

CAUL Meeting Papers (2009/1)

**2-3 April, 2009
Newcastle**

**Group Meetings 9.00-12.00 2 April
CAUL Meeting 1.00-5.30 2 April
& 9.00 – 1.00 3 April
CAUL Dinner 7 for 7.30pm 2 April**

Venues:

**Quality Hotel Noah's on the Beach
Promenade Ballroom
Boardroom, Harbour View Room & Pacific Room West
CAUL Dinner @ Customs House Hotel**



CAUL Meeting 2009/1

2-3 April, 2009

Quality Hotel Noah's on the Beach

<http://www.noahsonthebeach.com.au/>

Cnr Shortland Esp & Zaara St, Newcastle, NSW 2300

AGENDA

892. *Introduction & Welcome. Andrew Wells.

893. *Attendance & Apologies. Expected to attend:

From CAUL: New CAUL members, acting CAUL members and delegates for CAUL members: Grace Saw, Bond U; Philip Kent, UMelbourne; Laura Maquignaz, VU; Michael Cullen, UNDA (Friday only); Del Shiers, Murdoch U; Jack Bedson, UNE; Jim Graham, ACU;

From CONZUL: Sue Roberts, VUW; John Redmayne, Massey U;

Guests:

Professor Margaret Sheil, CEO, Australian Research Council;

Dr Ross Wilkinson, CEO, ANDS;

Dr Ian Gibson, CEO, Intersect;

Kerry Kilner, AustLit;

Dr Rebecca Harris, Director Communication and Government Relations, Universities Australia;

Paula Callan, eResearch Access Coordinator, QUT

Apologies: Stephen McVey, UNDA; Eve Woodberry, UNE; Chris Sheargold, ACU; Gail Pattie, UCanterbury;

894. *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.

895. *Minutes of Previous CAUL Meeting CAUL 2008/2. (Paper included)

896. Minutes of CAUL Executive Meetings 2008/5, 2008/6, 2009/1. (Papers (3) included)

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

STRATEGIC PLAN

898. Go8 Cost-Benefit Study. Vic Elliott

Re strategic plan item 22. Develop statements of value for university libraries, both quantitative and qualitative. Item 855 from CAUL 2008/1 - Members discussed how they might be involved in the Go8 work and it was suggested that CAUL might fund the development of the ROI methodology.

899. Review of the Strategic Plan. The Executive recommends restructuring the strategic plan to separate out the operational elements, and target the highest priority activities.

900. *CAUL Achievement Award. The 2008 award will be presented to Paula Callan, eResearch Access Coordinator, QUT.

Support for Research

901. ***Australian Research Council (ARC).** Professor Margaret Sheil.
- a) **ERA (Excellence in Research Australia).** (Standing item)
902. **Research Infrastructure.**
- a) ***ANDS (Australian National Data Service).** Dr Ross Wilkinson <http://ands.org.au/>
 - b) ***Intersect: eResearch support and innovation for NSW.** Dr Ian Gibson <http://www.intersect.org.au/>
 - c) ***eResearch Case Studies.**
 - i) **University of Technology, Sydney.** Alex Byrne
 - ii) **Swinburne University of Technology.** Derek Whitehead
 - iii) **Monash University.** Cathrine Harboe-Ree
 - d) **Institutional Repositories.**
 - i) ***CAIRSS (CAUL Australian Institutional Repositories Support Service).** Helen Livingston **(Paper included)**
903. ***Scholarly Communication.** Andrew Wells **(Paper included)**
- a) **Open Access.** John Shipp
 - b) **CAUL Statement on the Global Financial Crisis.** Andrew Wells **(Paper included)**
 - c) **CAUL Electronic Information Resources Committee (CEIRC).** Greg Anderson **(Paper included)**
904. ***AustLit.** Kerry Kilner **(Paper included)**

Support for Learning & Teaching

905. **Information Literacy Working Group.** Ruth Quinn **(Paper included)**
906. **University Library Australia.** Shirley Oakley **(Paper included)**

Delivering Quality & Value

907. **Best Practice Working Group.** Helen Livingston **(Paper included)**
908. **Insync Surveys.** Helen Livingston **(Paper included)**
909. **Statistics.** Craig Anderson

Advocacy & Influence

910. ***Copyright.** Derek Whitehead **(Paper included)**
- a) ***Universities Australia.** Dr Rebecca Harris, Universities Australia
911. **Relationships with other Organisations.**
- a) **CAUL regional and sectoral groups.**
 - i) **Go8.**
 - ii) **LATN.**
 - iii) **IRUA.**
 - iv) **CAVAL.**
 - v) **QULOC.**
 - b) **CONZUL.** John Redmayne **(Paper included)**

- c) **National Library of Australia.**
 - i) ***Libraries Australia.** Linda Luther, Anne Horn **(Paper included)**
 - (1) ***NBD Survey Results.** Linda Luther
- d) **OCLC.** Report on February 2009 Members Council Meeting. Vic Elliott **(Paper included)**
- e) **Collections Council of Australia.** Linda Luther
- f) **CAUDIT (Council of Australian University Directors of Information Technology) and ACODE (Australasian Council on Open, Distance and eLearning).**
 - i) **EDUCAUSE 2009.** Imogen Garner
- g) ***IFLA.** IFLA 2010. Keith Webster

912. Forthcoming Meetings

- a) **CAUL Meeting 2009/2.** Sydney, 21-22 September 2009.
- b) **CAUL Meeting 2010/1.** Canberra (tbc)
- c) **CAUL Meeting 2010/2.**

CAUL Administration

- 913. President's Report.** Andrew Wells **(Paper included)**
- 914. CAUL Web Site Redevelopment.** Andrew Wells, Diane Costello
- 915. CAUL Finances.** The full supporting reports i.e. balance sheets, profit & loss reports and cash flow reports are online at [http://www.caul.edu.au/aul-doc\\$/budget2008.xls](http://www.caul.edu.au/aul-doc$/budget2008.xls) and [http://www.caul.edu.au/aul-doc\\$/budget2009.xls](http://www.caul.edu.au/aul-doc$/budget2009.xls) Imogen Garner, Diane Costello
 - a) **CAUL Budget 2009. (Paper included)**
 - b) **CAUL Budget 2008. (Paper included)**
 - c) **CAUL Budget 2007. (Paper included)**
- 916. Executive Officer's Report.** Diane Costello **(Paper included)**
- 917. Other business.**

CAUL Meeting Schedule		# pax & Room
Venue: Quality Hotel Noah's on the Beach http://www.noahsonthebeach.com.au/ Cnr Shortland Esp & Zaara St, Newcastle, NSW 2300		
Wednesday 1 April 2009		
10-5	CAUL Executive at Boardroom (School of Drama, Fine Art & Music) Level 3 - The Conservatorium The University of Newcastle Corner Auckland and Gibson Streets Andrew Wells, Chair; Ainslie Dewe, Heather Gordon, Imogen Garner, Greg Anderson, Diane Costello	6 pax Conservatorium Boardroom
Thursday 2 April 2009 (at Noah's on the Beach)		
7.30	CAIRSS Steering Committee (tbc) Helen Livingston, chair; Heather Gordon, Judy Stokker, Alan Smith, Derek Whitehead, Diane Costello	6 pax
8.30-11	Go8 Vic Elliott, chair; John Shipp, Andrew Wells, Keith Webster, Cathrine Harboe-Ree, Ray Choate, John Arfield, Philip Kent	8 pax Noah's Boardroom
9-11	Best Practice Working Group Helen Livingston, chair; Liz Curach; Graham Black; Ruth Quinn; Heather Gordon; Derek Whitehead; Jan Gordon; Greg Anderson; Des Stewart; Dan Archibald; Leeanne Pitman; Laura Maquignaz; Sue Roberts	12 pax Noah's Harbour View Room
10-1 (lunch 12-1)	LATN Alex Byrne, chair; Imogen Garner, Craig Anderson, Helen Livingston, Judy Stokker, Gabrielle Gardiner (LATN) [Lorraine Shepherd by teleconference]	6 pax Noah's Pacific Room West
11-1 (lunch 12-1)	Information Literacy Working Group Ruth Quinn, CDU, chair; Graham Black; Anne Horn; Leeanne Pitman; Laura Maquignaz; Linda Luther; Philip Kent	7 pax Noah's Boardroom
11-1 (lunch 12-1)	IRUA-L Heather Gordon, chair; Ian McBain, Greg Anderson, Ainslie Dewe, Con Graves, Del Shiers; Sue Roberts	7 pax Noah's Harbour View Room
12 noon	Lunch	
1pm	CAUL Meeting – Business , to include:	Noah's Promenade Ballroom
	Introduction of new members.	
	CAUL Achievement Award – Paula Callan, QUT	30m
	Survey of the NBD that was undertaken last year – Linda Luther	15m
	CAIRSS – Helen Livingston	
3pm	Afternoon tea	30m

3.30	AustLit – Kerry Kilner, UQ	30m
4pm	Scholarly communication, publishing. Andrew Wells, John Shipp, Greg Anderson	90m
5.30pm	Meeting closes	
Following business meeting April 2 at 5.30pm	ULA Working Group Shirley Oakley, Chair; Alex Byrne, Imogen Garner, Jan Gordon, Diane Costello	5 pax
7pm for 7.30	CAUL dinner @ Customs House , 1 Bond Street http://www.customshouse.net.au/	
	Friday 3 September 2009 (at Noah's on the Beach)	
	CAUL Meeting	Noah's Promenade Ballroom
9am	Introduction – Andrew Wells	
	Professor Margaret Sheil, CEO, Australian Research Council	30m
	Dr Ross Wilkinson, CEO, ANDS	20m
	Dr Ian Gibson, CEO, Intersect	20m
10.45	Tea Break	30m
11.15	Cathrine Harboe-Ree – Monash	10-15m
	Alex Byrne – UTS eScholarship program UTSePress - the major Australian publisher of open access scholarly journals which also publishes ebooks and conference proceedings UTSiResearch - an institutional repository which is organized around the concept of communities using the RFCO codes and is interfaced to Research Master Data curation through operating the NSW node of ASSDA and building ATSIDA	10-15m
	Derek Whitehead - institutional experience in relation to research, and particularly - integration of research and repository workflows - publishing - the NicNames project we are undertaking for ARROW - data management	10-15m
12 noon	Dr Rebecca Harris, Universities Australia Derek Whitehead	60m
1pm-2pm	Lunch – Meeting Closes	
Post-lunch	Visit to the University of Newcastle	Bus departs 1400



CAUL Meeting 2008/2

18-19 September, 2008

Grand International Room, Level 2, SKYCITY, Darwin

Draft Minutes

(Updated 26/2/09)

863. *Introduction & Welcome. Andrew Wells welcomed members to the meeting, especially Ainslie Dewe attending her first meeting as the Latrobe University Librarian and as the new CAUL deputy president, Dan Archibald attending his first meeting as a CAUL member, and Martin Borchert and Jenny Ellis attending their first meetings as a CAUL delegate. He recorded votes of thanks to members who had left since the last meeting – Angela Bridgland and Linda O'Brien, Bill Cations who is retiring next week, and Gulcin Cribb is staying on in Turkey.

864. *Attendance & Apologies.

From CAUL:

* Jim Graham, ACU
Vic Elliott, ANU
Wendy Abbott, Bond U
Graham Black, CQU
Ruth Quinn, CDU
Shirley Oakley, CSU
Imogen Garner, Curtin U
Anne Horn, Deakin U
% Dan Archibald, ECU
* Ian McBain, Flinders U
* Martin Borchert, Griffith U
Heather Gordon, JCU
% Ainslie Dewe, La Trobe U
* Jennifer Peasley, Macquarie U
Cathrine Harboe-Ree, Monash U,
Deputy President
Margaret Jones, Murdoch U
Judy Stokker, QUT
Craig Anderson, RMIT U
Derek Whitehead, Swinburne U
Ray Choate, U Adelaide
Leeanne Pitman, U Ballarat
Anita Crotty, U Canberra
* Jenny Ellis, U Melbourne
Eve Woodberry, UNE
Andrew Wells, UNSW, President
Jan Gordon, UNSW@ADFA
Greg Anderson, U Newcastle
Keith Webster, UQ
Helen Livingston, UniSA
Alan Smith, USQ
John Shipp, U Sydney
Linda Luther, U Tasmania
* Sharon Lenord, USC
* Ralph Kiel, UWA
Liz Curach, UWS

Felicity McGregor, UoW

Philip Kent, VU

In attendance:

Diane Costello, CAUL

From CONZUL:

John Redmayne, Massey U

Apologies:

Chris Sheargold, ACU

Bill Cations, Flinders

Con Graves, Griffith U

Maxine Brodie, Macquarie U

& Des Stewart, SCU

Linda O'Brien, UMelbourne

& Stephen McVey, UNDA

& Alex Byrne, UTS

Sandra Jeffries, USC

John Arfield, UWA

Professor Margaret Sheil, CEO,

Australian Research Council

& not represented

% first meeting as CAUL Member

Acting Director

* Delegate of CAUL Member

- 865. *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.
- 866. *Minutes of Previous CAUL Meeting CAUL 2008/1.** The draft minutes were included with the agenda papers. They were accepted without further amendment.
- 867. *Minutes of CAUL Executive Meetings 2008/2, 2008/3, 2008/4.** Copies of the minutes were included in the agenda papers.
- a) Item 1743 ALIA Education and Workforce Summit. Judy Stokker clarified that QUT will develop a detailed program outline for consideration at the next QULOC meeting.
 - b) Item 1748. The expiry date for the caul.edu.au domain should be 2010 not 1010.
(Action: DC)
- 868. CAUL Elections.** Ballot papers for the position of Deputy President for 2009-2010 were due 16 September, with Ainslie Dewe the winner. She was congratulated on her election. Andrew Wells thanked Cathrine Harboe-Ree for her significant contribution during the last five years on the CAUL Executive.
- 869. Business arising from previous meetings, not otherwise listed on the agenda.**
- a) ***The University of Melbourne Futures Commission.** The presentation by Jenny Ellis is at <http://www.caul.edu.au/caul-doc/caul20082unimelb.pdf> She provided an update on the review and the decisions made. One of the questions exercising the Vice-Chancellor is "who can use our libraries?" or should the public be excluded? Noting that students are the users of the new media, how much should they be involved in the design of new services.

STRATEGIC PLAN

- 870. Review of the Strategic Plan.** This item was not discussed.

Support for Research

- 871. *CAUL Electronic Information Resources Committee (CEIRC).** Greg Anderson spoke to his report which was included with the agenda. He outlined the proposed approach to the Wiley-Blackwell renegotiations, noting that Wiley-Blackwell had affirmed that CAUL would likely be asked to pay about the same amount of money for the same content as now available i.e. no radical changes.

He outlined the review of CEIRC costs, noting that costs were previously based on 35% of the CAUL Executive officer's time, whereas it should now be 60%. The Executive recommended that the CEIRC fee be increased to cover the costs but that the CAUL fee be decreased to match, as it was just an acknowledgement of the redistribution of staff time. When external members were advised of the proposed increase, none indicated that this would cause them to withdraw from the program.

Some members expressed interest in the contract for Web of Science being managed through CEIRC. The CAUL president has written to the CEO of Universities Australia to recommend to the board that Universities Australia transfer the responsibility for negotiation and administration to CAUL. CAUL would, however, welcome Universities Australia's involvement in the negotiation of major contracts. It was noted that the negotiations were previously handled by John Mullarvey but this area is now the responsibility of Dr Rebecca Harris, Director, Communications and Policy.

- a) **CEIRC Review.** Greg Anderson reported that one review recommendation had been that some products be removed from the CAUL offers should they not reach a given subscriber threshold. It was agreed that this would be too complex to manage by formula because of the range of factors involved e.g. there may be multiple products from the same publisher, some of which will have low take-up, but it is simpler to handle them all together, etc. The Executive Officer will make recommendations to CEIRC on a case by case basis as products come up for renewal.

- b) ***E-books. Hot Topic** The presentation by Greg Anderson and Martin Borchert is available at [http://www.caul.edu.au/dataset\\$caul20082ebooks.pdf](http://www.caul.edu.au/dataset$caul20082ebooks.pdf) Greg Anderson reported on the CEIRC survey of 2007 which looked at what institutions were buying and what they wanted to buy, by discipline, by lease/purchase, by type of e-book such as textbook, monograph and reference works. A continuing complaint is the number of embargoes imposed by publishers on the latest editions of their textbooks. All are looking forward to a realistic pricing model.

Martin Borchert reviewed the QULOC survey results, looking at user awareness, perception and usage of e-books. He noted that some librarians continue to perceive e-books as lower quality than print. He described Griffith's experience with patron-initiated loans/purchases via EBL's service. After some testing, they decided to buy on the third loan rather than the fifth. He added that EBL will supply a copy suitable for local loading, thus ensuring continuity of access. It was observed that academics are now responding to a critical mass of e-books by using them more in coursework.

- c) ***SCOAP3 : Sponsoring Consortium for Open Access Publishing in Particle Physics. Hot Topic.** The presentation by Jenny Ellis is at <http://www.caul.edu.au/scholcomm/caul20082scoap3.pdf> She outlined the purpose of the program – an experiment in Open Access publishing whereby a small number of high energy physics journals would be supported through commitments from signatory libraries but made open access to all. Subscriptions support the peer review process, but most of the content is already open access through the physics community's <http://arxiv.org> The commitment level required has not yet reached the level at which the organisers can call for tenders for publishers to continue to produce the journals under the new model. It is proving difficult to quantify savings from subscription cancellations. For 6-7 journals, the total required from Australian libraries would be EUR 66k.

872. **ERA (Excellence in Research Australia).** (Standing item) This item was not discussed, though it was noted that Professor Margaret Sheil, ARC CEO, who was a late apology for this meeting, has committed to attending the next CAUL meeting in Newcastle.

873. ***Research Infrastructure.** It was noted that ASHER (Australian Scheme for Higher Education Repositories) funding is continuing in 2009, though it is unclear what the guidelines will be.

- a) **AeRIC (Australian eResearch Infrastructure Committee).**

- i) ***ANDS (Australian National Data Service). Hot Topic** The presentation by Cathrine Harboe-Ree is at <http://www.caul.edu.au/org/caul20082ands.pdf> She outlined the many organisations, projects and matching acronyms in the eResearch area. In reference to the Cutler Report on innovation, she noted that recommendations regarding governance of innovation are likely to mean a change in the nature of AeRIC. She strongly recommended that CAUL seeks to retain representation of the library community. **(Action: Executive)**

With specific reference to ANDS, Cathrine Harboe-Ree advised that 50% of the government funding would support staff based at Monash, ANU and the CSIRO, while the rest would be used by other institutions undertaking specific projects. This is the first step towards an Australian data commons – more information is available on the ANDS website. <http://ands.org.au/>

Seeding the Commons will be based at Monash; Building Capabilities, based at ANU, will be responsible for building tools, establishing models, training the trainer, etc. ANDS is committed to sharing knowledge and experience.

There is a suggestion that data is already being well managed, but clearly this is not the case. Greater engagement with the research community is key. The report from the ERCC (eResearch Coordinating Committee) recommended funding training in informatics and information management because the skills shortage was deemed to be the most significant barrier. Information managers need to move into discipline areas; discipline specialists need to move into information management.

- ii) ***Research Data Management Practices. Hot Topic** The presentation by Vic Elliott is at <http://www.caul.edu.au/best-practice/caul20082researchdata.pdf> ANU has developed a data management training program within its information literacy program. It aims to cover collection, description, manipulation and long-term curation of data. A survey of data management practices shows a representative view of what researchers actually think. The data management manual was developed for a specific program but is available for adaptation and use by others. It assists researchers to understand the importance of management of research data, including legal issues, intellectual property, etc. Some researchers consider such management bureaucratic and a barrier to their research efforts, while others understand the benefits of efficiency, protection, exposure, etc.

b) Institutional Repositories.

- i) ***CAIRSS Proposal (CAUL Australian Institutional Repositories Support Service).** A proposal from ARROW to CAUL was included in the agenda papers. Cathrine Harboe-Ree advised members that she had responded to a number of individuals' questions over the last couple of weeks, and proceeded to set the context for the proposal.

ARROW has been considering its exit strategy, and with APSR and RUBRIC already ended, ARROW sought a way to keep the project's energy going. Cathrine Harboe-Ree and David Groenewegen met with DIISR and the ARC regarding the need for ongoing central support of institutional repositories. Both departments agreed that ARROW could pass the remaining project funds, \$600,000, over to CAUL to establish a repository support service for at least the next few years.

The proposal was supported both by the ARROW Management Committee and the CAUL Executive. It is a proposal from ARROW to CAUL, hence the ARROW letterhead on the proposal. If CAUL agrees, it will be ARROW no more. Monash, ANU and Swinburne will not bid for the service, and Cathrine Harboe-Ree, Vic Elliott and Derek Whitehead will not nominate for the steering committee, in order to separate ARROW from CAIRSS.

When considering whether New Zealand should be included in the service, and noting that CONZUL members are all ADT members, it was agreed that since the bulk of funds are from the Australian government for Australian infrastructure, membership would initially be limited, but after the handover could be determined by CAUL.

There could be more than one service provider, but this should be decided by the Executive. There is at least one institution currently prepared to be the service provider.

The proposed steering committee should determine who is allowed to apply to be the service provider. The size of the proposed steering committee has also been questioned.

It is not expected that technical support can be provided given the range of software used. CAIRSS would support the community, with technical support a secondary issue. It was suggested that an additional role be monitoring and advising on open access developments.

The proposal recommends that the current ADT levy be transferred to CAIRSS and that it take future responsibility for the theses service.

ANDS recognises that it is dependent on institutional repositories so expects to contribute project funding in this area.

When discussing the proposal, members made the following comments:

Eve Woodberry agreed that it was a very good use of the ARROW funds, and such ongoing support had been mooted when RUBRIC was folding – how to use the

technology to aid the community to keep in touch with each other. The ADT segues well into CAIRSS. She recommended that the governance model be light, particularly in the start-up stage.

Ainslie Dewe suggested that links with university research offices be built into the governance model or communication structures. It was noted that ARROW has worked with ResearchMaster (RM4) to achieve interoperability, and this has shown that university institutional repositories all have quite different relationships with their research offices. It may be better to recognise them as a stakeholder group, run seminars, etc but not necessarily include them on the committee.

Judy Stokker suggested including a CAUDIT representative, but Derek Whitehead countered that this might set a precedent that could present difficulties later. Just because there is technology involved does not mean that a technology manager is needed at this level. CAUL has other good communication channels with CAUDIT. He agreed that the CEIRC model is a good model to follow.

Liz Curach congratulated Cathrine Harboe-Ree on an excellent proposal and on being able to transfer the funds to CAUL. She confirmed the importance of the governance model, and recommended that it be tight. If it is intended to be a steering committee rather than operational, she questioned the place of repository managers. She was also concerned about the openness of a nominated steering committee whose role includes determining the establishment process. Would CAUL have an opportunity to review it, and how often? She suggested limiting the life of the establishing committee to say, one year.

Cathrine Harboe-Ree has suggested that Adrian Burton from APSR, and David Groenewegen from ARROW, be included on the committee initially because of their understanding of how support services have been operating. This offer is not binding on CAUL or the steering committee. Philip Kent commended the CEIRC model, noting the usefulness of including people "on the ground" as well as the university librarians.

Anne Horn questioned whether DIISR had imposed any limitations on the use of the funds or any reporting requirements? Cathrine Harboe-Ree confirmed that the proposal was that ARROW commit \$600,000 to CAUL for this purpose, and CAUL will use it for this purpose. Any reporting will be to CAUL.

It was suggested that a transition group would be valuable to test which governance structure might work best. It was recommended that the service provider have a role on the governing committee.

Alan Smith agreed with the notion of a transition committee which could be charged to recommend an appropriate governance structure to CAUL. A lot could depend on who wins the role of service provider. He suggested that the participation of ANDS would be a higher priority than CAUDIT, given the expectation of a closer relationship between CAIRSS and ANDS. It was noted that both Adrian Burton and David Groenewegen are currently involved with ANDS, and potentially either could represent ANDS on the committee after the transition year.

John Shipp suggested that the whole of scholarly communication should be taken into account – open access, changes in scholarly communication and the dissemination of research results will all be part of the role of university libraries. CAUL needs someone to keep up with developments.

John Redmayne reported that CONZUL members had agreed that it was an excellent proposal, and were happy to acknowledge that Australian government funds were being used to support it. As it will continue to cover ADT issues, CONZUL agreed that their ADT levies could be used to support CAIRSS.

