# LRC COMMITTEE MEETING - MINUTES

## SPRING 2019 MAY 06, 2019 1:30pm Study Room A1-16

<table>
<thead>
<tr>
<th>Chairperson</th>
<th>Chair (Library Director)</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Menchie Armillo</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Faculty of Management</th>
<th>Faculty of Communication Arts &amp; Science</th>
<th>Faculty of Engineering &amp; Architecture</th>
<th>Student Council</th>
<th>Invited</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Abdelghani Mehailia</td>
<td>Dr. Pablo Medina</td>
<td>Dr. Ahmad Al-Gindy</td>
<td>Maryam Farhmand Nia</td>
<td>Frederick Guerrero</td>
</tr>
<tr>
<td>Dr. Iklaas Gurrib</td>
<td>Dr. Ahmed Okasha</td>
<td></td>
<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th>SN</th>
<th>Items</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Approval of the previous minutes (Fall 2018)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Approved by Dr. Abdelghani seconded by Dr. Okasha</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Approval of Agenda</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Approved by Dr. Medina seconded by Dr. Okasha and Dr. Ahmad</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>LRC Resources and Services Update</td>
<td></td>
</tr>
<tr>
<td>3.1</td>
<td>Overdue Fine</td>
<td>recorded</td>
</tr>
<tr>
<td></td>
<td>• A total of 3,546 AED overdue fines were remitted in Fall 2018 (collected from September – December 2018).</td>
<td></td>
</tr>
<tr>
<td>3.2</td>
<td>Information Literacy Session – Fall 2018</td>
<td>recorded</td>
</tr>
<tr>
<td></td>
<td>✓ LRC delivered 26 Information Literacy Sessions with 492 total numbers of students in Fall 2018.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ Dr. Abdelghani inquired the length of IL session. The chair responded that it normally takes 45 mins to 1-hour. The sessions focus is on how to access electronic resources, find scholarly resources, access to LRC catalogue, Referencing &amp; citation, access to research guides.</td>
<td></td>
</tr>
<tr>
<td>3.3</td>
<td>ACM Digital Library discontinuation</td>
<td>recorded</td>
</tr>
<tr>
<td></td>
<td>✓ The chair informed everyone that the Faculty of Engineering suggested for the discontinuation of ACM Digital Library databases subscription and it has been approved during the Academic council meeting (AC) and the Senate meeting. The engineering faculty has their individual membership with IEEE database. Likewise, Engineering students that requires access to IEEE resources for their research may communicate directly with the library staff to have an individual access.</td>
<td></td>
</tr>
</tbody>
</table>
4. Dr. Al-Gindy mentioned that access to IEEE through individual membership is limited only for 3 articles per calendar month instead of full access to the database. Moreover, suggested to subscribe with IEEE database that will allow 25 downloads articles monthly amounting to $45.00 and the 10 unused downloads will be rolled over in the following month for a maximum of 35 downloads instead of 3 downloads only per month. Additionally, he mentioned that the access must be given to the library and we can apply for another type of membership amounting to $450 per year which allows access to 12 articles per month.

5. The chair informed that she will discuss this matter with the concerned individuals.

5.1 Oxford Clinical Psychology Online
- The chair informed everyone that a trial access to Oxford Clinical Psychology Online was conducted in coordination with Dr. Stefane’s students in PSY 101 & PSY 102 courses. The duration of the trial access was from January – February 2019. Additionally, the subscription for the Oxford Clinical Psychology Online was already approved by the Finance Department. Once the subscription is fully activated, a communication will be sent out through Osaid. The access will also be updated from the library website.

Subscription active since June 1, 2019 until May 31, 2020.

4. Collection Development

The chair informed everyone that the LRC has a total of 49 newly added items in the collection for BBA, Psychology & Sociology courses. Likewise, the LRC acquire 3 copies instead of 5 copies of the new edition of books as updated copy.

5. LRC Usage Statistics Report (Fall 2018)

✓ The chair presented to the committee members the comparative graphical data of the following Statistics Report for Fall 2017 and Fall 2018 (September – December) which includes:

- Frequency of LRC Users Access – Fall 2018 (Headcount):

<table>
<thead>
<tr>
<th>Month</th>
<th>Fall 2017</th>
<th>Fall 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>3,199</td>
<td>6,768</td>
</tr>
<tr>
<td>October</td>
<td>6,169</td>
<td>10,025</td>
</tr>
<tr>
<td>November</td>
<td>6,405</td>
<td>7,261</td>
</tr>
<tr>
<td>December</td>
<td>4,342</td>
<td>9,746</td>
</tr>
<tr>
<td>Total</td>
<td>20,115</td>
<td>33,800</td>
</tr>
</tbody>
</table>

- Frequency of Daily Loan Statistics (Borrowed physical items) from Sept. – Dec. 2018:

<table>
<thead>
<tr>
<th></th>
<th>Fall 2017</th>
<th>Fall 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>UG Students</td>
<td>2,472</td>
<td>1,659</td>
</tr>
</tbody>
</table>

To investigate the procedure and its term agreement.

