CAUL Meeting Papers (2008/1)

3-4 April, 2008
Sydney

Group Meetings 9.00-12.00 3 April
CAUL Meeting 1.00-5.00 3 April
& 9.00 - 1.30 4 April
CAUL Dinner 7 for 7.30pm 3 April

Venues:
Carillon Room, The Stage Conferencing Centre, Sydney University Village
CAUL Dinner @ Bayswater Brasserie
CAUL Meeting 2008/1
3-4 April, 2008
Sydney University Village, The University of Sydney

AGENDA

834. *Introduction & Welcome. Andrew Wells

835. *Attendance & Apologies. Expected to attend:

From CAUL: Liz Burke, UWA; Catherine Brown, Flinders; Dan Archibald, ECU; Alison Hunter, USQ; Elke Dawson, CQU; Craig Anderson, RMIT (Thursday only); Deidre Gillespie, RMIT (Friday only);
From CONZUL: John Redmayne, Massey U; Janet Copsey, U Auckland;
Guests: Ross Coleman, Director of Sydney eScholarship, The University of Sydney; Professor James Dalziel, Professor of Learning Technology, Macquarie E-Learning Centre of Excellence (MELCOE); Patricia McMillan, Project Officer, Middleware Action Plan and Strategy (MAPS); Janette Wright, Chief Executive Officer, CAVAL;

Apologies: John Arfield, UWA; Bill Cations, Flinders; Jeff Murray, ECU; Alan Smith, USQ; Debra Orr, CQU; Liz Curach, UWS;

836. *Arrangement of the agenda. Items will be starred for discussion. For those items not starred, all items for noting will be considered noted, and all recommendations will be considered approved.

837. *Minutes of Previous CAUL Meeting CAUL 2007/2. (Paper included)

838. Minutes of CAUL Executive Meetings 2007/5, 2007/6, 2008/1. (Papers (2) included)

839. Business arising from previous meetings, not otherwise listed on the agenda.

840. CAUL Constitution. A change to the constitution has been drafted to reflect the change in name of the AVCC to Universities Australia, to clarify terms of office for members of the Executive Committee, and to amend the winding-up provisions. Andrew Wells (Paper included)

STRATEGIC PLAN

841. Review of the Strategic Plan. The Executive proposes some amendments to the 2007-2009 plan, generally updates relevant to changing circumstances. Andrew Wells (Paper included)

842. *CAUL Achievement Award 2007. Ross Coleman, Director of Sydney eScholarship, The University of Sydney will be presented with his award.

a) Criteria for CAUL Achievement Award. The Executive proposes some clarification of the criteria for the award, to place greater emphasis on the national significance or breadth of the work undertaken by the nominees. Andrew Wells (Paper included)

Support for Research

843. CAUL Electronic Information Resources Committee (CEI RC). Greg Anderson (Paper included)

a) *CEI RC Review. Andrew Wells (Paper included)

844. *Open Access. John Shipp Hot Topic
845. ERA (Excellence in Research Australia). (Standing item) Andrew Wells (Paper included)

846. *eResearch. Judy Stokker will discuss QUT’s response to eResearch. Hot Topic

847. Research Infrastructure.

a) AeRIC (Australian eResearch Infrastructure Committee). Cathrine Harboe-Ree

b) ADT (Australasian Digital Theses) Program. It was agreed at CAUL 2007/2 that options for the future of the ADT would be discussed by CAUL in early 2008. Andrew Wells (Paper included)

c) Australian Research Repositories Online to the World (ARROW) - Stage 2. Cathrine Harboe-Ree

d) *Australian Access Federation (AAF). Keith Webster has taken over from Maxine Brodie as CAUL’s representative on the AAF Steering Committee. James Dalziel and Viviani Paz will discuss Shibboleth and the AAF. Hot Topic

Support for Learning & Teaching

848. Information Literacy Working Group. Ruth Quinn (Paper included)

a) ILWG Action Plan.

849. University Library Australia. A redraft of the ULA section of the website has been prepared. Shirley Oakley

850. CAUL Principles for Library Services to Onshore Students at Remote Campuses to Support Teaching and Learning. Changes recommended at CAUL 2007/2 were to be made to this document, and similar alterations made to the principles for off-shore students. Shirley Oakley

851. Carrick Institute. Cathrine Harboe-Ree

Delivering Quality & Value

852. Best Practice Working Group. Helen Livingston

853. Statistics. The deemed list (of the number of electronic titles in collections, packages and aggregations) is being prepared in-house again in 2008 while procedures and specifications are drawn up prior to “out-sourcing” the annual task. Craig Anderson is taking over the chair of the committee from Derek Whitehead. (Paper included)

854. ALIA Workforce Summit, Melbourne, 28 March 2008. Andrew Wells drafted CAUL’s submission to the summit and will attend as CAUL’s nominee. Derek Whitehead will report. (Paper included)


Advocacy & Influence

856. Copyright. Eve Woodberry, Derek Whitehead (Paper included)

a) Universities Australia Copyright Forum, Sydney, 31 March 2008. Derek Whitehead, Heather Gordon

b) Copyright Council Workshops. Derek Whitehead

857. Relationships with other Organisations.

a) CAUL regional and sectoral groups.

i) *CAVAL Janette Wright. Hot Topic

ii) *LATN Imogen Garner Hot Topic

iii) *IRUA Con Graves, Maxine Brodie Hot Topic
b) National Library of Australia.
   i) Libraries Australia. Linda Luther, Anne Horn  (Paper included)

c) CAUDIT (Council of Australian University Directors of Information Technology) and ACODE (Australasian Council on Open, Distance and eLearning).
   i) EDUCAUSE 2009. Imogen Garner

858. Forthcoming Meetings

a) CAUL Meeting 2008/2. Darwin, 18-19 September 2008. Details are being added to the CAUL meeting page as decisions are made. Accommodation is reserved for CAUL at the venue, SKYCITY, though some will be released after June 18.

b) CAUL Meeting 2009/1

c) CAUL meeting 2009/2

CAUL Administration

859. CAUL Web Site Redevelopment. Andrew Wells, Diane Costello

860. CAUL Finances. It was suggested at CAUL 2007/2 that the Executive consider investing CAUL’s reserve funds, and that a proposal for the use of CAUL’s reserves be brought to the next meeting. Imogen Garner, Diane Costello

a) CAUL Budget 2007. Progress report. (Paper included)

b) CAUL Budget 2008. Progress report. (Paper included)


861. Executive Officer’s Report. Diane Costello (Paper included)

862. Other business.
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<tr>
<th>Time</th>
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<tr>
<td>9am-2pm</td>
<td><strong>CEIRC committee</strong>  &lt;br&gt;Greg Anderson, Chair; Anne Horn, Philip Kent, Diane Costello, John Redmayne, etc</td>
<td>8 pax (Chancellor’s Room, Holme Building)</td>
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<td>2pm-5pm</td>
<td><strong>CAUL Executive</strong>  &lt;br&gt;Andrew Wells, Chair; Cathrine Harboe-Ree, Heather Gordon, Imogen Garner, Greg Anderson, Diane Costello</td>
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<td>9-12</td>
<td><strong>Go8</strong>  &lt;br&gt;Vic Elliott, Chair; John Shipp, Andrew Wells, Keith Webster, Cathrine Harboe-Ree, Angela Bridgland, Liz Burke, Ray Choate</td>
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<td>9-11</td>
<td><strong>LATN</strong>  &lt;br&gt;Imogen Garner, Chair; Craig Anderson, Alex Byrne, Helen Livingston, Judy Stokker, Ainslie Dewe, Gabrielle Gardiner (LATN)</td>
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<td>9-11</td>
<td><strong>IRUA-L</strong>  &lt;br&gt;Con Graves, Chair; Helen King, Maxine Brodie, Catherine Brown, Margaret Jones, Greg Anderson, Heather Gordon</td>
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<td>10-11</td>
<td><strong>Information Literacy Working Group</strong>  &lt;br&gt;Ruth Quinn, Chair; Anne Horn, Leeanne Pitman, Linda Luther, Philip Kent</td>
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<td>11-12</td>
<td><strong>Best Practice Working Group</strong>  &lt;br&gt;Helen Livingston, Chair; Liz Curach, Ruth Quinn, Greg Anderson, Derek Whitehead, Philip Kent; Heather Gordon, Jeff Murray</td>
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<td>11-12</td>
<td><strong>University Libraries Australia Working Group</strong>  &lt;br&gt;Shirley Oakley, Chair; Imogen Garner, Jan Gordon, Alex Byrne, Diane Costello</td>
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<td>12 noon</td>
<td>Lunch</td>
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<td>1pm</td>
<td><strong>CAUL Meeting - Business</strong>, to include:  &lt;br&gt;CAUL Strategic Plan  &lt;br&gt;CEIRC Review  &lt;br&gt;Research Infrastructure  &lt;br&gt;Libraries Australia</td>
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<td>3pm</td>
<td>Tea Break</td>
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<td>3.30pm</td>
<td><strong>CAUL Meeting - Business, continued.</strong></td>
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| 7pm for 7.30 | CAUL dinner @ The Bayswater Brasserie  
32 Bayswater Road, Kings Cross NSW 2011  
t02 9357 2177 f02 9358 1213  
einfo@bayswaterbrasserie.com.au  
wwww.bayswaterbrasserie.com.au   |
| Friday 4 April 2008 | Venue: The Stage Conferencing Centre, Sydney University Village, University of Sydney, 90 Carillon Avenue, Newtown NSW 2042 http://www.sydneyuv.com.au |
| 9am | CAUL Meeting – Hot Topics  
CAUL Achievement Award – Ross Coleman (30m)  
Open Access – John Shipp (20m)  
eResearch – one library’s response – Judy Stokker (25m)  
University of Melbourne Information Futures Commission – Angela Bridgland (10m) |
| 10.25 - 10.45 | Tea Break  
Shibboleth & the Australian Access Federation – James Dalziel, Patricia McMillan, Keith Webster (chair) (45m)  
CAVAL – Janette Wright (30m) |
| 12.00-12.20 | Tea Break  
Value Statement for University Libraries – Go8 - Cathrine Harboe-Ree (20m)  
UoW cadetship scheme – Felicity McGregor (20m)  
LATN activities – Imogen Garner (15m)  
IRUA activities – Con Graves, Maxine Brodie (15m) |
| 1.30pm | Lunch  
Departure for the University of Wollongong Library (tbc) |
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**CAUL Meeting 2007/2**

**20-21 September, 2007**

University of South Australia, City West Campus, Adelaide


Hawke Building, Building H, Room H6-03

corner North Terrace & Fenn Place

**Draft Minutes**
(updated 25/3/08)

804. **Introduction & Welcome.** Eve Woodberry welcomed members to the meeting. Heather Gordon introduced Con Graves and welcomed him as the new representative of Griffith University. Alan Smith was welcomed to his first CAUL meeting. He was director of distance and e-learning centre at USQ, now heads academic information services, in addition to his position as professor of distance and e-learning.

Andrew Wells congratulated Eve Woodberry and offered thanks on behalf of the membership for being a splendid president, and undertaking a long successful stint on the Executive committee. Eve Woodberry responded that she thoroughly enjoyed her term, and complimented the Executive committee on their support and for the considerable amount of work they do. She acknowledged the contribution of all members, including at meetings. She has seen a big difference in how CAUL is now perceived by external bodies, including by government departments who regularly invite CAUL to nominate experts and representatives, and invite CAUL directly to make submissions to government inquiries.

Imogen Garner and Greg Anderson will take office on the Executive Committee following this meeting.

805. **Attendance & Apologies.** Earle Gow has advised members of his intention to retire in 2007. His last meeting was celebrated formally and informally at the CAUL dinner. Janice Rickards has handed over her CAUL responsibilities to Con Graves on a permanent basis.

**From CAUL:**
Keith Webster, UQ, day 1 only; Jeff Murray, ECU, day 1 only; New members of CAUL: Con Graves, GriffithU; Attending first CAUL meeting: Alan Smith, USQ; Delegates for CAUL members: Sue Beatty, UNSW@ADFA; Jean McKay, MurdochU; Mark Sutherland, BondU;

**From CONZUL:** Ainslie Dewe, AUT;

**Apologies:** Sandra Jeffries, USC; Jan Gordon, UNSW@ADFA; Margaret Jones, MurdochU; Gulcin Cribb, BondU; Stephen McVey, UNDA;

806. **Arrangement of the agenda.** Items were starred for discussion. For those items not starred, all items for noting were considered noted, and all recommendations were considered approved.

807. **Minutes of Previous CAUL Meeting CAUL 2007/1.** The draft minutes were included with the agenda. The minutes were accepted.

808. **Minutes of CAUL Executive Meetings 2007/3, 2007/4.** The minutes were included with the agenda. There were no questions.
809. Business arising from previous meetings, not otherwise listed on the agenda. There were no items raised.

STRATEGIC PLAN

810. Review of the Strategic Plan. This item was not discussed.

Support for Research

811. *CAUL Electronic Information Resources Committee (CEIRC). A report from Andrew Wells was included with the agenda.

The CEIRC committee acknowledged that most of the costs of the CEIRC program are salary related and must take into account the ANU Enterprise Bargaining increase. CAUL reserves are in the order of $300,000 which are being tapped for the CEIRC review and web site redevelopment. The reserves are added to from interest earned on CAUL’s foreign currency accounts. The Executive will present a proposal to CAUL in April regarding the use of CAUL’s reserves. An issue for consideration is the balance between the CAUL membership fee and CEIRC levy. (Action: CAUL Executive)

The Executive recommends an increase of 2% in the CEIRC levy for 2008. AGREED.

a) CEIRC Review. Andrew Wells reported on progress in the review of the CEIRC program which will address operations and include advice on legal and risk issues. The approximate cost is $34,000, subject to further negotiation with the selected consultant on fees and charges. The consultancy should begin soon in order to be able to review the program during its busiest part of the year.

812. *CLOCKSS – an approach to preservation. Hot Topic. The presentation by Vic Elliott is at http://www.caul.edu.au/preservation/caul20072clockss.pdf Notes from this session are appended to these minutes.

813. *ADT (Australasian Digital Theses) Program. A report from Andrew Wells and a revised business plan were included in the agenda papers. Andrew Wells recommended that the ADT withdraw from membership of NDLTD, suggesting that this is unlikely affect CAUL’s ability to participate in NDLTD activities.

He added that the ADT is on the brink of turning into something else. CAUL members are all involved in the RQF and setting up institutional repositories, and no longer need to support the Virginia Tech theses software. The ADT need only run a metadata repository and there may even be other ways to do that. The National Library has proposed several options for handling resource discovery, but the ADT has not yet decided to change its centralised approach. The business plan shows that there are now more than 14,000 digital theses. As theses become a mainstream activity it is time to think about the transition. It was suggested that options be discussed by CAUL in early 2008. (Action: CAUL Executive)

It was recommended that members accept the business plan, including a reduction in membership fee. AGREED

814. Research Quality Framework. (Standing item)

a) Panel 11 - Law, Education and Professional Practices. This item was not discussed.

b) *RQF and Copyright Permissions. Hot Topic The presentation by Diane Costello is at http://www.caul.edu.au/caul-doc$/rqf2007rubric-foster.pdf She outlined the process by which permission had been obtained from most of the larger publishers to allow universities to deposit the publishers’ version of RQF evidence into institutional repositories for the purposes of the RQF. A sample of the agreement between the publishers and DEST is available at http://www.caul.edu.au/caul-doc$/rqf2007publisher-agreement.pdf

815. Research Infrastructure.
a)  **AeRIC (Australian eResearch Infrastructure Council).**  Cathrine Harboe-Ree reported on the membership of this new committee which supersedes the PfC (Platforms for Collaboration) committee. Tom Cochrane is chairman and members include Cathrine Harboe-Ree, Robin Stanton from ANU, Robert Woodcock from CSIRO, Chris Hancock from AARNet, Ian Wallace, Rhys Francis, ex officio as the Executive Director and Anne-Marie Lansdown of DEST. Clare McLaughlin of DEST provides executive support.

There are three areas – the National Computational Infrastructure (NCI) which used to be APAC – DEST has signed an agreement with ANU to provide high performance computing; Interoperational And Collaboration Infrastructure (IC) – the responsibility of VPAC; and ANDS, Australian National Data Service, which is of most interest to CAUL.

NEAT, the National eResearch Architecture Taskforce, will eventually oversee AAF, the Australian Access Federation, and will oversee AREN, the Australian Research And Education Network. AeRIC will oversee the ARCHER project, formerly an SII project, but now officially a PfC project. It will conduct an annual national infrastructure forum.

“The Australian research data commons” is a tagline for ANDS. The ANDS discussion paper will be available on the DEST web site and members are encouraged to read it.  http://www.pfc.org.au/twiki/pub/Main/Data/TowardstheAustralianDataCommons.pdf

ANDS has only $20m over four years and has the broadest mandate – to provide services to active NCRIS capabilities – but is expected to cover the gamut of areas. Seven currently active NCRIS capability areas are being asked if this will help them in this area.

ANDS will support a cohesive network of repositories – registration, discovery and access services, then to make data re-use more feasible.

One ANDS area is the repositories program – to support stable data management environments. There is a need to improve data management in institutions.

Another area is research practice – develop skills to manage and share research data, using available federating services.

A recommendation to host at-risk data sets was dropped as the program is unlikely to host services.

The Data Australia Policy Forum will include DEST, ARC, universities, etc interested in data management. The Data Australia Service Providers Forum will include library and IT directors to advise on data management initiatives.

Cathrine Harboe-Ree recommends that CAUL members engage in the process as closely as possible. There is considerable energy and some money available. It is could be seen in terms of building on earlier work e.g. repositories via ASHER and ANDS.

It likely that the ARC and NHMRC will mandate an information management sustainability plan even though academics are not likely to want it.

b)  **NCRIS (National Collaborative Research Infrastructure Strategy).**  This item was not discussed.

c)  **MAMS (Meta Access Management System Project).**  https://mams.melcoe.mq.edu.au/zope/mams  The steering committee doubles as the RAMP steering committee. The Australian Access Federation’s (AAF) Shibboleth Trust Federation will be delivered by MELCOE and overseen by MAMS. This item was not discussed.

d)  **MAPS (Middleware Action Plan and Strategy).**  http://www.middleware.edu.au/  This item was not discussed.

e)  **RUBRIC (Regional Universities Building Research Infrastructure Collaboratively).**  http://www.rubric.edu.au/
i) **RUBRIC Toolkit. Hot Topic.** The presentation from Alan Smith is at http://www.caul.edu.au/org/caul20072rubric.pdf Notes from this session are appended to these minutes.

f) **OAK-Law (Open Access to Knowledge (OAK) Legal Protocols for Copyright Management).** http://www.oaklaw.qut.edu.au/ This item was not discussed.

**New Projects:**

g) **Australian Research Enabling Environment (ARCHER)** [will build on the Dataset Acquisition Accessibility & Annotation e-Research Technologies (DART) project] This item was not discussed.

h) **RAMP (Research Activityflow & Middleware Priorities).** The steering committee doubles as the MAMS steering committee. This item was not discussed.

i) **DRAMA (Digital Repository Authorization Middleware Architecture)** is a sub-project within RAMP (http://www.ramp.org.au) that aims to develop a web front-end for Fedora repository, and to re-factor Fedora authentication and authorization into pluggable middleware components. This item was not discussed.

j) **Australian Research Repositories Online to the World (ARROW) - Stage 2.** Derek Whitehead reported that Swinburne is working on workflows and a toolkit for theses. OAK-Law provides legal advice to authors of theses, while Swinburne is working to provide practical day to day advice, producing toolkit which will be available to all through the ARROW. They are conducting a survey of researchers and their needs for data management. Other projects are to incorporate repository data into research databases, and a usability study of VITAL version 2, now 3.

k) **Legal Frameworks for e-Research** [will extend Legal Protocols for Copyright Management for Open Access project] This item was not discussed.

l) **Australian Partnership for Sustainable Repositories (APSR) - Stage 2.** Hot Topic. The presentation from Vic Elliott is at http://www.caul.edu.au/org/caul20072apsr.pdf He reminded members that the project was due to finish in 2007, and had been chaired by John Shipp. He highlighted a number of useful sub-projects e.g. FieldHelper for collecting data in the field and uploading easily into the institutional repository; ORCA, a collections registry; AONS, a registry which performs notifications when the format used is approaching obsolescence.

m) **Integrated Content Environment for Research and Scholarship (ICE-RS)** [will build on the RUBRIC: Regional Universities Building Research Infrastructure Collaboratively project] This item was not discussed.

**Support for Learning & Teaching**

816. **Library 2.0. Hot Topic.** The presentation from Alex Byrne is at http://www.caul.edu.au/caul-doc/caul20072byrne.pdf Notes from this session are appended to these minutes.

817. **Information Literacy Working Group.** A report from Ruth Quinn was included with the agenda. This item was not discussed.

a) **ILWG Action Plan.** This item was not discussed.

818. **University Library Australia.** A report from Shirley Oakley was included with the agenda. She added that the ULAWG met prior to the CAUL meeting, and confirmed no problems with the procedures and protocols.

However the website needs updating and new content will be ready for the launch of the new web site. (Action: ULA) The group recommended that the site enable content editing powers, under the authority of the head of the working group, while policy amendments would be
referred to CAUL or the Executive. Each working group can then take responsibility for their
area of the web site.

The other area of concern is Open University Australia. The librarians involved are investigating
and collecting data to determine how big a problem it might be if all OUA students were
indemnified as ULA students are.

819. *CAUL Principles for Library Services to Onshore Students at Remote Campuses to
Support Teaching and Learning.* A paper from Shirley Oakley was included with the
agenda. The proposed principles are modelled as closely as possible on the principles for off-
shore students. Members agreed it is useful to have definitions for onshore staff to identify
who can have access to databases, etc. The document acknowledges that some campuses are
run by partners and that services should be recognised in partner agreements and not just the
responsibility of the university.

Members have used the document on offshore students in library impact statements for
onshore international students in another state, or have supplied it to academics and
administrators before meeting to discuss services. It was suggested that definitions be included
for non-library readers, and include references to other documents e.g. ULA documents and
off-shore documents.  

It was proposed that CAUL endorse the principles. It was suggested that CAUL support the
document in-principle, that this version be amended with the suggested additions, then the off-
shore protocols amended to match. AGREED. (Action: ULA)

820. *BONUS. Hot Topic.* The presentation from Greg Anderson is at file:///c|/d/html-
doc/org/caul20072bonus.pdf Notes from this session are appended to these minutes.

821. Carrick Institute.

a) *Carrick Exchange. Hot Topic.* A paper from Derek Whitehead was included with the
agenda. Notes from this session are appended to these minutes.

b) *Carrick Citations for Outstanding Contributions to Student Learning. Hot
Topic.* Cathrine Harboe-Ree introduced Jean McKay, Des Stewart, Chris Sheargold, Greg
Anderson, Judy Stokker. Notes from this session are appended to these minutes.

822. *Governance. Hot Topic.* The presentation from Keith Webster is at http://www.caul.edu.au/caul-doc/caul20072webster.pdf Notes from this session are appended
to these minutes.

823. Best Practice Working Group. A report from Liz Curach was included with the agenda.
This item was not discussed.

824. Insync Library Surveys (Rodski). This item was not discussed.

825. *Statistics.* A report from Derek Whitehead was included in the agenda.