The proposal to CAUL made the following recommendations:

1. *That CAUL endorse the establishment of the CAUL Australian Institutional Repository Support Service (CAIRSS), as outlined in this paper.*
2. *That a Steering Committee be formed to select a service provider and oversee the service.*
3. *That approval be given to the notion of the funds collected by CAUL for ADT support annually be transferred to CAIRSS, together with responsibility for providing an ongoing forum for considering ADT issues, subject to ADT Policy Group approval.*

CAUL members **agreed** to endorse the establishment of CAIRSS, with the additional objective of monitoring open access developments with a view to advancing them within CAUL institutions.

CAUL members **agreed** to the following amended recommendation:

*That a CAIRSS establishment committee be set up to:
select a service provider;
establish the service; and,
propose a governance model for the ongoing service.*

CAUL members **agreed** to the following amended recommendation:

that annual ADT levies collected by CAUL be transferred to CAIRSS for the life of CAIRSS.

CAUL members also **agreed** to the Executive's recommendations:

*that Helen Livingston be invited to chair the establishment committee;
that the Executive be represented by Heather Gordon;
that Judy Stokker's offer to participate be accepted; and,
that Adrian Burton and David Groenewegen be invited to be members of the establishment committee.*

- ii) **ADT (Australasian Digital Theses) Program.** It is proposed that this item be subsumed under the CAIRSS program. A paper from Andrew Wells was included with the agenda. This was supported by members in the CAIRSS discussion above.
- iii) **Australian Research Repositories Online to the World (ARROW) – Stage 2.** This item was discussed above in the proposed transition to CAIRSS.

c) **Australian Access Federation (AAF).** This item was not discussed.

874. *Open Access. John Shipp questioned whether the CAIRSS service provider was best placed to monitor Open Access. Members were reminded that the ADT is not just about the technology, but about its purpose, communities of interest and monitoring the changing environment. Including responsibility for Open Access in CAIRSS could mean co-opting additional people because it initially would not have sufficient resources. Open Access is broader than institutional repositories and should not be seen as the end result. It was agreed that it be kept under CAIRSS in the short term, to take a watching brief, conduct an open debate about what it will look like in the future and review how it should best be managed.

Support for Learning & Teaching

875. *Learning Spaces. Hot Topic The presentation by Keith Webster is at <http://www.caul.edu.au/best-practice/caul20082learning-uq.pdf> (15mb) and by Philip Kent at <http://www.caul.edu.au/best-practice/caul20082learning-spaces.pdf> Keith Webster reported on early results of a work in progress, a project in which first year student keep logbooks about their use of the library and its resources. This will be tied in with feedback from relevant academics at the end of the project. The second project uses a survey designed to gather the intent of the library user when entering the library and an exit survey to elicit what they actually did. UQ is testing how spaces can be repurposed over the course of a semester to reflect different priorities at different times – using removable partitions, changing study tables and benches into individual work areas, etc.

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

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

b) ***Information Literacy Survey. Hot Topic** Ruth Quinn's presentation is at <http://www.caul.edu.au/info-literacy/caul20082info-literacy.pdf> She reported that her survey elicited a 65% response rate from CAUL members, most of whom regard information literacy as a graduate attribute, though for some it is embedded in a non-specific attribute. There was no support for national tutorials or benchmarking in this area. She is planning a practitioner survey and will seek assistance in identifying appropriate channels of communication to reach the target group.

In a discussion on terminology, some alternatives offered were learning skills, research skills, knowledge management training. Most agreed that it needs to be more integrated with teaching/research areas.

877. University Library Australia. A report from Shirley Oakley was included with the agenda papers. This item was not discussed.

a) **CAUL Principles and Guidelines for Library Services to Onshore Students at Remote Campuses to Support Teaching and Learning.** A copy of the updated guidelines was included with the agenda. This item was not discussed, hence it was deemed to be accepted by members.

878. CAUL Principles for Library Services to Offshore Students to Support Teaching and Learning. A copy of the proposed guidelines was included with the agenda. This item was not discussed, hence it was deemed to be accepted by members.

879. Australian Learning and Teaching Council (ALTC, formerly Carrick Institute) This item was not discussed.

Delivering Quality & Value

880. *Best Practice Working Group. Helen Livingston recommended that CAUL that allocate funds to develop a materials availability survey regarding electronic discovery tools and online information resources. The BPWG will prepare a brief, taking into account how LibQUAL+ and others have addressed electronic resources. The intention is to develop something of use to all CAUL, with the option of adding localised questions as with the Insync surveys. **(Action: BPWG)**

881. *Insync Surveys. Helen Livingston reported on proposed amendments to the CAUL survey – the number of questions on staff has been reduced; academic has been changed to learning/teaching; the question about institutional repositories will be replaced with e-reserve; there will be separate questions about books and journals; electronic resources will be changed to online information resources; users will be asked for comments both positive and negative about the library, and for their preferred three methods of communication from the library; record the differences between international and domestic students.

Members agreed that the survey did need both shortening and amending. Members acknowledged the changes generally as an improvement but expressed concern about the deletion of the whole category of service quality, and the potential for losing longitudinal comparisons. It was noted that quality is covered in other questions, but it will be difficult to map the old questions to the new, other than in a broad way.

It was noted that the survey is very location-based, and consequently less useful for off-campus students. The BPWG has tried to re-word questions to take off-campus students into account, while recognising that service is generally physical, and that the number of survey changes should be kept to a minimum. Communication does relate to both off-campus and on-campus needs. A question about service to disabled students was deleted because only a very small proportion of students could answer it meaningfully. It is more useful to have a core set that all CAUL can use. This ability to compare has been a strength for CAUL.

Members asked for more time to allow their specialist staff to review the proposed changes and the proposed mapping table. Helen Livingston will circulate the new version to all CAUL immediately after the meeting. Members were asked to comment by replying to the list before 31 October to enable responses can be analysed and recommendations taken to the CAUL Executive on November 27. **(Action: All members; BPWG)**

The BPWG will also examine the standard terms of agreement as it appears that Insync owns the data. **(Action: BPWG)**

- 882. *Collaborative Storage Experiments. Hot Topic** The presentation from Vic Elliott is at <http://www.caul.edu.au/best-practice/caul20082storage.pdf> He discussed principles under which collaborative storage arrangements are best made e.g. it is essential to have a community of interest, preferably within the academic community. He referred to two recent models, the Orbis Cascade Alliance in the US north-west, and the UKRR (UK Research Reserve), both of which are geographically disparate. The UKRR aims to manage retention of an appropriate number of copies of low-use research journals, at least one in the British Library and commitment from two others to retain, with all accessible via document delivery. This will underpin a more efficient planned withdrawal of these titles from other collections. UKRR was funded through a £ 500,000 viability report followed by £ 9.8m for its establishment in 2008. This is supplemented by subscriptions from participants.

The Group of Eight is testing a similar methodology using the Oxford Journals Archive, which will aim to gain space across the whole collection not just in disciplinary blocks. This requires agreement about who will maintain which titles. Once the retention decision is made, the journal run will be consolidated, with contributing institutions bearing the cost. A heads of agreement will be signed for each separate archive. It has been noted that sometimes the digitised copy is not of good quality.

Linda Luther reported that UTas had joined CAVAL, but that transporting withdrawn material to Melbourne is expensive. Vic Elliott agreed to share the Go8 contract as an example. **(Action: VE)**

- 883. Statistics.** A report from the CAUL Statistics Focus Group was included with the agenda papers. This item was not discussed.

- 884. *Universities Australia Library Staff Development Conference.** Andrew Wells referred to the delegates' evaluations of the most recent conference, circulated with the agenda. Nineteen CAUL staff attended, and the feedback indicated that it was a good experience for all. It seems to work because University Librarians are very open with their comments and are prepared to discuss realities. A CAUL group puts the program together, and Universities Australia manages the logistics and takes any financial risk. Now that Universities Australia has dropped its staff development program, CAUL should consider how this niche is best handled.

Members canvassed the variety of offerings currently available for leadership activities e.g. CAUDIT Institute, the L.H. Martin Institute (which is taking over from Universities Australia), etc to see where the current program fits into the range and what this one offers in particular.

The CAUDIT Institute is targeted at management development for senior staff, aiming essentially at the same level as Horizon. It was noted that seven library staff attended the last EDUCAUSE institute whose total size will be increased to 42 next year.

CAVAL's Horizon is rather like a mini-Fry Institute with delegates preparing project proposals. It also targets all library sectors. Aurora is pitched at emerging leaders who are younger and it therefore covers more personal development. The Universities Australia program targets deputy/associate librarians and provides exposure to university leaders and senior professionals.

Both CAUL and CONZUL members expressed interest in retaining this program, with CAUL taking over responsibility for its management as well as the program. It will continue to be held every two years, and dates and locations will be advised as early as possible. **(Action: Executive)**

Advocacy & Influence

- 885. *Copyright. Hot Topic** The presentation from Derek Whitehead is at <http://www.caul.edu.au/copyright/caul20082copyright.pdf> He advised members that Swinburne developed a copyright toolkit as part of the ARROW project, and a later one for researchers. Swinburne is planning to conduct a survey to determine the relative importance of part VB copying versus copying under licences, i.e. by permission. Universities Australia has expanded its Expert Reference Group on copyright, now chaired by the CEO, with Tom Cochrane, Robin Stanton, Eve Woodberry, Heather Gordon, Derek Whitehead and CAUDIT's Mark Legg.

It is expected that the government's Digital Education Revolution (sometimes known as DER) will be a driver for a number of changes, e.g. if copyright looks to be a barrier to advancing this agenda, it will be targeted for change. Both DEEWR and IPPTAG (Intellectual property and Privacy Technical Advisory Group, chaired by Evan Arthur) are working towards publicly funded government publications being free to use for education. Intellectual property is now the responsibility of the Department of Trade, no longer in the Attorney-General's Department, which may well dictate how copyright is viewed in government.

Derek Whitehead spoke of the difficulty of contacting third-party copyright owners for permission when digitising theses. He noted that ProQuest has been microfilming thousands of US theses for years without permissions and recommended publishing with a disclaimer to indicate that the thesis may be taken down on request.

886. Relationships with other Organisations.

- a) **CAUL regional and sectoral groups.** This item was not discussed.
- b) **CONZUL.** A report from John Redmayne is at <http://www.caul.edu.au/org/caul20082conzul.doc>
 - i) ***CONZUL tour of the UK. Hot Topic** The presentation from Philip Kent and John Redmayne is at <http://www.caul.edu.au/best-practice/caul20082conzul-uk-tour.pdf> The sites visited were mostly in the north, from Manchester to Edinburgh, plus the British Library. The hosts were extremely hospitable. They noted that the British government does not have a strong push towards institutional repositories or Open Access more generally, thought to be because of the size of the local publishing industry. One of the presentations of particular note was by Phil Sykes at Liverpool University, who asked what the library can do for the university, and how the university will improve if the library improves.
- c) **CHELSEA (Committee for Higher Education Librarians of South Africa).** <http://www.chelsea.ac.za/> Alex Byrne has foreshadowed a potential collaboration between CAUL and CHELSA e.g. a possible study tour, in 2009 or 2010, of CHELSA members to academic libraries in Australia, perhaps coinciding with a CAUL meeting, or IFLA 2010, so that the visitors might participate and have the opportunity to meet most Australian (and New Zealand) colleagues.
- d) **National Library of Australia.**
 - i) **Libraries Australia.** A report from Linda Luther was included with the agenda papers. This item was not discussed.
 - ii) **Peak Bodies Forum.** A report from Greg Anderson was included with the agenda papers. This item was not discussed.
- e) **Collections Council of Australia.** A report from Linda Luther was included with the agenda papers. This item was not discussed.
- f) **CAUDIT (Council of Australian University Directors of Information Technology) and ACODE (Australasian Council on Open, Distance and eLearning).**
 - i) **EDUCAUSE 2009.** This item was not discussed.

887. Forthcoming Meetings

- a) **CAUL Meeting 2009/1.** Newcastle, 2-3 April, 2009
- b) **CAUL Meeting 2009/2.** Brisbane, dates to be confirmed.
- c) **CAUL Meeting 2010/1.** Canberra, to be confirmed.
- d) **CAUL Meeting 2010/2.**

CAUL Administration

888. *CAUL Web Site Redevelopment. In response to a question from Eve Woodberry, Diane Costello reported that the contractor had recently changed the information architect working on the CAUL project resulting in a complete review of the functional specification. This will further delay the project, but population of the site was not likely to be possible at this time of the year during CEIRC renewals, and those involved are more confident about the expected outcome.

889. *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 spoke to the updated version of the agenda paper, tabled at the meeting. She reminded members of an earlier view that CAUL was holding too much money in reserve, while recommending sufficient cash flow to cover annual operations. She added that the proposal had been reviewed by several finance managers and was considered low risk.

Members of the current CAUL Executive have considered the treatment of retained earnings and recommend the following approach:

- ▶ That the primary role of these funds should be to provide a cash flow buffer, identified in advance as part of the next year's budget process;
- ▶ Retained earnings should continue to be used for strategic initiatives, subject to members' approval;
- ▶ These funds should not be used to cover debts and liabilities.
- ▶ Some of the retained earnings should be invested in longer term interest bearing accounts.

It was moved (Andrew Wells, seconded John Shipp) that CAUL adopts this approach.

In discussion, members agree that the recommendations are sensible, that the third dot-point is unnecessary and can be deleted, and agreed to support the remaining recommendations.

(Action: DC)

It was noted that long service leave is covered under liabilities, not in retained earnings. The full supporting reports i.e. balance sheets, profit & loss reports and cash flow reports are online at [http://www.caul.edu.au/caul-doc\\$/budget2007.xls](http://www.caul.edu.au/caul-doc$/budget2007.xls) and [http://www.caul.edu.au/caul-doc\\$/budget2008.xls](http://www.caul.edu.au/caul-doc$/budget2008.xls) and [http://www.caul.edu.au/caul-doc\\$/budget2009.xls](http://www.caul.edu.au/caul-doc$/budget2009.xls)

- a) **CAUL Budget 2007.** The pre-audit report was included in the agenda papers.
- b) **CAUL Budget 2008.** The progress report was included in the agenda papers.
- c) ***CAUL Budget 2009.** Imogen Garner spoke to the draft budget circulated with the agenda. Greg Anderson touched on CEIRC levy during CEIRC report, in item 871, but it needs formal approval. Some members suggested holding the total CAUL plus CEIRC membership fees at current levels (was 4,500+1,350 now 3,600+2,250) rather than reducing them by a relatively small amount, and use any additional income for research assistance, drafting responses to inquiries, etc. This was supported. **(Action: DC)**

890. Executive Officer's Report. A report was included with the agenda papers. This item was not discussed.

891. Other business.**a) President's Report.** Andrew Wells gave a verbal report of his CAUL activities.

He advised members that the business of CAUL is carried on between meetings by the Executive Committee and the Executive Officer, with whom he has a weekly teleconference. Updates are therefore received regularly on progress with the website development, meeting plans, etc. Communication and advocacy is a major part of presidential activities:

- ▶ He attended the recent CONZUL meeting, partly to discuss the ongoing relationship between the two organisations. This resulted in an exchange of letters between the presidents affirming and confirming the current relationship;
- ▶ visited the ARC in March 2008, with Cathrine Harboe-Ree and Diane Costello, to meet the new CEO and to discuss research support, institutional repositories, copyright and communication between the organisations;
- ▶ visited Universities Australia in November 2007, with Cathrine Harboe-Ree and Diane Costello, to meet the new CEO, to discuss copyright, Web of Science, and communication between the two organisations;
- ▶ correspondence with relevant new government ministers, new and departing CAUL members;
- ▶ submissions to appropriate and relevant government inquiries, though noted that the Executive decided against a CAUL response to the Bradley review, preferring to leave comment on the wider environment to the Vice-Chancellors; CAUL, through its Executive, has made submissions to government inquiries including the Cutler Innovation review and the Victorian Government inquiry into public sector information;
- ▶ one-off correspondence such as that from the NSW/ACT Indigenous Teacher Education Roundtable seeking additional access to university libraries for indigenous students and a CAUL response outlining the services currently available and a request for information about specific problems of access.

There has been some consideration of enlisting retired CAUL members to assist in preparing submissions, noting that this is an area in which there is always more work to be done. New areas of interest may be in closer cooperation with government health departments and hospitals and it was suggested that a special session be held on this area at the Brisbane meeting in September. It was agreed that this item would be included on future meeting agendas. (Action: DC)

The meeting concluded at 1pm, and lunch was followed by a Tour of CDU Library Casuarina Campus. Andrew Wells thanked all members who contributed, particularly those who made presentations.



CAUL Executive Meeting 2008/5

18 September 2008
from 9am-11am

Darwin SkyCity Grand Ballroom

Minutes

[http://www.caul.edu.au/meeting\\$/executive-meetings.html](http://www.caul.edu.au/meeting$/executive-meetings.html)

(Finalised 19/12/08)

- 1780. Attendance & Apologies.** Andrew Wells (President), Cathrine Harboe-Ree (Deputy President), Heather Gordon, Greg Anderson, Imogen Garner (Treasurer). In attendance: Diane Costello.
- 1781. Minutes of CAUL Executive Meeting 2008/4, 4 August 2008.** The draft minutes are included with the CAUL meeting papers. There were no further amendments.
- 1782. Minutes of CAUL Meeting 2008/1.** The edited draft is included with the CAUL meeting papers.
- 1783. Business Arising, not otherwise included in the agenda.**
- a) **CAUL investments.** The Executive agreed to invest \$150,000 for 12 months then review. Diane Costello will prepare document which shows the cash flow requirements for the 12 months. **(Action: DC)**
 - b) **ERA (Excellence in Research Australia).** Members asked whether any follow-up was needed regarding institutional responses to ERA journal rankings. It was agreed that no action was required.
 - c) **Open Access.** It was desirable for someone to monitor open access developments and analyse them for their relevance to CAUL. It was agreed to add this as an objective in the CAIRSS proposal. **(Action: CH-R)**
 - d) **Copyright.** It was reported that the National Library is working with CAL to see if a new service can be used; the service supports an algorithm which tests the age of a collection and determines what is out of copyright. It was noted that DRM was also discussed at the Peak Bodies Forum.
- 1784. CAUL Elections 2008.** Nominations for deputy president were called August 5, and a second call sent out September 3, with ballot papers due September 16. Ainslie Dewe was elected.
- Elections for the final position on the Executive were then started, and will be followed by the CEIRC elections. It is recommended that the Executive considers its representation on CEIRC in parallel with the current process.

STRATEGIC PLAN

1785. Review of Progress of Strategic Plan (Standing Item).

22. Develop statements of value for university libraries, both quantitative and qualitative **(Ad Hoc Working Group)** The go8 is considering a proposal from Outsell to look at contingent evaluation. If they decide to proceed, they will distribute the proposal as it stands to the Executive so the Executive has an opportunity to respond prior to the start of negotiations. **(Action: CH-R)**

CAUL ADMINISTRATION

1786. CAUL Finances.

- a) **CAUL Budget 2007.** [http://www.caul.edu.au/caul-doc\\$/budget2007.xls](http://www.caul.edu.au/caul-doc$/budget2007.xls) The end of year figures are complete, at least until the 2007 audit adjustments are received. The audit began on March 12, and is now pending completion of the CAUL accounting procedures. **(Action: DC)**
- b) **CAUL Budget 2008.** [http://www.caul.edu.au/caul-doc\\$/budget2008.xls](http://www.caul.edu.au/caul-doc$/budget2008.xls) Diane Costello has prepared an estimate of the 2008 operational surplus, and will prepare a cash flow report prior to implementing the investment plans. **(Action: DC)**
- c) **CAUL Budget 2009.** [http://www.caul.edu.au/caul-doc\\$/budget2009.xls](http://www.caul.edu.au/caul-doc$/budget2009.xls) It was noted that the overall reduction in CAUL fees will be \$350 not \$250 as noted in the CEIRC report to CAUL.

1787. Risk assessment for CAUL. Andrew Wells. [http://www.caul.edu.au/caul-doc\\$/risk-assessment2007.doc](http://www.caul.edu.au/caul-doc$/risk-assessment2007.doc) This will be reviewed after the CEIRC review recommendations have been settled. **(Action: DC)**

1788. CAUL Web Site.

- a) **Web Site Redevelopment.** A run through of the prototype was scheduled for September 16. William Pty Ltd has had significant staff turnover since the letter of engagement was signed in August 2007. They found they weren't able to work from the functional specification documents prepared in late 2007, and the new information architect, Mike Hall, is reworking their approach.

The meeting covered the site map and structure, CAUL programs and their common elements, the additional requirements of the CEIRC web pages, user access both within and outside the membership, essential entries on the home page, content build and migration, site accessibility, etc. William will provide options for site accessibility, noting that level one is standard, level two is more accessible, and level three is the most flexible but almost never used. They will clearly outline those elements of the site that cannot be maintained by the CAUL office or other authorised contributors. They will send a timeline which shows when the CAUL office will be needed for consultation and involvement.

It was the single most productive meeting held with the company since the start of the process; the new information architect seems to understand what is required for the site.

The initial population of the site will be done within the CAUL office, both to learn fully how the site functions and the effects of making specific changes, then with contract staff to migrate the html pages to mirror those in the current site. William will establish a redirect function from .html to .aspx pages because all current .html pages will have to be renamed.

There is currently no exit strategy. It will be run on a basic Microsoft platform. William will be asked to specify what assistance will be available when/if we need to migrate to another host or platform. **(Action: DC/AW)**

- b) **ACT!, by Sage, database software development.** <http://www.thecontactgroup.com/> The software is installed and operating, and is being populated. The procedures are not yet finalised. It is not yet clear that there is a simple way to replicate information, and to view and extract the data needed for reporting. The initial impression is that it is quite cumbersome and less flexible than the current approach. An evaluation will be undertaken after the current renewals round is complete. **(Action: DC)** It was noted that the two conditions that made this implementation desirable were the use of standard software that could be adopted more readily by new office staff, and holding all relevant information together in the one database.

CONTRIBUTION TO RESEARCH

1789. CEIRC (CAUL Electronic Information Resources Committee). Greg Anderson reported that the CEIRC risk management plan had been revised to reflect the decisions made with . Cathrine Harboe-Ree has written to Monash's Vice-Chancellor (also Universities Australia chair)

regarding forthcoming negotiations with Thomson Reuters re Web of Science, and he advised that CAUL write to Universities Australia to include the item on the Universities Australia Board agenda. In some universities the university pays for Web of Science along with other Universities Australia programs e.g. CAL payments, but it is usually the libraries who pay.

- a) **Wiley-Blackwell 2010-2012.** Diane Costello advised members that the Wiley-Blackwell approach is that CAUL now subscribes to nearly everything, so would expect to pay approximately the same under the new model. Wiley-Blackwell also intends to use current spend as the basis, locking in historical price caps.
- b) ***ICOLC.** The CEIRC committee recommends that CAUL continues to be represented at ICOLC (North America) and that Diane Costello represent CAUL at the meeting.
- c) ***CEIRC membership.** The CEIRC review recommended that CAUL accept no new external participants, and the CEIRC committee discussed how to handle approaches for participation, either in the program or in specific agreements. It requested that the Executive confirm whether or not it may consider exceptions to this decision, particularly in cases where an organisation may have been accepted under the old rules. It was affirmed that the decision has been made and no new members will be taken. A note will be made on the web site. **(Action: DC)**

1790. Excellence in Research Australia (ERA).

- a) **ERA and Copyright.** Cathrine Harboe-Ree recommended looking at the innovation review recommending that IP be taken out of Attorney-General's and moved to the Department of Foreign Affairs and Trade, under the trade portfolio. **(Action: DC)** Heather Gordon and Mark Legg have been invited onto the Universities Australia copyright expert working group.

1791. Research Infrastructure. Cathrine Harboe-Ree will discuss AeRIC and ANDS at the CAUL meeting, and clarified some areas in the CAIRSS proposal.

- a) **AeRIC (Australian eResearch Infrastructure Council).**
- b) **ANDS (Australian National Data Service).**
- c) **CAIRSS (CAUL Australasian Institutional Repository Support Services).** The foundation chair would be responsible for carrying the setup process. It is likely that the funds will cover the first three years. It is recommended that the chair not be in the service provider institution. It is recommended that the initial steering committee include Adrian Burton (APSR) and David Groenewegen (ARROW) to assist with the transition period. It is recommended that the ADT levy be continued but be rolled into CAIRSS. ADT would be a discrete module within the activity. Once the money is handed over, the accountability would be to CAUL.

CONTRIBUTION TO LEARNING & TEACHING

1792. CAUL Principles for Library Services to Offshore Students to Support Teaching and Learning. A revised version is included with the CAUL papers. The amendments were relatively minor.