Menchie discussed with Dr. Sherif.
<table>
<thead>
<tr>
<th></th>
<th>Fall 2017</th>
<th>Fall 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>PG Students</td>
<td>157</td>
<td>118</td>
</tr>
<tr>
<td>Adjunct Faculty</td>
<td>46</td>
<td>23</td>
</tr>
<tr>
<td>Faculty</td>
<td>223</td>
<td>150</td>
</tr>
<tr>
<td>Staff</td>
<td>100</td>
<td>160</td>
</tr>
<tr>
<td>Renewals</td>
<td>481</td>
<td>366</td>
</tr>
</tbody>
</table>

- **Frequency of Databases Statistics Summary from Sept. – Dec. 2018:**

<table>
<thead>
<tr>
<th>Databases</th>
<th>Fall 2017</th>
<th>Fall 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>ProQuest Central</td>
<td>203,462</td>
<td>36,762</td>
</tr>
<tr>
<td>Global Data</td>
<td>3,045</td>
<td>5,781</td>
</tr>
<tr>
<td>Safari</td>
<td>74</td>
<td>7</td>
</tr>
<tr>
<td>Ebook Central</td>
<td>868</td>
<td>444</td>
</tr>
<tr>
<td>Grove Art Online</td>
<td>7</td>
<td>12</td>
</tr>
<tr>
<td>ACM Digital Library</td>
<td>52</td>
<td>3</td>
</tr>
<tr>
<td>EBSCOHost</td>
<td>288</td>
<td>1,120</td>
</tr>
</tbody>
</table>

- **Frequency of Group Study Room Booking – Fall 2018:**
  - Oct ’18 – 15
  - Nov ’18 – 30
  - Dec ’18 – 54

✓ The chair mentioned that there was a huge gap on the LRC User Access starting 2018 as the headcount is being done every 30 minutes compared to 2017 wherein it is being done in an hourly basis to capture accurate number of users who utilized the library resources & services.

✓ Dr. Okasha commended the increase usage with EBSCO Database.

✓ The chair informed everyone that there is a demand on the Group study room as the usage increases.
Dr. Abdelghani suggested to have a streaming video resources to be used in their classes.
Dr. Okasha suggested to carry on with the Demand-Driven Acquisition (DDA) request. Request of the instructional materials can be directly coordinated with the library.
Dr. Okasha inquired on case studies acquisition. Menchie responded that CUD have an institutional membership with The Case Centre. All faculty case study request was acquired through The CaseCentre. Instructional material request as such can be emailed directly to the library. Menchie creates a faculty account at The CaseCentre in which the faculty must fill in all the required fields once an email from the Case Centre has been received to activate their account and will be able to access free case materials and inspection copy from the CaseCentre.
The chair informed everyone that during the AC meeting, the possible subscription for JSTOR Database has been denied since the current databases subscription of CUD are enough with the programs offered.
Dr. Ikhlaas suggested if the library can be opened for 24 hours. The chair mentioned that it will require additional manpower and based on the daily statistics, there were no students utilizing the library after 9pm onwards and less usage during the weekend. Having said, there are only 4 library staff who works in the circulation section for 7 days a week and 13 hours a day. She added that the library operating time from Sundays to Thursdays are from 8:30 AM to 9:00 PM; Fridays and Saturdays are from 8:30 AM to 4:30 PM during regular semester. Library also extend its opening hours during the examination period.
Dr. Okasha inquired if CUD have any international library consortium membership. The chair responded that we are not member in any consortiums both local and international. The consortium of academic libraries in the UAE is long time issue. Only the government universities have their local consortium membership. In any case, if there is a demand for scholarly materials required for faculty research and teaching, it can be acquired through the British Library via ILL Document delivery where CUD have membership. This is only applicable for electronic resources.
Dr. Ikhlaas inquired if library have any Business magazines subscriptions for example Wall Street’s Journal. The chair replied that there are hard copies subscription journals in the library however there is a myriad number of E-Journals and accessible both on and off campus through our subscription. This can be directly accessed through CUD library web portal and select E-Journals.

7 Adjournment
The meeting has been adjourned at 2:15 PM