He noted that the compilation of the deemed list may delay the annual data collection and
raised the potential of outsourcing the task. It requires the production of a standard set of
online resources, with the number of titles in each at a given time each year – a valuable
contribution to the efficiency of collecting data for all members. It is suggested that it be
contracted to a CAUL member whose interests are already served by the list. It was suggested
piloting for one year to see how much it costs, then use reserves to fund it. AGREED.
(Action: DC)

826. Copyright. A report from Eve Woodberry and Derek Whitehead was included with the
agenda. This item was not discussed.
827. *International Engagement.* Alex Byrne reported an approach by Stellenbosch librarians interested in organising a tour of South African librarians, perhaps in conjunction with a CAUL meeting. Members agreed that it is a good idea but added that logistics should be taken into account in the arrangements. *(Action: AB)*

a)  *International Federation of Library Associations (IFLA). Hot Topic.* Keith Webster advised members of the IFLA conference being held in Brisbane in 2010. The theme is proposed to be indigenous knowledge and librarianship. He will chair the conference committee which will include Alex Byrne as past president of IFLA, and Derek Whitehead as ALIA president. The International Congress on Medical Librarianship will also be held in Brisbane in 2009.

b)  *CONZUL (Council of New Zealand University Librarians). Hot Topic.* A report from Ainslie Dewe was included with the agenda. She referred to the agreement to retain specific content on behalf of all CONZUL members so that duplicate archives can be discarded. New Zealand universities report variously to the Tertiary Education Commission, the Ministry of Tertiary Education, and the ministry ... so three agencies need to be consulted, not just one like DEST. The digital content strategy includes not just library-type content but also surveys such as the Kiwi Advanced Research Network.

c)  *IATUL (International Association of Technological University Libraries). Hot Topic.* Ainslie Dewe’s presentation on IATUL 2008, to be held in Auckland in April, is at http://www.caul.edu.au/org/caul20072iatul.pdf She encouraged members to attend, and to contribute abstracts, especially on e-infrastructure for research and Web 2.0. She noted that 20 CAUL institutions are members of IATUL, and that the conference had budgeted for 100 delegates.

828. Relationships with other Organisations.

a)  National Library of Australia.

i)  Libraries Australia. A report from Linda Luther and Anne Horn was included with the agenda. This item was not discussed.

b)  *CAUDIT (Council of Australian University Directors of Information Technology) and ACODE (Australasian Council on Open, Distance and eLearning).* Cathrine Harboe-Ree reported on the CAUDIT EDUCAUSE institute noting that the number of library participants had increased from one in 2006 to seven in 2007 out of 40. There were no ACODE participants this year. Library participants networked well with IT staff but also with each other. It can be a very enriching experience for HEW 8 and 9 level staff and a great benefit learning from alternate professional viewpoint, with different styles of thinking. The Institute will be looking for a CAUL librarian to take over Cathrine’s role on the faculty of the institute.

i)  EDUCAUSE 2009. A report from Jeff Murray was included with the agenda. This item was not discussed.


d)  CAUL regional and sectoral groups. This item was not discussed.

829. Forthcoming Meetings

a)  *CAUL Meeting 2008/ 1.* Sydney, April 3-4 confirmed. The venue is likely to be the University of Sydney. Andrew Wells will organise an inner Sydney venue for the dinner. *(Action: AW, JS, DC)*

b)  *CAUL Meeting 2008/ 2.* Three offers to host the meeting were received. *The Executive recommended accepting Ruth Quinn’s offer, as CAUL has never met in Darwin. AGREED*
It was noted that the 2008 ALIA conference will be held in Alice Springs September 2-5, with potentially different delegates, and members agreed that CAUL not be held immediately after.  *(Action: RQ, DC)*

**CAUL Administration**

830. *CAUL Web Site Redevelopment.* A report from Jeff Murray was included with the agenda. He reported that the working group had selected the company and has held an initial teleconference to discuss the development plans. He noted that no applications were received from universities so an outside company had been selected. The selection process included decisions on using a content management system, and the facility to edit the site by others than the CAUL office. Jeff Murray will continue to lead the project, even after his term on the Executive committee concludes.

_Jeff Murray sought approval to allocate an extra $25,000 to the project. Members recommended agreeing to this, and authorising the Executive to approve any reasonable extra amount required._ Members acknowledged the importance of the website particularly for information not available elsewhere.  **AGREED**

831. **CAUL Finances.**

  a)  **CAUL Budget 2007.** A report from Diane Costello was included with the agenda. This item was not discussed.


  Cathrine Harboe-Ree advised members of the embedded strategy in the budget – no increase in the CAUL membership fee, a 2% increase to the CEIRC fee, a decrease in the ADT fee of $450, a budgeted deficit of $17,000 which the proposed reserve will take into account. Another $30,000 will allow the web site redevelopment to be completed and $34,000 will support the the CEIRC review. Proposals for managing the reserve will be presented to CAUL in 2008.

  The CEIRC review will look at strategic and operational issues, whether to expand or to restrict membership and agreements, to include non-CAUL institutions or not, whether the level of take-up of offers should be a factor in their continuation, the cost of processes and areas for improvement. Heather Gordon’s Hobart report looked at areas where systems could support the processes. It was suggested that there are ways in which communication re CEIRC could be improved. The number of products being handled is high and increasing all the time, now taking 50% of the Executive Officer’s time. Some institutions ask for more tasks to be centralised, which would increase the size of the operation. The review will not consider institutional costs, only CAUL central costs. The review will involve further consultation with members perhaps through an in-depth survey with a few institutions. *(Action: AW)* The CEIRC review will take into account the level of risk in the management of the financial processes and the high amount of money involved. The CEIRC fee will be determined after CAUL decides how to handle the outcomes of the review.

  _It was moved that $34,000 be allocated to the CEIRC review and that the levy be increased by 2%._  **AGREED**

  Cathrine Harboe-Ree noted that the Executive spends considerable time going through the budget, and asked for in-principle support for the 2008 budget.  **AGREED**

  It was asked whether the Executive will look at investing money. *(Action: CAUL Executive)*

  It was noted that CONZUL income is reported in two places, one part for CONZUL’s “contribution to CAUL” and the remainder of the contribution in the CEIRC income
(supplementing the CAUL-level levy to external-level levy) to support CONZUL's participation in the CEIRC committee.

832. Executive Officer's Report. A report from Diane Costello was circulated with the agenda. This item was not discussed.

833. Other business.

a) Library Technician's Conference. Craig Anderson asked members to consider supporting their staff to attend the ALIA library technicians conference being held in Melbourne in October.

b) CAVAL. Craig Anderson reported that Janette Wright has been appointed as Chief Executive Officer of CAVAL. A major activity is planning for a new storage building. He recommended that members with a potential need for space in the next 10-20 years consult Janette Wright.

c) Carrick Institute. Call for partner with RMIT. Craig Anderson advised members that RMIT has applied for a Carrick grant to discover a better approach to teaching information literacy to students. He is seeking partners for student-centred learning approaches, to include evaluation as well. The project likely to take 1 to 2 years.

The meeting concluded at 12.30pm
APPENDIX I - Notes of Hot Topics Sessions

*CLOCKSS - an approach to preservation. Hot Topic. The presentation by Vic Elliott is at http://www.caul.edu.au/preservation/caul20072clockss.pdf He outlined the risks now present in the electronic environment, where libraries rent rather than buy access, and resources no longer reside in our own libraries. LOCKSS provides software for local archival infrastructure, with an emphasis on licensed proprietary content but it can also be used for other content such as theses. The software is open source and can be operated independently but locally, without registering at Stanford.

CLOCKSS is the Controlled LOCKSS network. It is a dark archive, whose content can be opened to the public following a fixed trigger event as determined by the CLOCKSS board. In such an event, access will not be limited to subscribers of the title or to members of CLOCKSS. Each CLOCKSS server, currently 15, hosts exactly the same content.

To become a CLOCKSS member, the institution must be approved by one publisher (which then assumes approval by all publishers) – the criteria for membership are available on request. It was noted that national libraries are not eligible for membership.

ANU has undertaken to act as the host library in this region. Both source and presentation files are maintained, and a key role is to attract local content. Vic Elliott encouraged members to support the program through an annual subscription, based on the institution’s library materials budget. It was noted that Portico operates through a similar subscription, that both are a very small proportion of the budget, and both provide a level of risk management.

*RUBRIC Toolkit. Hot Topic. The presentation from Alan Smith is at http://www.caul.edu.au/org/caul20072rubric.pdf He advised members that the RUBRIC Toolkit will be launched at the IDEA conference October 7-8 2008. The toolkit captures best available advice, with a format that crosses between an encyclopaedia and lists, mostly written by deidre Low. It is a concise and very practical way to find out what can be done and how to get started with an institutional repository.

Although the RUBRIC repositories are up and running, some are not as advanced as they would wish. Funding will cease in early 2008, but they will continue to add to the toolkit. A number of roadshows, MERRI@USQ are also underway.

*Library 2.0. Hot Topic. The presentation from Alex Byrne is at http://www.caul.edu.au/caul-doc/caul20072byrne.pdf Alex Byrne addressed what Web 2.0 means for our libraries e.g. is it just a range of technologies; is it fed by expectations and changing behaviours of users. It supports the exposure of resources that were not previously exposed e.g. Picture Australia, and changes the way they are perceived i.e. not just an archive but an active, accessible resource. The most important development has been the creation of new resources and knowledge from what used to be static resource. The new library is an overlap between the social and the academic user spaces, both physical and virtual. Knowledge is no longer created by “experts” but also by interested creators e.g. Wikipedia. These are called disruptive technologies e.g. amazon.com – can also be used to buy second-hand books ebay.com – can address really specialist markets podcasts and MP3s – have changed the market for CDs second life – still waiting to see its value

All can change client expectations – there are different views of privacy, with users not necessarily seeing the unintended consequences of making personal information available open on the net.

A LATN survey on Web 2.0 activities and progress in integration evoked a great deal of interest, but found that core services do not yet include Web 2.0. Use is mostly of blogs and RSS feeds, with
some tagging, blogs and wikis for internal communication, MS Sharepoint to share documents. LATN is changing its website to support communities of practice based on existing areas of collaboration.

In the ensuing discussion, members noted the following:

The University of Newcastle ran two blogs when floods affected facilities and services. The university’s response tends to control of such services, with the implication that they are somehow a threat.

Swinburne has noted the difficulty of IT services in adapting to such free-wheeling technologies, e.g. constraining blogs to a Swinburne model. Swinburne and Deakin staff are undergoing training in Web 2.0 technologies - a three month program where staff learn to set up blogs, learn what students are using. Such services are being treated as mainstream at Deakin. Murdoch also uses the “23 things” program to heighten awareness, and its Second Life site is used mainly as a sandbox to assist staff awareness of the technology.

The University of Canberra’s academics have been adding IP into MySpace, and the University has set up facilities for staff to use in-house, rather than production, systems. These will be reviewed to see who is using them, and for what?

AUT is containing these technologies within Blackboard, which helps to solve some security issues. UQ cannot use services, such as Second Life, which require students to be 18 years old in order to register.

It was noted that students can find the technology patronising, and do not like labels such as NetGen and GenY. It was suggested leaving students to drive the technology.

There is some concern about how these sites reflect on the university if they are housed on official sites. How does it impact on library business? Should libraries host these services, implement the technologies, implement mashups? It is important to understand how students are thinking and how they are using these services, in order to provide better library services.

Most such services are driven by enthusiasts, without a framework, and often it is only the library which picks them up.

*BONUS - Books Of Nsw Universities. Hot Topic.* The presentation from Greg Anderson is at [file:///c|/d/html-doc/org/caul20072bonus.pdf](file:///c|/d/html-doc/org/caul20072bonus.pdf) He outlined the pilot project begun in mid-2005, noting that unmediated monograph requesting services are much cheaper than mediated. The service is open to all undergraduates, and usage is higher when targeted marketing and publicity are used.

A survey indicated that 75% of titles across participating institutions (CSU, UTS and UNewcastle) are unique. It has generated 17,000 requests in 2 years, resulting in 8,000 loans, with delivery by Australia Post which is faster than the university’s courier system. Students are using the service to avoid waiting for locally-held books to be returned from loan. It tends to make collections less vulnerable, making greater use of the lesser-used parts of the collection but the overall use is relatively low. More analysis needs to be done.

The impact is lower for Ill libraries than those with ExLibris. There are problems integrating with other systems, but this will be addressed as current participants may change systems in future. Other institutions joining in September 2007 are VU, Deakin, UMelbourne and UBallarat. It has the potential to be Australia-wide. It was noted that LCoNZ, the Library Consortium of New Zealand, has a similar program using Voyager. It was suggested that it would not be in vendors’ interests to go too far down this path. It was questioned whether VDX or Libraries Australia could be used to perform the same service.

*Carrick Citations for Outstanding Contributions to Student Learning. Hot Topic.* Cathrine Harboe-Ree advised members that she is a member of the assessment panel for Carrick Citations, awarded for outstanding contributions to student learning, for general as well as teaching staff. She added that the awards recognised achievement over a sustained period, at least 3 years, and that notice was taken of previous internal and external awards. Universities must rank citations internally,
and the assessors work through the University’s priority list until a cut-off point is reached – all proposals later on the list are automatically cut. It is vital to include a very clear expression of the difference the program makes to students. Cathrine Harboe-Ree offered to take an initial look at members’ future applications before they go forward.


Judy Stokker discussed the award to Judith Peacock for effective leadership in introducing information literacy into the curriculum and in the development of learning tools, PILOT and AIRS. QUT is happy to share these with other institutions. They have developed a KPI methodology for information literacy which has already been adopted elsewhere. They are improving the pedagogical skills and knowledge of staff.

Jean McKay outlined the program of information literacy, LITE, embedded within the first-year degree structure at Murdoch University. It began in the print environment, and adapted to the electronic. It is a self-paced, online information literacy program served via WebCT. It consists of five tutorials followed by quizzes, with versions for offshore and Open University students. The program is being revised to make it more interactive. The Carrick Citation included feedback from students, approaches to assessment and learning, and input from unit coordinators. The program had earlier received a Murdoch University award.

Greg Anderson reported on the citation for Newcastle’s Information Commons. In 2001, they recorded the lowest Rodski rating for use of computers. This, and moves to support different learning practices, with 24 hour services, social environments, i-cafes, lounges, plus support for latest technologies and more formal environments, led to a range of changes. The IC provides all the basic software needed by students, an SMS service and technology rovers. Evidence shows the success in increasing student numbers by 30%, the 24/7 service since 2005 supports around 60 students at 2am while it is still full at midnight. Feedback shows the popularity of staff rovers with both good IT and people skills, being able to get help at any time. The citation included feedback from surveys, the visits from colleagues, presence in international directories, the numbers of students using the services. The 24/7 service costs around $200,000, and is available mid-February to mid-December, with some days off at Easter. Campus security provides escorts where requested, and swipe card access is used after 10pm.

Des Stewart’s award was for the whole library, highlighting different SCU services over time, not just focussing on a single area. They highlighted the complexity of the environment, the foundation skills program, information and IT literacy, the mapping of graduate attributes, etc. The used results from both Rodski and graduate feedback surveys. They have previously won both internal and AUQA awards. The awarded funds were used for a planning day at a resort for staff from three campuses. Citing the whole library was a good way to recognise the work of all staff.

Chris Sheargold’s citation for ACU Online, the technical, not pedagogical, support for learning and teaching. It was important to prove that the library is relevant. It is harder to prove recognition because students don’t know the library director, but they do know the library and its services, and this, coupled with the philosophy which underpins the library’s core values and positive student feedback, does help to make the case. It was noted that librarians are not accustomed to focussing on “I” rather than “we”, which academics must do in all promotions rounds.

*Carrick Exchange. Hot Topic. A paper from Derek Whitehead was included with the agenda. He discussed learning object repositories and learning object exchanges, noting that most of the latter have failed in the past with the possible exception of AEShareNet. He suggested that librarians should take an active role in this area because it occupies some library space e.g. metadata, digital resource management. He recommended that metadata be simple, based on Dublin Core, and include all kinds of objects, plus other items such as meetings. LOMs can be too complicated. The Carrick Exchange should be operating in 2008. Derek Whitehead commended a Carrick Institute environmental scan report published recently. (Action: DC)
*Governance. Hot Topic.* The presentation from Keith Webster is at [http://www.caul.edu.au/caul-doc/caul20072webster.pdf](http://www.caul.edu.au/caul-doc/caul20072webster.pdf) He has been invited to speak on ethical and accountable governance in libraries at a forthcoming conference, and asked members to help identify areas to address. He referred to the Cain and Reynolds study: *The impact of facilities on student retention and recruitment,* and its usefulness in gaining university support for library management and infrastructure.

In discussion on library committees, members addressed training for committee members, understanding of structures and processes, and the committee’s assessment of its own performance. The importance of separating governance from management was stressed, noting that only an individual can be accountable. It was suggested that older structures of library committees often did not handle well the new integration of research with learning & teaching.

It was noted that, although some institutions no longer have a library in their structure, the entity persists in users’ minds. This may have an implication for governance. It was suggested that benchmarking and stakeholder involvement, which libraries generally do well, will help to drive services.
1616. Attendance & Apologies. Expected to attend: Eve Woodberry (President), Andrew Wells (Deputy President), Heather Gordon, Cathrine Harboe-Ree, Jeff Murray. In attendance: Diane Costello.

1617. Minutes of CAUL Executive Meeting 2007/4 - Brisbane 26 July 2007. There were no amendments to the minutes.

1618. Minutes of CAUL Meeting 2007/1 - Melbourne 3-4 April 2007. There were no amendments to the minutes.

1619. Minutes of CCA Meeting 2007/1 - Brisbane 27 July 2007. This item was not discussed.

1620. Business Arising, not otherwise included in the agenda.
   a) 1599(e). Andrew Wells has contacted OAK-Law regarding their references to the use of copyrighted material in theses. Derek Whitehead is doing some work through the ARROW project, which the ADT will use rather than developing a separate protocol.
   b) 1605. Diane Costello responded to Roxanne Missingham regarding the workforce planning research proposal.

STRATEGIC PLAN

1621. Review of Progress of Strategic Plan (Standing Item).

1622. CAUL Elections. Andrew Wells was elected unopposed as President for 2008-2009. Cathrine Harboe-Ree was elected unopposed as Deputy President for 2008. Imogen Garner and Greg Anderson were nominated to the Executive and were elected unopposed.

1623. CAUL Constitution. A draft change to the constitution is being prepared to reflect the change in name of the AVCC to Universities Australia, and to clarify terms for members of the Executive Committee. Andrew Wells will present to the next Executive meeting. (Action: AW)

1624. CAUL Achievement Award. The first nomination for the 2007 award has been received. A call for nominations was circulated in early July. A reminder will be sent to CAUL members.

CONTRIBUTION TO RESEARCH

1625. CEIRC (CAUL Electronic Information Resources Committee). Andrew Wells
   a) CEIRC Review. The selection committee for the consultants comprises Heather Gordon, Craig Anderson and Helen Livingston (the latter brought in because of possible conflict of interest - Andrew Wells has worked with two of the applicants.) The Executive accepted the evaluation report, and further discussions will take place re the structure and costs of the review. It was agreed that both the CEIRC committee and the Executive committee would be involved in the workshop/s.
It was recommended that database take-up be substituted for database usage in the review. It was stressed that the value for CAUL members should be identified separately from the value of CONZUL and other external members, and that CAUL’s priority be taken into account.

b) ERA (Electronic Resources Australia - the National Licensing Proposal). Diane Costello reported that only one CAUL institution took one database. This followed a considerable amount of work analysing the proposals and providing a comparison with current CAUL offers for the same or similar products.

c) CEIRC Forum on Managing Usage Statistics for Electronic Resources. Diane Costello reported that the meeting received very positive feedback, about the speakers - internal and commercial - and the content, and particularly about the opportunity to share experience with each other. CEIRC will examine options for further seminars and workshops.

1626. ADT (Australasian Digital Theses) Program. Janice Rickards has retired as the Griffith CAUL member, and leaves a vacancy as chair of the ADT Policy Reference Group. Andrew Wells has written to the National Library to advise that no decision has yet been made on an ADT theses discovery process. The future of the ADT will await the progress of the RQF.

1627. Research Quality Framework. DEST invited CAUL to nominate suitable candidates for consideration for membership of Panel 11, particularly in the international and end-user category. Following correspondence with the Executive, two CAUL members were invited to accept nomination by CAUL. Neither was able to commit the time, so nominations were put forward for both Eve Woodberry (via UNE) and Colin Steele (via CAUL) for the end-user category on the panel. Panel 11 covers Law, Education and Professional Practices. Cathrine Harboe-Ree reported on a discussion with DEST on the current negotiations with CAL, and expects to have firm news within a fortnight. DEST plans to release a briefing paper and the FAQ.

1628. Research Infrastructure.

a) NCRIS (National Collaborative Research Infrastructure Strategy).

b) AeRiC (Australian eResearch Infrastructure Committee). Cathrine Harboe-Ree suggested adding ANDS, a key area of interest for CAUL, to the agenda as a standing item rather than AeRiC. (Action: DC)

FRODO Projects

c) MAMS (Meta Access Management System Project). https://mams.melcoe.mq.edu.au/zope/mams The steering committee doubles as the RAMP steering committee. The Australian Access Federation’s (AAF) Shibboleth Trust Federation will be delivered by MELCOE and overseen by MAMS.

MERRI Projects

d) MAPS (Middleware Action Plan and Strategy). http://www.middleware.edu.au/ Jeff Murray reported that the final report had been published. It may be removed from the agenda.

e) RUBRIC (Regional Universities Building Research Infrastructure Collaboratively). http://www.rubric.edu.au/ Eve Woodberry

i) E- Framework for Research.


New Projects:

g) Australian Research Enabling Environment (ARCHER) [will build on the Dataset Acquisition Accessibility & Annotation e-Research Technologies (DART) project] Cathrine Harboe-Ree
h) **Australian Research Repositories Online to the World (ARROW) - Stage 2.** Cathrine Harboe-Ree

i) **Legal Frameworks for e-Research** [will extend Legal Protocols for Copyright Management for Open Access project] Eve Woodberry – the may now be removed from the agenda. *(Action: DC)*

j) **Australian Partnership for Sustainable Repositories (APSR) - Stage 2.**

k) **Integrated Content Environment for Research and Scholarship (ICE-RS)** [will build on the RUBRIC: Regional Universities Building Research Infrastructure Collaboratively project] Eve Woodberry

l) **RAMP (Research Activityflow & Middleware Priorities).** The steering committee doubles as the MAMS steering committee.

i) **DRAMA (Digital Repository Authorization Middleware Architecture)** is a sub-project within RAMP ([http://www.ramp.org.au](http://www.ramp.org.au)) that aims to develop a web front-end for Fedora repository, and to re-factor Fedora authentication and authorization into pluggable middleware components.

m) **Australian Access Federation (AAF).** Maxine Brodie represents CAUL on the AAF Steering Committee.

1629. **Australian Framework and Action Plan for Digital Heritage Collections.** Andrew Wells reported no further activity.

