

### Meeting Minutes -DRAFT

**Members Present:** Janice Adlington, Andre Phillion, Chris McAllister, Wolfram Kahl, Rita Cossa, LEEANNE ROMANE, Sarah Symons, Sherisse Webb, Vivian Lewis, Claude Eilers, Stephanie Bertolo

**Regrets:** Tim Wray, Jennifer McKinnell, Gena Zuroski, Maryam Ghasemaghaei, Deda Gillespie, James Ingram

**Minute Taker:** Mary Hotson

1. **Welcome and Introductions (T. Fetner)**
2. **Review of Minutes from the April 2018 meeting (Document 1)**
  - Motion by Chair to accept as written - Seconded by Wolfram Kahl, all members in favour
3. **Updates from the University Librarian (V. Lewis) (Document 2)**
4. **Budget, Staffing, New Initiatives, etc.**
  - Increased cost of journals and currency mitigation not included in 'ask' to the University Budget Committee as both have been previously addressed for the coming year.
  - 2018/19 ask includes funding for 2 new Librarian positions - McMaster is considerably understaffed compared to U15 and other sister Institutions
  - UNIFORUM results show that the Libraries are underfunded in relation to what would be expected from a library of a similar size and research intensity.

#### Questions:

#### **How much funding will be cut from student assistant budget? (S. Bertolo)**

Will reduce number of students hired during the summer to protect hours during the academic term.

5. **Supporting the University's Research Data Management Requirements (J. Brodeur)**  
[Presentation available here](#)

#### **Tri Agency Policy**

- Review and discussion on research data & research data management definition, data lifecycle, and best practices (for Researchers, Research Communities, Government and the public)

- A new Data Management policy is expected in 6-12 mths (?)
- 3 pillars include
  - Institutions (Institutional policy)
  - Researchers (Data management plan)
  - Researchers (Data deposit)

**Questions:**

**How will McMaster's policy align with other institutions? (C. McAllister)**

In collaboration with other groups, Portage has provided templates for institutional strategy on policy. Strategy is intentional, a means of communication to the Tri Agency on how institutions are organizing data management. Policy will likely include general language with no specifics on what 'must' be done.

**Qualifier - data management plan or data deposit? (V. Lewis)**

The draft policy attributes stronger language around data deposit.

**Happening at McMaster**

- Many groups offering service, support and interest in RDM with little coordination of services and strategies
- Goals of RDM committee include an inventory of existing services, communication with providers, and harmonization of services.
- Review of 2018 RDM forum (December 12, 2018)

**Beyond McMaster**

- Funding from federal government allocated (not yet been distributed) for the implementation of a digital research infrastructure strategy
- Portage provides a national network of RDM experts; 6 groups focused on different aspects of data management; working groups established for project completion
- Dataverse provides national repository options. FRDR has the ability to handle large files/projects that cannot be stored or backed up locally.

**Questions:**

**Stats Canada and their role in data repository (T. Fetner)**

Process is beginning at institutional level with no mention to national level of participation.

**Ethics review process; are we providing a clear understanding of what the data management plans are? (T. Fetner)**

Participating in discussion & plans - working together to ask the right questions

**Timeline to availability of templates? (T. Fetner)**

Interface is currently available, however little guidance is available for researchers  
Initially working on language to include, unsure of timeline at a local level. Institutional process is ongoing and timely.

**Will there be working groups established to support the RDM Committee? (S. Webb)**

A structure to include proper conversations discussed at last committee meeting. Jay will follow up with Sherisse regarding suggestions for members of sub group

**6. Searching for Library Resources: A quick demo and discussion of the new search interface (J. Adlington)**

What is in the catalogue/discovery search ability?

**Catalogue** – quick resource on what is owned by and available in the Library

**Discovery** - intended to go beyond catalogue search to things that exist but may not available in Library; ‘Google’ like search that looks outside the University

**Council members - experience using either search?**

- Discovery tool provides unwanted information within collection: material with long titles making it difficult to find book titles required (T. Fetner)
- Small descriptive print below buttons for Discovery/Catalogue is helpful, but colour scheme makes it difficult to determine which it is referring to (which is on/off?); could small print for Discovery include language around ‘looks outside University’, a broader view? Resource page suggests first year students are ready for searches - could the search interface address why they are on the Library website and not google – provide differences, strengths etc. (S. Symons)
- Catalogue page bookmarked – a more traditional interface to browse. ‘Keyword’ search tool not useful. ‘Title’ search - often not found, RACER confirms availability and search repeated. Consider changing language around Catalogue search to ‘Includes McMaster’s collection of...’ Define Discovery search as two fold - global search & McMaster’s collection (C. Eilers)
- Consider having both descriptions on one page with 2 buttons to trigger the search - user can see the difference immediately (W. Kahl)
- Are analytics available to determine tool most often used? Noted that discovery layers are intended for students, not researchers (V. Lewis)
- Discovery tool tends to be the default for unmediated searches by first year students who are often unsure of what they want. Catalogue and data bases searches are more targeted and require better search skills (L. Romane)
- Too many similarities in descriptions – consider broadening the description of ‘Discovery’ and explain more specifically what information this field with provide. (A. Phillion)

- Consider creating a podcast (available on website) that will walk students through use of each tool, the language that defines it and their differences. A valuable training tool for first year students. (R. Cossa)
- Term 'Catalogue' is not an intuitive word for students, wording and language should be more specific (S. Bertollo)

## **7. Member Queries**

- Experts Update/Institutional Repositories/Open Access:  
Some institutions send an email prompt to researchers each time paper is published and includes path for deposit (functionality is built within software already owned - V. Lewis). RDM is important – to meet Tri Agency expectations, perhaps attention and focus is needed on implementation of current RDM projects already on campus before embarking on new projects. (A. Phillion)
- Journal Copyright Agreements:  
Could this be creating an impediment to posting?  
What pushbacks are possible? (T. Fetner)

## **8. Adjournment**

- Meeting adjourned: 11:35am
- Next meeting – Spring 2019, date TDB