

**BC ELN Steering Committee Meeting Minutes**  
**Thursday, May 27th, 2021**

**1:00pm – 2:30 pm**  
**Virtual Meeting**

**In Attendance:**

Jonathan Bengtson, University of Victoria  
Gwen Bird, Simon Fraser University  
Ali de Haan, Acsenda School of Management, *Associate Members*  
Darcy Gullacher, Trinity Western University, *Small Universities*  
Brenda Mathenia, College of the Rockies, *Rural Colleges*  
Julie Mitchell, University of British Columbia  
Susan Parker, University of British Columbia (Chair)  
Trish Rosseel, Douglas College, *Urban Colleges*  
Debbie Schachter, Capilano University, Teaching Universities & Technical Institutions

**BC ELN Staff:**

Anita Cocchia  
Leah Hopton (Recorder)  
Sunni Nishimura (Moderator)  
Brandon Weigel

**Regrets:**

Natalie Gick, Simon Fraser University, Host Site Officer

**Introductions**

S. Parker welcomed attendees and provided a territorial acknowledgment. Darcy Gullacher was welcomed to the committee as the new Small Universities representative. S. Parker informed the committee that BC ELN has recently moved to the Post-Secondary Digital Policy Branch of AEST and has a new Ministry representative. The new representative will join the July Steering Committee meeting.

**1. Adoption of Agenda**

The agenda was adopted as distributed.

**2. Expenditure Plan 2021/2022**

A. Cocchia presented an overview of the BC ELN 2020/21 Expenditure Summary and 2021/22 Expenditure Plan, included in the agenda package.

### *Highlights of Core Administration, Licensing, and Illume*

- BC ELN's Core Administration, Licensing, and Illume ended 2020/21 with a positive carryforward, due to unspent, encumbered funds.
- 2021/22 Core Expenditure Plan revenue highlights:
  - The total for Illume system partner support in 2021/22 is much higher than the previous year due to the fact that Public Libraries Branch did not make a prepayment in 2020/21 as it has for the past few years
  - The Miscellaneous Revenue of \$22,000 includes support payments for upcoming digitization work (discussed in agenda item 6)
- 2021/22 Core Expenditure Plan expenditure highlights:
  - Monies have been put aside to support strategic planning (e.g. potential external facilitator, possible in-person meeting)
  - Operational costs for governance and administration are still set low as the majority of 2021/22 will likely involve working remotely
- It is expected that Core Administration, Licensing, and Illume will have a positive carryforward in 2021/22, which includes unspent encumbered revenue for Digitization Partnerships and unspent funds for the Illume Support Centre.

### *Highlights of Service Areas*

- BC ELN service areas ended 2020/21 with positive carryforwards, generally due to unspent, encumbered funds.
- Service Area 2021/22 expenditure plans have been approved by respective Advisory Committees.
- Arca and WriteAway are expected to have positive carryforwards in 2021/22:
  - Arca's expected carryforward is made up of unspent encumbered revenue for software migration
  - WriteAway's expected carryforward is due to a prepayment

### *Highlights of BC ELN Licensing Programme*

- BC ELN's Licensing Programme budget (flow-through finances for licensing activities) indicates a negative carryforward for 2020/21. This is the result of an error on the part of SFU Finance, which incorrectly paid 2021/22 invoices in 2020/21.
- The SFU Finance error is accounted for in the next fiscal year, and 2021/22 is expected to end the year with a zero balance.

A. Cocchia invited questions. There were no questions from committee members.

### **MOTION: To approve the 2021/22 Expenditure Plan as presented.**

Moved: B. Mathenia

Seconded: T. Rosseel

**Motion carried.**

### **3. Elimination of ILL Fees for Non-Returnables Update**

A. Cocchia provided an update on the [Elimination of Interlibrary Loan \(ILL\) Fees for Non-Returnables](#)

initiative. Recent work includes:

- Launching best practices for SHAREit (the software used for ILL management) Illume users. These best practices identify necessary load levelling strategies; on the horizon are best practices for institutions that use alternate ILL management software
- Supporting libraries in the creation of ILL policy web pages to inform partners of the policies in place at participating institutions
- Planning a survey that will ask libraries about desired software enhancements
- Providing training and education to ILL staff; this summer the Illume Support Centre will offer group training sessions on the best practices

A final, future step of the initiative will be to evaluate how these improvements have impacted the service. This assessment work is slated for late 2021 or early 2022.