**CONTRIBUTION TO LEARNING & TEACHING**

1630. **Information Literacy Working Group.**

1631. **ULA (University Library Australia).** Cathrine Harboe-Ree reported that OUA libraries met on September 19, and will make a recommendation to ULA re OUA members’ use of ULA. If institutions agree to indemnify students they will be covered. It was noted that not all OUA students are provided with student cards. Some universities provide full distance education services and others don’t, e.g. some do not post books to undergraduates. The differences will be clarified and communicated. *(Action: CH-R)*

1632. **Carrick Institute.** Cathrine Harboe-Ree reported that she has been invited to be a member of the Carrick Exchange Expert Advisory Group.

**DELIVERING QUALITY & VALUE**

1633. **Insync Surveys (formerly Rodski).** It was noted that Keith Webster has been invited to the meeting of the BPWG to discuss his comments on the surveys.

1634. **Statistics.**

1635. **Library Staff Development Conference.** Universities Australia has invited CAUL to include another library conference in its program for 2008. It was agreed that Andrew Wells, Heather Gordon and a new CAUL member such as Judy Stokker or Graham Black be included on the program group. *(Action: DC)*

**COMMUNICATION & INFLUENCE**

1636. **Communication.** *(Standing item)*

a) **President’s Report.** Letters have been sent this year to the following: Con Graves on his “appointment” as CAUL member for Griffith University; Georgia Blain, Publication Manager, Screenrights; Eve Woodberry attended IFLA and the CLM meetings.

Diane Costello was invited to join the *Serials* Editorial Board. It is published by the UK Serials Group. [http://www.uksg.org/serials](http://www.uksg.org/serials)

Sage content now available to Australian libraries. [UKSG Serials e-News 7 August 2007](http://www.ringgold.com/UKSG/si_pd.cfm?AC=4352&PId=10&Zid=3273&issueno=152)

c) **CAUL Report 2007.** This is a standing item.

d) **Executive Officer’s Report.** The report is included in the CAUL agenda papers. Diane Costello highlighted the increasing proportion of office time being spent on the CEIRC program, now averaging 50% of her time, and the consequential reduction in time on other areas.

**1637. CAUL Web Site.** Jeff Murray reported that a scoping report was expected soon from Wiliam. He will continue to manage the project with Diane Costello handling communication. *(Action: DC)*

**1638. Copyright.** Eve Woodberry referred to the report on fair use. She will circulate information about a related blog. *(Action: EW)* Members discussed how universities handle funds distributed to them from CAL for their publications – some distribute it to the area that publishes the item e.g. the journal, others offset CAL payments, etc.

**1639. Submissions to Public Inquiries.**

a) **Inquiry into the Higher Education Endowment Fund Bill 2007 and the Higher Education Endowment Fund (Consequential Amendments) Bill 2007.** A brief submission was prepared by Andrew Wells from copy by Heather Gordon.

b) **Copyright Amendment (Parallel Importation) Act 2003 (CA(PI) Act.** The Attorney-General’s Department wrote to ask for CAUL’s views on the amendments under review. It was decided that it was outside CAUL’s scope and referred to the ADA/ALCC who are considering a very brief submission.

c) **Australian Law Reform Commission. Review of Australian Privacy Law. Discussion Paper 72,** The closing date for submissions in response to DP 72 is 7 December 2007. Derek Whitehead is looking at this. *(Action: DW)*

**1640. Relationships with other organisations.** Universities Australia will be added to the agenda as a standing item, and a meeting arranged with the new Chief Executive Officer for Andrew Wells and Cathrine Harboe-Ree. *(Action: DC)* Issues will include the CAL negotiations and the Web of Science renewal and contract management processes.

a) **CAUDIT & ACODE.** Cathrine Harboe-Ree reported that 7 librarians attended the CAUDIT EDUCAUSE institute.

i) **EDUCAUSE 2009.** Standing Item. Most WA universities are represented on the conference committee. It will decide the venue in October and appoint a conference organiser. Imogen Garner has joined the committee, and Ian Hunter is proving very helpful.

ii) **e-Portfolios.** Janette Burke, Director of Information Systems, Monash University, was nominated as the library representative to the panel on e-portfolios at the !IDEA forum in October.

b) **National Library of Australia.**

c) **NSLA (National and State Libraries Australasia).** Andrew Wells recommended reading the NSLA discussion paper *The big bang: creating the new library universe,* [http://www.nsla.org.au/publications/papers/](http://www.nsla.org.au/publications/papers/), which also includes a list of relevant references. A recent CAUL survey of joint activities between members of CAUL and members of NSLA reported very little activity outside the DEST projects.

d) **AUQA-inspired meeting of higher education professional/industry associations.** Representatives from ATEM, HERDSA and AAIR hosted a meeting in Hobart in July, attached to the AUQA forum to bring together associations which have a focus on higher
education in Australasia. The meeting format was intended to be a brief overview of each Association and that Association's 'hot issues' of the moment, followed by discussion around potential ways forward. John Shipp and Felicity McGregor were attending the AUQA forum and were invited to represent the CAUL Executive. Neil Thelander attended for CAUDIT, and was generally supportive of possible cooperative activities, especially professional development and benchmarking. John Shipp reported a disjoint between the aims of the different organisations and suggested that the only real overlap might be professional development. He added that it was more important to focus on the current collaboration with CAUDIT and ACODE.

e) **SCONUL Focus.** SCONUL invited CAUL to contribute to a special international issue. The copy deadline is 30 November 2007. Andrew Wells volunteered. *(Action: DC)*

f) **Association of Commonwealth Universities (ACU).** Eve Woodberry reported that the ACU has established a new Libraries and Information Network – a professional network for librarians in Commonwealth universities which are in membership of the ACU (this includes UNE). A message about this network was circulated to CAUL July 20. John Shipp is attending the Botswana meeting, and will be invited to speak to CAUL about it.

1641. **CAUL Meetings.**

a) **CAUL Meeting 2007/2.** Adelaide, 20-21 September.

b) **CAUL meeting 2008/1.** April 3-4 tbc, Sydney (hosted by Andrew Wells and John Shipp.) Eve Woodberry

i) **Australian Access Federation.** James Dalziel has been invited to speak on the AAF and other MELCOE work. The dates are yet to be confirmed with him. *(Action: DC)* Also, Viviani Paz, the AAF Project Manager, Security Assurance, requested via Maxine Brodie a spot on the agenda. and other items held over from previous proposals:

ii) **RFID.** Craig Anderson. Hold over until implementation can be discussed. Other potential contributors are Macquarie, Monash.

iii) **Print Collection Analysis.** Graham Black (held over from 2007/1)

iv) **Management Information Systems Forum/Workshop.**

c) **CAUL Meeting 2008/2.** Venue – offers have been received from CDU, QUT and UTas. The Executive recommended that the meeting be held in Darwin in September 2008, but decoupled from ALIA 08.

1642. **Forthcoming Executive Meetings.**

a) **Draft schedule for 2007.** Potential clashes:
   - 2007_EDUCAUSE 2007 Seattle, Washington October 23–26; ARROW meeting 30 November;
   - 2008 – Easter 21-24 March; ICOLC, San Francisco, April 13-16; IATUL 2008, Auckland, April 21-24; IFLA Québec City, Canada, 10-14 August 2008;

i) **2007/6.** Previously scheduled – Sydney, Tuesday 20 November from 1pm and Wednesday 21 November from 9am, in conjunction with CCA, afternoon of 21 November. CAUDIT has asked if this can be moved because a Gartner Symposium is being held in Sydney November 20-23, and the following week won't work for them. ACODE 45 is scheduled in Adelaide November 22-23. CEIRC meets on November 22 in Sydney. Diane Costello will circulate members to determine if there are other options. *(Action: DC)*

CAUL ADMINISTRATION

1643. **CAUL Finances.** Cathrine Harboe-Ree


c) **CAUL Budget 2008.** [http://www.caul.edu.au/caul-doc$/budget2008.xls](http://www.caul.edu.au/caul-doc$/budget2008.xls)  A draft was circulated July 30, and some commentary amended following correspondence with Heather Gordon and Cathrine Harboe-Ree. It was recommended that a section on expected reserves be added. *(Action: DC)*  The larger question is what CAUL wants to do with its reserves. Cathrine Harboe-Ree will foreshadow a document discussing handling of CAUL reserves at the April meeting for discussion prior to confirmation at the September meeting. *(Action: CH-R)*


a) **High Risk items.** For review. Andrew Wells

b) **New legislation.** There is no central place at ANU for tracking legislation; each functional area manages its own. Some of this information is available on the web site, and is bookmarked for monitoring by the CAUL Office.

Diane Costello has participated in ANU seminars on trade practices and introduction to contracts. There is another on privacy, scheduled for October. The trade practices seminar did not raise any red flags with respect to CEIRC's operations, although it did highlight inconsistencies and ambiguities across a range of legislation e.g. how is it legal for Apple to effectively fix prices for its products by withdrawing supply from retailers who undercut the prices? Because of CEIRC's non-exclusive approach to the market, and because of its opt-in protocols, it would be very difficult to support any claims of anti-competitiveness.

c) **Options for CAUL Office location.** Diane Costello has discussed office requirements with the University of Canberra. The last review was ten years ago, and highlighted the advantages of being part of a larger organisation, specifically for IT infrastructure and support. Most other processes are handled within the CAUL Office. Other options considered previously were sharing space with CAUDIT, leasing space from ALIA or the AVCC, or from commercial entities, both serviced and unserviced.

**1645. Other business.**

a) **Communication.** It was agreed that CAUL emails include an annotation in the subject line indicating “For action” or “For information”. *(Action: DC)*

The meeting closed at 11:55
CAUL Executive Meeting 2007/6

Wednesday, 21 November 2007
From 8am to 10am
CAUL/CAUDIT/ACODE joint executive
UTS Library, Sydney

From 10am to 5pm
(includes a workshop on the CEIRC Review, with the CEIRC Committee, from 2pm-5pm)

Minutes
(Updated 15/2/08)

1646. Attendance & Apologies. Andrew Wells (President), Cathrine Harboe-Ree (Deputy President), Heather Gordon, Greg Anderson, Imogen Garner. In attendance: Diane Costello. Andrew Wells welcomed members to the Executive. It was suggested that logistics will determine where meetings are held e.g. Brisbane is one city where everyone can fly direct.

1647. Minutes of CAUL Executive Meeting 2007/5 – Adelaide 20 September 2007. These minutes were accepted.

1648. Minutes of CAUL Meeting 2007/2 – Adelaide 20-21 September 2007. It was noted that the minutes of the business meeting are complete. Reports of the Hot Topics sessions are incomplete. There were no comments on the minutes.

1649. Business Arising, not otherwise included in the agenda.

STRATEGIC PLAN

1650. Review of Progress of Strategic Plan (Standing Item). It was noted that QULOC reviews the progress of its strategic plan at the last meeting of each year. It was agreed that Andrew Wells and Diane Costello will review CAUL’s plan at their weekly teleconference, and draft an assessment of progress for the next meeting. (Action: AW, DC)

It was noted that other subcommittees of CAUL do not currently undertake a formal review of their section of the plan. It was agreed to invite the BPWG and ULAWG to formalise their planning and reporting along the lines of the ILWG and perhaps develop plans in the way that CEIRC does. This is both a projection into new activities and a report of past achievements. It should include timeframes. The report may ask what has been achieved against the plan and what is planned for the next year? (Action: DC)

22. Develop statements of value for university libraries, both quantitative and qualitative. (Ad Hoc Working Group) Andrew Wells advised that the Go8 is working on this item on behalf of CAUL. It was agreed to include this as a hot topic for CAUL 2008/1. (Action: DC)

Cathrine Harboe-Ree will consult with the Go8 regarding distribution of the report. (Action: CH-R)

1651. CAUL Elections. Andrew Wells and Cathrine Harboe-Ree have been elected unopposed as President 2008-2009 and Deputy President 2008 respectively. New members on the CAUL Executive for 2008-2009 are Imogen Garner and Greg Anderson, vice Eve Woodberry and Jeff Murray. Greg Anderson has been nominated by the Executive Committee as its representative on the CEIRC Committee for 2008. Anne Horn was elected to the CEIRC Committee vice Craig Anderson for 2008-2009. Alison Neil, UNSW, was nominated by the CAUL members on the CEIRC committee to replace Neil Renison on the committee for 2008-1009.
The committee endorsed the resolution of the ballot count for the CEIRC committee i.e. that, given the lack of explicit rules about how the ballot papers should be completed validly, the intentions of CAUL member votes were taken into account. The valid method for voting will be included in the revision of the constitution.  (Action: AW, DC)

1652. CAUL Constitution. A draft change to the constitution is being prepared to reflect the change in name of the AVCC to Universities Australia, and to clarify terms for members of the Executive Committee. The close ballot for the CEIRC committee highlighted the need to be more explicit about voting rules in CAUL elections. The constitution currently reads “Officers shall be elected in a manner determined by CAUL.” (Action: AW, DC)

1653. CAUL Membership. CAUDIT has proposed a program for its alumni. Heather Gordon suggested that retired members may be available for consultancy, mentoring, social networking. It was suggested that there may be some loss of technical currency, but personnel management is a significant part of the function. Their post-retirement activities may also be a source of new expertise.

It was noted that informal contacts are already made by the CAUL office. The office will ensure that the list of past members is complete and available from the CAUL web site, and that they be invited to CAUL dinners when held locally. (Action: DC)

1654. CAUL Achievement Award. A reminder to submit nominations was circulated to members on October 8. Two nominations were received, from USydney and UWA. It was agreed to make the award to Ross Coleman, Director eScholarship at the University of Sydney, recognising the breadth of his activity, his wide reach into the community, and his success at negotiating with external parties. He will be invited to speak to the next CAUL meeting. (Action: DC) It was suggested that both nominees would be strong Carrick Institute award nominees.

It was suggested that the guidelines be revisited to make it even clearer that national significance. (Action: DC)

CONTRIBUTION TO RESEARCH

1655. CEIRC (CAUL Electronic Information Resources Committee). It was determined that Greg Anderson would chair CEIRC on behalf of the Executive. Andrew Wells will attend the VALA meeting of the committee, to complete the work of the CEIRC review. Members acknowledged the strong operational framework established by Heather Gordon during her term as CEIRC chair. The committee is still dealing with Fairfax Business Media, who will be attending the CEIRC meeting this week, as will representatives from ProQuest.

a) CEIRC Review. Members will discuss this further in the afternoon workshop.

b) Wiley Blackwell. Diane Costello has completed her term on the Blackwell Publishing Library Advisory Board. A new board has been established for Wiley Blackwell. Membership is yet to be advised.

1656. ADT (Australasian Digital Theses) Program. Diane Costello will call for expressions of interest from CAUL to replace Janice Rickards. (Action: DC)

1657. Research Quality Framework. DEST advised members that the Attorney-General’s Department has authorised copying for the purposes of the RQF under “crown copyright” laws. This elicited some questions from CAUL members requesting clarification, one specifically to do with whether the Attorney-General’s Department could legally do this, and the other seeking confirmation that copying from publishers other than those from whom explicit permission had been given would need individual permission. The first question was passed back to DEST, and the second one answered that no individual permissions were required for the purposes of the RQF. DEST is also pursuing this latter question amid confusion about the relationship of Crown Copyright to contracts.

It was noted that those who have engaged in mock RQFs have found it very beneficial in terms of understanding the university’s research profile and improving research management systems. The ASHER funding will be available for 2007 and 2008, but it is not known if it will
be available in 2009 if the government changes at the election. Some work is being done with ExLibris’ DigiTool re IT authentication mechanisms.

1658. Research Infrastructure.

a) **AeRIC (Australian eResearch Infrastructure Committee).** Cathrine Harboe-Ree reported that Monash is the lead agency for ANDS, which is to be led by their eResearch director. It may be necessary to find an alternative librarian for AeRIC. Cathrine Harboe-Ree is there in a personal capacity, while Alan McMeekin is a CAUDIT representative. It would be desirable to have formal representation from CAUL.** (Action: CH-R)**

FRODO Projects

b) **MAMS (Meta Access Management System Project).**
https://mams.melcoe.mq.edu.au/zope/mams The steering committee doubles as the RAMP steering committee. The Australian Access Federation’s (AAF) Shibboleth Trust Federation will be delivered by MELCOE and overseen by MAMS. Eve Woodberry is CAUL’s representative. It was agreed either to nominate a new representative or remove from the agenda. **(Action: AW)**

MERRI Projects

c) **RUBRIC (Regional Universities Building Research Infrastructure Collaboratively).** http://www.rubric.edu.au/ This item will be removed from the agenda? **(Action: DC)**

d) **OAK-Law (Open Access to Knowledge (OAK) Legal Protocols for Copyright Management).** http://www.oaklaw.qut.edu.au/ It was suggested this item be removed from the agenda. **(Action: DC)** Eve Woodberry was a member of the steering committee, and Derek Whitehead also involved. They may be prepared to stay on the group to alert CAUL to issues or significant agendas. Eve Woodberry will be asked which commitments she wishes to keep? **(Action: AW)**

New Projects:

e) **Australian Research Repositories Online to the World (ARROW) – Stage 2.**
Cathrine Harboe-Ree reported that VITAL 3.1.1 has been rolled out, noting that it is the RQF-ready version. ARROW funding is scheduled to end in 2008.

f) **Australian Partnership for Sustainable Repositories (APSR) – Stage 2.** It is likely that some of APSR’s activities will be moved into ANDS. It was suggested that this item be left on the agenda until that is clarified.

g) **Australian Access Federation (AAF).** Maxine Brodie represents CAUL on the AAF Steering Committee. Diane Costello attended the last meeting by teleconference due to some questions raised from a publisher about the timing of AAF implementation. This will be included in the agenda for CAUL 2008/1. It was noted that examples are needed to make it real to those affected. Keith Webster has been invited to speak to CAUL 2008/1 about their shibbolisation of their institutional repository. Andrew Wells will discuss membership with Maxine Brodie then call for expressions of interest from CAUL. **(Action: AW)**

1659. Australian Framework and Action Plan for Digital Heritage Collections. Andrew Wells said no further activity. It was noted that the Collections Council of Australia had sent a message to Vice-Chancellors regarding heritage collections. Diane Costello will ask where they are up to and whether they received any response from the Vice-Chancellors. **(Action: DC)**

CONTRIBUTION TO LEARNING & TEACHING

1660. Information Literacy Working Group.

1661. ULA (University Library Australia). The website will be updated when new CAUL web site is launched. ULA statistics for 2006 now available.
Open University Australia student protocols for each institution are different and need to be clarified. OUA members plan to collect data to identify the level of problems.

1662. Carrick Institute. The President has written to the Executive Director of the Carrick Institute offering to assist in the nominations of appropriate members of CAUL or their staff on Carrick Institute working groups, forums, etc. The offer was welcomed by the Carrick Institute.

   a) Discipline Based Initiatives Development Stage 2 Plan. The Carrick Institute has requested feedback by December 14. It was noted that repositories are included and CAUL could provide some expertise in this area. Diane Costello will draft letter for Andrew Wells. (Action: DC)

DELIVERING QUALITY & VALUE

1663. Insync Surveys (formerly Rodski). Philip Kent reported that, following the September meeting of the BPWG, he, Liz Curach and Keith Webster are meeting with Michael Samarchi of Insync to discuss options for adjusting the survey. Diane Costello will confirm whether any changes are likely for 2008. (Action: DC)

1664. Statistics. It was noted that the lack of population data makes any analysis seriously difficult until very late in the year. It was suggested that the previous year’s data be used until it can be overwritten by the current data. (Action: DC)

   It was suggested that the CAUDIT complexity benchmarking data be reviewed to see how we can use it before referring to CSFG or BPWG. (Action: CAUL Executive)

1665. Universities Australia Library Staff Development Conference. This is being added to the Universities Australia program for 2008. Judy Stokker, Heather Gordon, Andrew Wells and Diane Costello will serve as the program committee which will start work in December. Universities Australia are reviewing how they manage services such as staff development e.g. managing them through HES, rather than within Universities Australia.

COMMUNICATION & INFLUENCE

1666. Communication. (Standing item)

   a) President’s Report.

   b) Public Relations/Media Reports. Diane Costello will retrospectively review reports from the recent past. (Action: DC)


   d) Executive Officer’s Report. The report is appended to these minutes.

1667. CAUL Web Site. William submitted the Requirements Analysis to CAUL on September 27. Following several iterations, it was finalised and signed off by the President on November 5. The next step is the functional specification and draft project timeline, not received as of November 15.

1668. Copyright. CAUL has not been asked to nominate anyone to the group. Andrew Wells will discuss with Eve Woodberry and Derek Whitehead and Tom Cochrane re how this might work. It was agreed that Heather Gordon be the internal copyright expert on the Executive Committee. It was agreed to nominate her to Universities Australia’s expert working group and to clarify with Glenn Withers how members are appointed. It was agreed to suggest to Glenn Withers that the group be reconvened as soon as possible. (Action: AW)

   It was noted that previous data collections and spot audits from universities were never released back to universities, that some universities are not set up for spot audits and the time investment is huge. It was suggested that Universities Australia be asked how this can be done without negative impact on the negotiations. (Action: AW)

1669. RDA: Resource Description and Access. Andrew Wells has appointed a staff member to monitor progress. The implications may become clear as more happens. It was asked
whether this was just a change from AACR2, or a fundamental change to the way cataloguing is done?

**1670. Submissions to Public Inquiries.**

a) **Regional Telecommunications Review.** A CAUL submission was prepared by Heather Gordon with input from the Executive and submitted on November 12.

b) **Australian Law Reform Commission. Review of Australian Privacy Law.** Discussion Paper 72, The closing date for submissions in response to DP 72 is 7 December 2007. Derek Whitehead looked at it and advised:

   I don't think that it is necessary for CAUL to make a response. ALIA may do so, but it will be a brief one, and just state general principles. As librarians are equivocal about privacy (we favour the free flow of information) it is a complex one for us.

   This advice was accepted.

c) **Attorney-General’s Department. Draft Copyright Infringement Notice Scheme Guidelines.** CAUL provided a letter of support for the ADA/ALCC’s submission on the guidelines, drafted by Eve Woodberry.

d) **Review of the Extension of Legal Deposit.** The examination of the legal deposit scheme is being undertaken jointly by the Attorney-General’s Department and the Department of Communications, Information Technology and the Arts. Closing Date for Submissions is 11 January 2008. Derek Whitehead and John Shipp have expressed interest in contributing to a submission. Any CAUL submission should take into account the NSLA approach.

   Cathrine Harboe-Ree suggested that CAUL respond, supporting the basic principle. The issue of scope was raised in the discussion document, but it would be hard for CAUL to argue for anything other than completeness. It was agreed to wait and see what John Shipp (as the University of Sydney is a legal deposit library) and Alan Smith (NSLA) advise. *(Action: AW, DC)*

**1671. Relationships with other organisations.**

a) **Universities Australia.** The new Chief Executive Officer, Dr Glenn Withers, met with Andrew Wells, Cathrine Harboe-Ree and Diane Costello on November 16. The Thomson Scientific renewal was discussed, and will be followed up with a briefing. Discussion covered eResearch, teaching & learning and physical infrastructure, and CAUL assistance was offered. Andrew Wells will write to Glenn Withers, confirming the discussion and providing further information. *(Action: AW)*

b) **CAUDIT & ACODE.** A joint meeting was held immediately prior to this Executive meeting.

   i) **EDUCAUSE 2009.** Standing Item. Imogen Garner is a member of the steering committee. All WA universities are represented.

c) **National Library of Australia.** Several CAUL members viz. Vic Elliott, Keith Webster, Helen Livingston, Cathrine Harboe-Ree, Alex Byrne and Helen Hayes, were invited to the National Library to discuss the hot issues in the higher education sector over the next few years to be considered in the development of the National Library’s future strategies. Cathrine Harboe-Ree advised that Sue Clarke from Monash was nominated as CAUL’s representative on the expert advisory group on document delivery.

d) **NSLA (National and State Libraries Australasia).**

e) **SCONUL Focus.** CAUL was invited to contribute to a special international issue. Andrew Wells submitted the article on November 14.