DELIVERING QUALITY & VALUE

1793. Staff Development. Andrew Wells will discuss the Universities Australia conference and the Horizon program at the CAUL meeting. It was noted that the latter is more personal development than professional development. Seven library staff attended the recent CAUDIT-EDUCAUSE institute, and it was an excellent program. The delegates list will be increased to 42 in 2009.

COMMUNICATION & INFLUENCE

1794. Communication. (Standing item)

- a) **President's Report.**
- b) **Public Relations/Media Reports.**

c) **CAUL Report 2007.** (standing item) A review of progress against the strategic plan is being prepared. Diane Costello has invited committee chairs to nominate highlights for the report. **(Action: DC)**

d) **Executive Officer's Report.** The report is included with the CAUL agenda papers.

1795. Submissions to Public Inquiries. Diane Costello will keep track of the follow up processes. **(Action: DC)**

a) **Review of Australian Higher Education.** Discussion Paper June 2008. Submissions close 31 July 2008. Interim report to government in October (now delayed) with a final report due at the end of the year.

http://www.dest.gov.au/sectors/higher_education/policy_issues_reviews/reviews/highered_review/ If there is an opportunity to feed in anything about IP and research infrastructure, Cathrine Harboe-Ree is prepared to write it. **(Action: CH-R)**

b) **Innovation Review.** The deadline for submissions was 30 April 2008. CAUL's response was submitted April 30. The final report was released September 9.

<http://www.innovation.gov.au/innovationreview/Pages/InnovationReviewSubmissionsProcess.aspx> Cathrine Harboe-Ree commented on the conservative approach to scholarly communication, focussing on the quality journal rather than an innovative approach to communication. ERA appears to be anti-innovation. It was recommended that CAUL writes to Terry Cutler regarding this paradox in the innovation report. **(Action: AW)** DIISR is aware of this because of their continuing interest in the accessibility framework.

c) **Review of NCRIS Roadmap 2008.** National Collaborative Research Infrastructure Strategy. http://www.ncris.dest.gov.au/development_folder/roadmap_review_2008.htm The final report was released September 4.

d) **Inquiry into Improving Access to Victorian Public Sector Information and Data.** http://www.parliament.vic.gov.au/edic/inquiries/access_to_PSI/default.htm The response drafted by Andrew Wells was submitted on August 28.

1796. Relationships with other organisations.

a) **CONZUL.** The presidents of CAUL and CONZUL have exchanged letters affirming the relationship between the organisations.

b) **CAUDIT & ACODE.**

i) **EDUCAUSE 2009.** May 2009. Standing Item. Imogen Garner reported that keynote speakers are in the process of being appointed.

c) **National Library of Australia/NSLA.** It was noted that NSLA has approached Go8 with a view to establishing a relationship.

1797. CAUL Meetings.

a) ***CAUL Meeting 2008/2.** Darwin, 18-19 September 2008. Margaret Jones will introduce Dan Archibald. Others new to the meeting are Martin Borchert and Jenny Ellis attending their first meeting, Ainslie Dewe at her first meeting for La Trobe.

b) **CAUL Meeting 2009/1 – Newcastle, 2-3 April, 2009.** The venue has been booked at Noah's on the Beach. Accommodation is also available at the Crowne Plaza. It was noted that this will be the last week of daylight saving.

Suggested topics:

i) **RDA.** Implications for CAUL institutions. <http://www.collectionscanada.gc.ca/jsc/rda.html>

ii) **Learning Skills.** Cathrine Harboe-Ree asked whether there were other CAUL members responsible for learning skills? How is this related to information literacy.

iii) **AUQA.** It was suggested including a 'hot topic' on AUQA round 2, e.g. the changes in approach as experienced by SCU, Newcastle & Swinburne. It was noted that the Griffith report is due out soon.

- c) **CAUL Meeting 2009/2 – Brisbane**, mid-September, hosted by UQ. **(Action: DC)**
- d) **CAUL meeting 2010/1 – venue. Canberra?**
- e) **CAUL meeting 2010/2 – venue.** Members agreed that it not be held alongside IFLA as the event would be too big.

1798. Forthcoming Executive Meetings. It was agreed that the first meeting not be held during Sydney Online. Melbourne is the preferred east coast venue for Imogen Garner and Canberra should be considered as an opportunity to meet with other national organisations. **(Action: DC)**

- a) **Draft schedule for 2008.** Potential clashes:
2008 – EDUCAUSE, Orlando, Florida, 28-31 October; CNI Washington DC 8-9 December; Leave planned: Heather Gordon, October.

ACODE 48 - University of Canberra from 20-21 November 2008

2009 -

2009 January 20-22 Sydney Information Online 2009;

2009 January 23–28 Denver American Library Association;

2009 March 30 - April 1 Torquay, UK UKSG;

2009 April 10-13 – Easter;

2009 April 15-18 ICOLC, Charlottesville, VA;

2009 May 3-6 Perth, Western Australia EDUCAUSE Australasia;

2009 July 9–15 Chicago American Library Association;

2009 August Milan, Italy World Library and Information Congress: 75th IFLA;

2009 November 3-6 Denver, Colorado EDUCAUSE.

- i) **2008/6.** November 27, Brisbane, in conjunction with CAUDIT and ACODE Executive Committees, November 27 from 9am to 11am. CCA will be organised and chaired by CAUL. The Executive will follow on the 27th. Note that Cathrine Harboe-Ree is unavailable on the 26th. JCU senior staff conference being held on 27th so Heather Gordon will be unavailable. **(Action: DC)**
- ii) **2009/1.** January/February.
- iii) **2009/2.** April, in conjunction with CAUL 2009/1, Newcastle. It is recommended that the Executive revert to holding its meeting on the day prior to the other group meetings to enable more flexibility with scheduling. This takes into account that CAUL meetings scheduled on Friday afternoons are not generally well attended.
- iv) **2009/3.** May/June.
- v) **2009/4.** June/July, in conjunction with CCA 2009/1 (whose time will be scheduled first). This meeting will consider the CAUL meeting agenda and the 2010 budget.
- vi) **2009/5.** September, in conjunction with CAUL 2009/2, Brisbane.
- vii) **2009/6.** November/December, in conjunction with CCA 2009/2 (whose time will be scheduled first)

1799. Other business.

- a) **CAUL Membership.** It was agreed to write to recently retired CAUL members: Janice Rickards, Eve Woodberry, Angela Bridgland, Gulcin Cribb **(Action: AW)**



CAUL Executive Meeting 2008/6

27 November 2008
from 11am to 4pm

Brisbane

in conjunction with CCA
from 9am to 11am

Minutes

[http://www.caul.edu.au/meeting\\$/executive-meetings.html](http://www.caul.edu.au/meeting$/executive-meetings.html)

(Finalised 26/2/09)

1800. *Attendance & Apologies. Andrew Wells (President), Ainslie Dewe (Deputy President), Greg Anderson, Imogen Garner (Treasurer). Ainslie Dewe was welcomed to her first Executive Meeting.

In attendance: Diane Costello.

Apology: Heather Gordon

1801. *Minutes of CAUL Executive Meeting 2008/5, 18 September 2008. The minutes were tabled, and members will be invited to re-read them and confirm. **(Action: DC)**

a) **CAUL Membership.** It was agreed to write to recently retired CAUL members: Janice Rickards, Eve Woodberry, Angela Bridgland, Gulcin Cribb, Bill Cations. **(Action: AW)**

1802. *Minutes of CAUL Meeting 2008/2. These are not yet edited. **(Action: DC)**

In reviewing the meeting, members' feedback was that they enjoyed the meeting, and were happy with the dinner and the venue. The content was good and the tour of CDU was both pleasant and interesting.

It was agreed to continue to hold business meeting first, with the introduction of new members. It was confirmed that partners were welcome to join members at the CAUL dinners. It was agreed that the Executive Committee would revert to meeting a day earlier. **(Action: DC)**

Actions arising covered CAIRSS, membership fees and CAUL investment; the CAUL website and client management software for CEIRC. All have been actioned.

1803. Business Arising, not otherwise included in the agenda.

1804. CAUL Elections 2008. Ainslie Dewe's election as Deputy President was confirmed prior to the last meeting. Elections for the final position on the Executive were then held and Heather Gordon was re-elected unopposed. The CEIRC elections commenced with nominations due October 13, and nominations for Datasets Coordinators due October 20. Philip Kent was re-elected unopposed to the CEIRC committee, and Debby Macdonald, Griffith University, was appointed as the Datasets Coordinators' representative.

STRATEGIC PLAN

1805. *CAUL Achievement Award for 2008. Three nominations have been received from Cathrine Harboe-Ree, Alex Byrne and Judy Stokker. These were circulated to members prior to the meeting. Members were very pleased with the calibre of people nominated. They looked at their performance external to their institutional role, and at the period of achievement. Members considered the impact on others outside their institution. The excellence of delivery is important, but leadership and innovation is more so. It was agreed to confer the award on Paula Callan, QUT. **(Action: DC)** Andrew Wells will contact the

nominators of those who were not successful this time, and remind them that their nominees are eligible to be entered in future years. **(Action: AW)**

1806. Review of Progress of Strategic Plan (Standing Item). It was agreed to review the progress of the strategic plan at the February Executive meeting, and include as a major agenda for CAUL 2009/2. It was last reviewed thoroughly at CAUL 2006/1. **(Action: DC)**

22. Develop statements of value for university libraries, both quantitative and qualitative **(Ad Hoc Working Group)** Vic Elliott is leading the negotiations for this project. He is particularly interested in collections and what happens when they change. Others are interested in services and experience. The final proposal will be brought to the CAUL Executive with a view to CAUL's providing some funding for it, and the outcomes would be available to all CAUL. **(Action: AW)** Price Waterhouse did some similar work for LIANZA. Ainslie Dewe will review the paper to see if the methodology may be useful. **(Action: AD)** It was noted that CAUL currently holds \$20,000 for research, collected as a special levy from CAUL in 2004. CAUL members had shown considerable interest in the CAUL 2008/1 presentation on this project from Cathrine Harboe-Ree. Diane Costello will verify whether the funds are held as a liability or retained earnings. **(Action: DC)** If there is further interest for research from CAUL members it will be taken into account in the budget process.

CAUL ADMINISTRATION

1807. CAUL Finances.

- a) ***CAUL investments.** The Executive agreed to invest \$150,000 for 12 months then review. Diane Costello has prepared a spreadsheet which shows the cash flows for a full 12 months, using the 2007 year as an example. The document shows a full list of receipts and disbursements, and a summary sheet showing for each month:
- Net Increase/Decrease for the period
 - Cash at the Beginning of the period
 - Cash at the End of the period

In September 2007, CAUL finished the month with the lowest cash in hand, just under \$500k. The monthly statement for October shows payables of 200k. Overall a worst case minimum of \$300k (but receivables were \$477k). This is intended to show that putting \$150k in interest bearing deposit will not deplete CAUL's cash and interfere with cash flow. **(Paper included)**

Members agreed that the cash flow would not be affected, and that arrangements for the agreed investments could proceed. **(Action: DC)**

- b) **CAUL Budget 2007.** [http://www.caul.edu.au/caul-doc\\$/budget2007.xls](http://www.caul.edu.au/caul-doc$/budget2007.xls) The end of year figures are complete, at least until the 2007 audit adjustments are received. The audit began on March 12, and is now pending completion of the CAUL accounting procedures. **(Action: DC)**
- c) **CAUL Budget 2008.** [http://www.caul.edu.au/caul-doc\\$/budget2008.xls](http://www.caul.edu.au/caul-doc$/budget2008.xls) There is nothing unusual to report.
- d) ***CAUL Budget 2009.** [http://www.caul.edu.au/caul-doc\\$/budget2009.xls](http://www.caul.edu.au/caul-doc$/budget2009.xls) CAUL members decided (CAUL 2008/2) not to reduce their overall fees payable to CAUL for 2009, and the proposed reduction \$350 per institution (due to increased CEIRC fees across the 75 participating institutions) not be implemented. The resulting CAUL membership fee is therefore $(\$4,500 + 1350 - 2250 = \$3,600)$, and the CEIRC levy is \$2,250.

CAVAL then later submitted a proposal for the collection and hosting of CAUL statistics for 2009-2013. It should be noted that their original advice for 2009 was reflected in the \$39,000 included in the budget proposal. This was a CPI increase over the 2008 cost, as agreed for the previous five years. The new proposal reflects the actual costs of the service, at \$975 for each institution, including the CARM store, for a total of \$47,775. It is recommended that the Executive consider whether all services covered in the proposal are still required. Members approved the flexibility of the new online service, and

approved the range of services and the price offered. It was agreed to accept the proposal. **(Action: DC)**

The ADT levy has been reinstated at \$900 per member for all CAUL/CONZUL members, and renamed CAIRSS/ADT. CONZUL has since demurred supporting the CAIRSS coverage of the ADT program, and the President has offered to leave CONZUL out of the program.

One external CEIRC member withdrew from the program on November 10, after the invoice was received, and another two have merged. This will reduce budgeted revenue by \$6,760.

ANU is now charging external bodies for the cost of a separate entry in the White Pages. Because CAUL's contact details are easily available from the web site, and it appears that the entry was not included in the 2008 directory, ANU was advised that CAUL would save the \$400 per year and not include an entry for 2009.

ANU has announced that salaries will rise by 4.5% from December 2008 following enterprise bargaining changes. The expected 2009 expenditure will now be updated.

(Action: DC)

- e) ***SPARC Affiliate Membership.** CAUL joined SPARC as an affiliate member in 1999, paying for the \$3,000 annual fee out of the CAUL budget. At the time we began asking for individual contributions, for the 2004 budget year, having previously funded it out of the central budget, there were only six (from the Go8), increasing to 12 for the 2006 year after others expressed interest in joining. Six more joined for the 2007 year, and now another eight.

It was agreed that SPARC be included as a CAUL budget line item for 2010 given that 26 of 40 CAUL members now contribute. **(Action: DC)**

1808. Risk assessment for CAUL. Andrew Wells. <http://www.caul.edu.au/caul-docs/risk-assessment2007.doc> This will be reviewed after the CEIRC review recommendations have been settled. **(Action: DC)**

1809. CAUL Web Site.

- a) ***Web Site Redevelopment.** A completely revised functional specification was provided to CAUL on October 21, and comments and questions returned to William on October 28. Further questions and answers clarifying elements of the specification followed until November 10. Two key issues are the web hosting service and the privacy statement (which is "hard-coded"). Hosting is quoted at Plan A (Enterprise) 50 GB / \$1695 per month. The maximum monthly traffic in 2008 was 40gb. The next level plan is for 15gb only, and excess is charged at \$100/gb. Because of this cost, I have also sought information from ANU, UNILINC and CAVAL about their potential for hosting the site.

We have also received quotes for an RSS service, mentioned in the original RFP, but not included in the proposal as accepted, for \$1,800. A second task will be to redirect URLs from the old site to the new version of the URL on the new site, as the naming of files will be completely different, for \$1,200. The Executive agreed to these expenses. **(Action: DC)**

CAVAL is prepared to develop a proposal for hosting the website and will be invited to prepare a formal proposal. **(Action: DC)** In the meantime the site will be hosted by William and can be migrated at any time.

- b) **ACT!, by Sage, database software development.** <http://www.thecontactgroup.com/> Population of the database has been on hold while the annual renewals take priority – keeping parallel records became impossible because of the volume of transactions. Data entry will resume when the peak period is over. **(Action: DC)**

CONTRIBUTION TO RESEARCH

1810. CAIRSS (CAUL Australasian Institutional Repository Support Services). The Steering Committee completed the Invitation to Offer and it was approved for release on October 7, with responses due November 10. Three responses were received and forwarded to the committee on November 11. The committee met in Brisbane on November 20. Diane Costello outlined the process. She will confirm with ARROW how the money should be transferred. **(Action: DC)** Members commended the Steering Committee, particularly the chair, on the good progress made since the CAUL meeting in September.

- a) **ADT.** Correspondence with CONZUL has highlighted the need to identify the ADT activity and expenditure clearly as a subset of CAIRSS activity and expenditure. CAIRSS and ADT need to discuss how the process will be handled when the provider is in place, and what the UNSW service provider's place will be. A teleconference of the ADT committee will be arranged. **(Action: AW, DC)**

1811. Excellence in Research Australia (ERA).

- a) **ERA and Copyright.** An update has been received from Alex Cooke and circulated to the Executive. The ARC has not yet decided what evidence is required for each discipline so cannot confirm what is needed in the institutional repositories. It was noted that details of ASHER funding have not yet been made available, and further information will be sought from DIISR. **(Action: DC)**

1812. Research Infrastructure. It was noted that Universities Australia has confirmed that it will continue to manage the Web of Science negotiations. CAUL has confirmed that it would like to be involved. Members discussed the Universities Australia/*Campus Review* offer via Vice-Chancellors, noting that in some cases the offer had been referred to the library, with or without instructions, and in others it was being handled completely through the Vice-Chancellor's office. A copyright audit had determined that around 80% of copied material was not remunerable because the content was under licence.

- a) **AeRIC (Australian eResearch Infrastructure Council).**
- b) **ANDS (Australian National Data Service).** <http://ands.org.au/>

1813. CEIRC (CAUL Electronic Information Resources Committee). Greg Anderson reported on the recent CEIRC meeting, noting that CAUL had agreed that open access could be pursued under the CAIRSS umbrella. CEIRC would like to organise a CAUL-industry think tank to include publishers and CAUL members discussing the future of the industry, including open access. Heather Crosbie of RMIT Publishing met with the committee to discuss their plans for the future and to listen to the requirements of the university sector. Members acknowledged the importance of Australian content. In discussion of Fairfax, it was agreed to invite Rick Bremble to CEIRC in January. Andrew Wells is prepared to join this meeting. They have offered pricing to individual institutions.

It was noted that the additional staffing to support the renewals process was very useful, but that the process had started a month earlier than usual. It was agreed that the extra staffing could be used for August as well in 2009, so this will be added to the budget. **(Action: DC)**

It was suggested that CEIRC monitor the Google Books agreement. A relevant article is A Guide for the Perplexed: Libraries & the Google Library Project Settlement (Nov. 13, '08) Association of Research Libraries (US) <http://www.arl.org/pp/ppcopyright/google/> Andrew Wells and Greg Anderson will discuss an approach to Google. **(Action: AW)**

The CEIRC review outcomes are now in place, including appropriate withdrawal from offers, and these will be discussed at the Datasets Coordinators' meeting in January.

Imogen Garner now chairs the AARL editorial board. ALIA is currently reviewing its publications, using [Dean Mason, consultant](#). Some questions are being raised about their role. It was noted that AARL will be indexed by Thomson, and ALJ has applied to be indexed. Both are refereed journals. The electronic versions are available online immediately on publication.

Questions being considered are whether the journals be combined, should the journals be made open access? They are also considering whether they could be hosted by a third party.

- a) **Wiley-Blackwell 2010-2012.**
- b) **Wiley-Blackwell 2009.** Wiley-Blackwell advised subscribers in June that the Blackwell collections for 2009 would be invoiced in USD, when they had previously been invoiced in £. When the currency cross-rates were queried, because the current £/USD cross rates were significantly different from those being used by Wiley-Blackwell, they offered to retain £ invoicing for another year. Following discussion by the Executive and CEIRC committees, it was agreed not to revert to £ as it was most likely that subscribers had already made arrangements for the changeover, but to reinforce the request to amend the cross rates to a current rate. CAUL members and Datasets Coordinators were advised of the decision on November 11.

CONTRIBUTION TO LEARNING & TEACHING

DELIVERING QUALITY & VALUE

- 1814. **Insync Surveys.** Changes to survey questions. CAUL members were asked to contribute to the email discussion about the proposed changes to the survey questions. Several detailed responses were received. The BPWG met by teleconference on November 3 and have confirmed the final list of questions. It is not known when this will be circulated to members. (Action: DC)
- 1815. **Staff Development.** Library Staff Development Conference 2010.
- 1816. **LH Martin Institute for Higher Education Leadership and Management (The Martin Institute)** <http://www.mihelm.unimelb.edu.au/> The Martin Institute has taken over Universities Australia's executive and professional development programs. CAUDIT has suggested targeting lower level staff. It was noted that CEIRC and QULOC have run a number of specific staff development programs over the last few years, and suggested that some could be run in other locations to attract additional staff and reduce overall costs.

COMMUNICATION & INFLUENCE

- 1817. **Communication.** (Standing item)
 - a) **President's Report.**
 - i) **Universities Australia.** Andrew Wells has acknowledged receipt of Glenn Withers' response to CAUL's earlier letter, and reaffirmed that CAUL would like to be involved in the Web of Science negotiations.
 - ii) **Indigenous students using university libraries.** Several institutions have been contacted about this issue. The original instigator of the issue with CAUL, NSW/ACT Indigenous Teacher Education Roundtable, has not acknowledged CAUL's response.
 - b) **Public Relations/Media Reports.**
 - c) ***CAUL Report 2007-2008.** (standing item) There has been little progress on the 2007 report, and it was agreed that another biennial report be produced i.e. for 2007-2008. (Action: DC)
 - d) **Executive Officer's Report.** There was no written report for this meeting.
- 1818. **Submissions to Public Inquiries.**
 - a) **Productivity Commission.** Copyright restrictions on the parallel importation of books into Australia. The PC is due to report in May 2009. <http://www.pc.gov.au/projects/study/books> CAUL registered its interest on November 12. Eve Woodberry suggested asking Alex Byrne to prepare a submission, as an ASA member. Derek Whitehead referred to the ADA's submission on this topic to the Australian Law Reform Commission. <http://www.digital.org.au/submission/ipcr1.rtf> *"The submission argues for removal of restrictions on parallel importation. In general, booksellers have supported removal, and authors and publishers have supported the*

current provisions which limit parallel importation. The current legislation (1991 I think) was a compromise. I was involved with booksellers and publishers at the time as President of the ALIA Acquisitions Section. Our submission in 2000 on parallel importation is here <http://www.ipaustralia.gov.au/pdfs/ipcr/Sub17.pdf>

Receipt of terms of reference 13 November 2008

Initial submissions due 20 January 2009

Release of draft report Early March 2009

Roundtables to discuss draft report March-April 2009

Supplementary submissions due 10 April 2009

Final report 13 May 2009

It was noted that there appeared to be varying views from CAUL members but it was suggested that, from the institutional perspective, there appeared to be no difficulty buying books. CAUL will be asked for examples. Consumers and users appear to buy the best value content wherever it is available but it is not clear why this has any specific impact on sales of Australian books. If access to information is limited in any way, what impact does it have on the nation? It was agreed that CAUL respond as an association of libraries, highlighting the impact on libraries. Andrew Wells will draft the key points and circulate to CAUL for comment **(Action: AW)**

- b) **Review of Australian Higher Education.** (The Bradley Review) Discussion Paper June 2008. Submissions close 31 July 2008. Interim report to government in October (now delayed) with a final report due at the end of the year.
http://www.dest.gov.au/sectors/higher_education/policy_issues_reviews/reviews/highered_review/
- c) **Innovation Review (the Cutler review).** The deadline for submissions was 30 April 2008. CAUL's response was submitted April 30. The final report was released September 9. Comments on the Review report were accepted up until 30 September 2008.
<http://www.innovation.gov.au/innovationreview/Pages/home.aspx> The ERA appears to be anti-innovation. It was agreed to write to Terry Cutler regarding this paradox in the innovation report. **(Action: AW, AD)** It is not picking up open access and is so focussed on compliance that it misses the focus on communication. Compliance means restricted open access, and limits the potential for citation, etc. ASHER funding will available in 2009 so there is still an expectation that open access is supported. Members were reminded that CAUL has a statement on open access. It was noted that AustLit had received funding both NEAT and ARC LIEF. eResearch projects need to be managed appropriately – the management of the data, collaboration and how it is to be preserved. It was agreed that CAUL review communication channels with DIISR, with perhaps an initial letter to DIISR. Diane Costello will find out who to address. **(Action: DC)** Ainslie Dewe is interested in working in this area.
- d) **Review of NCRIS Roadmap 2008.** National Collaborative Research Infrastructure Strategy. http://www.ncris.dest.gov.au/development_folder/roadmap_review_2008.htm
The final report was released September 4.

1819. Relationships with other organisations.

- a) **CONZUL.** Andrew Wells intends to catch up with Janet Copsey at Sydney Online.
- b) **CSIRO.** Andrew Wells has invited Cynthia Love to attend a CAUL meeting in 2009, to be confirmed. It was suggested holding an Executive meeting in Melbourne and inviting Cynthia, and noted that the only potential option for 2009 is the November meeting. **(Action: AW)**
- c) **CAUDIT & ACODE.** The joint CCA meeting was held November 27.
 - i) **EDUCAUSE 2009.** May 2009. Standing Item. Imogen Garner reported from the Steering Committee.