A. Cocchia invited questions and comments. In response to a question on ILL policy page creation timelines, A. Cocchia indicated that there was no urgency and ongoing communication was planned with partner libraries. There were no further questions.

#### **4. Interlibrary Loans for Associate Members**

S. Parker introduced the item. She noted that the progress made in strengthening the Interlibrary Loan service as outlined in the previous item set the stage for a decision on whether Associate Members can join Illume. S. Parker invited A. Cocchia to give a synopsis of Associate Membership for context.

A. Cocchia provided a brief history of Associate Membership, which was opened up to private institutions that met BC ELN criteria in 2009. While Associate Members have been able to participate in most BC ELN collaborative services (e.g. group licensing, AskAway, WriteAway) since 2009, their participation in ILL was on hold until a number of structures were put into place for Illume. These structures included software optimizations and updates, a statement of Benefits and Responsibilities, and best practices to ensure a robust, fair service.

A. Cocchia echoed S. Parker's introductory statement that now that much of these ILL structures have been put into place, it is timely for the Steering Committee to revisit the topic of Associate Members participating in Illume. She further noted that Associate Members interested in joining would need to meet criteria in order to participate in the service, and not all Associate Members would be interested in joining.

A. Cocchia suggested steps that the Office could take to support the Steering Committee in their decision-making, such as:

- Reviewing Illume Benefits & Responsibilities to ensure there is an appropriate framework for Associate Members.
- Investigating which Associate Members are interested and would meet the criteria.

The Office will report back to the Steering Committee on its findings at the July meeting.

S. Parker invited discussion on the topic and asked the committee if they required additional information for a decision at the July meeting.

D. Schachter indicated that statistics would be helpful, and asked if there was a historic reason why Associate Members have not been invited to participate in ILL. A. Cocchia explained that a conservative approach was taken at the outset, as at the time ILL was an established service primarily focused on sharing books, and there were unknowns around how Associate Members would impact the service. In contrast, AskAway and WriteAway – both virtual services – were created with appropriate membership criteria built in from the beginning. Now that Illume Benefits and Responsibilities are in place, BC ELN can review these with a specific goal of ensuring an appropriate framework is in place for Associate Members.

G. Bird expressed interest in finding out in advance what Associate Members anticipate their needs will be in terms of type of materials and volume of items requested. J. Bengtson, D. Gullacher, and D. Schachter expressed support for this request. A. Cocchia responded that the Office will ask and share the information requested with the Steering Committee. A. Cocchia further indicated that a possible option for decision is to invite Associate Members to participate in ILL for a pilot period to provide time for evaluation. T. Rosseel indicated support for a pilot approach and made a final comment of appreciation that the Steering Committee is exploring this topic.

S. Parker summarized next steps: The Office will review the Illume Benefits and Responsibilities and gather information from Associate Members interested in joining ILL, particularly what their anticipated needs are in terms of materials and volume of requests. This information will be shared with the Steering Committee before the next meeting in July to support decision-making.

## **5. Staffing Update**

A. Cocchia provided an update on BC ELN staffing:

- S. Nishimura is back from a year-long study leave
- C. Polley has been hired in a continuing position with BC ELN as a Librarian – Externally Funded
- M. Robertson is leaving her WriteAway Coordinator position; BC ELN has hired temporary WriteAway support while the hiring process is underway
- BC ELN has welcomed several Langara College Library Technician Program and iSchool students; the arrangements have been beneficial to both students and BC ELN

J. Mitchell offered to share learning from UBC's recent experience in hiring writing support. B. Mathenia asked if there was a timeline for hiring a WriteAway Coordinator; A. Cocchia responded that the goal was September, but this is dependent on factors outside BC ELN's control.