**1672. CAUL Meetings.**

a) **CAUL meeting 2008/ 1.** April 3-4 tbc, Sydney (hosted by Andrew Wells and John Shipp.) Diane Costello will contact John Shipp re the venue at the University of Sydney
Village. \textit{(Action: DC)} It was suggested holding the business meeting up front, including the introduction of new members. The Executive discussed how to encourage members to participate in the meeting.

i) \textbf{Australian Access Federation.} James Dalziel has been invited to speak about the AAF and other MELCOE work. The dates are yet to be confirmed with him. \textit{(Action: DC)} Also, Viviani Paz requested, via Maxine Brodie, a spot on the agenda. She is the AAF Project Manager, Security Assurance.

and other items held over from previous proposals:

ii) \textbf{RFID.} Craig Anderson. Hold over until implementation can be discussed. Other potential contributors are Macquarie, Monash.

iii) \textbf{Print Collection Analysis.} Graham Black (held over from 2007/1)

iv) \textbf{Management Information Systems Forum/Workshop.}

\textbf{b) CAUL Meeting 2008/2.} Darwin, 18-19 September 2008. The venues for the meeting and the CAUL dinner are confirmed, and accommodation is also booked.

\textbf{1673. Forthcoming Executive Meetings.} Dates and venues are yet to be confirmed. Proposed dates are listed below.

a) \textbf{Draft schedule for 2008.} Potential clashes:

2008 – Easter 21-24 March; ICOLC, San Francisco, April 13-16 (Diane Costello attending); IATUL 2008, Auckland, April 21-24; IFLA Québec City, Canada, 10-14 August; ALIA, Alice Springs, 2-5 September; EDUCAUSE, Orlando, Florida, 28-31 October; CNI Washington DC 8-9 December;

Leave planned: May/June Diane Costello (tbc); Andrew Wells in May/June; Heather Gordon October; Cathrine Harboe-Ree in January \textit{(Action: CAUL Executive)}

i) \textbf{2008/1.} Monday February 18 – planning for CAUL 2008/1

ii) afternoon of 6 March in Brisbane for CCA proposed by CAUDIT.

iii) \textbf{2008/2.} Wednesday April 2 2008 in conjunction with CAUL 2008/1, April 3-4, Sydney

iv) \textbf{2008/3.} June? in conjunction with CAUDIT and ACODE Executive Committees – planning for CAUL 2008/2

v) \textbf{2008/4.} Monday August 4

vi) \textbf{2008/5.} Wednesday 17 September 2008 in conjunction with CAUL 2008/2, Darwin

vii) Wednesday 15 October for CCA. Proposed by CAUDIT for the morning, at Brisbane or the Sunshine Coast.

viii) \textbf{2008/6.} November? in conjunction with CAUDIT and ACODE Executive Committees.

\textbf{CAUL ADMINISTRATION}

\textbf{1674. CAUL Finances.} Cathrine Harboe-Ree

a) \textbf{CAUL Budget 2006.} \url{http://www.caul.edu.au/caul-doc$/budget2006.xls}


d) \textbf{Signatories on CAUL accounts.} The current signatories on the CAUL accounts are Diane Costello, Vic Elliott (these two are the usual signers), Eve Woodberry (outgoing President) and Cathrine Harboe-Ree (treasurer). Andrew Wells will replace Eve Woodberry as the fourth signatory. The operation of all accounts requires any two to sign.

The CAUL MasterCard requires only the signature of Diane Costello, and the monthly statements are countersigned by Vic Elliott.
It was agreed that Imogen Garner be treasurer. *(Action: DC)*

The most significant thing in Cathrine Harboe-Ree’s term as treasurer was to work with her business manager to improve the reporting of CAUL budgets – earlier reports were essentially expense reports.

Diane Costello described the accounts processes.


   a) **High Risk items.** For review. Andrew Wells *(Action: AW)*

1676. **Other business.**

   a) **Building a New Type of Infrastructure for Education in the Information Disciplines: Proposal for a Collaborative Conversation.** This proposal from Mari Davis, UNSW, was circulated October 16.
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1677. Attendance & Apologies. Andrew Wells (President), Cathrine Harboe-Ree (Deputy President), Heather Gordon, Greg Anderson, Imogen Garner (Treasurer). In attendance: Diane Costello. Judy Stokker joined members for lunch at 12.30pm

1678. Minutes of CAUL Executive Meeting 2007/6 – Sydney 21 November 2007. The minutes were accepted.

1679. Business Arising, not otherwise included in the agenda.

a) Item 1654. It was suggested that the guidelines for the CAUL achievement award be revisited to emphasise the national significance of the achievements. Andrew Wells will redraft and present to CAUL for approval. (Action: AW)

STRATEGIC PLAN

1680. Review of Progress of Strategic Plan (Standing Item). It was agreed that the preamble and overall goals are still relevant. The strategic plan will be added to the April CAUL agenda. (Action: DC) The BPWG and ULAWG have been invited to formulate an action plan derived from the strategic plan along the lines of that developed by the ILWG and/or CEIRC. Suggested updates to the strategic plan were discussed:

- Include a reference to changes in research practices, especially as enabled by technology.
- The change of government will have some impact on the higher education sector with policies yet to be finalised – the impact is uncertain.

Are learning skills now as important to all as information literacy? It was suggested that Cathrine Harboe-Ree include this in a hot topics session. (Action: CH-R)

The terminology of “learning commons” has changed to “learning spaces.”

- Information literacy should be embedded in the learning outcomes of the university, and included in graduate attributes statement. Review the role of IL in learning outcomes. Ask the ILWG to discuss adding learning outcomes to the statement. (Action: DC)

It was noted that there are no actions around learning spaces. The Carrick colloquium will be repeated in 2008, and it was suggested that it be a theme for the September CAUL meeting. No-one has measured the impact of changes to learning spaces – an action could look at how to measure impact, or to look at guidelines or standards for measuring the impact of changes. (Action: Executive)

It was suggested that CAUL is not a major contributor to digitisation programs, as are museums and archives, so that rather than developing a framework, CAUL should provide an avenue for knowledge exchange. CAUL should contribute to national initiatives relevant to CAUL as they arise.

The eResearch actions should be amended to support the development of activities in these areas e.g. run workshops, exchange information, contribute to ANDS activities, etc. Funding sources for the latter are still unclear.

22. Develop statements of value for university libraries, both quantitative and qualitative (Ad Hoc Working Group) There is more than one group working in this area. A new language is needed to demonstrate impact and value. Cathrine Harboe-Ree will check with the Go8 regarding distribution of their report. (Action: CH-R)

The Insync Survey review will be included as a 2008 action, and the document delivery survey will be taken off – this was partially dependent on some work by the National Library. It was noted that UNISON interest in the reference survey has waned, and it will be removed from the action plan. Action #15 can be removed as it is not really a CAUL issue; collapse 17 and 20, remove examples, action by all members.

It was agreed that the quality of staff resources is essential to the delivery of quality and value. Rather than assign its monitoring to a working group it was decided to keep within the Executive. Workforce development will be added to the rationale. It was noted that Gilliam Hallam’s survey is scheduled to start in March. CAUL’s role is information sharing.

CAUL members may wish to share information on the new AUQA round e.g. in a hot topic session. It was agreed to provide CAUL’s guidelines on international and off-shore operations to AUQA (Action: DC)

The proposed amendments to the strategic plan will be included in the CAUL meeting papers. (Action: DC)

CONTRIBUTION TO RESEARCH

1681. CEIRC (CAUL Electronic Information Resources Committee).

a) CEIRC Review. The final report was released to the Executive on January 11. A question from Heather Gordon was referred back to the consultant who was unable to respond without further analysis of the raw data. Diane Costello prepared some commentary on the numbers and circulated the raw data to the Executive.

Andrew Wells discussed the report at the Datasets Coordinators meeting on February 4 and the CEIRC committee on February 5. He recommended to Datasets Coordinators that they discuss and clarify their roles with their University Librarian. It was suggested raising this with CAUL members because of the assumption that exceptions will be escalated by Datasets Coordinators to the university librarian, but this is clearly not always the case. (Action: AW)

Members discussed each of the recommendations. It was noted that the synopsis is as important as the recommendations.

2.1.1. a. More proactive identification of vendors sources. It was suggested that this be supported unless additional resources were required. If additional resources are required, it is unlikely to be cost-effective. Identification of new vendors is generally made by Datasets Coordinators.

b. Members discussed how better to communicate at the strategic level about any major renegotiations underway. The CEIRC Chair could draw members’ attention to the major database negotiations which are reported in the CEIRC minutes. Communication could be improved through training and the web site. More informed discussions on CEIRC at the CAUL meeting could help, and more issues could be highlighted in the reports to CAUL i.e. trends, issues, state of the nation, etc (Action: GA) It was suggested that communication needs more to come
from CAUL members and Datasets Coordinators rather than the committee and the CAUL Office.

c. It was suggested that this be supported unless additional resources were required.

d. More aggressive price negotiation with Vendors. It was suggested that this may be supportable. Andrew Wells referred to a proposal from CAVAL’s Janette Wright. It was asked how part VB affect price negotiations? It was noted that renegotiations are targeted more at price caps and conditions once the base price is set, hence the importance of fixing an appropriate base price. It is not clear that negotiations have much influence on price, even if negotiated at the university librarian level, and it may be best to acknowledge this. It was recommended that if it is perceived that there is genuine room to negotiate, CAUL should establish a negotiating committee, not limited to the CEIRC committee, for the process. (Action: CAUL Executive) It was recommended that the costs of such a committee be monitored and tracked back to the CEIRC program.

2.1.2. Members considered whether removing any external participants would save more than their income. It was recommended that no new members be admitted. It was recommend that all external participants pay external rates, and that CONZUL pays their costs of committee representation.

Cathrine Harboe-Ree recommended that CAUL give notice to external members that at the end of current agreements CAUL ceases to support external participants. Members discussed where they could go e.g. to Libraries Australia, or direct to vendors. It was noted that locally based vendors prefer to deal direct.

The impact on the work of the CAUL Office was also discussed, and the reduction in income of approximately $50,000.

It was noted that savings at the institutions’ end were not considered as part of this review. The review examined the program itself, how it is budgeted and resourced and who has access to it.

2.1.3. It was recommended that key performance indicators be built into the operational plan for CEIRC.

2.2.1 It was recommended that CAUL not be incorporated.

2.2.2 It was noted that events highlighted here are covered under workers compensation through current salary management processes.

2.2.3 It was suggested that legal advice be obtained for contractual risk, particularly when signing heads of agreement. It was noted that this held less risk than signing a contract on behalf of all subscribers because heads of agreement contracts were accompanied by institutional contracts. It was agreed to adopt the suggested clause describing CAUL’s limitations but that this should be sufficient.

2.2.4 Members’ concerns about flow of funds were noted, but it was agreed that the current processes included appropriate and sufficient checks and the risks appear to be well covered. It was agreed that no further action is necessary.

2.2.5 Members’ concerns about the Trade Practices Act were noted, but it was agreed that the non-exclusivity of the CEIRC program, and its opt-in approach, guarded it from risk. It was agreed that no further action is necessary.

2.3.1 a. Members discussed when might CEIRC decide to withdraw from an offer/agreement. It was noted that the area was quite complex – a low take-up product may be from the same vendor as other, high take-up product/s; a low take-up product may not yet have reached its subscription plateau, which may take 3-4 years. It was agreed not to set a target but to leave the recommendations to the Executive Officer.
b. It was agreed to investigate ACT! by Sage as a potential management tool in the first instance. It was noted that this task might present resourcing problems while the website is being upgraded, but that its resolution is desirable before the 2008 renewals round, starting in August.

c. It was suggested not recommending a fee increase for CAUL, but changing the relativity of the CAUL and CEIRC fees; this would show the real costs applied to each program.

d. It was agreed not to budget around the interest income, as it is volatile according to global interest rates. It is desirable that it be applied to CEIRC e.g. to support administrative efficiencies.

e. The review and implementation of the website is underway.

Members noted that the legal advice is very welcome. They also noted the very positive comments about office operations. The review affirms a number of strategies and raises a number of questions. It gives CAUL a much stronger position when responding to external pressures. It should help allay some concerns about the program’s management.

1682. ADT (Australasian Digital Theses) Program. Diane Costello called for expressions of interest from CAUL to replace Janice Rickards. There were no nominations by the due date. It was agreed to let this lapse as the program will be redefined in the near future. The support from DDOGS and CAPA was noted, and agreed that any replacement for the ADT needed to keep these groups included. (Action: Executive)

1683. Research Quality Framework. An announcement on the replacement for the RQF is expected soon.

1684. Research Infrastructure. Members discussed whether there should be more SPARC-type activities within CAUL, especially with respect to the Accessibility Framework. It was suggested that John Shipp be invited to speak to this at the CAUL meeting (Action: AW)

Andrew Wells referred to a proposal for CAUL support for an annual forum for institutional repository managers and coordinators in the Australasian region. It was noted that technical support for the ADT is coming to an end and the metadata repository does not require external management, but there continues to be a need to share information and expertise on institutional repositories in general. It was suggested that there is also a need to address the wider strategic view e.g. how to use institutional repositories for other purposes, first open access, then the RQF, then unpublished research papers, discussion papers, etc. It was noted that ASHER funding is still available for 2008; sharing expertise is still important; there is a role for CAUL to keep abreast of the new technologies; copyright is still a significant issue for institutional repositories. It was noted that the institutional repositories list, IRCommunity-ANZ, was established following CAUL 2007/1.

a) AeRIC (Australian eResearch Infrastructure Council). Cathrine Harboe-Ree is a member in a personal capacity, while Alan McMeekin is a CAUDIT representative. It would be desirable to have formal representation from CAUL. The first AeRIC meeting will be held February 22 in Melbourne. The membership of AeRIC is being reviewed, and is expected to have representatives from ANDS, and the other two areas.

Cathrine Harboe-Ree advised that the Systemic Infrastructure Initiative is being rolled into NCRIS with support from Clare McLaughlin in the Department of Innovation, Industry, Science and Research (DIISR). The RQF and the Accessibility Framework remain under Leanne Harvey, also in DIISR.

b) Australian Research Repositories Online to the World (ARROW) - Stage 2. Cathrine Harboe-Ree reported that ARROW’s funding will continue through 2008, PILIN is undergoing a transition and may be taken up by the NLA; Professor Dalziel’s projects have secured continuing funding, as has OAK-Law; RUBRIC is being wound up with the remaining funds being directed to the e-Framework. David Groenewegen is also managing ARCHER, which is expected to wind down before the middle of the year. NEAT
undertakes concrete projects, and ARCHER will recommend which programs should go forward under NEAT.

c) **Australian Partnership for Sustainable Repositories (APSR) - Stage 2.** APSR is being wound up.

d) **Australian Access Federation (AAF).** Keith Webster has agreed to take over from Maxine Brodie on the Steering Committee from the next meeting. Diane Costello “attended” the last meeting in January.

**1685. Australian Framework and Action Plan for Digital Heritage Collections.** A progress report from Margaret Birtley was circulated in January. The *Principles for creating and managing digital heritage collections* was finalised in November 2007. The Collections Council is developing three documents to expand on the draft Framework. They have published a paper entitled “A new future for Australia’s past” that summarises their “big ideas for new partnerships.” Linda Luther will be invited to propose recommendations to CAUL based on this document.  

**Action: DC** Some universities have expressed interest in basing their course development on aspects of the 2006 Conservation Survey.

**CONTRIBUTION TO LEARNING & TEACHING**

1686. **Information Literacy Working Group.** It was noted that Ruth Quinn has set up a wiki for this group.

1687. **ULA (University Library Australia).**

1688. **Carrick Institute.** The government has reduced the Institute’s funding, but it was suggested that it appears to have sufficient funds for its programs.

**DELEVERING QUALITY & VALUE**

1689. **Insync Surveys (formerly Rodski).** A message concerning the plan for updating the survey was circulated to the Executive on November 27. No further report from the sub-group of the BPWG has been received. It was noted that the survey does not yet reflect impact of services which universities are now being asked to demonstrate.

1690. **Statistics.** It has been confirmed that the previous year’s DEST population data will be included until the new year’s data is received from DEST, allowing reasonable analysis and comparisons to be made in the interim. The Executive will review CAUDIT’s complexity benchmarking index, as discussed at the joint meeting in November.  

**Action: CAUL Executive** Diane Costello will ask CAUDIT for documentation.  

**Action: DC**

1691. **Universities Australia Library Staff Development Conference.** The conference is being included in the Universities Australia program for 2008. Judy Stokker, Heather Gordon, Andrew Wells and Diane Costello will serve as the program committee which will start work in February. This will be the last conference run by Universities Australia. Members discussed whether CAUL should continue with this activity or attempt something different? It is not clear whether Universities Australia is planning to outsource it or cease supporting it altogether.  

**Action: DC**


ALIA members and groups and interested stakeholders were invited to submit working papers to the Summit by Wednesday 12 March 2008. Andrew Wells is drafting CAUL’s submission.  

**Action: AW** Gilliam Hallam’s survey will be a part. Derek Whitehead is taking the lead from within ALIA. The summit is meant to address what employers want, what is happening now, etc although the discussion paper seems to focus on qualifications. Members report advertising HEW8s and receiving no applications, even for metropolitan campuses.

**COMMUNICATION & INFLUENCE**

1693. **Communication.** (Standing item)

a) **President’s Report.** Andrew Wells referred to meetings with HEEF and Universities Australia – both with Cathrine Harboe-Ree; he gave presentations to both the Datasets
Coordinators and CEIRC meetings on the CEIRC review, and contributed to a session on preservation at the former.

b) Public Relations/ Media Reports.

c) CAUL Report 2007. (standing item) A review of progress against the strategic plan is being prepared. Diane Costello will call for reports from committee chairs. (Action: DC)

d) Executive Officer’s Report. The report is appended to these minutes.

1694. CAUL Web Site. The functional specification and draft project timeline, not received as of November 15, was circulated to the Executive on November 28. There was no other feedback from the committee, so comments from Diane Costello were returned to William on January 9. A teleconference seeking clarification from William on January 24 was followed by an updated document received January 29. Further questions are being framed. (Action: DC) The timeframe hasn’t yet been clarified.

1695. Copyright. Andrew Wells has written to Universities Australia to seek a meeting of the Copyright Advisory Committee to be convened as soon as possible. It was agreed to follow up. (Action: AW) The next meeting of copyright officers will be held in Sydney on March 31, to provide an update on legislation and CAL surveys. It was noted that if content is licensed then it is supposed to be included as “unpublished”. The library has little control over how copying is recorded in the departments. Members noted the release of the Attorney-General’s guidelines for registering as cultural institutions. Diane Costello will circulate details. (Action: DC)

a) Australian Digital Alliance. The AGM will be held in Canberra on March 6. Diane Costello will attend on behalf of CAUL. The ADA is chaired by Tom Cochrane and Derek Whitehead is a Board Member.

1696. RDA: Resource Description and Access.

1697. Expert Advisory Group on Institution Specific Data. Sue Clarke attended a meeting on December 12 and minutes were circulated to the Executive. Cathrine Harboe-Ree reported but is not recommending any action. She suggested waiting for a later document to which CAUL can respond. A key question is whether Libraries Australia can replace institutional library catalogues. Members considered that there is already sufficient access now to their library catalogues. Members thanked Sue Clarke for providing the report.

1698. Submissions to Public Inquiries.

a) Review of the Extension of Legal Deposit. The examination of the legal deposit scheme is being undertaken jointly by the Attorney-General’s Department and the Department of Communications, Information Technology and the Arts. A brief letter in support of the NSLA submission was sent:

The Council of Australian University Librarians supports changes to the legislation which ensure that all appropriate and relevant publications, irrespective of format, are captured under the Legal Deposit Scheme. To this end, CAUL supports the submission to this review made by NSLA, National and State Libraries Australasia.

1699. Relationships with other organisations.

a) Universities Australia. Andrew Wells has written to Universities Australia confirming the recent discussion held with Glenn Withers.

b) CAUDIT & ACODE. The two meetings for 2008 have been confirmed after negotiation with CAUDIT. It has been recommended that CCA meetings not be proposed to be held alongside unchangeable events. ACODE is somewhat more flexible because it does not attempt to include the whole of its Executive committee. Some changes to the minutes were suggested. (Action: DC)

i) EDUCAUSE 2009. Standing Item. Imogen Garner is a member of the steering committee. All WA universities except UWA are represented. It was recommended that UWA be encouraged to join the program committee. (Action: IG)
c) National Library of Australia.
   i) Peak Bodies Forum. The 2008 meeting of the Peak Bodies Forum is scheduled for May 9. Minutes of the 2007 meeting were circulated for information. The National Library has asked for suggested discussion items. Andrew Wells will write to the National Library, suggesting data management; library space; workforce issues; and will attend to the meeting. (Action: AW)

d) NSLA (National and State Libraries Australasia).

e) SCONUL.
   i) Library Access schemes [possible MoU with SCONUL?] From John Hall, Durham University Library on behalf of SCONUL: .... how your library access scheme University Library Australia might relate to the UK scheme now called SCONUL Access .... would like to consider agreeing to memoranda of understanding. It seems to me that access to libraries would be a suitable topic as the basis of such a memorandum of understanding. Members suggested that most would already have a policy – a survey will be conducted to determine how many. (Action: DC)

f) HEEF (Higher Education Endowment Fund). Andrew Wells and Cathrine Harboe-Ree were invited to meet with Philip Clark, chair of HEEF, and were joined by CAUDIT’s Alan McMeekin. HEEF appears to be taking a strong institutional focus, with a dependence on institutional priorities, which will make it difficult to get collaborative projects supported. There appears to be a bias against learning and teaching vis à vis research. Libraries will need to work within their institutions.

HEEF aims to be a catalyst for improved philanthropy i.e. to celebrate projects with philanthropic support, and it was noted that libraries are not well-placed to receive such support currently. Mr Clark commented positively on CAUL/CAUDIT’s demonstrated ability to work collaboratively.

1700. CAUL Meetings. Planning for 2008/1 should be substantially completed at this meeting.

a) CAUL meeting 2008/1. April 3-4, Sydney (hosted by Andrew Wells and John Shipp.) The meeting will be held at the Sydney University Village. It was agreed to hold the business meeting up front, to include the introduction of new members. It was suggested inviting some guests to address policy areas e.g. the new CEO of Universities Australia.