1820. CAUL Meetings.

- a) **CAUL Meeting 2009/1 – Newcastle, 2-3 April, 2009 at Noah's on the Beach.**
Suggested topics:
- i) **ERA.** Margaret Sheil is scheduled to attend. It was suggested inviting some publishers in this space.
 - ii) **AUQA.** It was suggested having a 'hot topic' on AUQA round 2, for example, the changes in approach as experienced by SCU, Newcastle & Swinburne. It was noted that the Griffith report is due out soon. Ann Young from the University of Newcastle would be a good speaker. For the Curtin review, all off-site locations were visited and the focus was strong on benchmarking and quality.
 - iii) **Learning Skills.** Are there other CAUL members responsible for learning skills? How is it related to information literacy. Cathrine Harboe-Ree
 - iv) **RDA.** Implications for CAUL institutions.
<http://www.collectionscanada.gc.ca/jsc/rda.html>
 - v) Tour of the University of Newcastle campus on Friday afternoon – to be confirmed.
- b) **CAUL Meeting 2009/2 – Brisbane, mid-September, hosted by UQ. (Action: DC)**
- c) **CAUL meeting 2010/1 – venue. Canberra?**
- d) **CAUL meeting 2010/2 – venue.** Members agreed that it not be held alongside IFLA as the event would be too big.

1821. Forthcoming Executive Meetings.

- a) **Draft schedule for 2009.** Potential clashes:
2009
Leave/absences currently planned:
Greg Anderson, n/a 12-13/2; ??;
Ainslie Dewe, IATUL, June 1-4 plus 2 weeks;
Imogen Garner February 17-24, n/a 2-4/3, IATUL June 1-4 plus ??, 31/7, 24-25/11;
Heather Gordon, ??
Andrew Wells, mid-May/June (tbc);
Diane Costello, May/June (tbc);
2009 January 20-22 Sydney Information Online 2009;
2009 January 23–28 Denver American Library Association;
2009 March 30 - April 1 Torquay, UK UKSG;
2009 April 10-13 – Easter;
2009 April 15-18 ICOLC, Charlottesville, VA;
2009 May 3-6 Perth, Western Australia EDUCAUSE Australasia;
2009 June 1-4 Leuven, Belgium, IATUL;
2009 July 9–15 Chicago American Library Association;
2009 August 23-27 Milan, Italy World Library and Information Congress: 75th IFLA;
2009 November 3-6 Denver, Colorado EDUCAUSE.
- 2010
2010 February 9-11 Melbourne VALA's 15th Biennial Conference, "Connections, Content, Conversations" <http://www.vala.org.au/conf2010.htm>
- i) **2009/1.** February 6, Brisbane. This meeting will include the major planning for CAUL 2009/1. LATN meets in Brisbane 3-5 February.
 - ii) **2009/2.** April 1, in conjunction with CAUL 2009/1, Newcastle. It was agreed that the Executive revert to holding its meeting on the day prior to the other group meetings to enable more flexibility with scheduling. This takes into account that CAUL meetings scheduled on Friday afternoons are not generally well attended.
 - iii) **2009/3.** May 7, Perth, morning following EDUCAUSE May 3-6. Imogen Garner will organise space at Curtin. **(Action: IG)**

- iv) **2009/4.** July 29, Brisbane in conjunction with CCA 2009/1. This meeting will consider the CAUL meeting agenda and the 2010 budget.
- v) **2009/5.** September, in conjunction with CAUL 2009/2, Brisbane. It is recommended that the Executive revert to holding its meeting on the day prior to the other group meetings to enable more flexibility with scheduling. This takes into account that CAUL meetings scheduled on Friday afternoons are not generally well attended. 2009 August 31-September 4 Brisbane 10th International Congress on Medical Librarianship (ICML): Positioning the Profession. The University of Queensland Library and IFLA Section of Biological and Medical Sciences Libraries <http://www.icml2009.com/>
- vi) **2009/6.** November 18, Melbourne, in conjunction with CCA 2009/2.

1822. Other business.

The meeting closed at 3.30pm



CAUL Executive Meeting 2009/1

4 February 2009

from 9am to 2pm (no daylight saving in Queensland)

Reid Room, Customs House, Brisbane

<http://www.customshouse.com.au/>

Draft Minutes

[http://www.caul.edu.au/meeting\\$/executive-meetings.html](http://www.caul.edu.au/meeting$/executive-meetings.html)

(Updated 27/3/09)

- 1823. *Attendance & Apologies.** Andrew Wells (President), Ainslie Dewe (Deputy President), Greg Anderson, Imogen Garner (Treasurer). Heather Gordon.
In attendance: Diane Costello.
- 1824. *Minutes of CAUL Executive Meeting 2008/6, 27 November 2008.** The minutes were accepted.
- 1825. *Minutes of CAUL Meeting 2008/2.** These are yet to be finalised. **(Action: DC)** All action items have been addressed – CAIRSS, membership fees, CRM software, CAUL investments and website development progress.
- 1826. Business Arising, not otherwise included in the agenda.**
- a) **CAUL Membership.** The President has written to recently-retired CAUL members: Janice Rickards, Angela Bridgland, Gulcin Cribb, Bill Cations. Dr Grace Saw has been appointed Director, Information Services at Bond University. Philip Kent has been appointed University Librarian at the University of Melbourne. Margaret Jones has resigned from Murdoch University. The position of University Librarian at UNE is expected to be confirmed soon.

STRATEGIC PLAN

- 1827. *Review of Progress of Strategic Plan (Standing Item).** It was agreed to review the progress of the strategic plan at the February Executive meeting, and include as a major agenda for CAUL 2009/2. It was last reviewed thoroughly at CAUL 2006/1.

It was agreed to restructure the plan – it has too many actions, and those that are continuing and operational will be separated out from the new, more short-term activities e.g. what will the Executive do in 2009. This will apply to both the Executive and committees/working groups. Some of the actions should be made more generic, with specific manifestations at different times. A separate document will address the ongoing work of CAUL.

It is intended that the president report to each CAUL meeting on what he/she and the Executive have been doing, and report against the strategic plan. It was noted that this information is also covered in minutes of the Executive meetings. **(Action: AW)** Actions completed will be reported in the CAUL “annual” report. **(Action: DC)**

An environmental scan will be prepared, and a stock-take done at the next Executive meeting with a view to drafting a 2010-2012 plan for discussion in September. A 90-minute block will be devoted to planning at the May Executive meeting. In September, CAUL members will be asked to respond, possibly with focus groups targeted at specific sections. It was agreed to review the Universities Australia plan for use as a framework. CAUL should also look in a comprehensive way at the issues that are emerging for universities and for academics, and at ways of engaging them. **(Action: Executive)** It was noted that the chairs of CAUL, CAUDIT and ACODE held a teleconference last Friday; CAUL should look more at the collaboration with those and similar organisations.

Some specific issues to be addressed are:

- a) Learning and teaching. Much activity and momentum on learning spaces is being driven out of ALTC, with hot topics at CAUL and the UQ forum. It is about quality and value and communication. Hot topics, i.e. the sharing of information, is the key CAUL activity in this area. The main activity occurs in the institutions.
- b) Research. The establishment of CAIRSS should replace 5 and 6. Retain 7 as Contribute to the development and promotion of institutional digital assets repositories initiatives. Emerging this year is not just the promotion of institutional repositories but more advocacy in the scholarly communication area, particularly with the involvement of the academy. The headline items are CAIRSS, CEIRC and SPARCAUL (consider whether it should be aligned with SPARC or whether we should be looking at the newer generation of ideas.)
- c) Consider what should be picked up out of the various reviews – the Bradley and Cutler reviews, last year's JISC report on libraries – what is new or emerging? Also for consideration under CEIRC. Vice-Chancellors are now conscious of preservation and the archiving of the scholarly record; there is more engagement in the issues including in IP policies and what universities want to do with their information. Universities Australia wants to engage more with respect to its copyright role.
- d) Impact studies will be important, especially those from the Go8 and IRUA. It was noted that libraries generally have very good benchmarking data but it is not necessarily translated into better funding. How does excellent performance benefit a library over time? It was suggested that the Bangalore experience be reviewed. It was suggested that this part of the plan relate to AUQA, including extracting best practice from AUQA reports.
- e) It was suggested that plan be more forward-looking – the global financial crisis may provide some opportunities for change.
- f) The plan should highlight forthcoming reviews and identify early whether and how they should be responded to.

Andrew Wells will draft a discussion paper for circulation to the Executive, CEIRC and selected others before presenting to CAUL for discussion. He highlighted the recent good work in institutional repositories and CEIRC but noted the need to bring these together. CAUDIT and ACODE issues also need to be addressed. **(Action: AW)**

22. Develop statements of value for university libraries, both quantitative and qualitative **(Ad Hoc Working Group)** The Go8 proposes to pay a consultant to undertake a cost-benefit study for a total of USD 120,000. Seven of the Go8 will share the cost and will ask CAUL to contribute \$20,000. The request for CAUL funding has not yet been formally received. **(Action: DC)** Indicators from CAUL member response to Cathrine Harboe-Ree's presentation at the Sydney meeting were that members would not be averse to supporting this. They would be interested in the potential applicability of this to the wider group, e.g. including a non-Go8 member in the work. It was noted that IRUA is applying for ALTC funding for something similar, though mostly related to teaching and learning and undergraduates. An earlier Price Waterhouse Coopers document may be useful background, although it addresses the wider sector. **(Action: AD)**

CAUL ADMINISTRATION

1828. CAUL Finances. The 2009 budget will be updated,

- a) ***CAUL investments.** The proposed \$150,000 interest-bearing deposit will be actioned soon. **(Action: DC)**
- b) **CAUL Budget 2007.** [http://www.caul.edu.au/caul-doc\\$/budget2007.xls](http://www.caul.edu.au/caul-doc$/budget2007.xls) The end of year figures are complete, at least until the 2007 audit adjustments are received. The audit began on March 12, was pending completion of the CAUL accounting procedures, and is now awaiting another clarification of BAS adjustments. **(Action: DC)**

- c) ***CAUL Budget 2008.** [http://www.caul.edu.au/caul-doc\\$/budget2008.xls](http://www.caul.edu.au/caul-doc$/budget2008.xls) The update of expenditure for 2008 was tabled at the meeting. The balance sheet will not be finalised until after 2009 membership fees received in 2008 are accrued into 2009, and until after the audit is completed and any journals entered. **(Action: DC)**
- d) ***CAUL Budget 2009.** [http://www.caul.edu.au/caul-doc\\$/budget2009.xls](http://www.caul.edu.au/caul-doc$/budget2009.xls) Additional funds for CEIRC staffing August-December will be updated, and adjustments made to the CEIRC income following the loss of two members, and to CAIRSS/ADT income following CONZUL's decision not to contribute after 2008. **(Action: DC)**
- i) ***CAUL Statistics Website.** A proposal for enhancements to the site has been received from CAVAL. The CAUL Statistics Focus Group met in Sydney on January 22 and agreed that the proposal be forwarded to the Executive for approval either from retained earnings in 2009 or for inclusion in the 2010 budget. The total requested for all six enhancements is \$14,500, though they may be done individually. An additional cost to retrospectively convert previous data (on the fly) is \$4,000. This latter was not specifically discussed by the CSFG. It was agreed not to proceed with the retrospective work, but complete otherwise items 1-6 from the 2009 budget. The CSFG will be asked to confirm the \$10,500 and will be asked to decide if the \$4000 is needed. Diane Costello will ask CONZUL if they wish to contribute to the cost. **(Action: DC)**
- ii) ***CAUL Website.** A proposal for the provision and management of hosting services for the new CAUL website has been received from CAVAL. There is concern that this is not CAVAL's core business and they may not have quoted the real cost. A service level agreement is needed with an appropriate exit clause; a statement that any software upgrade would be our responsibility; a statement to show how costs would be determined should CAUL increase the content and usage of the website; whether internet traffic charges are included. Diane Costello will refer additional questions to CAVAL and continue to follow up with ANU. **(Action: DC)**
- e) **CAUL Budget 2010.** The increased statistics cost will be included in the budget for 2010. CONZUL has also agreed to contribute to the additional cost, in proportion to their size. (Note email from John Redmayne of December 19, 2008) **(Action: DC)**

1829. Risk assessment for CAUL. Andrew Wells. [http://www.caul.edu.au/caul-doc\\$/risk-assessment2007.doc](http://www.caul.edu.au/caul-doc$/risk-assessment2007.doc) This will be reviewed after the CEIRC review recommendations have been settled. **(Action: DC)**

1830. CAUL Web Site.

- a) ***Web Site Redevelopment.** CAVAL has provided a formal proposal for hosting the website. In the meantime the site will be hosted by William and can be migrated at any time. The functional specification v.2.5final was signed off December 16, together with the orders for the RSS feed development and the URL redirect functionality, neither of which were included in the original CAUL specification. The design phase was completed January 13, including the design of a new, stronger, CAUL logo, at an additional cost. "Slicing" is due to be completed January 19 and then actual development will begin. Members approved the overall look of the site. Arrangements will be made for a demonstration at the April meeting. **(Action: DC)**
- b) **ACT!, by Sage, database software development.** <http://www.thecontactgroup.com/> Population of the database has been on hold while the annual renewals take priority – keeping parallel records became impossible because of the volume of transactions. Data entry will resume when the peak period is over. Greg Anderson proposed a CEIRC recommendation that the new software implementation be managed as a project rather than trying to absorb the additional workload within current staffing. It was agreed to employ Bev Gaykema (who provided the additional CEIRC support in 2008) for 10 hours per week for four weeks to enable the database to be populated. **(Action: DC)**

CONTRIBUTION TO RESEARCH

1831. CAIRSS (CAUL Australasian Institutional Repository Support Services). Heather Gordon summarised the documents circulated to the Executive. The Steering Committee requested the leading proponents to expand on their proposal with a more detailed action plan and asked for further responses re governance and budget. This was followed up with a meeting with two senior members of the team. The committee confirmed that the project manager would be full-time on the project and clarified the roles and expectations of the Steering Committee and the program team. The budget and the work plans were discussed extensively and the Steering Committee is comfortable recommending them, confident in their technical ability, confirmed that the Steering Committee will play a strong role. The Executive recorded thanks to the Steering Committee and its chair Helen Livingston. **(Action: AW)** The Executive will review the documents and respond by Monday, at which time the proponent can be notified of the offer subject to finalisation of the contract. **(Action: Executive)**

Members discussed the contract noting that CAUL will use another university's consultant's contract as its template. **(Action: DC)** Andrew Wells will ask Helen Livingston to prepare a summary document for CAUL. **(Action: AW)** Heather Gordon will provide a copy of JCU's consultants' contract. **(Action: HG)**

- a) **ADT.** The round-off of the ADT program and move to CAIRSS is still to be finalised. **(Action: DC)**

1832. Excellence in Research Australia (ERA). Australian Research Council. The ARC has released the draft ERA Submission Guidelines and draft ERA–SEER Technical Specifications for Cluster One (Physical, Chemical and Earth Sciences) and Cluster Two (Humanities and Creative Arts). Comments are due by COB Friday 6 February 2009.

- a) **ERA and Copyright.** Diane Costello affirmed the current status: the Attorney-General's department will be asked again to clarify the position of Crown Copyright versus licence conditions for those publishers for which we do not have blanket permission to deposit the publisher's version in the institutional repository; the agreements already in place with the larger publishers will continue until the full details of the ERA requirements are known.

1833. Research Infrastructure.

- a) **AeRIC (Australian eResearch Infrastructure Council).** There is nothing new to report.
- b) **ANDS (Australian National Data Service).** <http://ands.org.au/> ANDS is a distributed program which makes it more difficult to assess its progress.
- i) **Building Capabilities Program. Australian Research Data Commons Capabilities Forum.** The President supplied a list of potential contributors to Margaret Henty in response to her invitation:

".... one of the activities of the Building Capabilities Program is establishing an ongoing forum to provide feedback and suggestions to us on matters related to capability development. Membership of the forum will be made up of individuals who are engaged with research data management in their organisations and who have an interest in and some knowledge of capability development. I am therefore writing to you seeking up to six nominations from university libraries to be part of this forum. We would prefer to have people who already have had experience with data management and eResearch support. It may be appropriate to consider this activity in relation to information literacy training. The forum will be made up of about 20 people altogether, and will include representatives of CSIRO, government research bodies, government infrastructure providers (such as the National Archives), eResearch support organisations (such as Intersect) and academics from both computing and information management disciplines. "

There will be follow up regarding the expectations of the delegates and how progress can be reported back to CAUL. **(Action: DC)**

1834. CEIRC (CAUL Electronic Information Resources Committee). Andrew Wells and Greg Anderson will take another look at the CEIRC review. **(Action: AW, GA)**

Greg Anderson reported on the CEIRC proposal to conduct a think tank on the future of the industry and the global financial crisis. Anne Horn has drafted a program which will be circulated to the Executive, and John Shipp is prepared to contribute. **(Action: DC)**

It was noted that Datasets Coordinators meeting was very successful. Pearson and Elsevier invited contributions to the development of their e-books models. There were no suggestions for additional CEIRC-facilitated training. The Executive suggested holding a forum using Datasets Coordinators, University Librarians and a professional negotiator as presenters, open to both Datasets Coordinators and ULs.

Members noted the current discussion on the CAUL list re CEIRC, publishers and budgets. It was suggested that CAUL members be notified directly, rather than only through their Datasets Coordinators, when there are contracts over a significant cost. It was noted that the TandF and Informa Healthcare proposals were released at the same time with a recommendation that both be reviewed carefully. It was suggested that a process be implemented in which price rises and any significant changes in content be highlighted up front. **(Action: DC)**

- a) **Wiley-Blackwell 2010-2012.** There was nothing further to report.
- b) **Campus Review.** Greg Anderson was asked to advise his Vice-Chancellor on the offer to universities via Universities Australia. New terms and conditions have been made available on the *Campus Review* web site, whereas there were none published previously. UNewcastle has been offering access via the intranet, but *Campus Review* has advised that this option is no longer available and that the passwords were to be used only by individuals, not concurrent users. *Campus Review* will not offer a concurrent user option. They have threatened to sue universities who make their passwords available to other than the designated number of users. Access has been withdrawn from Newcastle and UNSW, and the password removed from the intranet site. It was agreed to write to Universities Australia regarding problems with the current approach. **(Action: GA)**

CONTRIBUTION TO LEARNING & TEACHING

1823. Copyright.

- a) ***Universities Australia negotiations with CAL.**

The Universities Australia Expert Reference has been expanded to include Heather Gordon and Mark Legg, Flinders, a representative of CAUDIT. They plan to do more research on how much of the currently used material is non-remunerable because of the publishers' licences and should not be counted under part VB. "Terms of Reference for a review of the use by Australian Universities of the provisions of the Part VB of the Copyright Act – Reproducing and communicating works etc by educational and other institutions." This document from Universities Australia's Expert Reference Group was circulated to the Executive on December 16. The areas where they see CAUL having a direct role are in issues # 1, 2, 5 & 6. Members were asked to consider the detail which needs to be developed on those items.

Institutions are able to provide statistics on the number of online journals. Journal licences mostly allow use of their content in LMSs. Libraries do not generally monitor what is held in the LMSs such as Blackboard, though the library can respond regarding electronic reserve; it would be useful if Blackboard were able to provide reports on the copyrighted content included in their systems. Many institutions encourage academics to link to library content rather than to include it.

Item 5 asks for comments about the changes in items 1 and 2 – the responses are the same as the above. It was noted that both CAL and Universities Australia should already have some of this information from previous surveys – how is it to be fed into their research? It was suggested that universities be provided with results of all surveys. Item

6 asks for unit costs but it is not clear whether it is acquisition cost or scanning cost? Heather Gordon will draft a response. **(Action: HG)**

Eve Woodberry circulated CAL's draft proposal on the two studies of the sampling system which CAL sought under the current Remuneration (Sampling) Agreement. She asked for comments from the Executive by February 16. **(Action: DC)** Greg Anderson suggested it would be better to target course packs rather than conducting a wide sweep of all kinds of content. Bandwidth can still be an issue outside metropolitan areas so course packs are still used. He will pass comments for Diane Costello to respond to Eve Woodberry. **(Action: GA, DC)**

DELIVERING QUALITY & VALUE

1835. Insync Surveys.

1836. Staff Development.

- a) **CAUL Library Staff Development Conference 2010.**
- b) **LH Martin Institute.** The Institute has released its program brochure for 2009. There appears to be a gap in the aspiring leaders level, except for the women-only program. The most relevant programs are in the Senior Leadership Series. These intensive, residential programs are tailored to the needs of leaders and managers within the tertiary sector at varying stages of leadership experience and development, who face similar leadership challenges.

COMMUNICATION & INFLUENCE

1837. Communication. (Standing item)

- a) **President's Report.**
- b) **Public Relations/Media Reports.**
- c) ***CAUL Report 2007-2008.** (standing item) It has been agreed that another biennial report be produced i.e. for 2007-2008. Diane Costello will invite all office-bearers to write something for the report, both against actions in the strategic plan and significant other achievements. **(Action: DC)**
- d) **Executive Officer's Report.** The report is appended to the minutes. Members discussed a range of responses to the ICOLC statement on the global financial crisis from the various publishers present at Sydney Online, and what options existed for holding publishers' prices down.

1838. Submissions to Public Inquiries. It was agreed to ask CAUL if any members had asked for Prescription as a Key Cultural Institution to enable them to make preservation copies of material that is of cultural or historical significance to Australia, and if so, what response did they receive. **(Action: DC)**

- a) **Cultural Heritage Act and Regulations.** The following was received by the President on January 20:

[The] Minister for the Environment, Heritage and the Arts announced the review of the *Protection of Movable Cultural Heritage Act 1986* (PMCH Act) and the *Protection of Movable Cultural Heritage Regulations 1987* (PMCH Regulations) on 15 January 2009.

The Department of the Environment, Water, Heritage and the Arts is undertaking the review in consultation with the National Cultural Heritage Committee. An important part of that review process is consultation with and input from key stakeholders.

Your input, and input from the Council of Australian University Librarians, is invited. We would appreciate your comments on the issues raised in the attached discussion paper, and any other matters of concern in regard to the operation of the PMCH Act and the PMCH Regulations. Please note that the

closing date for submissions is 6 March 2009. It is anticipated that the review will be completed by 31 May 2009.

A fact sheet on the review is also attached for your information. Further information on the review process is available on the website at: www.arts.gov.au/public_consultation.

- b) **Digital Economy Future Directions.** A consultation paper http://www.dbcde.gov.au/_data/assets/pdf_file/0006/94191/Consultation_Draft_-_DEFDP_-_17_Dec_2008_final.pdf has been issued by the Australian Government. Responses are due to DEFutureDirections@dbcde.gov.au by Wednesday 11 February 2009. This is a very important paper covering issues such as:
- * Open access to public information
 - * Privacy
 - * development of digital skills
 - * regulatory framework including copyright
 - * measurement

It was noted that digital content is not fully addressed in the paper. If the content is not open access it still needs to be managed – the open access content is just a subset of digital content, and the digital economy depends on much more than this. The paper does not address the whole broadband issue, even though it is absolutely essential for the digital economy that broadband functions appropriately. The blog includes some very interesting submission, interspersed with many comments about the proposed filtering of the internet. Ainslie Dewe referred to submissions to the New Zealand government on this area – it placed more focus on communication than this paper appears to. It is not know whether Australia was part of the World Internet Project? <http://www.worldinternetproject.net/> Learning and information literacy are relevant. Fringe benefits tax is placed on university staff who wish to take courses in their own university – this is a barrier to the expansion of digital skills.

Andrew Wells will edit the document on open access to public information produced for the Victorian government. He will discuss with Sue Hutley a joint submission with ALIA.
(Action: AW)

- c) **Productivity Commission.** Copyright restrictions on the parallel importation of books into Australia. The PC is due to report in May 2009. <http://www.pc.gov.au/projects/study/books> CAUL registered its interest on November 12. Eve Woodberry suggested asking Alex Byrne to prepare a submission, as an ASA member. Derek Whitehead referred to the ADA's submission on this topic to the Australian Law Reform Commission. <http://www.digital.org.au/submission/ipcr1.rtf>
"The submission argues for removal of restrictions on parallel importation. In general, booksellers have supported removal, and authors and publishers have supported the current provisions which limit parallel importation. The current legislation (1991 I think) was a compromise. I was involved with booksellers and publishers at the time as President of the ALIA Acquisitions Section. Our submission in 2000 on parallel importation is here <http://www.ipaustralia.gov.au/pdfs/ipcr/Sub17.pdf>"

Receipt of terms of reference 13 November 2008

Initial submissions due 20 January 2009. CAUL's submission was emailed on January 20.

