discuss both facilities. M. Mavrinac suggested that Principal McNutt be invited. E. Sisam will arrange this meeting.

It was agreed that the recommendations from the CATD brief will be held until the aforementioned meeting takes place.

b) Brief on the GIS & Data Centre

S. McCaskill presented the Brief on the GIS & Data Centre showing a need for this type of service within the Library. D. Smith mentioned that this is a rapidly growing area in Forensic Sciences and that more and more areas of research need this type of service. M. Mavrinac stated that the Library will soon be offering GIS

support on a limited basis in the current Library to meet the needs expressed by faculty. After some discussion about combining the GIS & Data Centre with the CATD, it was decided that this was not feasible for two basic reasons: the CATD was for faculty who needed privacy for their discussions away from students whereas the GIS & Data Centre was for students as well as faculty, and the GIS equipment was very specialized and could not be combined with the equipment in the CATD. J. Lim mentioned that we should add a plotter printer that could handle large sheets of paper for printing maps to the equipment list.

The recommendations were passed unanimously with the addition of a plotter printer for printing large maps. They were:

That a GIS and Data Centre be established in the new UTM Library with staff expertise and support in the delivery of these specialized services.

That one office for a professional librarian be located adjacent to this room.

That the GIS and Data Centre be located in a separate room, with non-permanent walls for future expansion, should this be necessary, and include the following:

- 1 NT or UNIX server located in a secure server room to be shared with the Centre for Academic Technology Development
- 3 high end workstations
- 1 flatbed scanner for small maps
- drum scanner for digitizing large maps
- CD and DVD drives for copying and storing files
- digitizer for converting maps into GIS data
- plotter printer to handle large sheets of paper when printing maps

c) Brief on the UTM Archives

S. McCaskill presented the Brief on the UTM Archives. After a brief discussion, the continuing need for a UTM Archives was agreed upon. It was recommended that the phrase "air quality control" be specified as "air quality and humidity control".

The recommendations were passed unanimously with this change. They were:

That there be an Archives in the new UTM Library located in a secure room, with moderate lighting and an absence of natural light, and with satisfactory air quality and humidity control. This room should be 52 nasm in size, double the size of the current Archives, and square in shape.

That the Archives have weight bearing floors and accommodate 16 units (8 double-sided) of compact shelving.

That there be one network accessible computing workstation.

That the room be equipped with the following furnishings:

- two storage cabinets to house miscellaneous items
- one print/poster holder
- two tables, each accommodating four people

d) Brief on the Technology Infrastructure

J. Seel and J. Lim presented the Brief on the Technology Infrastructure. There was a lengthy discussion about sub-flooring versus drop-ceilings. J. Lim wanted easy access to power and cabling when the function of the area changed and computer access was needed. It was finally decided that instead of sub-flooring we would use the term flooring.

There was also a lengthy discussion about whether all areas of the Library should be wiring-ready or just designated areas. It was decided to cost all the areas with the understanding that some of the wiring

flexibility in these areas may have to be cut from the final report if the costing was too high.

A discussion about the wireless infrastructure needed in Libraries highlighted the need for more information about wireless use in Libraries. M. Mavrinac and J. Seel will get information on other libraries that are using this technology so that costing can be done properly.

There was also a discussion about the availability of underground parking in the CCIT building and the need for underground parking in the new Library as well as the Wellness Centre, if possible, since space for ground-level parking was at a premium.

The recommendations were passed unanimously with these changes. They were:

That the new UTM Library have the following infrastructure and design elements for technology:

- conduit system for power and data throughout the building possibly in the flooring or otherwise in a drop ceiling

- plenty of power outlets available throughout the building even in Collections space

- server room - temperature and humidity controlled, isolated grounded power outlets, surge protection built into electrical panel

- wiring closets will be within a 90m radius of all endpoints, temperature and humidity controlled, isolated grounded power outlets, and surge protection built into electrical panel

- fibre backbone into the building to connect to the main UTM backbone

- wired and wireless infrastructure where needed

- all computer tables to have grommets in top of tables to allow for cable control

- areas with concentrations of computers to be temperature controlled to prevent over-heating of equipment

- extra data jacks in the Academic Learning commons and elsewhere in the Library to support laptop access

3) Other Business

a) Faculty Request

M. Mavrinac reported an e-mail from a faculty member had been received recommending that there be AV Multimedia support and AV viewing and listening rooms within the new Library. E. Sisam will forward the section about these types of rooms that are in the CCIT building to M. Mavrinac who can then forward them to the faculty member.

B) Preliminary Room Listing

M. Mavrinac passed out a preliminary list of the rooms in the new Library from which "Room Specification Sheets" are created. S. Aster asked if microfiche was really needed any more. J. Seel answered that although microfilm use was down, microfiche use was up because of the Environmental fiche set called "Envirofiche" available in the UTM Library and no where else at U of T. Until this material is available on the Web, microfiche equipment will be needed. M. Mavrinac mentioned that Library staff are already talking about functional relationships of these various area, and that this agenda item will be brought to the Committee on October 5. She encouraged representatives of the user groups to consider the location of the library services that are listed.

Meeting adjourned at 11:00 am.

Next meeting: Friday October 5, 9:00 - 11:00 am, Room 3129, South Building.