The program outline will be: CAUL Executive Wednesday afternoon; CAUL committees and sectoral groups Thursday before lunch; CAUL business, Thursday after lunch, at 1pm – to include the CEIRC review, strategic plan, research infrastructure; Hot topics on Friday until 1.30, with a late lunch. A side trip to Wollongong on Friday afternoon was suggested. (Action: DC)

i) Australian Access Federation. James Dalziel has been invited to speak about the AAF and other MELCOE work. Also, Viviani Paz the AAF Project Manager, Security Assurance requested, via Maxine Brodie, a segment on the agenda. Keith Webster has been invited to speak to CAUL 2008/1 about the shibbolisation of their institutional repository. It was agreed to schedule the session early on Friday, and to focus on what University librarians need to know, rather than on how Shibboleth works. (Action: DC)

ii) Open Access – where to from here? It was agreed that John Shipp be invited to address this issue. (Action: AW)

iii) Develop statements of value for university libraries, both quantitative and qualitative. The Go8 is working on this item in CAUL’s strategic plan and will invited to address its progress as a hot topic. The IRUA group is also planning work on this topic. (Action: CH-R)

iv) It was suggested that Judy Stokker be invited to reprise her QULOC eResearch presentation. (Action: DC)
v) Libraries Australia. Linda Luther requested a Hot Topic session be devoted to this, but it was agreed that it would fit better in the business meeting. (Action: DC)

b) CAUL Meeting 2008/2. Darwin, 18-19 September 2008. The venues for the meeting and the CAUL dinner are confirmed, and accommodation is also booked.

1701. Forthcoming Executive Meetings.

a) Draft schedule for 2008. Potential clashes:
   2008 – Easter 21-24 March; ICOLC, San Francisco, April 13-16 (Diane Costello); IATUL 2008, Auckland, April 21-24; NPG Advisory Committee, New York, April 28-29 (Diane Costello); JISC-CNI, Belfast, June IFLA Québec City, Canada, 10-14 August; ALIA, Alice Springs, 2-5 September; EDUCAUSE, Orlando, Florida, 28-31 October; CNI Washington DC 8-9 December;
   Leave planned: Diane Costello, May/June (tbc); Andrew Wells in May 29-June 16; Heather Gordon, October; Greg Anderson, June 16-28;
   ACODE 46 will be held at the University of Wollongong from 27-28 March 2008.
   ACODE 47 - Massey University, Wellington Campus 19-20 June 2008
   ACODE 48 - University of Canberra from 20-21 November 2008

i) 2008/2. Wednesday April 2 2008 in conjunction with CAUL 2008/1, April 3-4, Sydney

ii) 2008/3. July 7, Brisbane, in conjunction with CAUDIT and ACODE Executive Committees on July 8 from 8.30 to 11.30 – planning for CAUL 2008/2. CCA will be organised and chaired by CAUDIT.

iii) 2008/4. Monday August 4 Melbourne

iv) 2008/5. Wednesday 17 September in conjunction with CAUL 2008/2, Darwin

v) 2008/6. November, Brisbane, in conjunction with CAUDIT and ACODE Executive Committees, November 27 from 9am to 11am. CCA will be organised and chaired by CAUL.

CAUL ADMINISTRATION

1702. CAUL Finances. Imogen Garner


b) CAUL Budget 2007. http://www.caul.edu.au/caul-doc$/budget2007.xls The budget report has been updated to the end of 2007, however income received in advance for membership subscriptions has not yet been journalled to 2008 income, so the balance sheet appears healthier than it is. This will happen as part of the audit.

c) CAUL Budget 2008. http://www.caul.edu.au/caul-doc$/budget2008.xls Potential new items for the budget include software to support CEIRC transactions; alert CAUL members of Datasets Coordinators who are not responding quickly enough or taking leave at the key period (an extra cost to CAUL due to extra time involved to follow-up or explain how the program works); when to withdraw from agreements that are no longer of value; Diane Costello will propose to Andrew Wells (agreed by the Executive) the number of hours and the costs of bringing an extra person online over the peak of the CEIRC processing and will examine what other jobs might be dropped? (Action: DC)

d) Signatories on CAUL accounts. The signatories on the accounts have been updated – they are now Imogen Garner, Andrew Wells, Vic Elliott and Diane Costello. The latter two are the default signatories.


a) High Risk items. For review. Andrew Wells noted that the main part of risk assessment was covered in the CEIRC review.

1704. Other business.
a) Building a New Type of Infrastructure for Education in the Information Disciplines: Proposal for a Collaborative Conversation. This proposal from Mari Davis, UNSW, was circulated October 16. It was noted that it is mainly for education providers. It is not clear what CAUL could contribute.

The meeting concluded at 3.35pm
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Proposal to amend the CAUL constitution
10 September 2007, updated 10 March 2008

Universities Australia. In 2007 the Australian Vice-Chancellors’ Committee changed its name to Universities Australia. The CAUL constitution should be amended to reflect the name change.

Current:

1. **Objectives:**
   1.5. to foster communication with the Australian Vice-Chancellors’ Committee and other relevant national committees and organisations; and

Proposed:

1.5. to foster communication with Universities Australia and other relevant national organisations; and

Current:

2. **Membership:**
   1. Membership is open to the University Librarian or equivalent of institutions which have representation on the Australian Vice-Chancellors’ Committee, and the Chief Librarians of other nationally significant libraries in higher education institutions which are not represented on the Australian Vice-Chancellors’ Committee. There shall be one member from each institution.

2. Admission to CAUL of institutions which are not members of the Australian Vice-Chancellors’ Committee shall be determined by CAUL after receiving a recommendation from its Executive Committee.

Proposed:

1. Membership is open to the University Librarian or equivalent of institutions which have representation on Universities Australia.

2. Membership may also be open to the Chief Librarians of other nationally significant libraries in higher education institutions which are not represented on Universities Australia. Admission shall be determined by CAUL after receiving a recommendation from its Executive Committee.

Insert after 2. There shall be one member from each institution.

Current:

10. **Winding up:**
   1. A motion to wind up CAUL shall be considered only at a special meeting called for the purpose on at least fourteen (14) days written notice, and must be approved by not less than two-thirds of the members voting in person or by proxy.

2. Upon the motion being approved, all the assets of CAUL shall be realised. After payment of all just debts and liabilities, the whole of the balances will be applied for purposes to be determined by the Australian Vice-Chancellors’ Committee.

Proposed:

2. Upon the motion being approved, all the assets of CAUL shall be realised. After payment of all just debts and liabilities, the whole of the balances will be applied for purposes to be determined by the Executive Committee or by Universities Australia.
Election of Officers: Elections for one or more members of the Executive committee are held every year. Terms are staggered to assist in continuity of membership e.g. the terms of President and Deputy President are structured so they do not retire from the committee in the same year; no more than two of the three Executive members retire from the committee in the same year. This means that on occasions, a Deputy President is elected for a one-year term.

The two-term rule is interpreted to mean two consecutive terms in a particular position i.e. it is possible to serve two terms as Executive member, then two terms as Deputy President, then two terms as President, then start the cycle again.

If a committee member retires other than at the end of their current term, the position has been filled by appointment of the Executive committee to complete the term of the retiring member.

Presently, the Deputy is elected for a one year term if the President is elected in the same year. Members may consider whether this should be three years instead of one.

Members may consider whether a “fill-in” term should be considered a real term, and treated as one of the two terms allowed, or whether only elected terms should be considered official terms.

Current:

4. **Election of Officers:**

1. The President and other members of the Executive shall be elected from among the members for a term of 2 years and shall be eligible for re-election but may not serve more than two terms consecutively.

2. Officers shall be elected in a manner determined by CAUL.

Proposed:

4. **Election of Officers:**

1. The President, the Deputy President and the remaining three members of the Executive shall be elected from among the members for a term of 2 years. They shall be eligible for re-election but may not serve more than two terms consecutively holding the same officer position in the Executive.

2. Officers shall be elected in a manner determined by CAUL. When a formal process is prescribed for a particular election, informal votes will be discarded.

3. In the event of casual vacancies arising from the resignation of a member of the Executive, an election will be held within 60 days to fill the vacancy. The person so elected shall remain in office only for the unexpired portion of the term of the person who resigned. If the duration of the term created by the casual vacancy is greater than one year, it will be regarded as serving a term of office for the purposes of clause 4.1.

4. These principles (4.1 to 4.3) will apply to other CAUL positions which are elected by CAUL members.
CAUL Mission

The Council of Australian University Librarians' (CAUL) mission is to support its members in the achievement of their objectives, especially the provision of access to, and training in the use of, scholarly information, leadership in the management of information and contribution to the university experience.

In pursuit of this objective CAUL develops a national perspective on issues relevant to university libraries, provides a forum for discussion and collaboration and works to promote common interests.

Membership

CAUL is comprised of the university librarians or library directors of all Australian universities.

Environment

The environment in which CAUL operates is characterised by:

- An increasingly diverse and technically literate student population;
- Changes in learning and teaching practices facilitated by evolving pedagogical theory and technology;
- Changes in research practices, especially as enabled by technology;
- The emergence of alternative approaches to discovery, dissemination and access to scholarly information;
- A developing policy environment that puts research activity in a global context;
- The 2007 change of government is likely to have some impact on the higher education sector;
- Increased accountability whilst operating in a fiscally challenged environment;
- Increasing requirements to demonstrate quality processes and outcomes;
- The broader application and importance of information management skills; and,
- The enduring importance of the librarian's role and values in an increasingly complex environment.

Deleted: Government policy to create greater differentiation between institutions in
Values

- Collaboration within and across sectors
- Commitment to resource sharing;
- Commitment to access to information, ideas, and creative works without censorship;
- Respect for the intellectual and creative endeavours of others;
- Equitable access to services and resources;
- Innovation in the application of new technologies and service models
- Excellence in operational and service delivery;
- Openness, responsiveness and customer focus;

Goals

The Strategic Plan charts how CAUL will meet its objectives. It outlines the following goals:

- optimising and maximising student learning outcomes and graduate attributes;
- optimising and maximising services and resources available to researchers;
- supporting universities’ wider scholarly communication and information management roles;
- promoting continuous improvement in university libraries, and,
- influencing the development of an appropriate legal, regulatory and funding environment
I. CONTRIBUTION TO LEARNING AND TEACHING

Goal
CAUL will facilitate the members', role of optimising and maximising student learning outcomes including the contribution that libraries make to graduate attributes.

Rationale
Libraries are essential to learning activities in higher education, and provide facilities, services and resources, both physical and virtual, to support these activities.

CAUL librarians play a significant role in guiding students through an increasingly complex information environment by providing the skills to become effective independent learners.

CAUL members provide relevant, cost-effective collections and share and maximise resources. All are active participants in the CEIRC consortial purchasing program, gaining significant benefits in content, licensing and value for money. Libraries are integrating their collections to reflect the continuum between undergraduate and research requirements.

Libraries’ physical facilities are being reconceptualised in response to changes in pedagogy and technology. Facilities are being reconfigured in response, and online, location-independent, services are emerging as a significant alternative and complementary method of service provision.

The library has a major role in resource discovery and access to resources in collaboration with other student service providers, IT and learning support services are increasingly being integrated through “learning commons” developments.

CAUL members have increased responsibility for the provision of comparable library services to offshore and international students.

Actions

University Library Australia
1. Continue to refine and clarify protocols for the streamlined operation of University Library Australia – the national borrowing scheme – and other forms of reciprocal use. (ULA Working Group)

Information Literacy
2. Review global best practice in the role of information literacy in learning outcomes and make it available to CAUL members. (ILWG)

Offshore service delivery
3. Review the CAUL guidelines, standards and model conditions, for the operation of service delivery in partnership with other agencies and institutions offshore. (Ad Hoc Working Group)

See also actions listed under Contribution to Research – especially 4, and under Delivering Quality & Value.
II. CONTRIBUTION TO RESEARCH

Goal
To maximise the information resources available to researchers and the facilitation of their access, and to support libraries' wider scholarly communication and information management roles.

Rationale
The challenge of adequately supporting research activity through provision of access to scholarly information remains a key concern for CAUL members and e-research is emerging as an area of great interest to libraries. The research aspirations of CAUL members' institutions are being brought into sharper focus through a heightened awareness of research performance and the recent appearance of international ranking tables.

Libraries are partners in helping their institutions to achieve their research objectives through the traditional means of providing research collections, bibliometrics, research skills training and document delivery, and through more recent innovations such as establishing institutional repositories and publishing channels, providing intellectual property and copyright advice and leading various information management activities.

It is recognised that the stated objectives will also contribute significantly to teaching and learning.

Actions
4. Improve opportunities for cost-efficient purchase and licensing of electronic information resources. (CEIRC (CAUL Electronic Information Resources Committee))

5. Continue the development of the Australasian Digital Theses Program. (ADT Policy Reference Group)

6. Review the operational requirements for central administration of the Australasian Digital Theses Program via a vist the take-up of independent institutional repository solutions by members, and reduced dependence on VT software. (ADT Policy Reference Group)

7. Contribute to the development and promotion of institutional digital assets repositories. (ALL members)

8. Contribute to relevant groups & activities regarding information infrastructure e.g. National Collaborative Research Infrastructure Strategy, Australian eResearch Infrastructure Council. (Executive)

9. Contribute to relevant national digitisation programs as they arise. (Executive)

eResearch

10. Support and contribute to relevant national and international groups and activities regarding eResearch e.g. e-Research Coordinating Committee (Executive)

11. Development of policy and advocacy skills (eResearch Working Group) Support skills development through workshops and other information sharing mechanisms such as CAUL meeting Hot Topics. (All Members)

12. Data management (eResearch Working Group)

13. Training: a) improve the level of data management knowledge, engagement and capability nationally; and b) ensure that a critical mass of librarians advance to a level of expertise where than can provide training to researchers. (eResearch Working Group)

14. Enabling collaboration (eResearch Working Group)
III. DELIVERING QUALITY AND VALUE

Goal
The pursuit of internationally recognized high quality library services and operations through application of the principles of continuous improvement and best practice. Defining the value proposition of university libraries in a changing and diverse environment.

Rationale
CAUL will develop strategies for enhancing the quality of university library services and operations. Through continuous improvement of operations, CAUL libraries will strive for the highest standards of service delivery and administration.

Changes in information and higher education are leading to transformations in the ways university libraries operate and deliver services. Traditional performance measures do not capture new and emerging services. Many of these measures indicate declining usage and relevance of particular services. This affects perceptions about the value of academic libraries. A major challenge is to develop a new language to demonstrate value and identify new performance measures that enable meaningful and relevant benchmarking.

Actions (ongoing)

15. Benchmark performance measures with comparable international organisations and contribute to the development of international performance measures. (All Members)

16. Continue to develop, extend, scope and cost a range of agreed performance measures (BPWG)

17. Facilitate the enhancement of knowledge and skills of members and their staff in delivering high quality outcomes through seminars, workshops etc. (Executive)

18. Investigate workforce requirements and skills development to ensure maintenance of quality services in a rapidly changing information environment (BPWG)

19. Collect and publish statistics on Australian university library outputs and activities (CSFG)

20. Facilitate sharing of management and planning information, including workforce development, among CAUL members e.g. through one-off seminars, hot topics at CAUL meetings, etc (All Members)

21. Conduct and publish the results of surveys and questionnaires which enable members to share collective knowledge and experience (All Members)

Actions (2008)

22. Develop statements of value for university libraries, both quantitative and qualitative (Ad Hoc Working Groups)

23. Extend UNISON work on performance measurement for reference (UNISON Working Group)

24. Workforce planning – explore options for CAUL’s contribution following the work of LATN and WAGUL (BPWG)

25. Review CAUL’s document delivery performance indicator as a measuring tool following the resource-sharing forum. (BPWG) Review the Insync Survey instrument to take into account changes to research & teaching practices and information sources. (BPWG)
IV. COMMUNICATION & INFLUENCE

Goal
To identify, prioritise and exploit opportunities for CAUL to influence the information management and higher education environment and communicate its activities.

Rationale
University libraries are well recognised for the value they add to their institutions’ mission, improved levels of service and efficient use of resources. Their continued visibility, relevance and importance to the community-at-large, stakeholders and the Government are vital to CAUL’s ability to support the learning, teaching and research activities of their institutions. This will be done by improving services and resources, to avoid threats to the affordable flow of information and to help protect Australia’s intellectual capital.

CAUL is aware of the tensions that operate within the sector from constrained funding and competing needs.

CAUL will project a coherent perspective on key issues of national information policy and resources where appropriate.

CAUL will communicate the benefits of collaborative and cooperative action undertaken by CAUL and its members.

Actions

Collaboration & International Engagement

26. Work with partners in the sector, especially ACODE and CAUDIT, on areas of common concern, including ICT support for learning commons, learning management systems and the integration of resources within LMSs, content management systems, service-oriented architecture and related standards and protocols.  (Executive)

27. EDUCAUSE 2009 (Jeff Murray; Executive)

28. Draw together the diverse positions of all members of the sector ensuring the efforts of related and similar groups are not duplicated in our activities e.g. CAUDIT, ACO DE, CONZUL, NSLA, CARL, SCONUL, ARL and relevant others. (Executive)

29. Publicise the role of CAUL in fostering international collaboration (Executive)

30. Research, develop and promote an active strategy to foster closer ties between higher education libraries in relevant countries. This may include further study tours and international exchange opportunities. (Executive)

Policy in Higher Education and Information Infrastructure.

31. Proactively influence the legal and regulatory environment which has an impact on libraries and higher education to ensure that CAUL is perceived as a significant contributor to national information resources and is consulted on matters affecting Information policy in higher education. (Executive)

32. Ensure CAUL representation on groups seeking to influence regulatory reform, especially in relation to information policy such as: copyright, academic and other networks, higher education, eResearch, funding, etc. (Executive & All Members)

33. Respond to relevant federal and state government enquiries. (Executive & All Members)

34. Contribute to the ongoing operations of the Australian Libraries’ Copyright Committee to help shape the copyright policy environment. (All Members; $20,000 in 2008)

35. Promote the development of the national information infrastructure while highlighting the role of university libraries as partners in university learning, teaching, and research. (All Members)

36. When appropriate, and with discretion, commission research into high priority matters affecting information policy in higher education, globally and nationally. (Executive)
37. Identify opportunities and assess collaborative proposals from members aimed at improving the quality of the national information infrastructure, especially in relation to information literacy, graduate qualities, business continuity and risk management. (Executive & All Members)

External Communication

38. Identify and cultivate influential contacts in the government, media and information industry accessing the professional networks of CAUL members. (All Members)

39. Promote and market the interests and achievements of CAUL to government, the universities, Universities Australia, etc (Executive & All Members)

40. Develop and promote the CAUL web site as a source of information about higher education issues of relevance to university libraries. (Executive Officer & All Members)

41. In 2008, implement planned changes to the CAUL web site. (Executive Officer, Executive)

42. Publish details of Australian and international conferences and project documents to assist members to keep informed of the latest developments in higher education, libraries and information services. (Executive Officer)

Internal Communication

43. Induct new members, continuing to send a ‘welcome package’ introducing them to the activities of CAUL and encouraging their participation. (Executive, Executive Officer and All Members)

44. Ensure that all CAUL members are kept informed of the key activities of the CAUL Executive and CAUL Working Groups. (Executive)

45. Inform members of the wide variety of communication channels now available to ensure members’ skills are contemporary and timely. (Executive & All Members)

Planning

46. Monitor and review the effectiveness of the CAUL communication strategy. (Executive and All Members)

47. Review the CAUL strategic plan in 2009. (Executive and All Members)
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CAUL Achievement Award

Changes drafted 19 February, 2008

CAUL recognises staff of a member library, an individual or team leader, who makes [delete: an outstanding] [add: a nationally significant] contribution [delete: to the achievement] [add: in support] of the CAUL strategic agenda.

The award recognises [add: nationally] significant progress in [add: the area of] one or more of the following CAUL goals (revised 2008):

I. CONTRIBUTION TO LEARNING AND TEACHING
Goal: CAUL will facilitate the member’s role of optimising and maximising student learning outcomes including the contribution that libraries make to graduate attributes.

II. CONTRIBUTION TO RESEARCH
Goal: To maximise the information resources available to researchers and the facilitation of their access, and to support libraries’ wider scholarly communication and information management roles.

III. DELIVERING QUALITY AND VALUE
Goal: The pursuit of internationally recognized high quality library services and operations through application of the principles of continuous improvement and best practice. Defining the value proposition of university libraries in a changing and diverse environment.

IV. COMMUNICATION & INFLUENCE
Goal: To identify, prioritise and exploit opportunities for CAUL to influence the information management and higher education environment and communicate its activities.

The recipient of the Award will be recognised at a meeting of CAUL where they may be invited to make a presentation on their contribution to the CAUL Strategic Agenda. At the meeting the recipient will be presented with a cheque for $5,000.00.

Individuals may nominate themselves or others. Nominations should include a brief (no more than one A4 page) outline of the work that has been undertaken and a letter from the University Librarian supporting the nomination. Nominations may be submitted any time.

Nominations should be emailed to the CAUL office and will be assessed by the CAUL Executive.
RECIPIENTS OF THE CAUL ACHIEVEMENT AWARD

2007
Ross Coleman, Director of Sydney eScholarship, The University of Sydney - Nomination

2006
Jocelyn Priddey, Senior Manager, Information Resources, The University of Queensland - Nomination

2005
Michele Sabto, Manager, Monash University ePress - Nomination

Presentation to CAUL, September 2006

2004
Judith Peacock, Information Literacy Coordinator, Queensland University of Technology - Nomination

Presentation to CAUL, April 2005

2003
Peter Green, e-Library Development Librarian, Curtin University of Technology - Nomination

Presentation to CAUL, April 2004

2002
Margie Jantti, Quality and Marketing Manager, University of Wollongong - Nomination

Paper & Presentation to CAUL, April 2003

[CAUL Home Page] [What's New] [Information Providers - offers to CAUL]
[Survey Register] [Conference Register] [Highlights from the Press]
[Australian University Web Sites] [Other Web Sites] [Web Search Tools]

This site’s URL is http://www.caul.edu.au/
Send comments/suggestions/requests about this site ....

This site is written, compiled and maintained by Diane Costello, Executive Officer, CAUL.
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<td>Activity since last report</td>
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<td>Achievements since last report</td>
<td><strong>CEIRC review</strong></td>
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<td>The CEIRC Review commenced in October 2007 with a draft report presented at a Review Workshop on November 21 for the CAUL Executive and CEIRC Committee. A final report was submitted at the beginning of January. Andrew Wells provided an overview of the Review Report at the Datasets Coordinators meeting in January. The CEIRC Committee discussed the review and welcomed the Review’s recognition of the value of the CEIRC program to CAUL whilst acknowledging that there was a need for a more strategic focus. The Committee worked through the recommendations which were then taken to the CAUL Executive meeting held on February 18th.</td>
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<td>A table summarising the Review and CAUL Executive’s recommendations will be discussed at the April CAUL meeting. <a href="http://www.caul.edu.au/dataset$/CEIRCreview2007recommendations.doc">http://www.caul.edu.au/dataset$/CEIRCreview2007recommendations.doc</a></td>
</tr>
</tbody>
</table>

**Review of Perpetual Access in Licences**
A review of perpetual access clauses was undertaken in 2007 by Colleen Cleary. 67 licences were identified without any arrangement. A preferred clause on perpetual access will be added to model clauses on the CEIRC Website. Vendors should also be asked to consider joining Portico/CLOCKSS.