Release of draft report Early March 2009

Roundtables to discuss draft report March-April 2009

Supplementary submissions due 10 April 2009

Final report 13 May 2009

- d) **Review of Australian Higher Education.** (The Bradley Review) Discussion Paper June 2008. Submissions close 31 July 2008. Interim report to government in October (now delayed) with a final report due at the end of the year. http://www.dest.gov.au/sectors/higher_education/policy_issues_reviews/reviews/highered_review/ The report was released December 17 2008 and the government is expected to respond in March/April.

<http://www.deewr.gov.au/HigherEducation/Review/Pages/ReviewofAustralianHigherEducationReport.aspx> It should be noted that the DEEWR website has been completely updated and a great deal of material has been lost. It is also much less user-friendly than before. It was noted that the government now plans to respond to both this review and the Innovation review together.

- e) **Innovation Review.** The deadline for submissions was 30 April 2008. CAUL's response was submitted April 30. The final report was released September 9. Comments on the Review report were accepted up until 30 September 2008.
<http://www.innovation.gov.au/innovationreview/Pages/home.aspx> It was noted that the government now plans to respond to both this review and the Higher Education review together.

1839. Relationships with other organisations.

- a) **CONZUL.**
- b) **CAUDIT & ACODE.** It was agreed that some places at CAUL events be held open and CAUDIT and ACODE be actively encouraged to nominate delegates. For the next CCA agenda. **(Action: DC)**
- i) **EDUCAUSE 2009.** May 2009. Standing Item. Imogen Garner reported that sponsorship is seriously down on previous years so the budget is being reframed accordingly. There was a good response to the initial call for registrations. Hotels in the CBD, as opposed to East Perth or West Perth, were recommended. Members expressed concern at the reduced sponsorship for conferences and would prefer that lavish entertainment be reduced to permit more direct sponsorship to conferences.
- ii) [ACODE 49, 18-19 March 2009, Melbourne](#)
- c) **Universities Australia.** A report on a meeting with Universities Australia re the forthcoming negotiations with CAL was circulated to the Executive on December 15.
- d) **National Library of Australia.**
- e) **Collections Council of Australia.** The following was received January 21, also copied to Linda Luther who attended the roundtable on behalf of CAUL:

Your organisation was invited to attend the Collections Council of Australia's Peak Bodies Roundtable in May 2008.

I am writing to you to request the participation of your peak body in the review of an important Collections Council publication on collection management, using the 'significance' methodology.

Significance 2.0: a guide to assessing the significance of collections, is a second, revised edition of *Significance: a guide to assessing the significance of cultural heritage objects and collections* (2001). A review draft will be available for comment in early February, with responses due on Monday 23 February. We will provide a brief that contains several guiding questions to aid reviewers, but the question format is optional. We seek general comments from most reviewers – more detailed comments can also be made.

As background, you may like to view the Collections Council's webpage with a number of the presentations at the *Significance 2.0* Workshop in April 2008:
<http://www.collectionscouncil.com.au/Default.aspx?tabid=562>.

- f) **CSIRO.** nothing yet done re CSIRO – invite to a forthcoming CAUL meeting, any one that she wants? if Andrew Wells is in Melbourne, he and Ainslie Dewe could meeting with Cynthia love. **(Action: AW)**

1840. CAUL Meetings.

- a) **CAUL Meeting 2009/1 – Newcastle, 2-3 April, 2009 at Noah's on the Beach.** the DVC will open the meeting. **(Action: GA)**
Suggested topics:
- i) **ERA.** Margaret Sheil is scheduled to attend. It was suggested inviting some publishers in this space. Andrew Wells will invite CAUL members to nominate issues they would like to be addressed. **(Action: AW)**
 - ii) **ANDS.** We should consider asking new director of ANDS to CAUL April mtg Ross Wilkinson needs to be invited. **(Action: DC)** each state has an emerging eResearch body – consider asking Ian Gibson from Intersect. check with Cathrine Harboe-Ree **(Action: DC)**
 - iii) **Universities Australia.** Dr Rebecca Harris and Paul Stubing expressed interest in discussing the forthcoming CAL negotiations with CAUL members. Rebecca is not available on the 2nd, would prefer late morning on the 3rd. **(Action: DC)**
 - iv) **AUQA.** It was suggested having a 'hot topic' on AUQA round 2, for example, the changes in approach as experienced by SCU, Newcastle & Swinburne. suggestion to invite Dr Anne Young, Director of Strategic Planning and Quality to speak at CAUL about AUQA Round 2. Anne managed Newcastle's audit and would be an interesting speaker. Anne is interested and has offered to provide an overview of how libraries are being assessed as part of the deep audit themes eg student experience/Internationalisation. The only hitch is availability - Anne may have to attend the Higher Education Summit which will be held in Melbourne on the 3/4 April. This all depends on whether our DVC(A) wants Anne to go.
 - v) **Learning Skills.** Are there other CAUL members responsible for learning skills? How is it related to information literacy. Cathrine Harboe-Ree
 - vi) **RDA.** Implications for CAUL institutions.
<http://www.collectionscanada.gc.ca/jsc/rda.html>
 - vii) tour of campus on Friday afternoon after lunch from 1-2pm, then to the airport or back to the city – the information commons and the new foyer
- b) **CAUL Meeting 2009/2 – Sydney, 20-22 September,** in conjunction with the celebration of the University of Sydney anniversary. The meeting will be held at a venue in the CBD. **(Action: DC)** The Executive will meeting on Sunday morning, and the University of Sydney event is an afternoon tea.
- c) **CAUL meeting 2010/1 – venue. Canberra?**
- d) **CAUL meeting 2010/2 – venue.** Members agreed that it not be held alongside IFLA as the event would be too big.

1841. Forthcoming Executive Meetings.

- a) **Draft schedule for 2009.** Potential clashes:
2009
Leave/absences currently planned:
Greg Anderson, n/a 12-13/2; ??;
Ainslie Dewe, IATUL, June 1-4 plus 2 weeks;
Imogen Garner February 17-24, n/a 2-4/3, IATUL June 1-4 plus ??, 31/7, 24-25/11;
Heather Gordon, 26-27/11 (JCU planning) + ??
Andrew Wells, May 11-29 inclusive;
Diane Costello, Jan 23-30; April 15-23; May/June (tbc);
- 2009 March 30 - April 1 Torquay, UK UKSG;
2009 April 10-13 – Easter;
2009 April 15-18 ICOLC, Charlottesville, VA and 20-21 NPG Library Committee, New York;
2009 May 3-6 Perth, Western Australia EDUCAUSE Australasia;
2009 June 1-4 Leuven, Belgium, IATUL;

2009 July 9–15 Chicago American Library Association;
2009 August 23-27 Milan, Italy World Library and Information Congress: 75th IFLA;
2009 November 3-6 Denver, Colorado EDUCAUSE.

2010

2010 February 9-11 Melbourne VALA's 15th Biennial Conference, "Connections, Content, Conversations" <http://www.vala.org.au/conf2010.htm>

- i) **2009/2.** April 1, in conjunction with CAUL 2009/1, Newcastle. It was agreed that the Executive revert to holding its meeting on the day prior to the other group meetings to enable more flexibility with scheduling. This takes into account that CAUL meetings scheduled on Friday afternoons are not generally well attended. Greg Anderson will arrange a University venue in the city, and we will start mid-morning. **(Action: DC, GA)**
- ii) **2009/3.** May 7, Perth, morning following EDUCAUSE May 3-6. Imogen Garner will organise space at Curtin. **(Action: IG)** The agenda will include a 90-minute block for consideration of the 2010-2012 strategic plan. **(Action: DC)**
- iii) **2009/4.** July 29, Brisbane in conjunction with CCA 2009/1. This meeting will consider the CAUL meeting agenda and the 2010 budget.
- iv) **2009/5.** September, in conjunction with CAUL 2009/2, Sydney September 21-22. It is recommended that the Executive revert to holding its meeting on the day prior to the other group meetings to enable more flexibility with scheduling. This takes into account that CAUL meetings scheduled on Friday afternoons are not generally well attended.
2009 August 31-September 4 Brisbane 10th International Congress on Medical Librarianship (ICML): Positioning the Profession. The University of Queensland Library and IFLA Section of Biological and Medical Sciences Libraries <http://www.icml2009.com/>
- v) **2009/6.** November 18, Melbourne, in conjunction with CCA 2009/2.

1842. Other business.

CAUL Strategic Plan<http://www.caul.edu.au/caul-doc/StrategicPlan.html>**Report to CAUL**

Author: Helen Livingston

Date: 27 March 2009

Date of previous report: none

Section	II. Contribution to Research
Action	7. Contribute to the development and promotion of institutional digital assets repositories initiatives, particularly through DEST's SII-funded FRODO, MERRI and 2006/7 projects.
Responsibility	CAIRSS Interim Steering Committee
Time-line	February 2011
Activity since last report	<p>CAIRSS Interim Steering Committee was set up in Sept 2008.</p> <p>Members Helen Livingston (Chair)(UniSA), Judy Stokker (QUT), Heather Gordon(JCU), Adrian Burton (ex APSR), David Groenewegen(ex ARROW, now ANDS);</p> <p>Diane Costello (CAUL)</p> <p>From 5/3/2009 Adrian Burton (ANDS) will no longer be a member of the Committee.</p> <p>The committee met on 26/9/2008; 20/11/2008; 15/01/2009; 09/02/2009; 04/03/2009; 01/04/2009.</p>
Achievements since last report	<p>An Invitation to offer was sent out on 7 Oct 2008 with a closing date of 10 November</p> <p>The committee assessed the responses, checked referees and interviewed one of the respondents.</p> <p>A recommendation on a preferred service provider was sent to CAUL Executive meeting 11/2/2009. The Executive approved the recommendation.</p> <p>The successful provider is the University of Southern Queensland, through the Australian Digital Futures Institute (ADFI) within the Division of Academic Information Services (DAIS) to undertake the institutional repository support service. The service commenced officially on March 16, 2009.</p> <p>As part of the contract Swinburne University will provide copyright support.</p> <p>A contract for service was drawn up and has been signed by CAUL and USQ.</p> <p>A preliminary meeting was held with the service providers to prioritise work plans for the coming year.</p> <p>A reporting template has been agreed.</p> <p>Two mailing lists have been set up.</p> <p>Generic mails for CAIRSS; Technical support; and copyright support have been set up.</p> <p>A second meeting will be held immediately before CAUL on 1 April.</p>
Publicity, reports, publications since last report	<p>Announcement to CAUL of successful service provider 10/03/2009.</p> <p>Press release 16 /03/2009</p>

	Announcement at ERA Under the Bonnet Workshop.
Plan for forthcoming activity	Interim Steering Committee will recommend to the CAUL Executive July meeting on ongoing governance arrangements including wording changes for CAUL strategic plan action 7. A CAIRSS web site, and communities of practice and other steps to meet the terms of the CAIRSS service.
CAUL budget implications	CAIRSS budget (2009-2010) has been agreed and will be monitored by the Steering Committee.
Recommendations to CAUL	

Pro-forma updated 26 January 2009

SCHOLARLY COMMUNICATION AND CAUL

Issue

Scholarly communication is a significant concern of CAUL and one on which it takes leadership supported by a clearly stated vision and strategy

Background

CAUL has undertaken a range of activities in scholarly communication over the last decade including:

- CEIRC
- ADT (which will be transferred for the time being to CAIRSS)
- SPARC membership (initially supported by Go8 but now across CAUL)
- CAUL statement on open access (2004)

In its initial years, CEIRC was responsible for facilitating the introduction of online networked information resources which led to a reduction in print publications, especially journals. Involvement in issues related to changes in scholarly communication has been overshadowed by the effort required to ensure that CEIRC is a successful acquisitions mechanism. CEIRC requires 60% of the Executive Officer's time as well as other support staff.

CAUL has not provided a coherent advice and advocacy function and is in danger of being supplanted by other agencies. The Scholarly Communications Working Group established in 2002 was eclipsed by the effort required to ensure the success of various Systemic Infrastructure Initiative projects.

CAUL members have focused a lot of effort on improving the scholarly communications infrastructure through initiatives such as online publishing, repository and research data management activities, as well as innovative content projects. Activities have included:

- APSR
- ARROW
- RUBRIC
- E-presses (eg Monash, Sydney, UTS, ANU)
- Research information infrastructure projects such as AustLit, Australian Dictionary of Biography Online, Dictionary of Australian Artists Online, Dictionary of Sydney
- Australian National Data Service (ANDS)

CAIRSS has been established to maintain a technical and community focus on repositories, as well as build capability in the use of repositories for a range of activities including HERDC research publication collections, ERA and building the data commons for ANDS.

The basic technical infrastructure has been implemented and strategies are in place for its development. It is now time for CAUL to take leadership in a range of areas associated with changes in scholarly communication. The current financial crisis, ERA and the maturation of digital technology provide opportunities for fresh approaches to the dissemination of scholarly works.

Discussion

The global financial crisis has led several CAUL members to comment on CAUL's activities and priorities in scholarly communication. In short, CEIRC dominates CAUL's activities with a strong focus on relations with commercial publishers. Through ADT and its successors including CAIRSS, CAUL has fostered an active community which has a technical focus in repository development. This is needed and should be supported but CAUL should be striving for more.

CEIRC has been successful within its terms of reference, which address cost-effective consortial access. The CAUL Executive Officer has succeeded in initiating and coordinating collaboration across CAUL. Among CEIRC's many achievements are standard licensing terms, information sharing and cost reduction. The CEIRC review conducted in 2007 revealed what members appreciate: light, cheap governance; opt in /opt out approaches instead of compulsory participation; access to information; and, administrative support. The review saw room for improved efficiency in workflow.

The high volume of transactions handled by CEIRC takes a great deal of the CAUL Executive Officer's time. For the final quarter of the year, the CAUL Office resembles a subscription agency, with the CAUL Executive Officer working almost full time managing invoicing and payment processing. The CEIRC review also gathered information on matters CAUL members would like to see developed further. These included a more proactive approach to relations with publishers and a much stronger stance on negotiation, including the possibility of using professional negotiation. The CEIRC review revealed that larger CAUL members are ready to work outside the CEIRC deal when it suits them.

CAUL members support CEIRC's operations and place great value on its services. It is less clear that CAUL has a shared view on how CEIRC contributes to a scholarly communications strategy for CAUL. The global financial crisis has revived concerns that publishers are charging too much and that there are substantial imbalances in the scholarly publishing system. Paying an annual subscription to SPARC gives CAUL an overview of scholarly communication issues, but CAUL collectively needs to address problems in the scholarly communication system. CEIRC has been very good for CAUL's reputation but many institutions are now involved in e-presses and other innovative online content services that need a different kind of support to sustain them. CAUL could endorse them and encourage others to develop sustainable and innovative online services as another way to support research and provide alternatives in scholarly communication.

SPARC's primary focus is to address these imbalances through a number of activities, including lobbying for institutional open access, advocating for access to publicly funded research, giving practical tools on how to engage with students and staff. The goals of repository projects such as ARROW and RUBRIC included SPARC-like items. As constituted, CEIRC is not the forum for these discussions and CAUL needs to address SPARC type activities.

When CAIRSS was conceived, there was some discussion that CAIRSS could address scholarly communication issues. However, CAIRSS extends the technical needs of repositories. CAIRSS cannot and could not be a vehicle for discussions about the scholarly information system. In the next two years, all CAUL members should have stable repositories through ASHER funding and CAIRSS support. Research data management is another matter that needs to form part of CAUL's strategy and vision for scholarly communications. The relationship of ANDS and CAUL is just starting so it is a good time to articulate this strategy.

It is time for CAUL to develop a more comprehensive view of scholarly publishing. It needs to alter discussions with its suppliers and seek to redress imbalances. CAUL needs to take advantage of its SPARC membership and learn from its lobbying and advocacy efforts. CAUL's repository and publishing initiatives need to be articulated as a component of its strategy and stance in scholarly information developments.

This will take resources. We put forward two options for discussion.

1. Establish a SPARCAUL activity based on the presentation to CAUL in 2008, and independent of CEIRC. Establish coordination between them to ensure consistency of approach and rhetoric.
2. Blend CEIRC and SPARCAUL into a new program.

Recommendation

A subset of CAUL develops ideas in this paper further with a view to commencing a new program or activity in 2010. A proposal would need to come to CAUL in September 2009.

Greg Anderson
John Shipp
Andrew Wells

23 March 2009



CAUL Statement on the Global Financial Crisis

DRAFT 23 February 2009 (version 27 March)

CAUL

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. CAUL is comprised of the university librarians or library directors of all 39 Australian universities.

Each university library is responsible for managing a significant proportion of a university's annual budget through purchasing of scholarly information resources. In order to realise administrative efficiencies and economies of scale, CAUL members have formed a range of collaborative programs to optimise the purchasing power of budgets for scholarly information resources. Some of these programs are either sectorally or regionally based, for example, collaborative purchasing of monographs in a state. The most significant program of this type is supported by CAUL through its Electronic Information Resources Committee (CEIRC).

CEIRC <http://www.caul.edu.au/datasets/ceirc.htm>

CEIRC is CAUL's primary vehicle for relationships with vendors and publishers. CEIRC's terms of reference address a range of activities including collaborative purchasing of electronic information resources, licensing conditions, access issues, statistical reporting and effective negotiation. CEIRC's membership also includes the 8 members of the Council of New Zealand University Librarians (CONZUL) and 23 external organisations in Australia and New Zealand. These organisations are a combination of state and federal government departments, Australian research institutes, including CSIRO, NZ Crown Research Institutes and polytechnics, and Avondale College.

CEIRC currently has agreements for 239 database products with a range of 89 Australian and international publishers and information providers, with the equivalent of AUD 39 million handled through the CAUL Office in 2008, and an even greater amount invoiced directly to university libraries via agents and publishers. In 2007, Australian universities spent more than AUD 117m on electronic resources out of total materials expenditure of AUD 218m (54%) and New Zealand universities spent an additional NZD 33m on electronic resources and NZD 60m (55%).

Impact of the Global Financial Crisis on CAUL

CAUL member institutions range from very small private and public institutions of fewer than 5,000 FTE students to large institutions of up to 42,000 FTE with significant research demands and/or very large numbers of undergraduate students. What they have in common is that over the past 13 years they have:

- ▶ embraced the availability of electronic resources, replacing print with the electronic version as soon as it becomes available. Australian university libraries adopted this practice almost a decade ago.
- ▶ taken up a significant number of journal packages recognising the efficiencies gained in providing access to the whole of a publisher's list rather than selecting individual titles and being able to provide comprehensive access to resources without resorting to inter-library loan;
- ▶ moved heavily into group purchasing via CEIRC and other programs, again taking advantage of administrative efficiencies, better return on investment and a better shared understanding of the publishing industry and environment;

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- ▶ moved a higher proportion of their available materials expenditure to packages of scholarly journals under agreements that include (reducing) price caps for multiple year commitments, together with opt-out and perpetual access clauses to manage the financial risk.

Subscriptions for 2009 were effectively finalised by the time of the "crash" hence renewals were largely unaffected, although this will vary depending on accounting practices. A number of CAUL institutions are identifying significant cancellation programs for 2009 and have reduced expenditure on books. It is unlikely that the situation will improve in 2010.

The severe drop in the Australian dollar is likely to have the most serious short-term consequences for spending ability. While CAUL institutions are accustomed to dealing with currency fluctuations, this fall has been faster than most, and will just exacerbate any consequences of expected budget changes.

CAUL institutions spend 70-80% of their information resources budgets in foreign currencies, USD, EUR and the British £. In September 2008, the average value of the AUD was USD 0.8205, and in February 2009 it was 0.6490 – a drop of 16% in the first month of the crash and 21% over the last 5 months. The fall against the EUR was also significant, the British pound less so. No matter how far ahead currencies were hedged, all are now feeling the impact of this severe drop in the spending ability of their current budgets.

The future

Until global conditions settle down, CAUL members will aim to maintain access to current content, but will need to be conservative with their commitments. Some more obvious observations are that:

- ▶ maintaining subscriptions (to needed content) is always a high priority, and one-off purchases are more easily put on hold, or dropped completely, when funds are short;
- ▶ content will be more important than platform enhancements – no member will want to contribute to unnecessary or cosmetic changes made by publishers;
- ▶ members do not want to fund the cost of print – the current crisis affords an opportunity to accelerate the transition to electronic only publishing;
- ▶ new content will need to be absolutely essential before it will be considered - the "nice-to-have" content will be considered in the same way as one-off purchases or its acquisition will require the cancellation of current content;
- ▶ there is likely to be a contraction in all areas, rather than expansion;
- ▶ price increases must be contained.

If costs are not reduced or held at 2009 levels, reductions in expenditure may necessitate:

- ▶ withdrawal from package agreements, with the concomitant additional administration (read cost) at both the publishers' end and the institutions' end;
- ▶ additional efforts (read cost) to regain lost subscriptions when the upturn occurs and budgets return to 2009 levels;
- ▶ resistance to punitive approaches from publishers that deny access to content disproportionate to proposed reductions in expenditure.

Alternatives to withdrawal:

- ▶ a compromise between the full package and the title-by-title approach by slicing the title list into discipline-based sub-sets or research-based sub-sets;
- ▶ reducing costs by improving efficiencies at the publishers' end e.g. replacing print distribution with print-on-demand; replacing individual subscriptions with one-line package subscriptions.

The ICOLC statement

In 2009, CAUL signed the ICOLC statement (<http://www.library.yale.edu/consortia/icolc-econcrisis-0109.htm>) supporting an international effort to make publishers and others aware of the likely impact of the global financial crisis on the mainly public sector libraries and higher education institutions who are the major source of revenue for scholarly publishers. ICOLC is the International Coalition of Library Consortia.