## **6. Partnerships**

B. Weigel, A. Cocchia, and S. Nishimura from the BC ELN Office each presented on new BC ELN partnerships in development.

B. Weigel updated the committee on BC ELN's collaborative open journal publishing service. BC ELN launched a one-year pilot of the service in April. During the pilot, BC ELN will host open journals at no cost for partner libraries. BC ELN will use the time to assess demand, required level of staffing, and other resources necessary to support a full-fledged service.

Since launching the pilot, BC ELN has been discussing a partnership with the University of Alberta (U of A) Library Publishing group. The U of A Library supports scholarly publishing in Canada as a

core function of the library and as such the Library is willing to provide BC ELN with hosting and infrastructure for this service. This will help keep BC ELN costs low, and BC ELN will be able to focus on coordination, training, and direct support for partner libraries. A Memorandum of Understanding with the U of A Library is currently being developed.

At present BC ELN has four sites that have joined or expressed interest in joining the pilot.

J. Bengtson asked how the project related to Coalition Publica. B. Weigel indicated he would investigate further\*. G. Bird noted the generosity of U of A Library and suggested that the Office clarifies if there is an upper limit to what U of A Library would be willing to offer free of charge.

A. Cocchia then presented on a nascent partnership with DataBC to make BC Assessment data sets available to partner libraries. DataBC approached BC ELN because of the work BC ELN has done with the [Integrated Cadastral Information Society](#). In partnership with DataBC, BC ELN would develop an access workflow that tracks authorized usage, training for designated librarians, and a communications infrastructure. BC ELN will share more on this initiative in the coming months.

S. Nishimura next presented on her study leave investigations and the new partnerships that have emerged from her work. During her leave, Nishimura's focus was on exploring what support is missing for small GLAM organizations at the early stages of digitization planning. Through research and conversations with BC organizations, Nishimura defined four stages, each with distinct steps, that describe the journey of a physical object on a shelf moving to a digital object on a screen. Further, she was able to identify which steps are challenging for smaller, under-resourced GLAM organizations.

Through discussions with adjacent digitization groups and Indigenous communities that are digitizing cultural and historic materials, Nishimura has confirmed three new partnerships that will support smaller organizations with their digitization efforts:

1. BC History Digitization Program (BCHDP) Support Service: A partnership between BC ELN and the Irving K. Barber Learning Centre at UBC Library (IKBLC). With funding from IKBLC, BC ELN will identify and work with under-resourced GLAM organizations that need assistance preparing and applying for BCHDP grants.
2. Indigitization Arca Hosting: BC ELN will partner with the Indigitization Program, which works with Indigenous communities to digitize cultural and historical materials. Indigitization will provide funding for three years, and BC ELN will host community materials in Arca. Arca offers robust access controls, which upholds Indigenous communities' right to data sovereignty over their cultural materials.
3. Xwi7xwa Library Digitization Project: With one-time financial support from the EBSCO Community Foundation, BC ELN will support the digitization of an at-risk collection of Indigenous community newspapers. The collection needs digital preservation, but does not have copyright permission to be made digitally available. As such, the collection would not qualify for traditional digitization funding, which typically requires open access. Arca's nuanced access controls will enable the communities that own these materials to determine what, if any, of the content is shared once it is digitized.

The committee congratulated S. Nishimura on these outcomes of her study leave, particularly the

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\* Coalition Publica does not provide hosting services, but could be a valuable partner in exposing BC ELN-hosted journals to Érudit (publishing platform). BC ELN will investigate a potential relationship.

focus on assisting smaller, under-resourced communities. J. Bengtson indicated interest in S. Nishimura bringing her learning to the National Heritage Digitization Strategy Advisory Committee, of which Sunni is a member.

## **7. New Business**

There was no new business.

## **8. Wrap Up**

S. Parker thanked the committee members for their participation and indicated that the next Steering Committee meeting will be held July 6<sup>th</sup> 2021 as a virtual meeting.