**Review of Indemnity Clauses**
Philip Kent wrote a paper which highlights the importance of indemnities in agreements associated with electronic information resources. Although it does not constitute legal advice, the paper does provide some useful examples that have been successfully implemented in the library and information industry, and highlights some better practice examples from the customer perspective (e.g. Factiva, NESLI) recommended to CEIRC members. In general these examples should be used as part of negotiating strategies that will vary according to the vendor and the products concerned. The paper is available on the CEIRC Website: http://www.caul.edu.au/datasets/ceirc.htm

**Product and Vendor Negotiations**
American Chemical Society
A new pricing model has been introduced for 2008 based on a tiered model including primary and sub-tiers:-
The primary tier is based on Carnegie Classification (for North America) with
sub tiers that recognise differences in enrolment and usage. The international tiers were then based on comparison with the US counterparts, mapped to those tiers, with sub-tiers recognising the World Bank Gross National Income Index (WBGNI).

Key factors which impact on CAUL members are:-

1. overall institutional usage of ACS journals decides which tier each fits into (no CAUL institution is in the top (5) tier);
2. actual subscription price is based on WBGNI which puts Australia in the ‘high’ group which means for any given title, CAUL members start with the higher price which is then tempered by its usage factor.

Although the actual price increase for e-only access across the consortium is only 1.4%, there is significant variation in the institutional price for several members under the new model. For example, using 2008 institutional prices, 23 members would benefit by paying less, ranging from $25,389 to $317. Although 20 members would pay more starting from $583 to $26,816, only 4 would of these increase by more than $10k and a further 6 by more than $5k.

Feedback from a survey of Datasets Coordinators conducted in November 2007 suggested that the transition to the new model be delayed until 2009 with all members paying 1.4% increase over 2007 costs for 2008. The committee seeks input from CAUL on the method and timeframe for implementation of the new model. A background paper and costs for institutions based on the new model is available on the CAUL website.

http://www.caul.edu.au/datasets/acs.html#acs

**Fairfax Business Media**

A revised offer for the Australian Financial Review has been received. Although there has not been any revision on pricing, there has been progress on the definition of authorised users and an increase to 25 concurrent users. Authentication based on IP ranges, although under development, will support links to specific content. Negotiations are continuing.

**Sage Backfiles and reference collection**

A revised offer which recognised content already acquired by some subscribers was received in November. A further 7 institutions have purchased backfiles while another 3 subscribed to the reference collection.

**Nature Publishing Group**

Diane Costello will attend the 7th annual NPG library committee meeting in New York on April 28th.

**Datasets Coordinators Meeting February 4th 2008**

As notes elsewhere, Andrew Wells provided an overview of the CEIRC Review. Andrew Pitts from ACS provided a presentation on the new pricing model for ACS subscriptions. A Forum was also held on “Access Today and Tomorrow.” Broad topics included; Preventing and dealing with licence abuse, excessive downloads and misunderstanding as well as preservation, digital archives and perpetual access. Presentations are available at:


**Publicity, reports, publications since last report**

Approved and draft minutes are available at

http://www.caul.edu.au/meetings/ceirc-meetings.html

Informal reports were emailed to the CAUL list after the November
Email to CAUL advising members that the CEIRC Review and CAUL Executive response is available on the CAUL 2008/1 Meeting page on March 5th.

**Plan for forthcoming activity**

A draft Statement of benefits on CEIRC activities for the 2007 CAUL annual report will be tabled at the next CEIRC meeting for April 2nd.

Develop an action plan for implementing the recommendations for the CEIRC review following input from CAUL including revisions to the CEIRC budget.

CEIRC Risk Management will be reviewed at the next CEIRC meeting.

Planning is underway for CAVAL to run an Excel training course for Dataset Coordinators. Tansy Matthews, Associate Director, VIVA (the Virtual Library of Virginia) will lead the sessions.

**CAUL budget implications**

One of the implications of the CEIRC Review is the correct allocation of resources of the CAUL Office for maintaining the CEIRC program. If the proportion of the EO (60%) and Admin Assistant (92%) is apportioned against the 2008 CEIRC budget there will be a deficit. There are a number of choices available including a change to the relativity of CAUL and CEIRC fees rather than increase the CEIRC levy which will be discussed at the April meeting. Another issue which will have budget implications is the recommendation to close the CEIRC program to new members and/or charge non-CAUL members the external charge.

**Recommendations to CAUL**

Determine the budget implications of the CEIRC Review recommendations following the April CAUL meeting.

Determine method and timeframe for moving to the new ACS price model.

Note remainder of the report.

Pro-forma updated 12 February 2008
<table>
<thead>
<tr>
<th>Recommendation by Consultant</th>
<th>Rationale</th>
<th>Recommendation by Executive</th>
<th>Rationale</th>
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<tbody>
<tr>
<td><strong>2.1.1</strong> The CEIRC Program could significantly enhance its value and presence in the marketplace by expanding its activities in the following areas:</td>
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<tr>
<td><strong>2.1.1 a.</strong> More proactive identification of new Vendor sources</td>
<td>Added member benefit</td>
<td>That this be supported, subject to the availability of resources.</td>
<td>Identification of new vendors is generally made by Datasets Coordinators. Annually at the meeting, and/or on an ongoing basis? The central CEIRC office should only be involved if it is likely to be cost effective.</td>
</tr>
<tr>
<td><strong>2.1.1 b.</strong> Increased time spent in communication with CEIRC Program Members on specifics of individual Vendor offerings <em>(4.1.2; 4.1.3)</em></td>
<td>Datasets Coordinators place high value on communication and clarification: would increase perceptions of benefit</td>
<td>That Communication be improved through more training and the web site. That ULs ensure that they have effective communication with their Datasets Coordinators, and that new Datasets Coordinators use the existing resources from the web site for their induction and training. That reports on CEIRC at the CAUL meeting highlight issues, such as trends, issues, state of the nation, etc</td>
<td>Communication is two-way. More could come from CAUL members and Datasets Coordinators rather than relying on the committee and the CAUL Office.</td>
</tr>
<tr>
<td><strong>2.1.1 c.</strong> Investigation and joint development of CEIRC Member needs and subsequent discussion and negotiation with Vendors to provide these specific needs <em>(4.1.3)</em></td>
<td>Major member benefit is single channel of communication through CAUL Office to vendors</td>
<td>If more is required, that this be supported, subject to the availability of resources.</td>
<td>This already occurs on an ongoing basis, particularly via the annual meeting of Datasets Coordinators.</td>
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<tr>
<td><strong>Recommendation by Consultant</strong></td>
<td><strong>Rationale</strong></td>
<td><strong>Recommendation by Executive</strong></td>
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<tr>
<td><strong>2.1.1 d. More aggressive price negotiation with Vendors (4.1.2; 4.1.3)</strong></td>
<td>Member benefit; feedback from some vendors suggests there are opportunities here</td>
<td>That if it is perceived that there is genuine room to negotiate, CAUL should establish a negotiating committee, not limited to the CEIRC committee, for the process.</td>
<td>It was noted that renegotiations are targeted more at price caps and conditions once the base price is set, hence the importance of fixing an appropriate base price and conditions in the first contract.</td>
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<td><strong>2.1.2 We believe that despite the inclusion of non CAUL members to the CEIRC Program (i.e. CONZUL and others), there is no current dilution of the Program’s value to CAUL members who are still the major subscribers to the vast majority of all subscription offers. We would recommend, however, no further expansion of the membership of the CEIRC Program to others. (4.1.1)</strong></td>
<td>Strategy is about choice. The CEIRC program is primarily targeted at CAUL and CONZUL members.</td>
<td>That current external members be retained, but that no new external participants be admitted. That all external members including CSIRO and CONZUL pay full external rates.</td>
<td>The alternative is that current external members be removed from the program and that no new external participants be admitted, however the reduction in income would be $50,000 and the reduction in workload is likely to be proportionately less because of the lower take-up of products by this group (although some of the external members and CAUL/CONZUL members require more support and resources from CAUL Office).</td>
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<tr>
<td>Recommendation by Consultant</td>
<td>Rationale</td>
<td>Recommendation by Executive</td>
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<td><strong>2.1.3</strong> Current performance reporting to CEIRC is largely qualitative based on activities and issues. It could be enhanced by the inclusion of a series of standard and repeatable key performance indicators based around delivery of the key strategic goals of the Program. These key performance indicators would be derived once CEIRC has determined its future key objectives for the Program resulting from the outputs of this review</td>
<td>Improve understanding of value of program by CAUL</td>
<td>That key performance indicators be built into the operational plan for CEIRC. Current performance indicators should be reviewed by CEIRC Committee</td>
<td>Assists in clarifying strategy</td>
</tr>
<tr>
<td><strong>2.2.1</strong> Unincorporated status of CAUL</td>
<td>Costs and complexity of incorporation not warranted by low risk of operations</td>
<td>That CAUL not be incorporated</td>
<td>Low risk</td>
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</table>

“There is no doubt that the status of CAUL as an unincorporated association does give rise to potential liability for committee members. Having said that there are good practical reasons why no change should be made to the current set up.” *(4.2.2; Appendix 2)*
### Recommendation by Consultant

#### 2.2.2 Personal injury liability and other similar risks

“There are risks of claims for personal injury arising in relation to the use of the office at ANU or in relation to meeting places. Given the nature of the scope of the work done by CEIRC the risk is not one which would require significant changes. Steps should be taken to check proper compliance with workers’ compensation legislation if that has not already been attended to and to check the extent of insurance cover held or available. You could go through and do a detailed risk assessment of the activities carried out by CEIRC and CAUL but it is a matter of considering what has already been done and whether anything further is really warranted.” *(4.2.5; Appendix 2)*

### Rationale

Advice explains rationale

### Recommendation by Executive

That no specific action is required other than the issue to be included in the current risk assessment document to enable regular review

### Rationale

All CAUL salaries are managed in such a way that normal workplace insurance and taxes are covered. The EO salary is managed through ANU, and the others through The One Umbrella. Workers Compensation is covered.

Meetings are generally held in universities and are covered for personal risk. Those held in hotels and other venues are covered under public liability for personal risk.
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<th>Recommendation by Consultant</th>
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<tr>
<td><strong>2.2.3 Contractual risks</strong></td>
<td>“There are risks associated with the execution of agreements with database vendors. There are potential claims by database vendors against the licensee for breach of the agreement. That risk can be addressed by the use of standard clauses clearly identifying the members of CEIRC as the licensee and/or clearly limiting the potential liability of CEIRC to matters over which CEIRC has real control. It is important to ensure that terms of any agreement have been provided to the members using the relevant databases. Whilst no fees are based on usage or are paid in arrears of usage there is no real potential for any problem with non payment to data base vendors. In relation to claims by members with respect to any breach by the data base vendor and in particular any issue of non supply, it would be possible to add to CEIRC terms of reference a provision to the effect that it accepts no responsibility for any default on the part of data base vendor or any inadequacy or defect in the database.” <em>(4.2.3; Appendix 2)</em></td>
<td>That we adopt the suggested clause describing CAUL’s limitations.</td>
<td>It was suggested that legal advice be obtained for contractual risk, particularly when signing heads of agreement. It was noted that this held less risk than signing a contract on behalf of all subscribers because heads of agreement contracts were accompanied by institutional contracts.</td>
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<td>Recommendation by Executive</td>
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<tr>
<td><strong>2.2.4</strong> Misappropriation of funds and accounting issues</td>
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</table>
| “The collection of monies to meet payments due to database vendors gives rise to the usual risk of misappropriation which is always there when dealing with large sums of money, but the risk seems to be able to be controlled with adequate checks and balances in accounting procedures.  

There are sometimes some delays in the submission of final accounts by data base vendors. Provided that there is no misrepresentation as to the basis on which an invoice is submitted there is no reason why preliminary invoices cannot be submitted.” (Appendix 2) | See advice | That no further action is necessary. | Members’ concerns about flow of funds were noted, but it was agreed that the current processes included appropriate and sufficient checks and the risks appear to be well covered.  

Documentation and record keeping practices are rigorous and thorough. |
| **2.2.5** Trades Practices Act  |
| “There is no need, in my opinion, to seek any clarification or approval from the ACCC. You can if you like make an informal approach to the ACCC but at the moment I am of the view that unless there is a real risk that in practice someone outside CEIRC could not get access to the data bases provided through CEIRC without being a member of CEIRC you do not need to do anything.” (4.2.6; Appendix 2) | See advice | That no further action is necessary. | Members’ concerns about the Trade Practices Act were noted, but it was agreed that the non-exclusivity of the CEIRC program, and its opt-in approach, guarded it from risk. |
### Recommendation by Consultant

<table>
<thead>
<tr>
<th>2.3.1</th>
<th>The following operational and processing enhancements can be considered:</th>
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<tr>
<th>2.3.1 a.</th>
<th>A significant reduction in workload for the CAUL Office would result from focusing only on high take up Vendor subscriptions. Lesser take up offers could be negotiated directly between the CEIRC Program Member and the Vendor (although this needs to be balanced against decisions taken in section 2.1 regarding the strategic purpose of the CEIRC Program). (4.1.1)</th>
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<td>Cost containment. Place effort where there is most benefit</td>
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<td>That no target be set, but that decisions about when to pursue or abandon a vendor offering be left to the Executive Officer.</td>
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<td>Agreed in principle but may be hard to put in place. Members discussed when might CEIRC decide to bail out of an offer/agreement. It was noted that the area was quite complex – a low take-up product may be from the same vendor as other, high take-up product/s; a low take-up product may not yet have reached its subscription plateau, which may take 3-4 years. The CEIRC Committee suggested surveying other consortia.</td>
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<tr>
<th>2.3.1 b.</th>
<th>Consideration should be given to investigating products such as ACT by Sagesoft to reduce CAUL Office processing time and double handling resulting from the in-house system currently in place (4.3.1; 4.1.2)</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Efficiency, cost reduction</td>
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<td>That potential management tools/products be investigated and trialled as recommended.</td>
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<td>It was noted that this task might present resourcing problems while the website is being upgraded, but that its resolution is desirable before the 2008 renewals round, starting in August.</td>
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<tbody>
<tr>
<td>2.3.1 c. The current allocation of costs underestimates the amount of CAUL Office personnel time spent in support of the CEIRC Program. Consideration should be given to a fee increase which would have the additional benefit of adequately resourcing the CAUL Office to expand into some of the ‘value-added’ strategic activities highlighted in Section 2.1.1 and to ensure that competitive remuneration can be paid to CAUL Office staff (4.3.2)</td>
<td>Transparent cost allocation. Fees associated with services</td>
<td>That this is discussed further at the CAUL April meeting. There are a number of choices: increase resources available to CEIRC so increase levy; outsource some activities. Strategic choice about CEIRC influence determination here</td>
<td>It was suggested that instead of a fee increase, we change the relativity of the CAUL and CEIRC fees; this would show the real costs applied to each program without increasing costs overall. If this is done, the fees for external members may need to be reconsidered.</td>
</tr>
<tr>
<td>2.3.1 d. Interest income should be viewed as additional income to CEIRC Member levies and should be used to support investment needs rather than subsidise the CEIRC levy (4.3.2)</td>
<td>“Soft” money – subject to unpredictable variation</td>
<td>That the consultants’ recommendation be adopted.</td>
<td>It is important that it be applied to CEIRC e.g. to support administrative efficiencies.</td>
</tr>
<tr>
<td>2.3.1 e. An external consultant should be appointed to improve the quality of design and operation of the website (4.1.2)</td>
<td>Members value communication highly</td>
<td>That it be noted that this is underway.</td>
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Meeting with the Australian Research Council, Brindabella Business Park, ACT
7 March 2008 from 2pm to 3.30pm

1. **Attendance.**
   From the ARC: Professor Margaret Sheil, Chief Executive Officer; Dr Alexander Cooke, formerly RQF Policy Director; Mary Burton, legal counsel.
   From CAUL: Andrew Wells, President; Cathrine Harboe-Ree, Deputy President; Diane Costello, Executive Officer.

2. **LIEF Projects (Linkage Infrastructure and Equipment Fund).** In response to an inquiry as to why library projects no longer required separate selection criteria, Professor Sheil stated that in trying to simplify the selection criteria for all grants it was determined that separate criteria were no longer required. It was noted that several significant programs has been funded under this program for a number of years - ADB Online, AustLII, AustLit and DAAO. Library projects are not expected to be disadvantaged by the changes.

3. **ARC Grants.** Cathrine Harboe-Ree urged the ARC to consider, within the terms of the Accessibility Framework, the resources developed during the conduct of ARC-funded research, rather than just the outputs such as journal articles and other formal publications. In discussion about the need to consider upfront the data management requirements, particularly of those applications which might have been considered previously under the database criteria, Professor Sheil suggested that it might be useful to include in next year’s committee someone with data management expertise. *(Action: Executive)*

4. Cathrine Harboe-Ree suggested reviewing the issues raised in the first round of grants requiring researchers to deposit the outputs of their research into institutional repositories or otherwise to explain why this wasn’t possible. She asked whether researchers were complying and if not, why not? She noted that CAUL and its members had done much over the last few years in supporting training and the development of expertise in data management. She also noted that this whole area is new, and that universities, researchers, data manager advisers and funding agencies are all coming to grips with the challenges. Accordingly, it would be good for all parties to continue to discuss strategies to achieve the accessibility goals. All noted that it will be four years before the impact of the new ARC requirements will be known. The issue of citation information in repositories was discussed, as citations will be critical to ERA. *(Action: CHR to discuss this with ARROW)*

5. Cathrine Harboe-Ree pointed out that the RQF systems provided anonymous access to repositories for assessors. Professor Sheil noted that the ERA team had this knowledge and would ensure that appropriate systems are put in place for ERA.

6. **Excellence in Research Australia (ERA).** It was noted that ASHER funding for institutional repositories would carry through to the end of 2008. It was suggested that it be taken through at least to the end of the first round of the Excellence in Research Australia (ERA) intended for Q1, 2009. Cathrine Harboe-Ree pointed out that their will be no central support, as provided by ARROW, APSR and RUBRIC, for the first ERA submission round, and that that could cause problems for the smaller institutions in particular, notwithstanding the support provided in 2008. Dr Cooke explained that ERA will be supported with funding for systemic purposes, to be determined by the institutions themselves. If necessary, some of this could be used for ongoing repository activity. Andrew Wells noted that there is an overwhelming task to clean up research information held in universities. It is not clear how universities are using the IAP funds.
7. Professor Sheil expects the ERA to be a much smaller exercise than the RQF, based on existing information and metrics. The ARC will use a commercial supplier or suppliers to verify the metrics (under a revised tender), but will not use impact factors.

8. It is likely that in some disciplines, the citations only of published outputs will be required, i.e. the full text may not be required. It was noted that some universities will still require the full-text to be retained in some format for their own purposes and that of the Higher Education Research Data Collection (HERDC).

9. HERDC. Andrew Wells advised that several universities were planning to use their repositories for the HERDC publications return. This initiative has the potential to increase accessibility to research publications and will increase the range of materials reported in institutional repositories.

10. Copyright. Dr Cooke advised that it is intended to write to the publishers who had previously granted permission for their content to be deposited in dark institutional repositories for the purposes of the RQF and alert them to the changes under the ERA. Cathrine Harboe-Ree noted that some universities wish to deposit and retain the publishers’ versions of University research even after the conclusion of the RQF/ERA and intend to ask permission individually from the publishers if there is no intention to do this centrally. (Action: Executive)

11. It had been suggested that Crown Copyright does not cover the remaining publishers with whom a university has entered into a separate contract/licence on the grounds that a contract overrides copyright. Dr Cooke advised that this had been referred to Attorney-General’s who acknowledged that it was an issue.

12. It was noted that the register of acceptable publications is no longer being maintained centrally, although there is still a requirement that the HERDC publication return be subject to verification.

13. It was suggested that Professor Sheil attend the next suitable CAUL meeting, possibly Darwin in September 2008. (Action: DC)
## Section
II. Contribution to Research

### Action
5. Continue the development of the Australian Digital Theses Program

### Responsibility
ADT Policy Reference Group

### Time-line
Ongoing

### Activity since last report
Changeover to OAI-PMH harvesting continues with seven members now using their repository to store theses. Three members have commenced testing OAI-PMH harvesting from their repository since the last meeting: Lincoln University, Swinburne University and the University of New South Wales.

### Achievements since last report
**Membership**
- The number of active members is 40. There have been no new members since the last report.

**Theses**
- At the end of March there were 23,158 theses that link to a digital version of the thesis. 20,555 have been contributed directly by members and a further 2,603 have been loaded from the National Bibliographic Database. There are 148,639 records for theses on the database altogether representing those without links to digital theses.

### Publicity, reports, publications since last report

### Plan for forthcoming activity
**ADT Policy Group**
- ADT Policy Group to be convened to discuss future of program. Recommendation to come to CAUL September 2008.

**ADT Technical Committee**
- ADT Technical Committee to consider new technical options for providing a central service, including ORE and the PKP Open Archives Harvester

### CAUL budget implications
- Ongoing levy to CAUL and CONZUL members. Need for levy from 2009 to be determined this year

### Recommendations to CAUL
- Note the report
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## Contribution to Teaching and Learning

<table>
<thead>
<tr>
<th>Section</th>
<th>Responsibility</th>
<th>Time-line</th>
<th>Activity since last report</th>
<th>Achievements since last report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contribution to Teaching and Learning</td>
<td>Information Literacy Working Group</td>
<td>Ongoing</td>
<td>2. Review global best practice in information literacy and make it available to CAUL members</td>
<td>. Wiki established to facilitate progress against the action plan and communication amongst members.</td>
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<td>. ILWG Action Plan updated to Mar08: <a href="http://www.caul.edu.au/info-literacy/ilwg.html">http://www.caul.edu.au/info-literacy/ilwg.html</a> - Action Plan</td>
<td>. Roles of ILWG and ANZIIL clarified: ANZIIL membership is not limited to University libraries and their preferred focus is on providing professional development opportunities for IL Librarians predominantly through the Symposia. Would be very interested in working with ILWG on a research project.</td>
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<td>. RQ attended ANZIIL Executive Meeting held in Hobart in conjunction with ANZIIL Symposium to discuss roles</td>
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</table>

### Publicity, reports, publications since last report

None

### Plan for forthcoming activity

3rd face-to-face meeting to be held in conjunction with CAUL meeting Apr08

Survey of ULs re attitudes to IL and of IL staff re IL activity planned.

### CAUL budget implications

None at this stage

### Recommendations to CAUL

That the report be noted

Pro-forma updated 12 February 2008
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## Section 3. Delivering quality and value.

### Action
Collect and publish statistics on Australian university library outputs and activities (CSFG)

### Responsibility
CAUL Statistics Focus Group

### Time-line
Ongoing

### Activity since last report
1. A meeting was held during VALA, 7/2/08.
2. Craig Anderson will succeed Derek Whitehead as chair from the September meeting and Leeanne Pitman has joined the group. Derek retired due to his ALIA commitments.

### Achievements since last report
1. Although the 2006 statistics were available from the online site in August, the CSFG requested that the Excel spreadsheet continue to be produced and this was made available in late October.

### Publicity, reports, publications since last report
1. Minutes of the last meeting are at [http://www.caul.edu.au/meetings/statistics20081min.doc](http://www.caul.edu.au/meetings/statistics20081min.doc)

### Plan for forthcoming activity
1. Survey members about how they collect data on e-books, including the definitions used.
2. Follow up with Loughborough Statistics Unit regarding their model for producing trend data.
3. Cathie Jilovsky will survey members regarding site enhancements with a view to upgrading the site as required.
4. Repeat survey of members' requirements for statistics output during 2008.