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CAUL Strategic Plan
<http://www.caul.edu.au/caul-doc/StrategicPlan.html>
Report to CAUL

Author: Greg Anderson
 Date: 26 March 2009
 Date of previous report: 10 September 2008

Section	Contribution to Research
Action	Improve opportunities for cost-efficient purchasing and licensing of electronic information resources
Responsibility	CEIRC
Time-line	Ongoing
Activity since last report	CEIRC Meetings held on the 17 November 2008 and 17 March 2009.
Achievements since last report	<p>A. CEIRC Strategy</p> <p>The recommendations of the CEIRC Review have been implemented. CEIRC fees for external members have been increased and an adjustment to the CEIRC and CAUL levies for 2009 was approved at the CAUL 2008/2 meeting. The population of the ACT! Database to manage subscriptions and vendor records is underway, with an aim to have the new processes in place before the beginning of the 2010 renewal period.</p> <p>As the number of new deals continues to increase, CEIRC revisited Recommendation 2.3.1 to develop criteria to remove low up take up or low performing deals from the CEIRC program. After discussion, CEIRC will collect data on the cost of handling all deals through CEIRC vs costs associated with institutions dealing direct with publishers or agents.</p> <p>CEIRC is planning to hold a 2 day Think Tank on "The Global Economic Crisis: Library Consortia, Publishers and Content Providers Working Together". Key industry representatives will be invited to address the elements of the ICOLC statement on day one. The focus on the 2nd day will be alternative publishing models including Open Access initiatives and author pays models eg. Biomed Central. Suggestions for speakers include David Prosser from SPARC Europe and Professor Leon Sterling, Director of eResearch University of Melbourne. The Think Tank will be held over 2 days in Sydney, late morning day 1 to early afternoon on day 2 and include a dinner sometime in July/August. A draft program will be distributed to CAUL members in April.</p> <p>The mentoring program for Dataset Coordinators will be launched in April. The role and responsibilities of mentors and mentees has been documented and a list of mentors is about to be finalised. It was suggested at the March CEIRC meeting that former CEIRC Dataset representatives be included in the Mentor list. Alison Neil will contact new dataset coordinators who have taken on the role in the last 6 months to see if they would like to participate with the program is expected to start in mid April.</p> <p>The 2009 Datasets Coordinators Forum was held in Sydney in January. Hot topics included best practice for dataset coordinators and E-book packages have been defined. Dataset coordinators will be invited to become mentors and be assigned to mentor new dataset coordinators.</p> <p>A statement of achievements against CEIRC activities for 2007/2008 has been completed by CEIRC Chair and CAUL Executive Officer and is available at: http://www.caul.edu.au/datasets/ceirc.htm</p> <p>The CAUL Executive Officer has raised concerns about the late payment of a very large number of CEIRC invoices. Member's payment terms are 30 days. Feedback via the datasets coordinators suggests that the problem usually</p>

	<p>resides in the Finance Department. CEIRC discussed several strategies including a 14 day term, late payment fee or escalating the matter to the CAUL member for their attention.</p> <p>B. Product and Vendor Negotiations</p> <p><i>Wiley-Blackwell</i> A draft of the standard licence agreement has been received. The details of the 2010-2010 preliminary offer are due on the 31 March 2009. Feedback from CAUL will be due by the 1 May with a final proposal scheduled for July 15.</p> <p><i>Fairfax Business Media.</i> There has been significant progress on the offer <i>afr.com search</i> including a revised price schedule and licence conditions, provision for IP authentication and clarification of the content on offer. A revised contract will be sent to Diane Costello on 27 March.</p> <p><i>Taylor & Francis.</i> Ashleigh Bell and Vivienne Fox from Taylor & Francis attended the January CEIRC meeting to discuss the 2009-2011 offer as well as other issues including the complexity of their pricing model, the top up fee despite the loss of titles (Informa Healthcare) and substitution of other titles that may not be of equal value to the subscriber, the lack of a price cap for the whole deal (a price cap only applies to the Science & Technology collection) and introduction of an off shore campus fee which for the 2009-2011 offer. CEIRC raised a number of objections which were taken on board for consideration. A price cap for a new deal "1-2-3 Deal" offered to the European and US market offers 1% for the 1st year, 2% for the 2nd, and 3% for the 3rd has been extended to Australian customers for 2010-2012. An opt-out clause is not available. At the same time a revision of the 2009-2011 agreement has introduced a price cap on the HSS collection, and a reduction in the price cap on the ST collection, both now 5%.</p> <p><i>Campus Review</i> 19 institutions have signed up for APN's <i>Campus Review</i> via IP authentication – 11 were funded from the Vice Chancellor's office and 5 via the library. The fee, which is based on EFTSU bands, will be in some part compensated by a rebate from Universities Australia. Concern has been raised by some CAUL members on APN's release of a licence agreement which withdrew concurrent access for online access per print subscription for those who did not subscribe to the IP access offer.</p>
Publicity, reports, publications since last report	<p>Approved and draft minutes are available at: http://www.caul.edu.au/meeting\$/ceirc-meetings.html</p> <p>Informal reports are posted via the CAUL mail list after each CEIRC meeting.</p>
Plan for forthcoming activity	<p>Planning is underway for the CAUL "Think Tank". A draft program will be distributed to CAUL in April.</p> <p>Diane Costello will represent CAUL at the ICOLC meeting in Charlottesville. Greg Anderson and Jocelyn Priddey will be attend for their own institutions.</p> <p>Diane Costello will also attend the Nature Publishing Group Library Committee meeting immediately following ICOLC.</p> <p>The next CEIRC meeting will be held on 24th June.</p>
Recommendations to CAUL	<p>Note the report.</p>

Pro-forma updated 29 July 2008



AustLit: The Australian Literature Resource

Presentation to the Council of Australian University Librarians

Newcastle 2 April 2009

www.austlit.edu.au

AustLit's Vision Statement:

To be a superlative virtual research environment for Australian literary and print culture researchers and a peerless information resource for all.

The Proposal: That CAUL consider supporting AustLit to become more widely available throughout Australia by assisting us to remove the subscription barriers and move to an open access business model.

Why is AustLit important to the Australian education and research sectors?

[AustLit] offers unparalleled coverage of Australian literature ... AustLit is an indispensable tool for research into Australian literature.

Bert Almon, Professor of English at the University of Alberta, Canada, in a review of AustLit published in the American Library Association's journal, *Choice*, 14.11 (2005).

- AustLit is the premiere resource for information relating to Australian literary history from 1788 to the present.
- AustLit is the most comprehensive source of authoritative information about Australian print cultures available.
- AustLit supports research into all aspects of Australia's narrative history.
- AustLit supports the teaching of our national literature at all levels.
- AustLit is unique in its scope, comprehensiveness and breadth of service delivery.

Who uses AustLit?

- Librarians, academics, researchers, students, teachers, historians, publishers, critics, booksellers, writers, readers, genealogical researchers.
- Use of AustLit has grown steadily over the past decade.

Why is AustLit a subscription service?

- AustLit is a not-for-profit subscription-based organisation that services the needs of the teaching and research sectors in Australia and internationally. All income is fully reinvested in the service.
- AustLit employs experienced, knowledgeable librarians and bibliographers to ensure that the services it delivers are authoritative, dependable and comprehensive. AustLit's only other funding is tied to grant successes.
- Without independent income the quality and diversity of its service delivery would diminish. It would not be able to maintain its high quality information service.

As someone who uses AustLit almost every day, I know my research would be considerably impeded without it. I am continually impressed by the range and depth of coverage of Australian literature which it provides.

(Professor Elizabeth Webby, October 2007)

Why should AustLit be more widely available?

A few months ago I completed my dissertation on contemporary Australian fiction, which I wrote in the U.S. Writing a dissertation on Australian literature from abroad ... would have been infinitely more difficult, if not impossible, without AustLit. Thanks for a wonderful and invaluable database!

(International student
August 2008)

AustLit is the most authoritative source of info on all things literary and Australian - I rely on you guys so much.

(Australian academic,
February 2007)

Congratulations on a fascinating database! I've been glued to it for a couple of days ... Thanks again for many enjoyable hours!

(Guest user, May 2007)

- AustLit is a public service, performing an important public good by recording and making available research-rich content about our literary culture.
- With significant levels of funding from the Australian government and its university partners, AustLit has developed and is developing highly valuable tools and services that are designed to support and facilitate research activities across a very diverse range of areas – from the history of banned books in 20th century Australia through the vibrant and thriving narrative activities of Australian Indigenous writers and storytellers to the relationship between American publishers and Australian writers in the 19th and early 20th century – AustLit allows researchers to use AustLit as a repository for their datasets for analysis and interpretations while enriching a publically available resource for all Australians.
- Making AustLit more widely available will mean that the wealth of information on Australia's literary heritage of the past and the future, which is painstakingly gathered by researchers around the country and the world, will become readily available to all Australians with a networked computer.
- Subscription barriers mean that the discoverability of AustLit content through search engines such as Google is considerably lower than it could be.
- If AustLit was open access, a student in Albury or Alice Springs using the internet to search for information on *The Secret River* would discover the highest quality information available on Kate Grenville and the novel.
- If AustLit was open access a student or researcher in China or Romania or Ireland would be able to discover information to support their work, teaching and study or find information about the impact of the diasporas from their own countries in Australia through the Australian Multicultural Writers Research Communities.

- AustLit understands its users' needs and has developed content and tools that will support digital era research and teaching practice into the future.
- Investment has been made into AustLit development by the ARC, the NCRIS, the ALTC because these organisations recognise that AustLit is an essential aspect of Australian eResearch needs and a high value teaching resource.

Sustaining AustLit into the future

The major challenge AustLit facing is sustaining its core service delivery activities. We agree fundamentally with the principles of the open access movement and the democratisation of knowledge that it facilitates but we must find a business model that will not allow this extremely important national asset lose impetus and become a relic of the past.

The future of education and research globally is a vision of informed society working and learning in a networked world – AustLit is a part of that network. We seek the Council of Australian University Librarians support to make AustLit a part of more Australian's lives by agreeing to continue financially contributing to AustLit while allowing it to become more open.

Kerry Kilner (k.kilner@uq.edu.au) on behalf of the AustLit National Advisory Board

CAUL Strategic Plan<http://www.caul.edu.au/caul-doc/StrategicPlan.html>**Report to CAUL**

Author: Ruth Quinn
 Date: April 2009
 Date of previous report: September 2008

Section	Contribution to Teaching and Learning
Action	2. Review global best practice in information literacy and make it available to CAUL members
Responsibility	Information Literacy Working Group
Time-line	Ongoing
Activity since last report	List of IL Coordinators circulated to CAUL for updating
Achievements since last report	None
Publicity, reports, publications since last report	Results of the survey of UL attitudes to IL as presented to last CAUL meeting now available in report form.
Plan for forthcoming activity	At the F2F meeting scheduled for 2 April 2009, the IL Practitioner Survey will be finalised for distribution mid April, with responses required by early May.
CAUL budget implications	None
Recommendations to CAUL	That the report be noted.

Pro-forma updated 26 January 2009

CAUL Strategic Plan<http://www.caul.edu.au/caul-doc/StrategicPlan.html>**Report to CAUL**

Author: Shirley Oakley
 Date: 25 March 2009
 Date of previous report: 8 September 2008

Section	1. Contribution to Learning and Teaching
Action	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
Responsibility	ULA Working Group
Time-line	Ongoing
Activity since last report	<ol style="list-style-type: none"> 1. <u>CAUL Principles for Library Services to Onshore Students at Remote Campuses to Support Teaching and Learning</u> revised to reflect Standard 14 in the 2007 version of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students and AUQA's TNE Framework 2008 approved by CAUL September 2008. 2. ULA content on the CAUL Website being updated to reflect current practice
Achievements since last report	As above
Publicity, reports, publications since last report	N/A
Plan for forthcoming activity	<ol style="list-style-type: none"> 1. Discussion underway among relevant CAUL libraries re: ULA membership for students enrolled via Open Universities Australia. There is reluctance by many libraries to indemnify these students due to poor borrowing histories with their home institutions and without indemnity they are not eligible to participate in ULA. ULA information on the CAUL web site will be updated to clarify OUA student status when the issue resolved. 2. Meeting at CAUL 09/1 to discuss a proposal from the CAVAL Reciprocal Borrowing Executive to automate management of defaulting staff and students using ULA in Victoria (there are possible privacy issues relating to data load to enable this to occur).
CAUL budget implications	None
Recommendations to CAUL	N/A

Pro-forma updated 26 January 2009

CAUL Strategic Plan<http://www.caul.edu.au/caul-doc/StrategicPlan.html>**Report to CAUL**

Author: Helen Livingston
 Date: 26 March 2009
 Date of previous report: 15 September 2008

Section	III. DELIVERING QUALITY AND VALUE
Action	16. Continue to develop, extend, scope and cost a range of agreed performance measures
Responsibility	BPWG
Time-line	ongoing
Activity since last report	<p>BPWG met in Darwin 18 Sept 2009 and by teleconference 3 November 2008 and had many email consultations.</p> <p>1.Customer satisfaction</p> <p>A Draft updated Insync Customer satisfaction survey instrument was sent to CAUL. Several responses were received and considered by the Group and incorporated into the survey. The penultimate survey was sent to Insynch who returned several suggestions to clarify and simplify questions. The final version is available at CAUL April meeting.</p> <p>BPWG considered the question of weightings by email and will meet again before CAUL on the issue. A recommendation will be put to the CAUL April meeting.</p> <p>2. Materials Availability</p> <p>Stephen Parnell (UniSA) and Eva Fisch (Latrobe) are giving a paper at Educause in Perth. April BPWG meeting will consider recommendations for updating the instrument.</p>
Achievements since last report	Work has continued on updating the Insync Customer Satisfaction Instrument. The "final" version is now available.
Publicity, reports, publications since last report	Draft Customer Satisfaction Instrument
Plan for forthcoming activity	<p>Continued work on Instruments</p> <p>Workforce planning</p> <p>Performance measures and statistics</p>
CAUL budget implications	Possible request for funds to update Materials Availability Survey Instrument
Recommendations to CAUL	CAUL ratify the changes to the Customer Satisfaction Instrument and continue to encourage CAUL members to use the instrument.

Pro-forma updated 29 July 2008

Insync Customer Satisfaction Survey "Final Version"

Part 2

Communication		Importance	Performance
	1. I am informed about Library services		
	2. The Library Web site provides useful information		
	3. Library signage is clear		

Service Delivery	4. Library workshop/classes/tutorials help me with my learning/research needs [tailor for each Library]		
	5. The Library anticipates my learning/research needs		
	6. Opening hours meet my needs		
	7. Books/articles I have requested from other libraries/campuses are delivered promptly		
	8. Self Service (e.g. self check loans, requests, renewals, holds) meets my needs		
	9. Online enquiry services (e.g. Chat, Ask a Librarian) meet my needs		
	10. Face-to-face enquiry services meet my needs		
	11. The items I'm looking for on the library shelves are usually there		

Facilities & Equipment	12. The Library is a good place to study		
	13. I can find a quiet place in the Library to study when I need to		
	14. I can find a place in the Library to work in a group when I need to		
	15. A computer is available when I need one		
	16. Laptop facilities (e.g. desks, power) in the Library meet my needs		
	17. I can get wireless access in the Library when I need to		
	18. Printing/scanning/photocopying facilities in the Library meet my needs		

Library Staff	19. Library staff treat me fairly and without discrimination		
	20. Library staff are approachable and helpful		
	21. Library staff provide accurate answers to my enquiries		
	22. Library staff are readily available to assist me		

Information Resources	23. Information resources located in the Library (eg books, journals, DVDs) meet my learning/research needs		
	24. Online resources (eg ejournals, databases, ebooks) meet my learning/research needs		
	25. Course specific resources [insert local name] meet my learning needs		
	26. When I am away from campus I can access the Library resources and services I need		
	27. The library web site is easy to use		
	28. The library catalogue is easy to use		

Insync Customer Satisfaction Survey "Final Version"**Part 3**

- A. Overall how satisfied are you with the Library?
 B. Please give us your personal assessment of the overall quality of the Library services and resources.
 C. Please give us your suggestions for improvement or any other comments about the Library.
 D. How does the Library service compare with other University services?
- E. How often do you come into the Library?
 Daily
 2-4 days a week
 Fortnightly
 Monthly
 Rarely (i.e. a few times a year)
 Never
- F. How often do you access the Library online?
 Daily
 2-4 days a week
 Fortnightly
 Monthly
 Rarely (i.e. a few times a year)
 Never
- G. How often are you required to be on campus?
 Daily
 2-4 days a week
 Fortnightly
 Monthly
 Rarely (i.e. a few times a year)
 Never

Part 1 General Information

This part asks some general information about your position at <UNIVERSITY NAME>

Please shade one box only for each question. This will assist us in looking at differences of opinion across campuses, categories and faculties.

Which Campus Library do you use most?	What is your major area of study, research or teaching?
<input type="radio"/> Central <input type="radio"/> East <input type="radio"/> North <input type="radio"/> South <input type="radio"/> West	<input type="radio"/> Arts <input type="radio"/> Education <input type="radio"/> Engineering <input type="radio"/> Health Sciences <input type="radio"/> Law <input type="radio"/> Management <input type="radio"/> Science
What single category best describes you?	Which category describes you?
<input type="radio"/> Undergraduate <input type="radio"/> Postgraduate <input type="radio"/> Academic/Research Staff <input type="radio"/> General Staff <input type="radio"/> From another University <input type="radio"/> TAFE	<input type="radio"/> International Student <input type="radio"/> Domestic Student

COPYRIGHT AND CAUL – April 2009

Following the 2006 changes to the Copyright Act as a result of the review of the amendments made in 2000, in 2007-8 the government's copyright agenda became more focussed. While some of the provisions were beneficial to libraries and improved access to information overall, others tightened up criminal provisions and challenged individual's privacy. CAUL provided submissions to a range of issues and discussion papers in conjunction with associated organisations so that there was a consistency to the concerted efforts of libraries. A selection of current and recent issues is provided below.

CAL Licence - Studies

The current agreement with CAL provides for two studies to be undertaken. Universities Australia is discussing these studies with CAL.

UA also plans to undertake research in areas which impact on the agreement with CAL relating to Part VB of the Copyright Act.

Parallel importation

This relates to current provisions in the Copyright Act which give a copyright owner a limited ability to control the way in which works enter the Australian market. Libraries have usually supported an open market, and CAUL and the ADA/ALCC/ALIA - see http://www.pc.gov.au/_data/assets/pdf_file/0008/85805/sub227.pdf - and http://www.pc.gov.au/_data/assets/pdf_file/0008/85886/sub252.pdf made submissions to the Productivity Commission in its recent enquiry into parallel importation. The Productivity Commission issued a discussion draft on 20 March, with responses due by 17 April – <http://www.pc.gov.au/projects/study/books/draft> Ainslie Dewe and Derek Whitehead will represent CAUL at the Melbourne hearing.

OAK List

The OAK List has been transferred to the QUT Library and has a new look; it is located at <http://www.oaklist.qut.edu.au/> The OAK list provides information about the policies of publishers regarding the use of their copyright material in institutional repositories, and complements the services of the UK-based SHERPA service.

Copyright and data

The issue of copyright and data is increasingly coming into contention. Issues such as the OCLC draft policy on catalogue records, the approach increasingly being taken with regard to copyright in abstracts, and of course the IceTV case currently before the High Court, are all indicators that metadata is valuable too, and increasingly contested. When the High Court has produced in judgement on the last, we will have a clearer idea of the position in Australian law. In the meantime, this is an area of growing concern for librarians, who deal in compilations of data of various kinds.

Copyright in New Zealand

Following amendments to New Zealand copyright law in 2008, the country was set to implement new “three strikes” provisions at the end of February 2009. These would have required internet service providers to take action against persistent copyright infringers who used their services. However, the term “ISP” was defined very widely, and there is no doubt that it includes libraries. Following failure of ISPs and other players to agree on a code of practice, implementation was delayed, and the legislation has now been effectively withdrawn, pending a reconsideration.

Not only New Zealand

In Australia, music and movie industry interests have recently sued iiNet, Australia’s third largest internet service provider, for the actions of its customers in allegedly infringing copyright. The issue is relevant to libraries, which are also intermediaries in provision of online information.

Section 200AB

A new flexible exception in s 200AB was introduced in the 2006 amendments to enable broader uses of copyright material by educational institutions than those previously allowed, although this section does not override other applicable sections of the Act. The section may be used by a library or archives, an educational institution (for giving educational instruction), or by a person with a disability or someone else for obtaining a copy of the material in a form which assists the person with a disability.

Any use of section 200AB must not be made for commercial advantage. In addition the use must meet what is referred to as the 3-step test. That is; the circumstances of the use must amount to a special case, the use must not conflict with normal exploitation of the material and the use must not unreasonably prejudice the legitimate interests of the copyright owner. How the 3-step test will be interpreted in Australia is still unclear.

In December the ADA and the ALLC published *A Users Guide to the Flexible Dealing Provision for Libraries, Educational Institutions and Cultural Institutions* – that is, a handbook to the use of Section 200AB. It is online at <http://www.digital.org.au/documents/FlexibleDealingHandbookfinal.pdf> and print copies are available from Laura Simes. The Australian Copyright Council has also published a handbook.

16 March: The ADA and ALCC meet friends for lunch

In March 2009 the ADA and ALLC invited Commonwealth public servants with a copyright role or interest to lunch, followed by a launch of the new handbook. The range of departments represented was impressive

- o Attorney-General’s Department
- o Department of Broadband, Communications and the Digital Economy
- o Department of Education, Employment and Workforce Relations
- o Department of Innovation, Industry, Science and Research

- o Department of Environment, Water, Heritage and the Arts
- o Department of Foreign Affairs and Trade
- o IP Australia

We canvassed the idea of reviving the useful conferences which used to be held in Brisbane every year in February, to enjoy the Brisbane summer and find out things.

At the same time, CAUL and the ADA have both provided submissions to the DBCDE consultation paper, *Digital Economy Future Directions*. The paper has a strong focus on copyright issues, in particular the emerging issue of access to public sector information (see below) and intermediary issues in copyright.

Cutler Review

In his report *Venturous Australia: building strength in innovation* <http://www.innovation.gov.au/innovationreview> Terry Cutler argues that property-like rights such as copyright and patents which have been created to encourage innovation can also obstruct it. The main approach taken by Cutler is to argue that government information – public sector information – should be as open as possible. The report has a wide range of recommendations, ranging from a proposal that responsibility for copyright be transferred to an economic portfolio, to support for a national information strategy, and a strong plea for national collections. Although the Minister has been strongly supportive, it is unclear when, or even if the Government will set out its plans for implementing (or not) these proposals. In the meantime, QUT has established a prescient website at <http://www.aupsi.org/about/> to support AUPSI – access to and use of public sector information.

Format shifting provisions

The Attorney-General's Department released an Issues Paper on the new provisions in 2006 that allow individuals to format-shift their photos and films (Sections 47J and 110AA Copyright Act 1968). When these format-shifting provisions were introduced, 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 stressing the importance of allowing educational institutions to also use the provision.

Key cultural institutions guidelines

In December 2006 additional preservation provisions were introduced to the Copyright Act 1968, but 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.

The Attorney-General's Department released its guidelines on the factors which will be considered 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 guidelines for libraries to use in their submission. At the time of writing no university had applied for consideration.

Privacy Review

In 2007 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 information.

Criminal Provisions

One of the features of the Copyright Act, following the amendments passed into law at the end of 2006, is enhanced criminal provisions. While we do not expect these to have a significant direct effect on universities, they are interesting. There are now three levels of criminal offence

- o An indictable offence (up to 5 years imprisonment)
- o A summary offence (up to 2 years imprisonment)
- o A strict liability offence (up to \$6600) which does not require proof of fault, and for which an infringement notice can be issued by Federal or State police.

Draft guidelines have been developed by the Government on the use of infringement notices and other matters relating to use of the criminal provisions. Although our understanding was that these notices would be used against street vendors or people who import counterfeit material, the draft material does not confirm this understanding. The ADA and ALCC are likely to comment on this draft.

Organisations

CAUL continues to participate in the Australian Libraries Copyright Committee (ALCC), the Australian Digital Alliance and supports Australian representation on the IFLA Committee on Copyright and Other legal Matters (CLM).

Update on IPPTAG

IPPTAG (Intellectual Property and Privacy Technical Advisory Group) meets on 27 March. The group advises MCEETYA and AICTEC on copyright issues, and has an active agenda – eliminating copyright-based obstacles to the achievement of the digital education revolution.

Evelyn Woodberry
Derek Whitehead

Report to CAUL

Author: John Redmayne

Date: 25 /3/09

Date of previous report:
15/9/08

Section	CONZUL Report to CAUL
Action	For information
Responsibility	John Redmayne, Chair, CONZUL
Time-line	September 2008-March 2009
Activity since last report	CONZUL met on March 19-20 in Wellington for its first meeting of the year.
Highlights of meeting	<ol style="list-style-type: none"> <u>1. Staff movements.</u> Lorraine Shepherd has been appointed the new University Librarian at AUT University. <u>2. Serial crisis.</u> There was a long discussion at CONZUL using the ICOLC and ARL statements. We are likely to see declining book purchases in 2009 because of the declining currency rate (US\$ 0.54), but of more concern are serials. Forward exchange has covered 2009 renewals, but most (though not all) NZ university libraries will need to begin preparations shortly for very substantial serials cancellations to take effect from the beginning of 2010. <u>3. CONZULAC</u> (CONZUL's book purchasing consortium). The current tender expires 12/09. We will need to begin the re-tendering process shortly, but there are concerns at the effect of declining book budgets (both in currency and size) on the rate of discount we are likely to achieve. <u>4. Newspaper licensing.</u> After a gap of 5 years, we now have a copyright licensing style agreement with the NZ newspapers proprietors once again. <u>5. CONZUL sponsored interest group meetings.</u> We have just had a very successful cataloguers' meeting at the University of Canterbury, which foreshadowed a number of international changes to cataloguing standards and description methodologies. A meeting of Liaison Librarians at the University of Otago is planned for later in the year. <u>6. Leadership and training courses for middle level staff.</u> There was feedback from the Horizon course. The MLIS course at Victoria University of Wellington is offering a leadership course under the WISE consortium, and led by Sue Roberts. This starts mid year and is available by distance. <u>7. The terms of reference for CONZUL</u> as part of the NZVCC have been revised. <u>8. CONZUL strategic plan.</u> This has been drafted and an annual plan should be issued shortly. <u>9. The National Librarian, Penny Carnaby,</u> was invited to the meeting to discuss delays in the microfilming of NZ newspapers, the future of the music collections at the National Library, the web harvesting of NZ site (including those of the universities), and access for researchers to the Alexander Turnbull Library (NZ and Pacific heritage materials) when the National Library building closes

	<p>mid year for 3 years' of refurbishing</p> <p>10. <u>Keitha Booth, State Services Commission</u>, was invited to speak about open access for government information and preservation issues for long-term availability of this material</p> <p>11. <u>Alison Elliott, Director of Content Services, National Library</u>, visited to speak about storage of low-use research material (in print format).</p> <p>12. <u>Moira Fraser, Parliamentary Librarian</u>, visited to promote the IFLA Conference in Brisbane, and to speak about the LIANZA remuneration survey, digitization of the A-Js (Appendices to the Journals of the House of Representatives) (this may be taken over as a CONZUL project), and pay equity in the public service (the new NZ government has ended this process).</p> <p>13. <u>Strategic Advisory Forum to the National Librarian</u>. The Chair of CONZUL is a member of this advisory group, which met last in early March. Topics discussed at this meeting included the review of music services at the National Library, the Working Group looking at library services to people in prison, the LIANZA remuneration survey, the salary status and the resourcing for librarians in schools, and the CILIP review of the new professional registration process in New Zealand. The MLIS programme reported of a positive impact from the current GFC-better qualified and younger (and more male) applicants for places in the library school.</p> <p>14. <u>Janet Copsey</u>. Janet was thanked for her work as Chair of CONZUL 2007-2008.</p>
Plan for forthcoming activity	The second CONZUL meeting will be held 15-16 October in Christchurch, immediately after the LIANZA Conference. CAUL colleagues would be very welcome to attend our meeting.