### CAUL budget implications
No new budget requests.

### Recommendations to CAUL
1. It is recommended that KPIs be included as a Hot Topics session at a future CAUL meeting.

Pro-forma updated 12 February 2008
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## Communication and Influence

### Action
- Present CAUL position to copyright meetings, references and inquiries.
- Represent CAUL at meetings involving copyright issues in various forums.

### Responsibility
- Eve Woodberry.

### Time-line
- Ongoing

### Activity since last report
- Represented CAUL at ALCC and ALIA CIP meetings in December 2008

### Achievements since last report
- **Format shifting provisions**
  
  The Attorney-General’s Department released an Issues Paper on the new provisions that allow individuals to format-shift their photos and films (Sections 47J and 110AA Copyright Act 1968). When these format-shifting provisions were introduced at the end of 2006, there was also a requirement to review the provisions by March 2008. The purpose of the paper was to invite submissions on whether sections 47J and 110AA are operating satisfactorily or whether either provision should be modified in some way. CAUL supported the ALCC submission on this issue.

- **Key cultural institutions guidelines**

  In December 2006 additional preservation provisions were introduced to the Copyright Act 1968, however they applied only to “key cultural institutions”. Up until now the provisions applied automatically to libraries or archives with a statutory function of developing and maintaining a collection, such as state and national libraries. However, the provisions also allow the Attorney-General to prescribe other bodies to be a “key cultural institution”. Once prescribed, that body can then take advantage of the new provisions too.

  The Attorney-General’s Department has now released its guidelines on the kinds of factors the Attorney-General will consider when deciding whether to prescribe other libraries or archives as “key cultural institutions”. Some core factors taken into account are whether the library or archives holds material that is of historical or cultural significance to Australia, and whether this material is accessible to the public for research and study purposes.

  Any body administering a library or archive can apply. This includes organisations such as educational institutions, private enterprises (such as law firms with libraries) and local libraries. Laura Simes of the ALCC provided an outline of issues for libraries to use in their submission.

- **Privacy Review**

  Last year the Australian Law Reform Commission (ALRC) released a discussion paper reviewing Australian privacy law. The review included discussion of the impact that digital developments have had on privacy.

  CAUL supported an extensive document provided by ALIA and provided information from the higher education sector and the impact on freedom of
<table>
<thead>
<tr>
<th><strong>Publicity, reports, publications since last report</strong></th>
<th>Information.</th>
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<tbody>
<tr>
<td><strong>CAUL budget implications</strong></td>
<td>Travel and accommodation for ALCC meeting when scheduled.</td>
</tr>
<tr>
<td><strong>Recommendations to CAUL</strong></td>
<td>Members note the report</td>
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</tbody>
</table>

Pro-forma updated 8 March 2007
Introduction

CAUL welcomes the opportunity to contribute to the ALIA Education and Workforce Summit. CAUL’s purpose is to support its members in the achievement of their objectives, especially the provision of access to, and training in the use of, scholarly information, leadership in the management of information and contribution to the university experience. In pursuit of these objectives, CAUL develops a national perspective on issues relevant to university libraries, provides a forum for discussion and collaboration and works to promote common interests.

In order to achieve CAUL’s objective, CAUL must have a skilled workforce that is responsive to changes in information, research, learning and teaching. The quality of university library services is highly dependent on the skills and capacities of staff. The key issue for CAUL members is to develop a diverse and skilled workforce to meet service requirements. This workforce will contain professional librarians of course – but university libraries also need information technology specialists, library technicians, marketing and promotions staff, and, probably sooner than we expect, fund raisers.

Current Workforce Issues and Initiatives

CAUL shares similar concerns with other library sectors: skills development, recruitment, succession planning, age profile. Many CAUL members report difficulty in attracting staff to senior level or specialised positions, especially in regional areas.

CAUL members strive for practical responses to these concerns. These include:

- **Staff development.** CAUL’s activities are at institutional, sectoral and regional levels. Notable regional examples include QULOC (Queensland University Libraries Office of Cooperation) and WAGUL (Western Australian Group of University Libraries). CAVAL is a major supplier of training and staff development services to the sector. CAUL works with other peak bodies on staff development activities.

- **Leadership development.** With the support of Universities Australia (formerly the Australian Vice-Chancellors’ Committee), CAUL has delivered a two day development event targeted at the deputies and senior staff every two years since 2000. The annual CAUDIT (Council of Australian University Directors of Information Technology) Institute includes a CAUL member on its faculty and participants from CAUL institutions, and many CAUL members use the Aurora Institute to provide leadership development opportunities for their staff.

- **Workforce planning.** Several CAUL members and sectors have developed workforce planning strategies. A recent example comes from LATN (Libraries of the Australian Technology Network).
CAUL Industrial Context

CAUL notes the issue of qualifications in other submissions to the summit. Like many other organisations, universities have streamlined staff classifications which are described in enterprise agreements. Library staff are usually included in the class of general (or professional and technical) staff. Most enterprise agreements do not spell out particular requirements or qualifications for library staff. Instead, more general statements about education and experience are included in descriptions of classification levels. As an example, some libraries no longer consider it essential to include eligibility for associate membership of ALIA on a position description. It is up to each university library to spell out what educational qualifications are deemed essential or desirable. This has led to positions not always being called ‘librarians’ or having ‘librarian’ in titles. This has attracted criticism, but the flexibility, capacity and diversity of the workforce are strong influences.

Workforce and Education Needs

CAUL members, like other employers, seek attributes in its professional and paraprofessional staff: teamwork abilities, critical thinking, fundamental literacies, communication skills. Professional librarians and library technicians are needed in many areas of university libraries, particularly in services to academic staff and students and information organisation. However, the curriculum needs to reflect different ways of doing things and changed emphases in the mix of duties. These include:

- Relationship management skills. Professional librarians need to be credible in the eyes of the academy. They need to position themselves as colleagues and partners. They need to understand the various disciplines and find ways to communicate in credible ways. This requires substantial behavioural, communication and marketing skills. Academic staff do not need to physically visit the Library as much any more. Professional staff need to market and communicate their services and skills effectively both in person but increasingly online to academic staff so as to let them know what they are missing and what they can get: importantly, librarians have to show the academy what they know. Disciplinary knowledge is very useful in these conversations. It is important that professional librarians have disciplinary knowledge as well as librarianship. This is clearly achieved in librarianship being a postgraduate qualification. It raises an issue for the curriculum in undergraduate librarianship programs. Relationships with other parts of the university will occur too: with IT staff, learning and teaching specialists, research offices.

- Legal skills. Librarians need to know their way around contracts, agreements and licences. In our digital world, they need a very thorough understanding of copyright and privacy. They need to understand risk and how to manage it. They must retain common sense.

- Information organisation and retrieval. It’s not just about cataloguing rules and MARC and subject headings any more. The discipline of information science in computer science has revolutionised retrieval. There’s more than one way to describe an information resource. The technologies are moving fast. Libraries still seem vaguely old-fashioned in the way we approach information organisation and retrieval.

- Management skills. Financial, human resource and project management skills are essential. University libraries are one of the larger organisations on a campus with substantial budget responsibilities. A new librarian is likely to be supervising other staff or leading or participating on a library or university wide project team fairly soon after entry. Some of this can be acquired ‘on the job’ but the curriculum could give them a framework for understanding what will be needed and for teaching specific skills such as project management.
• Information management and information technology skills. As academic libraries assume greater responsibility in their institutions for management of repositories and research data, it is clear that there is a dearth of people who have the skill to work in these areas.

• Teaching skills. Increasingly academic librarians are working in partnership with academic teaching staff to integrate learning and research skills into coursework. Librarians need to be able to upgrade their skills to have the confidence to perform these roles well. Increasingly a Graduate Certificate in Tertiary Teaching; or Certificate IV in Assessment and Workplace Training; or an equivalent qualification that demonstrates an understanding of teaching and learning skills is either a required or desired certification for appointment and/or promotion.

CAUL members, like other employers, face workforce planning issues and a skills shortage as baby boomers leave the workforce and experienced replacements with the right skills prove hard to find. No one strategy can address this problem. As employers CAUL members aim both to recruit and retain new librarians while at the same time providing educational incentives through staff training and development programs for all levels of library staff to ensure succession planning. Employment practices are becoming more flexible in response to the needs of the profession.

Conclusion

Libraries have changed and will continue to change. CAUL sees risks in adopting a rigid qualifications framework in workforce development for university libraries especially given our ongoing problems with recruitment. There are careers in libraries for all sorts of professions and they will be needed for the increasing range of services, operations, activities and relationships undertaken by university librarians. We will continue to need professional librarians too but their job descriptions are changing. Keeping this diverse workforce cohesive and directed will be the major challenge for the next generation of university librarians.

Andrew Wells
President, CAUL
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Section | Advocacy and Communication
---|---
Action | Relationships with other organisations – Libraries Australia Advisory Committee
Responsibility | Linda Luther and Anne Horn
Time-line | ongoing

### Activity since last report

The Libraries Australia Advisory Committee has held one meeting since the last report; on 19 March 2008. Papers have been distributed to CAUL members.

**OCLC Governance issues** – OCLC has determined that there should be an additional regional representative for the Asia Pacific region to the Members Council. It is unclear how this relates to the review of governance that will be completed at the end of June 2008. No advice regarding this was received regarding the election by NLA or by other libraries, who should now be governing members following the agreement that has been signed between NLA and OCLC. Some libraries have received the information and some librarians have nominated. In addition, ballot papers have been issued, and not all libraries have received them. The ballot closes on 31 March. There has been a failure by OCLC to recognise its new relationship with Libraries Australia. NLA has provided a list of library contacts to OCLC but there is no evidence that this list has been used for the election process. Advice from the Libraries Australia Advisory Committee was that NLA should contact OCLC to require a recommencement of the nomination process; on the basis that there has been a failure to meet the rule that all those eligible to vote should have had an opportunity to nominate.

**OCLC WorldCat issues** – Libraries Australia contacted all libraries who have records on WorldCat regarding loading their records on Libraries Australia. Seven libraries have agreed to their records being loaded. All other libraries advised that their data on WorldCat is out of date or otherwise of lesser quality than already on Libraries Australia and so should not be loaded. Loading of records from WorldCat has commenced and should be complete in a few weeks.

Discussions with OCLC have commenced to explore how the existing agreement with NLA might be extended to cover other OCLC services.

**ANBD coverage survey** – the last survey was undertaken in 2000. The survey is to get an indication of the currency and coverage of the NBD and will discover important gaps in coverage. A pilot survey will be undertaken shortly, followed by the full survey later this year. CAUL libraries are encouraged to nominate for the pilot and to participate in the full survey.

### Achievements since last report

Libraries Australia has released its Strategic Plan, a Values Statement and a shorter version of the Values Statement ‘Supporting Australian Libraries’. These are available online and print copies will be provided at the meeting.

### Publicity, reports, publications since last report

A presentation has been developed to show the differences between the free and subscription service for researchers. It will be presented at this meeting and made available on the CAUL website.
<table>
<thead>
<tr>
<th>Plan for forthcoming activity</th>
<th>The Libraries Australia forum will be held in Sydney on 23 October 2008 at the Powerhouse Museum. The next Libraries Australia Advisory Committee will be held in conjunction with that.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAUL budget implications</td>
<td>None</td>
</tr>
<tr>
<td>Recommendations to CAUL</td>
<td>It is recommended that CAUL note the report</td>
</tr>
</tbody>
</table>
Format of this Report
The main budget worksheet is CAUL's Profit & Loss (P&L) for the year to date, showing:

In AUD:
- Budgeted income
- Budgeted expenditure
- Expected expenditure to date (based on the budgeted amount and the expected expenditure flow, which may be seasonal)
- Actual expenditure to date (from the MYOB AUD P&L report)

The sub-total (CAUL + CEIRC operations) reports CAUL's operational budget.

Following this sub-total are items for which CAUL collects funds to pay subscriptions of various kinds, effectively cost-neutral: datasets subscriptions, Rodski subscriptions, SPARC membership.

In USD, GBP and EUR:
The income and expenditure of the foreign currency accounts are presented below the AUD report - these items, datasets income and expenditure, also are effectively cost-neutral with the exception of interest earned.

The worksheets which follow the main report are the Balance Sheets, P&L reports, and Cash Flow Statements for each of the four currencies.

CAUL Retained Earnings
CAUL's "reserves" are reflected in the balance sheets of the four accounts - called "retained earnings". This is the accumulated "profit" from CAUL's operations. The annual profit is called "current earnings."

The AUD account is the best indicator of CAUL's "profits".

Each of the three foreign currency accounts, except for interest earned and bank fees paid, is essentially a neutral balance account - income from members' datasets subscription payments is equal to the expenditure on those same subscriptions. The normalised value of the retained earnings in the foreign currency accounts is included in the annual audit report. The normalised value is set at a fixed exchange rate, so is an indicative amount only.

Due to fluctuating exchange rates, it is difficult to forecast what the accumulated retained earnings will be. For example, at June 30, 2007 there was $38k earned in interest with another six months worth of interest yet to come. This is an indicative amount only and will vary over the next 6 months. The normalised value of the retained earnings in the foreign currency accounts is included in the annual audit report. The latest audit report available is for 2006 and is available at http://www.caul.edu.au/caul-doc$/audit2006draft.pdf

CAUL, on the recommendation of the CAUL Executive, may decide what amount from the Reserves may be spent in the next fiscal year and/or on what projects or initiatives to expend reserve funding. This would be reflected in a budgeted deficit for the year.

CAUL Income
The budget for CAUL income is presented once only, not month by month. The only variable items are interest earned and the sale of publications - currently the information literacy user guide, and the CAUL performance indicators which are sold through CAVAL. All other income is collected at the beginning of the year, due by January 31. Presenting a month-by-month report would be highly repetitive.
Interest Earned
The interest earned in the AUD account is shown in the operations budget. That earned in the foreign currency accounts is shown in the native currency, with an estimate of the current value based on the exchange rates at the time of the report. The value is not realised unless and until any monies are transferred into the AUD account. Until then, they are retained in the foreign currency accounts as cash flow against late payments of CEIRC invoices to CAUL.

CAUL Expenditure
The expenditure to date is taken from the MYOB report AUD P&L, shown on a separate worksheet. The budget item may be a single MYOB item, or may be a sum of more than one item eg office expenses are the sum of accounts for fax, telephone, consumables, training, bank fees, etc; executive officer expenses are the sum of salary, on-costs, salary administration, etc.

Datasets Subscriptions "Budget" (and the foreign currency accounts EUR, GBP and USD)
As there is no budget for this item, income and expenditure patterns of the previous year have been used. The bulk of the income and expenditure happens during renewals time of November-January. Other than interest earned, the income and expenditure should be identical.

Liabilities
Provisions have been made for Annual Leave and Long Service Leave for the Executive Officer, expensed in 2005, retained as liabilities from 2006.
CAUL Budget Report - 2007 Budget
21 March, 2008 (following completion of 2006 audit)

Audit of 2006 CAUL accounts
The audit of the 2006 accounts confirmed a "profit" of $116,693 of which $32,031 was a surplus to the budgetted (AUD operations) amount, and the remainder effective "income" from interest earned and "gain/loss on foreign exchange" on the foreign currency accounts. Retained earnings amount to $427,979 across all accounts. Cash held at the end of the 2006 financial year was equivalent to AUD 3,131,029.

At the end of 2006, retained earnings (AUD account - operations) were $283,372 added to current earnings (2006 "profit") of $32,031, to begin 2007 with a total reserve of $315,403.

Expected "reserves" at the end of 2007
The operational reserve at the end of 2007 is "retained earnings 2006" plus "2007 profit/(loss)" minus accrued 2007 debts not paid until 2008* = 315,403 + 16,750 - 49,500 - 17,250 = $265,403

Salary Expenditure for 2007
The Executive Officer total is based on the 2007 salary of $89,039 plus on-costs and salary administration (ANU) of 39% 123,764.00

The Finance and Administration Officer (1.0 FTE) is based on the 2007 salary of $44,203 plus on-costs and salary administration (The One Umbrella) of 41.7% 62,635.00

The Administration Officer (0.15 FTE) is based on the 2007 casual rates of $30.02 plus plus on-costs and salary administration (The One Umbrella) of 41.7% 10,719.00

CEIRC Income & Expenditure for 2007
CEIRC Income is based on a 5% increase over last year's fees, for both the 49 internal (CAUL, CONZUL and CSIRO) members at $1,320 and the 26 external participants at $1,980.

CEIRC Expenditure varies with the cost of travel of the committee, and increases annually because of salary costs, currently calculated at 35% of the Executive Officer and 85% of the Finance and Administration Officer - these allocations are being reviewed in 2007.

Interest earned on the foreign currency accounts is notionally available to the CEIRC program, though the funds are not actually transferred into the AUD account, and do not therefore show as income earned, except on paper. The funds are retained in the foreign currency accounts as a cash float.

CEIRC Review
In 2007, it was agreed by CAUL (2007/2) that a review of the CEIRC program be undertaken. The total cost of the review was $39,750, of which $17,250 was still to be invoiced at the end of 2007.

Publications / Web Site for 2007
It is proposed that the web site design be updated. CAUDIT is in the middle of a similar exercise, and was given quotes of $21k, $35k and $99k for the first stage. Given that the CAUL requirements are simpler, specifically with respect to the number of levels of authentication, it is proposed that $25,000 be allocated from reserve funds.

The revised budget of $47,000 reflects the best offer received in response to the RFP. An upfront payment of $18,585, incl GST, has been made.

Travel Costs for 2007
CAUL committee meetings are held in the most efficient and cost-effective venues, which generally means the least onerous travel conditions for the members (eg preferably be able to fly direct) while taking best advantage of the cheaper fare options available. Costs depend mostly on the home base of the committee members - more expensive where there is less competition between airlines. The average cost of fares hasn't changed much over the last few years, so the location of the committee members is generally the largest variable factor.

ADT Budget 2007 - Andrew Wells.

We set out cost of operation in business plan 2006-2009, item 4, operation. For 2006, we will use Marian's moneys to fund awards. The NTLTD invoice is on its way for the amount in the plan. There are no software maintenance costs but we do that ourselves now but will absorb. I do not think anyone will travel to NTLTD this year. So expenses over 2006 will be as per business plan minus (software maintenance + NTLTD expenses + awards). So $57K + travel expenses. Levy across CAUL and CONZUL.

For 2007, add awards so $59K plus travel expenses. Again, we will do NTLTD work via email.

The meeting expenses have exceeded the budget to date in 2007 due to an extraordinary meeting called to discuss the future of the ADT. This workshop was held in Sydney on March 20, and attendance included participants from Perth (2) New Zealand (3) and Brisbane (1).

The cost of operations of the ADT program was $49,500, which was not invoiced until early 2008 so does not appear in the 2007 expenditure.
### Budgeted Income

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<td>CONZUL contribution</td>
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### Budgeted Expenditure

![Budgeted Expenditure Table](image)

### Expected Balance

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### Difference

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### Sub-total (Operating)

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### PROGRAMMES

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<td>CAUL-Industry ThinkTank</td>
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<td>CEIRC Levy (external)</td>
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### Sub-total (Best Practice)

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### ULA

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<td>ADT Program</td>
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### Sub-total (ULA)

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### Research & Development

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### CEIRC PROGRAM

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### Datasets Subscriptions

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### SUB-TOTAL (AUD account)

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### FOREIGN CURRENCY ACCOUNTS (reported in native currency, not converted to AUD)

<table>
<thead>
<tr>
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<tbody>
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<td>GBP ACCOUNT</td>
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<td>EUR ACCOUNT</td>
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### Interest earned on Foreign Currency Accounts (@ given exchange rate)

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<td>GBP account</td>
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<td>EUR account</td>
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### Total in AUD

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</table>
40 CAUL members @ $4,500

1. EO full costs = salary, on-costs, salary admin, travel not related to specific program - divided 65/35 between CAUL and CEIRC, salary 84k from 11/05

Corrected to actual expense 2/1/07 ie 40% of EO time

This is the combined interest expected on the four caul accounts, based on the previous year's interest earned.

19,000 in 2003; 22,717 in 2004; 14,014 to 30/6/06
Budgeted 23,000, received 30,469 in 2007;

< 15% time allocated to general CAUL activity HEW4 incl o/c & salary mgmt plus extra hours 0.15 for admin support

9,000 minus CEIRC contribution for external 8*630=5040

Budgeted 5000, received 131.30

315+GST per fortnight

Website review budgeted amount increased from 25k, approved CAUL 2007/2

$5000 + travel expenses for presentation at CAUL meeting

Approved CAUL 2007/2, AW approved +$6,000 for DC survey 6/12/07

40 CAUL members

Library Consortium £335 ($500)

40 X $500 in 2004; no levy in 2005

Income from 2004 recorded in liabilities

40 CAUL members + 8 CONZUL

including awards

Futures workshop not budgeted

USD 7,500

39 CAUL + 8 CONZUL + CSIRO

Corrected to actual expense 2/1/07 ie 60% of EO time

External members estimate for 2007
<table>
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<tbody>
<tr>
<td></td>
<td>&gt;85% time on CEIRC activity</td>
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<tbody>
<tr>
<td></td>
<td>1 meeting only in 2007</td>
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<td></td>
<td>late April</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Cell: F57</th>
<th>Comment: CAUL Executive Officer:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Interest on Foreign Currency Accounts expected to be AUD25k, not transferred to AUD account, but &quot;applied&quot; to CEIRC income.</td>
</tr>
</tbody>
</table>
Format of this Report
The main budget worksheet is CAUL's Profit & Loss (P&L) for the year to date, showing:

In AUD:
- Budgeted income
- Budgeted expenditure
- Expected expenditure to date (based on the budgeted amount and the expected expenditure flow, which may be seasonal)
- Actual expenditure to date (from the MYOB AUD P&L report)

The sub-total (CAUL + CEIRC operations) reports CAUL's operational budget.
Following this sub-total are items for which CAUL collects funds to pay subscriptions of various kinds, effectively cost-neutral: datasets subscriptions, Rodski subscriptions, SPARC membership.

In USD, GBP and EUR:
The income and expenditure of the foreign currency accounts are presented below the AUD report - these items, datasets income and expenditure, also are effectively cost-neutral with the exception of interest earned.

The worksheets which follow the main report are the Balance Sheets, P&L reports, and Cash Flow Statements for each of the four currencies.

CAUL Retained Earnings
CAUL's "reserves" are reflected in the balance sheets of the four accounts. In particular, the AUD account is the best indicator of CAUL's "profits" from its operations. Each of the three foreign currency accounts, except for interest earned and bank fees paid, is essentially a neutral balance account - income from members' datasets subscription payments is equal to the expenditure on those same subscriptions.

The normalised value of the retained earnings in the foreign currency accounts is included in the annual audit report. The normalised value is set at a fixed exchange rate, so is an indicative amount only.

At the end of 2006, retained earnings were AUD 274,629 added to current earnings (2006 "profit") of AUD 47,780, to begin 2007 with a total of AUD 322,410. According to the audit report, the total value, including the foreign currency accounts, was ???? (to be entered when the final audit report is received.)

CAUL Income
The budget for CAUL income is presented once only, not month by month. The only variable items are interest earned and the sale of publications - currently the information literacy user guide, and the CAUL performance indicators which are sold through CAVAL. All other income is collected at the beginning of the year, due by January 31. Presenting a month-by-month report would be highly repetitive.

Interest Earned
The interest earned in the AUD account is shown in the operations budget. That earned in the foreign currency accounts is shown in the native currency, with an estimate of the current value based on the exchange rates at the time of the report. The value is not realised unless and until any monies are transferred into the AUD account. Until then, they are retained in the foreign currency accounts as cash flow against late payments of CEIRC invoices to CAUL.

CAUL Expenditure
The expenditure to date is taken from the MYOB report AUD P&L, shown on a separate worksheet. The budget item may be a single MYOB item, or may be a sum of more than one item eg office expenses are the sum of accounts for fax, telephone, consumables, training, bank fees, etc; executive officer expenses are the sum of salary, on-costs, salary administration, etc.

Datasets Subscriptions "Budget" (and the foreign currency accounts EUR, GBP and USD)
As there is no budget for this item, income and expenditure patterns of the previous year have been used. The bulk of the income and expenditure happens during renewals time of November-January. Other than interest earned, the income and expenditure should be identical.

Liabilities
Provisions have been made for Annual Leave and Long Service Leave for the Executive Officer, expensed in 2005, retained as liabilities from 2006.
Salary Expenditure for 2008

Salary Expenditure for 2008 (NB: ANU has been requested to use a 3% rise in salaries for budget purposes, but 2% was used here because that is all that was confirmed through EB at the time of the budget proposal to CAUL 2007/2.)

The Executive Officer total is based on the expected 2008 salary of $90,820 (91,710 updated 3/3/08) plus on-costs and salary administration (ANU) of 39% 127,476.90

The Finance and Administration Officer (1.0 FTE) is based on the expected 2008 salary for HEW 4/2 of $46,627 plus on-costs and salary administration (The One Umbrella) of 41.7% 66,070.00

The Administration Officer (0.15 FTE) is based on the expected 2008 casual rates of $32.46 for HEW 4/3 plus on-costs and salary administration (The One Umbrella) of 41.7% 11,590.00

CEIRC Income & Expenditure for 2008

CEIRC Income is based on a 2% increase over last year’s fees, for both the 48 internal (CAUL, CONZUL and CSIRO) members at $1,350 and the 27 external participants at $2,025. 1,320.00

CEIRC Expenditure varies with the cost of travel of the committee, and increases annually because of salary costs, currently calculated at 35% of the Executive Officer and 85% of the Finance and Administration Officer - these allocations were reviewed in 2007 and the actual time proportion is used in the 2008 expenditure figures. 1,980.00

Interest earned on the foreign currency accounts is notionally available to the CEIRC program, though the funds are not actually transferred into the AUD account, and do not therefore show as income earned, except on paper. The funds are retained in the foreign currency accounts as a cash float.

As foreshadowed in 2007, 80% of the expenditure on Audit and Accounting has been allocated to CEIRC, reflecting the fact that a great proportion of the book-keeping transactions and audit work is generated through the CEIRC program. Total audit costs increased to $10,000 in 2006, and the budgetted expenditure has been increased accordingly. From July 1, 2007, the book-keeping fees were increased by a third, which "reflects the average increase in our charge rates during this time considering the skills shortage in this industry."

Publications / Web Site for 2008

An amount for 100 hours work by a HEW 3 has been included to assist with migration of data from the current web site to the new platform. The first payment for the redevelopment of the web site was made in 2007, but work did not start. The balance of the proposed expenditure has been included in the 2008 budget.

Travel Costs for 2007 onwards

CAUL committee meetings are held in the most efficient and cost-effective venues, which generally means the least onerous travel conditions for the members (eg preferably be able to fly direct) while taking best advantage of the cheaper fare options available. Costs depend mostly on the home base of the committee members - more expensive where there is less competition between airlines. The average cost of fares hasn't changed much over the last few years, so the location of the committee members is generally the largest variable factor. Costs will also increase if more flexible fares are chosen.

ADT Budget 2008 - Andrew Wells.

The revised business plan proposes an expenditure in 2008 of 40,850.00 which requires a levy of approximately $900 per member.

It was agreed that the ADT withdraw from the NDLTD, at a saving of USD 9,000

CAUL Office - Equipment

An amount of $3000 has been allocated for a replacement computer. The newest is used by the Executive Officer, whose "discard" is rolled over to the Finance & Administration Officer, whose "discard" is rolled over to the Administration officer and the book-keeper. This third-level machine is now too slow to be effective - it was purchased in mid-2000. The other two were purchased mid-2003 and early-2006.
### CAUL Budget 2008

**Budgeted Income** $180,000.00  
**Budgeted Expenditure** $50,990.76

<table>
<thead>
<tr>
<th>Category</th>
<th>Expected Expenditure</th>
<th>Actual Expenditure</th>
<th>Difference</th>
<th>% Difference</th>
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<td>2,047.50</td>
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<td>205.00</td>
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<td>Publications</td>
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<td>CEIRC Levy</td>
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<td>3,000.00</td>
<td>-600.00</td>
<td>-16.67%</td>
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<tr>
<td>Research</td>
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<td>1,250.00</td>
<td>-3,750.00</td>
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<td>ICOLC Meetings</td>
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<td>CAUL Industry ThinkTank</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
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<td>Sub-total (LUA)</td>
<td>0.00</td>
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<tr>
<td>ADT Program</td>
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<td>-7.38%</td>
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<td>Meetings</td>
<td>3,600.00</td>
<td>3,000.00</td>
<td>-600.00</td>
<td>-16.67%</td>
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<tr>
<td>Research</td>
<td>5,000.00</td>
<td>1,250.00</td>
<td>-3,750.00</td>
<td>-75.00%</td>
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<tr>
<td>ICOLC Meetings</td>
<td>5,000.00</td>
<td>4,853.10</td>
<td>-146.90</td>
<td>-3.33%</td>
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<td>CAUL-Industry ThinkTank</td>
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<td>0.00</td>
<td>0.00</td>
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<tr>
<td>Sub-total (ADT)</td>
<td>43,200.00</td>
<td>40,850.00</td>
<td>2,350.00</td>
<td>5,000.00</td>
</tr>
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<td>SUB-TOTAL (CAUL)</td>
<td>282,941.67</td>
<td>237,881.10</td>
<td>45,060.57</td>
<td>58,647.79</td>
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<td>CEIRC Levy</td>
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<td>66,011.00</td>
<td>-4,189.00</td>
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<td>Meetings</td>
<td>3,600.00</td>
<td>2,999.52</td>
<td>-600.48</td>
<td>-16.67%</td>
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<td>Research</td>
<td>5,000.00</td>
<td>2,500.00</td>
<td>-2,500.00</td>
<td>-50.00%</td>
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<tr>
<td>ICOLC Meetings</td>
<td>5,000.00</td>
<td>4,853.10</td>
<td>-146.90</td>
<td>-3.33%</td>
</tr>
<tr>
<td>CEIRC-Industry ThinkTank</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
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<tr>
<td>Sub-total (CEIRC)</td>
<td>118,800.00</td>
<td>114,902.00</td>
<td>3,898.00</td>
<td>8,910.00</td>
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<tr>
<td>SUB-TOTAL (CAUL + CEIRC OPERATIONS)</td>
<td>401,741.67</td>
<td>352,783.10</td>
<td>48,958.57</td>
<td>105,557.78</td>
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<tr>
<td>Surplus / (Deficit)</td>
<td>$33,126.93</td>
<td>891.43</td>
<td>2%</td>
<td>33.13</td>
</tr>
</tbody>
</table>

### FOREIGN CURRENCY ACCOUNTS (reported in native currency, not converted to AUD)

<table>
<thead>
<tr>
<th>Account</th>
<th>Subscriptions Income</th>
<th>Subscriptions Payments</th>
<th>Interest Earned</th>
<th>Total USD</th>
</tr>
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<tbody>
<tr>
<td>USD ACCOUNT</td>
<td>1,051,596.76</td>
<td>1,051,596.76</td>
<td>21,025.88</td>
<td>1,072,622.64</td>
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<tr>
<td>Interest</td>
<td>21,025.88</td>
<td>21,025.88</td>
<td>476.90</td>
<td>$1,072,622.64</td>
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<tr>
<td>TOTAL USD</td>
<td>1,072,622.64</td>
<td>1,072,622.64</td>
<td>0.00</td>
<td>1,072,622.64</td>
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<tr>
<td>£ ACCOUNT</td>
<td>10,544.80</td>
<td>10,544.80</td>
<td>12,855.29</td>
<td>23,400.09</td>
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<td>Interest</td>
<td>12,855.29</td>
<td>12,855.29</td>
<td>64.12</td>
<td>23,400.09</td>
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<tr>
<td>TOTAL £</td>
<td>23,400.09</td>
<td>23,400.09</td>
<td>0.00</td>
<td>23,400.09</td>
</tr>
<tr>
<td>EUR ACCOUNT</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Interest</td>
<td>0.00</td>
<td>0.00</td>
<td>13.43</td>
<td>13.43</td>
</tr>
<tr>
<td>TOTAL EUR</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Interest earned on Foreign Currency Accounts (@ given exchange rate)

- **USD account**: $22,547.90 @ 0.9325  
- **GBP account**: $27,771.20 @ 0.4629  
- **EUR account**: $0.00 @ 0.6066  
- **Total in AUD**: $50,319.06
<table>
<thead>
<tr>
<th>Cell</th>
<th>Comment: CAUL Executive Officer</th>
</tr>
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<tbody>
<tr>
<td>A2</td>
<td>40 CAUL members @ $4,500</td>
</tr>
<tr>
<td>D5</td>
<td>40 CAUL members @ $4,500</td>
</tr>
<tr>
<td>A6</td>
<td>CAUL Executive Officer:</td>
</tr>
<tr>
<td>A8</td>
<td>40 CAUL members @ $4,500</td>
</tr>
<tr>
<td>B6</td>
<td>CAUL Executive Officer: 1. EO full costs = salary, on-costs, salary admin, travel not related to specific program - divided 65/35 between CAUL and CEIRC, salary 91k from 11/07</td>
</tr>
<tr>
<td>B8</td>
<td>CAUL Executive Officer: AID account only, based on the previous year's interest earned.</td>
</tr>
<tr>
<td>B6</td>
<td>CAUL Executive Officer: 19,000 in 2003; 22717 in 2004; 14014 to 30/6/06 17,000 to 23/7/07;</td>
</tr>
<tr>
<td>D6</td>
<td>CAUL Executive Officer: &lt; 15% time allocated to general CAUL activity incl o/c &amp; salary mgmt plus extra hours 0.15 for admin support</td>
</tr>
<tr>
<td>A7</td>
<td>CAUL Executive Officer: 9000 minus CEIRC contribution for external 8*675=5400</td>
</tr>
<tr>
<td>E9</td>
<td>CAUL Executive Officer: 315+GST per fortnight</td>
</tr>
<tr>
<td>E10</td>
<td>CAUL Executive Officer:</td>
</tr>
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<td>E18</td>
<td>CAUL Executive Officer:</td>
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<td>A23</td>
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<td>B51</td>
<td>CAUL Executive Officer:</td>
</tr>
<tr>
<td>B52</td>
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</tr>
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</table>

**CAUL Meeting 2008/1**

**Agenda Item 860(b)**
Cell: D52
Comment: CAUL Executive Officer:
>85% time on CEIRC activity

Cell: I53
Comment: CAUL Executive Officer:
includes DC's forum/meeting

Cell: E56
Comment: CAUL Executive Officer:
1 meeting only in 2007
late April
Report to CAUL, September 13 – March 25
(Note: part of this report is extracted from earlier reports to the CAUL Executive)

CAUL Office.

Correspondence, submissions and other documents prepared by/for CAUL President and Executive:

**Australian Research Council.** President’s letter to Professor Margaret Sheil to follow up discussion from the meeting on March 7. Issues covered included copyright, institutional repositories, research assessment.

**Higher Education Endowment Fund.** President’s letter to Mr Philip Clark AM, Chair, HEEF, to follow up discussion from the meeting on January 24. Issues covered included institutional repositories, library buildings, philanthropy, CAUL collaboration.

**Universities Australia.** President’s letter to Dr Glenn Withers, Chief Executive Officer, UA, to follow up discussion from the meeting on November 16. Issues covered included copyright, Thomson Scientific and staff development.

**Minister for Education, Employment & Workplace Relations.** President’s letter to Ms Gillard on her appointment as Minister. An introduction to CAUL’s role.

Draft amendments to CAUL constitution, CAUL strategic plan and criteria for CAUL Achievement Award.

**ALIA Education & Workforce Summit.** CAUL submission. Issues raised include staff development, leadership development, workforce planning.

**CEIRC Review.** Executive response to consultant’s recommendations.

**Review of the Extension of Legal Deposit.** The examination of the legal deposit scheme is being undertaken jointly by the Attorney-General’s Department and the Department of Communications, Information Technology and the Arts. A brief letter in support of the NSLA submission was sent.

**Prescription of universities as “key cultural institutions.”** Under amendments to the Copyright Act, organisations may apply to the Attorney-General to be prescribed as key cultural institutions for the purpose of permitting pro-active preservation of rare and valuable materials. CAUL has written to the Attorney-General to foreshadow that a number of universities are expected to apply given the nature of their collections.

I have completed a full year of monitoring time spent on CEIRC versus other CAUL activities. Over the whole year, I averaged 59.5% of my time on CEIRC, though in November/December it is closer to 90%. This is essentially because the workload is too high for my full-time assistant to handle, and I am effectively her back-up for end-of-year renewals processing. In addition, my 0.15 assistant’s time is heavily weighted towards this part of the year, which means she is not available during the rest of the year for the general administrative support for which this position was originally requested.

I have taken one week of my long service leave entitlements (still 16 weeks owing). Alisha Davies is taking leave in March. Neither of us takes leave in the peak time of September to December.

In early March, with Andrew Wells and Cathrine Harboe-Ree, updated the Executive Officer’s position description.

The equipment upgrade (every 2-3 years) takes 2-3 days for setup and data transfer. A new laptop was installed on February 20, the replaced PC rolled down to Alisha (full-time), whose PC was rolled down to Brigid (0.15 FTE). By the time the 4th PC is recycled out of the office (purchased May 2000) its value has been completely written down by depreciation. The office uses ANU’s standard operating environment, but has a range of additional software (tax office, accounts, roaming communications, printers, web publishing, CAUL email archive) that is installed and managed within the office.

**CAUL Web Site.**

The web site redevelopment has not yet started, but the requirements analysis document has been finalised. This was drawn up by William, the developers, to confirm their understanding of CAUL.
requirements. It undertook several iterations, with input also from Andrew Wells and Jeff Murray, prior to CAUL’s acceptance.

The functional specification and draft project timeline was circulated to the Executive on November 28. There was no other feedback from the committee, so comments from Diane Costello were returned to William on January 9. A teleconference seeking clarification from William on January 24 was followed by an updated document received January 29. Further questions are being framed, mostly relating to the hosting, maintenance and updating options for the site.

ANU is updating its web servers and moved the current CAUL website to a new server – this required some testing to make sure that the new site worked the same as the old one. CAUL’s domain address [http://www.caul.edu.au/](http://www.caul.edu.au/) was redirected to the new server on February 14 and members were advised to update their bookmarks from the very old address [http://www.anu.edu.au/caul/](http://www.anu.edu.au/caul/) which may no longer work.

**Finance & Audit.**

The 2006 audit was finalised on March 12 and the 2007 audit begun on March 13. The auditors had been reviewing some 2006 anomalies pertaining to GST on foreign currency transactions. Walter Turnbull, CAUL’s accountants, expect that this will result in a refund to CAUL of some thousands of dollars, the final cleanup of the time when GST was paid on USD invoices from the Australian offices of US companies.

The 2008 budget report was then updated. This hadn’t been possible until 2006 accounts were rolled over. The 2008 figures have been re-cast to reflect the proportion of staff time expended between the CEIRC program and the other CAUL activities. The figures also reflect actual salary levels rather than the minimum estimate used on the September budget proposal i.e. ANU’s annual increase was 3% rather than the 2% used in the calculations.

**CEIRC.**

In the two months to mid-November, the expected high-volume period of the CEIRC calendar, the office achieved the following:

- 49 renewal offers and new offers released, many for multiple products;
- 125 product renewals / new subscriptions finalised and the publishers notified;
- 900 invoices for 40 publishers processed and sent to subscribers, including some dozens of one-off invoices for new subscribers starting early or confirming late;
- 260 CEIRC pages on the web-site created, edited or uploaded;
- 50 reminders sent to the list re 5 or more renewals awaiting confirmation (and possibly 3 times that many sent to individual Datasets Coordinators). Following up late responses (and overdue payments) contributes significantly to the time expended on CEIRC renewals.

The worksheet showing the progress of CEIRC renewals is at [file:///c|/d/html-doc/dataset$/CEIRCrenewals.xls](file:///c|/d/html-doc/dataset$/CEIRCrenewals.xls) This spreadsheet also shows, for the 2007 subscription renewals, the additional data that was compiled for the CEIRC review, showing how many CAUL subscribers versus external subscribers, the year that the subscription began, and how many new subscribers and cancellations per product there were.

Over December/January, more than 800 invoices were raised, with a combined turnover of AUD 1.2m, USD 10.1m and £3.2m. Transactions for more than 90 publishers were handled.

**CEIR RC Review.**

A number of meetings relating to the review were held:

- October 3 Nigel Penny and Andrew Wells teleconference
- October 4 Nigel Penny re CEIRC administration and communication, with Alisha Davies, at the CAUL office.
- October 9 Nigel Penny and Andrew Wells teleconference
- October 22 Simon Carter, Gadens, with Andrew Wells, Nigel Penny, Brisbane
- November 6 Nigel Penny and Andrew Wells teleconference
review of 2007 subscriptions provided to consultant October 30;
draft report received November 12;
workshop scheduled for November 21;
the penultimate report was provided January 2;
the final report was provided January 8.

A considerable amount of data was collated to support the review, much of it related to 2007 subscription and renewal patterns by the three types of CEIRC members – CAUL, CONZUL and other external participants.

During December, Nigel Penny conducted a survey of CAUL and CONZUL Datasets Coordinators, requesting that a separate list be used to circulate the survey and reminders. The final report was received January 2, and comments from Andrew Wells and Diane Costello contributed to the edited version circulated to the Executive on January 11.

The consultant’s recommendations were discussed in February by both the CEIRC and Executive committees, and their responses to the recommendations compiled for presentation to CAUL in April.

Meeting Planning & attendance – Agenda, Minutes, Travel, Venues

CAUL Executive Meeting 2007/5, Adelaide 20 September
CAUL Meeting 2007/2 Adelaide 20-21 September 2007
CEIRC Meeting 2007/4 Melbourne 24 September 2007
Joint CCA Meeting, Sydney 21 November
CAUL Executive Meeting 2007/6 Sydney 21 November
CEIRC Review Workshop Sydney 21 November
CEIRC Committee Meeting Sydney 22 November
Datasets Coordinators Meeting and Forum, Melbourne, 4 February 2008
CEIRC Committee Meeting Melbourne 5 February 2008
CAUL Statistics Focus Group Meeting Melbourne 7 February 2008
CAUL Executive Meeting Brisbane 18 February 2008
CEIRC Committee Meeting Sydney 2 April 2008
CAUL Executive Meeting Sydney 2 April 2008
CAUL Meeting 2008/1 Sydney 3-4 April 2008
CEIRC Statistics Roadshow June 2008 – various venues
CAUL Meeting 2008/2 Darwin 18-19 September 2008

Other Meetings/ Events attended/ held.

September 18. Introduction to Contracts Seminar. ANU Legal Office.
October 25. Richard Sayers, CAVAL, re options for support for training and event logistics
November 15. Australian Access Federation Steering Committee Meeting, by teleconference
November 16. Dr Glenn Withers, CEO, Universities Australia, with Andrew Wells and Cathrine Harboe-Ree, Canberra
December 11 Zarina Velasco, The One Umbrella
January 31 AAF Steering Committee teleconference
February 26 Universities Australia Library Conference planning group teleconference
February 29 Australian Publishers Association Forum “How Would Research in a Better World be Funded, Shared and Assessed?” Canberra
March 6 Australian Digital Alliance AGM
March 7 Australian Research Council – meeting with Professor Margaret Sheil, Dr Alex Cooke, Mary Burton with Andrew Wells and Cathrine Harboe-Ree
March 12 Universities Australia Library Conference planning group teleconference

Meetings held/ attended – CEIRC-related.

September 25 Jay Glaisyer, EBSCO re Sage
September 26 Shaun Eliastam and Jenne Hunt, HCN
October 2. Elizabeth Ordonez, ISI Euromoney teleconference
October 16. William Gane and Alexander Saad, Bureau van Dijk
October 19. Peter Langworth, Sales & Marketing Director, CUP Asia-Pacific
October 23. Neil Byrne, Thomas Telford, teleconference
October 25. Jeroen Prinsen, Geeho Liu, Thomson Scientific
November 12. Marianne Josserand-Haska, BioMed Central teleconference
November 14. Peter Shelley, Regional Manager, Asia Pacific, Emerald, teleconference
November 23 Nick Shimmin, CUP e-books
November 27 Vicky Jackson, OUP teleconference
November 28 Jason Connelly and Daniel Rodriguez, IHS and Jonathan Adams, Jane’s Asia Pacific
December 11 Rebecca Wong, ANU’s new Datasets Coordinator with Renata Osborne
December 12 Ingrid Segota and Ron MacNeill, CCH
February 5-7 during VALA:
  Tom Richardson, New England Journal of Medicine
  Vicky Jackson, Ian Hames and James Mercer, Oxford University Press
  Colleen Campbell, Casalini Libri
  Tim Tamminga, BEPress
  David Elek, Springer
  Chris Edmeades, CABI
  Linda Empringham, Brill Publishers
  Nadira Mohsin and Aslinda Hafeez, Euromonitor
  Jane Woolnough, Informa HealthCare
  Saskia Bolore, American Medical Association
  Camille Davey, Encyclopaedia Britannica
  Ann Snoeyenbos, Project Muse
  Mychau Vo, Research for Libraries
  Antoine Boquet & Tamara Joyner, Nature Publishing Group
  Ashleigh Bell & Vivienne Fox, Taylor & Francis
  Jo Deakin, Taylor & Francis e-books
  Andrew Wang & Shu-en Tsai, OCLC with Lian Todd
  Lesley Maw, Royal Society of Chemistry
  Andrew Hall & Julie Stevens, Alexander Street Press
  Andrea Gilbey, Emerald
  Bruce Heterick, JSTOR
  Patrick Doogue, Institute of Physics Publishing
  Cissie Anderson, The Royal Society
  Neil Byrne, Thomas Telford
February 6 Taylor and Francis Roundtable, Melbourne
February 6 Project Muse Round Table, Melbourne
February 8 Sage Library Advisory Board Meeting, Melbourne
February 12 Anne Harvey, Elsevier Scopus
February 13 Tanya Chung, market research on behalf of a major subscription agency, teleconference
March 5 ProQuest Customer Survey teleconference
March 14 Greg Anderson re CEIRC planning and processes, Canberra
March 18 Chris Edmeades, CABI Publishing
March 26 Gayle Villaume, DA Information Services

Diane Costello
27 March 2008