Pro-forma updated 26 January 2009

CAUL Strategic Plan<http://www.caul.edu.au/caul-doc/StrategicPlan.html>**Report to CAUL**

Author: Linda Luther
 Date: 16 March 2009
 Date of previous report: October 2008

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	<p>The Libraries Australia Advisory Committee met on 22 October 2008. The papers from the meeting are available at http://www.nla.gov.au/librariesaustralia/laacpapers.html</p> <p>The Annual Report 2007/2008 is available from the Libraries Australia website. Overall, use of Libraries Australia continues to increase: for WorldCat searching, subscription searches and free searches. There has been ongoing effort on the quality of the database. A survey has also been undertaken of the Help Desk, which showed that it was providing a good quality of service.</p> <p>Libraries Australia conducted a survey asking people what they were looking for on the database. 428 responses were received. Many of these were from librarians, looking for copy cataloguing or holdings for document delivery information. There were many people undertaking family history searches and a lot of students doing assignments. The survey provides some rich data for further analysis. It will assist in marketing. For instance, it could be useful to provide information on the Libraries Australia site about how to undertake family history research using the database.</p> <p>The National Library plans to integrate its discovery services, and is undertaking a Single Business Discovery Project. This discovery service will cover:</p> <ul style="list-style-type: none"> • Register of Australian Archives and Manuscripts • Picture Australia • Libraries Australia • Music Australia • Australian Dancing • PANDORA search service • ARROW Discovery service • Australian Newspapers Beta service <p>The National Library is also developing People Australia, to provide the basis for authority data on Australians. It is likely that this will now not be released as a separate database, but will appear as part of the Single Business Discovery Project.</p> <p>The first stage of the Project is scheduled for release at the end of June 2009 and will include:</p> <ul style="list-style-type: none"> • Libraries Australia free search service • Australian newspapers beta service • Register of Australian Archives and Manuscripts <p>It will include the ability to search for people and organisations as topics.</p>

	<p>The Libraries Australia Forum was held at the Powerhouse Museum in Sydney on 23 October 2008. Dr Thomas Hickey, leader of OCLC's implementation of the Virtual International Authority File project, spoke on the future of authority data. Eric Lease Morgan, University of Notre Dame, Indiana, spoke about the future of catalogues. Simon Porter, University of Melbourne, reported on the project to identify staff at the University. Opportunities for collaboration between this project and the People Australia project are being explored. The papers from the Forum are available at http://www.nla.gov.au/librariesaustralia/aum/laf08/agenda.html</p>
Achievements since last report	<p>In January 2009, OCLC and Libraries Australia began to use a new method for ensuring that WorldCat receives records from Libraries Australia in real time. Known as SRU Record Update, this approach to data synchronisation will result in rapid record sharing. Given the success of this implementation, the National Library of Australia recommends that libraries consider including SRU Record Update support as a requirement when they are purchasing new library management systems, or when requesting enhancements. Libraries Australia would like to hear from libraries interested in testing the use of SRU Record Update to receive records from library management systems in Australian libraries, to increase the responsiveness and usefulness of record-sharing.</p> <p>The Survey of the National Bibliographic Database has been completed. The data for university libraries has been extracted and the report is available at http://www.caul.edu.au/surveys/ report 2008/22.</p>
Publicity, reports, publications since last report	None
Plan for forthcoming activity	<p>The next meeting of the Libraries Australia Advisory Committee will be held on 15 April 2009.</p> <p>Vic Elliott has been elected as a delegate from the Asia Pacific region to the Members Council of OCLC. Jan Fullerton has invited him to join LAAC.</p> <p>The Libraries Australia forum is being planned for Hobart in November</p>
CAUL budget implications	None
Recommendations to CAUL	It is recommended that CAUL note the report

OCLC MEMBERS COUNCIL MEETING

February 2009

On 9-11 February 2009 the OCLC Members Council held its first ever virtual meeting, with sessions running each day from 10.30 a.m. to 12.30 p.m. The three Asia Pacific delegates (from Singapore, Taiwan and Australia) travelled to the offices of OCLC Western in Ontario, California, to participate in the meeting. On reflection, this seemed the best way to solve the time-zone problems which bedevil global meetings of this kind.

The agenda included presentations by Jay Jordan, the President of OCLC, who talked about recent OCLC activities and achievements and Professor Thomas Finholt of the University of Michigan who spoke on virtual organisations. The various service groups (E-Content, Reference & Social Networking, WorldCat Public, Cataloging & Metadata, OCLC Research, and Resource Sharing & Delivery) met in online mode. And the formal business session included votes on the new Membership and Governance Protocols and Global Council Bylaws, a report from the Transition Committee on the transformation of the Members Council into the new Global Council and Regional Councils structure, presentations from the chairs of the three Regional Council Implementation Committees, a report from the Membership Committee, and a discussion on the new Policy for Use and Transfer of WorldCat Records. A short account of the proceedings of the meeting may be found at < <http://www.oclc.org/news/releases/200915.htm> >.

In this report I will discuss in more detail the progress that has been made in transitioning to the new OCLC governance structure and developments surrounding the release of the revised record use policy.

Governance Structure

It will be recalled that in 2008 it was decided that the governance structure of OCLC should move from the present Board of Trustees / Members Council pattern to a new structure which comprised not only a Board of Trustees and a Global Council but also a number of Regional Councils. It was agreed that such a structure would better suit and support the increasingly global nature of the cooperative. The size of the Global Council was to be smaller than the present Members Council (48 members instead of 66) and would meet annually rather than three times a year as in the case of the Members Council. In October 2008 it was further agreed that the number of Regional Councils should be limited to three (namely the Americas, Europe, the Middle East and Africa (EMEA), and Asia Pacific).

In recent months much work has been done by three Regional Council Implementation Committees in preparing framework documents for each of the Regional Councils. These framework documents will in due course form the basis of bylaws for each Regional Council. At present, the Members Council Executive Committee is considering the draft framework documents to ensure consistency and uniformity of practice across the three Councils.

The framework document for the Regional Council of Asia Pacific was prepared by an implementation committee of seven members drawn from Australia, China, Hong Kong, Japan, New Zealand, Singapore and Taiwan. The draft was considered and confirmed at a meeting of the committee in Hong Kong in mid January.

The charge of the Regional Council of Asia Pacific is to serve as:

1. A unit of OCLC governance which elects Member Delegates to the Global Council, as described in Article IV of the OCLC Code of Regulations;
2. An incubator for new ideas within the OCLC cooperative;

3. A two-way conduit to allow the broadest, most inclusive conversation among OCLC staff, Members, participants, and interested parties; and
4. An inclusive forum and a vehicle to allow interested memory institutions to learn more about OCLC and opportunities for participation in the OCLC cooperative.

The Regional Council will have three officers (Chair, Vice-Chair and Chair-Elect, and Council Secretary) and two standing committees (the Executive Committee and a Nominations Committee). The Executive Committee will comprise the three officers together with four additional members, all of whom will be elected by the members of the Regional Council. To ensure inclusiveness and diversity, each member of the Executive Committee will be from a different country within the Asia Pacific region.

The Chair will be required to call at least one in-person meeting of the Regional Council within any twelve-month period. The meeting agenda will include such items as discussions or presentations on the OCLC cooperative's theme for the year, how Asia Pacific issues affect or are affected by the global theme, and, especially, matters relating to Asia Pacific. The meeting will be open to all interested parties but only OCLC members will be eligible to vote. The first meeting is planned for early September, in China at Tsinghua University.

In determining the membership of the Global Council, it was decided that each Regional Council should be given a base membership of four delegates. The remaining positions will be allocated in accordance with the revenue generated by each region. Under this formula, it is expected that the Americas will receive a total of 33 members, EMEA 10 and Asia Pacific 5.

Policy for Use and Transfer of WorldCat Records

The new record use policy is designed to update the current Guidelines for the Use and Transfer of OCLC-Derived Records which was issued in 1987. The policy was approved by the Board of Trustees prior to the Members Council meeting in October 2008. At that meeting the Members Council questioned the lack of consultation with the Council and this concern coupled with the controversy which followed the announcement of the new policy on 4 November 2008 led to the establishment, by the Board of Trustees and the Members Council, of a Review Board of Shared Data Creation and Stewardship on 14 January 2009, to be chaired by Jennifer Younger of the University of Notre Dame. The Review Board will consult with librarians and member representatives as appropriate, review reports, letters and comments including blog and listserv messages from the global library community regarding the revised policy, and recommend principles of shared data creation and changes in the policy that will preserve the community around WorldCat infrastructure and services, and strengthen libraries. The Board has not been charged to write a new policy and it is expected that its recommendations will be available for discussion at the May meeting of the Members Council. The new policy was scheduled to come into force in February 2009. It is now likely that the policy will remain under review into the third quarter of 2009.

A copy of the new OCLC Policy for Use and Transfer of WorldCat Records can be found at < <http://www.oclc.org/us/en/worldcat/catalog/policy/recordusepolicy.pdf> >. A useful report by an ARL Ad Hoc Task Force to Review the Proposed OCLC Policy for Use and Transfer of WorldCat Records is available at < <http://www.arl.org/bm~doc/oclc-report-jan09.pdf> >. And the membership of the Review Board is listed at < <http://www.oclc.org/us/en/worldcat/catalog/policy/board/default.htm> >.

PRESIDENT'S REPORT

Main activities since the Darwin meeting were:

- **CAIRSS.** This was very well managed by the CAIRSS Steering Committee. CAUL Executive approved the Committee's recommendation after a thorough discussion of the proposal. Helen will speak about this at the meeting
- **Parallel importation.** I prepared the submission to the Productivity Commission. Many members provided useful advice and feedback on drafts. Ainslie is representing CAUL at a round table meeting organised by the Commission on April 7. Derek will also be there.
- **Universities Australia.** Diane and I met with Glenn Withers and Rebecca Harris on February 27. This was a useful and cordial discussion about copyright and negotiations for ThomsonReuters and Elsevier. These issues will be included in Rebecca's presentation on Friday morning in Newcastle. There was one major misunderstanding about CAUL that was resolved at the meeting too – Glenn had the impression CAUL wanted to handle CAL negotiations.
- **CAUL/CAUDIT/ACODE.** The three executives met in Brisbane in November. It was CAUL's turn to chair the meeting. The three 'presidents' have had a teleconference since the meeting. We agreed to extend invitations to each other when workshops and conferences are held. CAUDIT and ACODE have already taken steps to include CAUL in events organised by them. These meetings are short (usually over in 1.5 hours) and useful, with information shared about current issues and future plans.
- **Digital Economy Future Directions.** Members of the Executive contributed to a submission on a consultation paper on this topic issued by the Department of Broadband, Communications and the Digital Economy. ALIA coordinated the submission. Consultation topics included: open access to public sector information; digital confidence (ie, online security, privacy safety); developing ICT skills; regulatory frameworks; and the environmental impact of the online economy (there's a lot of waste). A final version of the paper will be issued in mid-2009

Diane and I have a teleconference each week to keep CAUL's business moving, much of which is reflected in the agenda and reports for the CAUL meeting.

Andrew Wells
27 March 2009

**CAUL Budget Report - 2009 Budget - draft
Updated 4 February 2009**

Salary Expenditure for 2009 (NB: ANU was requested to use a 3% rise in salaries for its 2008 budget purposes, but 2% was used for CAUL in 2008 because that is all that was confirmed through EB at the time of the budget proposal to CAUL 2007/2.)

The Executive Officer salary is 94,461 (ANU Senior Admin Officer) plus on-costs and salary administration (ANU) of 39%.	131,300.79
The Finance and Administration Officer (1.0 FTE) is based on a salary of \$50,113 plus 41.7% at HEW 4/3 plus on-costs and salary administration (The One Umbrella) of 41.7%	71,010.12
The Administration Officer (0.15 FTE) was based on casual rates of \$33.76 for HEW 4/3 plus plus on-costs and salary administration (The One Umbrella) of 41.7%.	11,481.10
An additional 10 hours per week was approved in 2008 to support the processing of CEIRC renewals in September, October and November. For 2009, this was extended to cover August. Based on an expected 2009 casual hourly rate of \$31.60 at HEW4/1.	3,806.06
An additional 40 hours was approved by the Executive 4/2/09 for project support to populate the ACT! database. Based on an expected 2009 casual hourly rate of \$31.60 at HEW4/1.	1,791.09

CEIRC Income & Expenditure for 2009

2008 CEIRC Income was 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.

CEIRC Expenditure varies with the cost of travel of the committee, and increases annually because of salary costs, 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.

This proposal was reviewed at CAUL 2008/2 and it was decided to keep the overall CAUL + ceirc contribution the same, so the CAUL fee was increased to 4500-900=3600

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.

From 2008, 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."

For 2009, the fee has been changed to reflect the resources currently allocated to the CEIRC program, 60% of the EO, 85% of the FFA, and 130 hours of casual support in Q4, retaining the current relativity between the internal fee, paid by CAUL and CONZUL members (47), and the external fee, 150% of the internal fee, paid by the rest (25).

Total expenses **\$183,336**

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 2009

The ADT budget has been reduced to zero for 2009 - if it is reinstated, it will not affect the bottom line because the levy is intended to balance out program expenditure

CAUL Budget 2009 (updated 11/3/09)

CAUL Meeting 2009/1
Agenda Item 915(a)

Budgeted Income	\$	Budgeted Expenditure	\$	Budgeted Balance	Expected Expenditure to date (28/2/09)	Actual Expenditure to date	Difference	Difference %
OPERATING								
Membership	144,000.00	Executive Officer (0.4)	52,520.32		8,753.39	\$9,731.90	\$978.51	11.18%
Interest on Cash	30,000.00	Admin Assistant (0.3)	22,132.62		3,688.77	3,677.26	-\$11.51	-0.31%
CONZUL contribution (membership)	7,200.00	Office Expenses	7,000.00		1,166.67	1,358.84	\$192.17	16.47%
Publications	0.00	Audit & Accounting	3,400.00		566.67	96.00	-\$470.67	-83.06%
		Office Rental	8,190.00		1,365.00	1,544.25	\$179.25	13.13%
		Equipment	3,000.00		500.00	0.00	-\$500.00	-100.00%
		CAUL Meetings	15,000.00		2,500.00	419.20	-\$2,080.80	-83.23%
		Executive Meetings	12,000.00		2,000.00	3,789.96	\$1,789.96	89.50%
		President's Meetings	2,000.00		333.33	282.45	-\$50.88	-15.27%
		Representation/Seminars	2,000.00		333.33	0.00	-\$333.33	-100.00%
		Joint CCA Meetings	1,000.00		166.67	295.45	\$128.78	77.27%
		Publications / Web Site	0.00		0.00	0.00	\$0.00	#DIV/0!
		CAUL Achievement Award	6,000.00		0.00	216.10	\$216.10	#DIV/0!
Sub-total (Operating)	181,200.00		134,242.93	46,957.07	21,373.82	21,411.41	\$37.59	0.18%
PROGRAMMES								
Copyright								
ALCC Levy	20,000.00	ALCC Membership	20,000.00		0.00	0.00	\$0.00	#DIV/0!
		ADA Membership	500.00		0.00	0.00	\$0.00	#DIV/0!
		Meetings	2,500.00		0.00	0.00	\$0.00	#DIV/0!
Sub-total (Copyright)	20,000.00		23,000.00	-3,000.00	0.00	0.00		
Best Practice								
CONZUL contribution (statistics)	6,140.00	Statistics Publication	47,775.00		0.00	0.00	\$0.00	#DIV/0!
	1,750.00	Statistics Meetings	1,000.00		166.67	393.64	\$226.97	136.18%
		COUNTER Membership	850.00		0.00	0.00	\$0.00	#DIV/0!
		ILWG	0.00		0.00	0.00	\$0.00	#DIV/0!
		Statistics Site Enhancement	10,500.00		0.00	0.00	\$0.00	#DIV/0!
		Best Practice Working Group	0.00		0.00	0.00	\$0.00	#DIV/0!
Sub-total (Best Practice)	7,890.00		60,125.00	-52,235.00	166.67	393.64		
ULA								
	0.00	Meetings	0.00		0.00	0.00	\$0.00	#DIV/0!
Sub-total (ULA)	0.00		0.00	0.00	0.00	0.00		
Research & Development								
	0.00	Research & Development	0.00		0.00	0.00	\$0.00	#DIV/0!
Sub-total (R&D)	0.00		0.00	0.00	0.00	0.00		
SUB-TOTAL (CAUL operations)	209,090.00		217,367.93	-8,277.93 #	21,540.49	25,574.37	\$4,033.88	18.73%
CEIRC PROGRAM								
CEIRC Levy (internal)	105,750.00	Executive Officer (0.6)	78,780.47		13,130.08	\$14,597.85	\$1,467.77	11.18%
CEIRC Levy (external)	77,740.00	CEIRC Assistant (0.85+)	65,955.75		10,992.63	10,418.90	-\$573.72	-5.22%
check!	183,490.00	Meetings	15,000.00		2,500.00	6,397.92	\$3,897.92	155.92%
		Audit & Accounting	13,600.00		2,266.67	384.00	-\$1,882.67	-83.06%
		Research	5,000.00		833.33	0.00	-\$833.33	-100.00%
		ICOLC Meetings	5,000.00		5,000.00	4,626.43	-\$373.57	-7.47%
		CAUL-Industry ThinkTank	0.00		0.00	0.00	\$0.00	#DIV/0!
Sub-total (CEIRC)	183,490.00		183,336.23	153.77	34,722.70	36,425.10	\$1,702.40	4.90%
SUB-TOTAL (CAUL + CEIRC OPERATIONS)								
	392,580.00		400,704.16	-8,124.16	56,263.19	61,999.47	\$5,736.28	10.20%
Surplus / (Deficit)								
			(\$8,124.16)					
Datasets Subscriptions								
Subscriptions Income	31,479.99	Subscriptions Payments	0.00	0.00		16,817.27		
SUB-TOTAL (AUD account)	424,059.99		400,704.16	-8,124.16	56,263.19	78,816.74	\$22,553.55	40.09%
CAIRSS/ADT Program (liability account)								
CAIRSS/ADT Membership Fees	36,000.00	ADT	36,000.00		0.00	-0.03	-\$0.03	#DIV/0!
Transfer from ARROW	580,000.00	CAIRSS	290,000.00		0.00	3,769.35	\$3,769.35	#DIV/0!
			0.00		0.00	0.00	\$0.00	#DIV/0!
			0.00		0.00	0.00	\$0.00	#DIV/0!
Sub-total (CAIRSS)	616,000.00		326,000.00	290,000.00	0.00	3,769.32		
FOREIGN CURRENCY ACCOUNTS (reported in native currency, not converted to AUD)								
USD ACCOUNT								
Subscriptions Income	110,385.84	Subscriptions Payments	0.00	0.00		80,890.97		
Interest	0.00	Bank Charges	0.00	0.00		370.19		
TOTAL USD	110,385.84		0.00	0.00		81,261.16		
£ ACCOUNT								
Subscriptions Income	75,534.77	Subscriptions Payments	0.00	0.00		288,627.10		
Interest	337.66	Bank Charges	0.00	0.00		57.79		
TOTAL £	75,872.43		0.00	0.00		288,684.89		
EUR ACCOUNT								
Subscriptions Income	0.00	Subscriptions Payments	0.00	0.00		0.00		
Interest	0.00	Bank Charges	0.00	0.00		0.00		
TOTAL EUR	0.00		0.00	0.00		0.00		
Interest earned on Foreign Currency Accounts (@ given exchange rate)								
USD account	0.00 @ 0.6419							
GBP account	722.89 @ 0.4671							
EUR account	0.00 @ 0.5071							
Total in AUD	722.89							

Cell: A5**Comment:** CAUL Executive Officer:
40 CAUL members @ \$4,500+1350-2250 (change in CEIRC fee) - caul20082 decision to retain total overall CAUL+ceirc fee**Cell:** D5**Comment:** 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**Cell:** A6**Comment:** CAUL Executive Officer:
AUD account only, based on the previous year's interest earned.**Cell:** B6**Comment:** CAUL Executive Officer:
19,000 in 2003; 22717 in 2004; 14014 to 30/6/06
17,000 to 23/7/07;**Cell:** D6**Comment:** CAUL Executive Officer:
< 15% time allocated to general CAUL activity by FAA HEW4 incl o/c & salary mgmt plus extra hours 0.15 for admin support**Cell:** E9**Comment:** CAUL Executive Officer:
315+GST per fortnight**Cell:** E10**Comment:** CAUL Executive Officer:
CAUL Office replacement computer - asset rather than expense**Cell:** D16**Comment:** CAUL Executive Officer:
Estimate for migration of the website to the new platform - 100 hours of HEW 3 PLUS outstanding cost of redeveloping the site**Cell:** D17**Comment:** CAUL Executive Officer:
\$5000 + travel expenses for presentation at CAUL meeting**Cell:** A23**Comment:** CAUL Executive Officer:
40 CAUL members**Cell:** E28**Comment:** CAUL Executive Officer:
updated with information from CAVAL 30/10/08, later updated upon acceptance of a new 5-year proposal from CAVAL.**Cell:** D30**Comment:** CAUL Executive Officer:
Library Consortium £365 (\$545)**Cell:** D32**Comment:** CAUL Executive Officer:
Approved by Executive 4/2/09**Cell:** A40**Comment:** CAUL Executive Officer:
40 X \$500 in 2004; no levy in 2005 or later years**Cell:** D40**Comment:** CAUL Executive Officer:
Income from 2004 recorded in liabilities**Cell:** B45**Comment:** CAUL Executive Officer:
39 CAUL + 8 CONZUL**Cell:** B46**Comment:** CAUL Executive Officer:
External members *23
Wintec withdrew 10/11/08
HortRes merged with CFR**Cell:** D46**Comment:** CAUL Executive Officer:
>85% time on CEIRC activity, plus 10h/wk casual staff Aug/Sept/Oct/Nov + 40h project to populate ACT! approved by Executive 4/2/09**Cell:** E50**Comment:** CAUL Executive Officer:
1 meeting only in 2009
late April**Cell:** A64**Comment:** CAUL Executive Officer:
40 CAUL members but not CONZUL**Cell:** A65**Comment:** CAUL Executive Officer:
for 2 year program**Cell:** E68**Comment:** CAUL Executive Officer:
16/3/08-16/3/10

**CAUL Budget Report - 2008 Budget
Updated 6 August 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.

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.

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.

It was later requested that return flights to meetings be made flexible fares, to allow for early finishes of meetings. This mostly affects Sydney and Melbourne, as there are limited opportunities to change flights to other locations. It was also later requested that meeting venues be more flexible regarding comfort and catering options, which in some cases means moving out of university libraries into purpose-designed meeting venues. Both of these will add to meeting costs and will be taken into account in the 2009 budget.

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. It was later advised that UNSW would not invoice CAUL for the ADT management for 2008, leaving a surplus in the budget of 40,850.

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.

Budgeted Income	\$	Budgeted Expenditure	\$	Budgeted Balance	Expected Expenditure to date (31/12/08)	Actual Expenditure to date	Difference	Difference %
OPERATING								
Membership	180,000.00	Executive Officer (0.4)	50,990.76		50,990.76	\$50,813.62	-\$177.14	-0.35%
Interest on Cash	30,000.00	Admin Assistant (0.3)	23,298.00		23,298.00	22,463.85	-\$834.15	-3.58%
CONZUL contribution	3,600.00	Office Expenses	7,000.00		7,000.00	3,175.84	-\$3,824.16	-54.63%
Publications	0.00	Audit & Accounting	3,400.00		3,400.00	4,796.00	\$1,396.00	41.06%
		Office Rental	8,190.00		8,190.00	8,030.10	-\$159.90	-1.95%
		Equipment	3,000.00		3,000.00	5,877.35	\$2,877.35	95.91%
		CAUL Meetings	15,000.00		15,000.00	15,272.63	\$272.63	1.82%
		Executive Meetings	12,000.00		12,000.00	13,559.88	\$1,559.88	13.00%
		President's Meetings	2,000.00		2,000.00	2,503.59	\$503.59	25.18%
		Representation/Seminars	2,000.00		2,000.00	1,360.17	-\$639.83	-31.99%
		Joint CCA Meetings	1,000.00		1,000.00	203.86	-\$796.14	-79.61%
		Publications / Web Site	33,812.41		33,812.41	0.00	-\$33,812.41	-100.00%
		CAUL Achievement Award	6,000.00		6,000.00	5,454.55	-\$909.10	-16.67%
		CEIRC Review 2007	0.00		0.00	42,395.82	\$42,395.82	100.00%
Sub-total (Operating)	213,600.00		167,691.17	45,908.83	167,145.72	174,998.16	\$7,852.44	4.70%
PROGRAMMES								
Copyright								
ALCC Levy	20,000.00	ALCC Membership	20,000.00		20,000.00	20,000.00	\$0.00	0.00%
		ADA Membership	500.00		500.00	500.00	\$0.00	0.00%
		Meetings	2,500.00		2,500.00	172.73	-\$2,327.27	-93.09%
Sub-total (Copyright)	20,000.00		23,000.00	-3,000.00	23,000.00	20,672.73		
Best Practice								
CONZUL contribution	6,141.67	Statistics Publication	33,500.00		33,500.00	32,102.00	-\$1,398.00	-4.17%
		Statistics Meetings	1,000.00		1,000.00	1,184.94	\$184.94	18.49%
		COUNTER Membership	850.00		850.00	860.16	\$10.16	1.20%
		ILWG	0.00		0.00	0.00	\$0.00	#DIV/0!
		Statistics Site Enhancement	0.00		0.00	311.70	\$311.70	#DIV/0!
		Best Practice Working Group	0.00		0.00	208.45	\$208.45	#DIV/0!
Sub-total (Best Practice)	6,141.67		35,350.00	-29,208.33	35,350.00	34,667.25		
ULA								
	0.00	Meetings	0.00		0.00	0.00	\$0.00	#DIV/0!
Sub-total (ULA)	0.00		0.00	0.00	0.00	0.00		
Research & Development								
	0.00	Research & Development	0.00		0.00	0.00	\$0.00	#DIV/0!
Sub-total (R&D)	0.00		0.00	0.00	0.00	0.00		
ADT Program								
ADT Membership Fees	43,200.00	Infrastructure (UNSW)	26,450.00		26,450.00	49,500.00	\$23,050.00	87.15%
		Meetings	14,400.00		14,400.00	1,489.64	-\$12,910.36	-89.66%
		NTLTD Meetings	0.00		0.00	0.00	\$0.00	#DIV/0!
		NTLTD Membership	0.00		0.00	0.00	\$0.00	#DIV/0!
Sub-total (ADT)	43,200.00		40,850.00	2,350.00	40,850.00	50,989.64		
SUB-TOTAL (CAUL)	282,941.67		266,891.17	16,050.49	266,345.72	281,327.78	\$14,982.06	5.63%
						\$ 1,613.88		
CEIRC PROGRAM								
CEIRC Levy (CAUL)	70,200.00	Executive Officer (0.6)	76,486.14		76,486.14	\$76,220.44	-\$265.70	-0.35%
CEIRC Levy (external)	48,600.00	CEIRC Assistant (0.85)	66,011.00		66,011.00	75,301.80	\$9,290.80	14.07%
check!	118,800.00	Meetings	15,000.00		15,000.00	13,725.82	-\$1,274.18	-8.49%
		Audit & Accounting	13,600.00		13,600.00	19,184.00	\$5,584.00	41.06%
		Research	5,000.00		5,000.00	0.00	-\$5,000.00	-100.00%
		ICOLC Meetings	5,000.00		5,000.00	3,874.84	-\$1,125.16	-22.50%
		CAUL-Industry ThinkTank	0.00		0.00	0.00	\$0.00	#DIV/0!
Sub-total (CEIRC)	118,800.00		181,097.14	-62,297.14	181,097.14	188,306.90	\$7,209.76	3.98%
						\$ (69,506.90)		
SUB-TOTAL (CAUL + CEIRC OPERATIONS)	401,741.67		447,988.31	-46,246.65	447,442.86	469,634.68	\$22,191.82	4.96%
Surplus / (Deficit)			(\$46,246.65)			\$ (67,893.01)		
						0.00		
Datasets Subscriptions								
Subscriptions Income	1,775,927.79	Subscriptions Payments	0.00	0.00		1,779,817.78		
SUB-TOTAL (AUD account)	2,177,669.46		447,988.31	-46,246.65	447,442.86	2,249,452.46	\$1,802,009.60	402.74%
FOREIGN CURRENCY ACCOUNTS (reported in native currency, not converted to AUD)								
USD ACCOUNT								
Subscriptions Income	21,139,391.71	Subscriptions Payments	0.00	0.00		21,330,511.36		
Interest	25,491.86	Bank Charges	0.00	0.00		1,791.88		
TOTAL USD	21,164,883.57		0.00	0.00		21,332,303.24		
£ ACCOUNT								
Subscriptions Income	1,616,665.32	Subscriptions Payments	0.00	0.00		1,342,995.01		
Interest	16,507.44	Bank Charges	0.00	0.00		204.79		
TOTAL £	1,633,172.76		0.00	0.00		1,343,199.80		
EUR ACCOUNT								
Subscriptions Income	11,885.00	Subscriptions Payments	0.00	0.00		11,885.00		
Interest	0.00	Bank Charges	0.00	0.00		41.08		
TOTAL EUR	11,885.00		0.00	0.00		11,926.08		
Interest earned on Foreign Currency Accounts (@ given exchange rate)								
USD account	40,316.08 @ 0.6323							
GBP account	37,195.67 @ 0.4438							
EUR account	0.00 @ 0.4963							
Total in AUD	77,511.76							

Cell: A5

Comment: CAUL Executive Officer:
40 CAUL members @ \$4,500

Cell: D5

Comment: 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

Cell: A6

Comment: CAUL Executive Officer:
AID account only, based on the previous year's interest earned.

Cell: B6

Comment: CAUL Executive Officer:
19,000 in 2003; 22717 in 2004; 14014 to 30/6/06
17,000 to 23/7/07;

Cell: D6

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

Cell: A7

Comment: CAUL Executive Officer:
9000 minus CEIRC contribution for external 8*675=5400

Cell: E9

Comment: CAUL Executive Officer:
315+GST per fortnight

Cell: E10

Comment: CAUL Executive Officer:
CAUL Office replacement computer - asset rather than expense

Cell: I10

Comment: CAUL Executive Officer:
Includes CRM software 3,507, not in original budget

Cell: D16

Comment: CAUL Executive Officer:
Estimate for migration of the website to the new platform - 100 hours of HEW 3 PLUS outstanding cost of redeveloping the site

Cell: D17

Comment: CAUL Executive Officer:
\$5000 + travel expenses for presentation at CAUL meeting

Cell: H17

Comment: CAUL Executive Officer:
ex GST

Cell: I18

Comment: CAUL Executive Officer:
2007 cost invoiced in 2008

Cell: A23

Comment: CAUL Executive Officer:
40 CAUL members

Cell: I25

Comment: CAUL Executive Officer:
2007 expense

Cell: D30

Comment: CAUL Executive Officer:
Library Consortium £365 (\$545)

Cell: I32

Comment: CAUL Executive Officer:
CEIRC expense - DEST FTE figures for narrow discipline groups

Cell: D33

Comment: CAUL Executive Officer:
added 19/11/08

Cell: A40

Comment: CAUL Executive Officer:
40 X \$500 in 2004; no levy in 2005

Cell: D40

Comment: CAUL Executive Officer:
Income from 2004 recorded in liabilities

Cell: A43

Comment: CAUL Executive Officer:
40 CAUL members + 8 CONZUL

Cell: I43

Comment: CAUL Executive Officer:
2007 cost invoiced in 2008; unsw will not claim any costs for adt support in 2008

Cell: B51

Comment: CAUL Executive Officer:
39 CAUL + 8 CONZUL + CSIRO (includes extra 675 / conzul from conzul contribution)

Cell: B52

Comment: CAUL Executive Officer:
External members *24

Cell: D52

Comment: CAUL Executive Officer:
>85% time on CEIRC activity + 3 months' casual support during renewals (not previously included in the budget)

Cell: I53

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

CAUL Budget Report - 2007 Budget
27 March 2009, following receipt of 2007 audit journals

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.

2007 audit – The final journals have been received from the auditor. Key changes which affect the retained earnings are the gain/loss on foreign exchange, the value of which must be shown in AUD, even though it has no bearing on the cash in that account, and a write-off against unbalanced GST transactions from 2005 when GST (payable in AUD) was included on USD invoices from two vendors. The former is AUD 74,137 (gain on foreign exchange) and AUD 19,747 (write-off).

AT the end of 2007, the audited balance (retained earnings) of the AUD account is \$282,525.26

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 \$57 K + travel expenses. Levy across CAUL and CONZUL.

For 2007, add awards so \$59 K 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.

CAUL Budget 2007 (audit finalised 10/3/09)

Budgeted Income	\$	Budgeted Expenditure	\$	Budgeted Balance	Expected Expenditure to date (31/12/07)	Actual Expenditure to date	Difference	Difference %
OPERATING								
Membership	180,000.00	Executive Officer (0.65)	80,446.60		80,446.60	\$52,753.31	-\$27,693.29	-34.42%
Interest on Cash	30,469.00	Admin Assistant	20,114.25		20,114.25	19,299.21	-\$815.04	-4.05%
CONZUL contribution	3,720.00	Office Expenses	7,000.00		7,000.00	6,401.07	-\$598.93	-8.56%
Publications	131.30	Audit & Accounting	10,000.00		10,000.00	7,018.00	-\$2,982.00	-29.82%
		Office Rental	8,190.00		8,190.00	8,030.10	-\$159.90	-1.95%
		Equipment	0.00		0.00	1,743.00	\$1,743.00	#DIV/0!
		CAUL Meetings	15,000.00		15,000.00	11,508.85	-\$3,491.15	-23.27%
		Executive Meetings	12,000.00		12,000.00	11,654.39	-\$345.61	-2.88%
		President's Meetings	2,000.00		2,000.00	2,510.25	\$510.25	25.51%
		Representation/Seminars	4,000.00		4,000.00	754.80	-\$3,245.20	-81.13%
		Joint CCA Meetings	1,000.00		1,000.00	289.10	-\$710.90	-71.09%
		Publications / Web Site	47,000.00		47,000.00	16,905.00	-\$30,095.00	-64.03%
		CAUL Achievement Award	6,000.00		6,000.00	4,822.17	-\$1,177.83	-19.63%
		CEIRC program review	39,750.00		39,750.00	25,145.82	-\$14,604.18	-36.74%
Sub-total (Operating)	214,320.30		252,500.85	-38,180.55	252,500.85	168,835.07	-\$83,665.78	-33.13%
PROGRAMMES								
Copyright								
ALCC Levy	20,000.00	ALCC Membership	20,000.00		20,000.00	20,000.00	\$0.00	0.00%
		ADA Membership	500.00		500.00	500.00	\$0.00	0.00%
		Meetings	2,500.00		2,500.00	1,924.51	-\$575.49	-23.02%
Sub-total (Copyright)	20,000.00		23,000.00	-3,000.00	23,000.00	22,424.51		
Best Practice								
CONZUL contribution	5,045.00	Statistics Publication	30,512.00		30,512.00	25,141.46	-\$5,370.54	-17.60%
		Statistics Meetings	1,000.00		1,000.00	437.52	-\$562.48	-56.25%
		COUNTER Membership	850.00		626.03	626.03	\$0.00	0.00%
		ILWG	0.00		0.00	0.00	\$0.00	#DIV/0!
		Statistics Site Enhancement	5,643.00		5,643.30	5,643.30	\$0.00	0.00%
		Offshore Services WG	0.00		0.00	0.00	\$0.00	#DIV/0!
Sub-total (Best Practice)	0.00		38,005.00	-38,005.00	37,781.33	31,848.31		
ULA								
	0.00	Meetings	0.00		0.00	0.00	\$0.00	#DIV/0!
Sub-total (ULA)	0.00		0.00	0.00	0.00	0.00		
Research & Development								
	0.00	Research & Development	0.00		0.00	0.00	\$0.00	#DIV/0!
Sub-total (R&D)	0.00		0.00	0.00	0.00	0.00		
ADT Program								
ADT Membership Fees	64,800.00	Infrastructure (UNSW)	49,500.00		49,500.00	54,450.00	\$4,950.00	10.00%
		Meetings	4,000.00		4,000.00	6,026.70	\$2,026.70	50.67%
		NLTLD Meetings	0.00		0.00	0.00	\$0.00	#DIV/0!
		NLTLD Membership	10,000.00		0.00	0.00	\$0.00	#DIV/0!
Sub-total (ADT)	64,800.00		63,500.00	1,300.00	53,500.00	60,476.70		
SUB-TOTAL (CAUL)	299,120.30		377,005.85	-77,885.55	366,782.18	283,584.59	-\$83,197.59	-22.68%
CEIRC PROGRAM								
CEIRC Levy (CAUL)	63,360.00	Executive Officer (0.35)	43,317.40		43,317.40	\$79,129.96	\$35,812.56	82.67%
CEIRC Levy (external)	51,480.00	CEIRC Assistant (0.85)	53,239.75		53,239.75	77,196.85	\$23,957.10	45.00%
check!	118,140.00	Meetings	15,000.00		15,000.00	19,505.73	\$4,505.73	30.04%
		Research	5,000.00		5,000.00	0.00	-\$5,000.00	-100.00%
		ICOLC Meetings	5,000.00		5,000.00	5,108.98	\$108.98	2.18%
		CAUL-Industry ThinkTank	0.00		0.00	0.00	\$0.00	#DIV/0!
Sub-total (CEIRC)	114,840.00		121,557.15	-6,717.15	121,557.15	180,941.52	\$59,384.37	48.85%
SUB-TOTAL (CAUL + CEIRC OPERATIONS)	413,960.30		498,563.00	-84,602.70	488,339.33	464,526.11	-\$23,813.22	-4.88%
Surplus / (Deficit)			(\$84,602.70)			-50,565.81		
Datasets Subscriptions								
Subscriptions Income	1,596,482.44	Subscriptions Payments	0.00	0.00		1,596,482.44		
SUB-TOTAL (AUD account)	2,010,442.74		498,563.00	-84,602.70	488,339.33	2,061,008.55	\$1,572,669.22	322.04%
						-50,565.81		
FOREIGN CURRENCY ACCOUNTS (reported in native currency, not converted to AUD)								
USD ACCOUNT								
Subscriptions Income	12,747,157.39	Subscriptions Payments	0.00	0.00		12,742,809.39		
Interest	51,973.67	Bank Charges	0.00	0.00		1,889.68		
TOTAL USD	12,799,131.06		0.00	0.00		12,744,699.07		
£ ACCOUNT								
Subscriptions Income	4,071,980.33	Subscriptions Payments	0.00	0.00		4,071,977.71		
Interest	18,804.13	Bank Charges	0.00	0.00		200.93		
TOTAL £	4,090,784.46		0.00	0.00		4,072,178.64		
EUR ACCOUNT								
Subscriptions Income	21,190.00	Subscriptions Payments	0.00	0.00		21,190.00		
Interest	0.00	Bank Charges	0.00	0.00		53.53		
TOTAL EUR	21,190.00		0.00	0.00		21,243.53		
Interest earned on Foreign Currency Accounts (@ given exchange rate)								
USD account	58,793.74 @ 0.8840							
GBP account	41,703.55 @ 0.4509							
EUR account	0.00 @ 0.5956							
Total in AUD	100,497.29							

Cell: A5

Comment: CAUL Executive Officer:
40 CAUL members @ \$4,500

Cell: D5

Comment: 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 84k from 11/05

Cell: I5

Comment: CAUL Executive Officer:
Corrected to actual expense 2/1/07 ie 40% of EO time

Cell: A6

Comment: CAUL Executive Officer:
This is the combined interest expected on the four caul accounts, based on the previous year's interest earned.

Cell: B6

Comment: CAUL Executive Officer:
19,000 in 2003; 22717 in 2004; 14014 to 30/6/06
Budgeted 23,000, received 30,469 in 2007;

Cell: D6

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

Cell: A7

Comment: CAUL Executive Officer:
9000 minus CEIRC contribution for external 8*630=5040

Cell: B8

Comment: CAUL Executive Officer:
Budgeted 5000, received 131.30

Cell: E9

Comment: CAUL Executive Officer:
315+GST per fortnight

Cell: E16

Comment: CAUL Executive Officer:
Website review budgeted amount increased from 25k, approved CAUL 2007/2

Cell: D17

Comment: CAUL Executive Officer:
\$5000 + travel expenses for presentation at CAUL meeting

Cell: D18

Comment: CAUL Executive Officer:
Approved CAUL2007/2, AW approved +\$6,000 for DC survey 6/12/07

Cell: A23

Comment: CAUL Executive Officer:
40 CAUL members

Cell: D30

Comment: CAUL Executive Officer:
Library Consortium £335 (\$500)

Cell: A40

Comment: CAUL Executive Officer:
40 X \$500 in 2004; no levy in 2005

Cell: D40

Comment: CAUL Executive Officer:
Income from 2004 recorded in liabilities

Cell: A43

Comment: CAUL Executive Officer:
40 CAUL members + 8 CONZUL

Cell: D43

Comment: CAUL Executive Officer:
including awards

Cell: K44

Comment: CAUL Executive Officer:
Futures workshop not budgeted

Cell: D46

Comment: CAUL Executive Officer:
USD7,500

Cell: B51

Comment: CAUL Executive Officer:
39 CAUL + 8 CONZUL + CSIRO

Cell: I51

Comment: CAUL Executive Officer:
Corrected to actual expense 2/1/07 ie 60% of EO time

Cell: B52

Comment: CAUL Executive Officer:

Cell: D52

Comment: CAUL Executive Officer:
>85% time on CEIRC activity

Cell: E55

Comment: CAUL Executive Officer:
1 meeting only in 2007
late April

Cell: F57

Comment: CAUL Executive Officer:
Interest on Foreign Currency Accounts expected to be AUD25k, not transferred to AUD account, but "applied" to CEIRC income.

Report to CAUL

September 14, 2008 – March 26, 2009

The following includes some content included in previous reports to the CAUL Executive.

CAUL Website

Development is complete and the site has been handed over to CAUL for population and testing. An introduction to Sitedock, the administration module, was conducted at William's offices in Sydney on March 26. Diane Costello and Alisha Davies attended.

A proposal for the hosting of the website has been received from CAVAL. ANU has also confirmed that it is willing and able to continue to host the CAUL site under its new software. The site will continue to be hosted at William until the population of the site is advanced enough to deploy it to CAUL's domain.

Its design outline can be seen currently at <http://caul.dev.william.com.au/> The site population will be a high priority following the CAUL meeting.

There will no longer be a single password for access to the restricted files on the site. All who wish to use any CAUL/CEIRC-only content on the site will be asked to register as a user, with their institutional email address as username, and a self-selected password. Private email addresses such as gmail or hotmail will not be usable because it is too cumbersome to track membership of eligible CAUL/CEIRC institutions unless the official institutional address is used.

CAUL Office

Additional staffing for 3 months at 10 hours per week was extremely helpful in supporting the expanding workload for the CEIRC program. Bev Gaykema was very successful in learning the limited part of the renewals support role, and fitting in with the office procedures. This was mitigated somewhat by some periods of sick leave needed by Alisha Davies who usually carries the bulk of the renewal transactions. The contribution of the Executive Officer during this period was consequently not reduced in any way. It has been agreed to increase the additional support to 4 months in 2009.

A significant proportion of office time, other than CEIRC, has been taken by the website development and by the CAIRSS establishment process.

As part of normal office processes, 200 web pages have been updated (many of these multiple times) and another 600 documents added to the website since the last CAUL meeting.

1,700 invoices have been issued to members, mostly for CEIRC subscriptions and purchases, and 260 paid, again mostly to CEIRC suppliers. "Estimated" ad hoc invoices were prepared for 22 institutions who wished to pay invoices before Christmas – many suppliers' invoices were not received in time to permit the official institutional invoices to be prepared. Overdue payment statements were sent to all but 7 CAUL institutions and to 19 of the 31 external/CONZUL institutions – many received multiple statements – over the renewals period. Statements were sent to 17 of the 22 who had requested early invoicing.

ACT! database

ACT! software was implemented as a recommendation from the CEIRC review. The consultant considered that, although the processes were thorough and efficient, some duplication of effort could be avoided by using a CRM database such as ACT! The Executive also considered that using such standardised software would make it easier for new staff to adapt to the office CEIRC processes.

It is a high priority to populate enough of the database to be able to review its capacity to generate the required reports and its efficiency at storing the data required and managing the workflows. It was not possible to run dual processes during the renewals period, which now runs from August to January at current staffing levels.

In February, the Executive approved 40 hours of project support to populate the ACT! database. This involves using Bev to support Alisha Davies' regular work while Alisha handles the ACT! processing.

Finance

2007 audit – The final journals have been received from the auditor. Key changes which affect the retained earnings are the gain/loss on foreign exchange, the value of which must be shown in AUD, even though it has no bearing on the cash in that account, and a write-off against unbalanced GST transactions from 2005 when GST (payable in AUD) was included on USD invoices from two vendors. The former is AUD 74,137 (gain on foreign exchange) and AUD 19,747 (write-off).

2008 Budget – the budget report has been updated, but will not be complete until after the audit. Some initial comments - variations between budgeted and actual expenditure are noted:

Audit & accounting – both 2006 and 2007 audit fees were paid in 2008	(-\$6,980)
Equipment – CRM software was not included in the budget	(-\$3,114)
Website review 2008 – delayed development so not invoiced in 2008	(\$33,812)
CEIRC review 2007 – paid in 2008	(-\$42,395)
ADT – the 2007 payment to UNSW was not invoiced until 2008, while the 2008 payment was not invoiced, and will not be	(-\$10,139)
CEIRC administration – 3 months' casual support during the renewals period was not included in the original budget	(-\$9,290)
Total (selected items only)	(-\$38,108)

A budgeted cash deficit of \$46,246 is actually a cash deficit of \$70,124. Most (\$69,506) is attributed to the CEIRC program – a combination of a delay in increasing membership fees to balance actual costs of the program, an increase in staffing, and a double audit payment in one year.

2009 budget – an additional 40 hours of HEW 4 was approved by the Executive for ACT! database population. The website redevelopment costs were budgeted in 2008 but most will show against the 2009 expenses, as will the 100 hours allocated to site population.

Cash Deposit Account. We have applied to open a CAUL cash deposit account which will allow CAUL to park funds either under a fixed-interest term deposit or a variable interest cash deposit. Initially, \$150,000 will be transferred to this account.

Meeting arrangements – travel, venues, agendas & minutes.

CAUL Executive 2008/5 Darwin 18 September 2008
 CAUL Meeting 2008/2 Darwin 18-19 September 2008
 CEIRC Committee Meeting 2008/5 Sydney 17 November 2008
 CAIRSS Steering Committee Brisbane November 20 2008
 CAUL Executive 2008/6 Brisbane 26 November 2008
 CCA meeting Brisbane 27 November 2008
 CAIRSS Steering Committee teleconference December 17 2008
 CAIRSS Steering Committee Brisbane January 15 2009
 Datasets Coordinators Meeting & Forum Sydney 19 January 2009
 CEIRC Committee Meeting 2009/1 Sydney 20 January 2009
 CSFG Meeting 2009/1 Sydney 22 January 2009
 CAIRSS Steering Committee teleconference 9 February 2009
 CAIRSS Steering Committee Brisbane 4 March 2009
 CEIRC Meeting 2009/2 Melbourne 20 March 2009
 CAUL Meeting 2009/1 Newcastle 2-3 April 2009
 CAUL Executive 2009/1 Brisbane 4 February 2009
 CAUL Meeting 2009/2 Sydney 20-22 September 2009

Other Meetings/Events attended/held.

2008 September 16 – William – review of website functional specification
 2008 September 23 - Nami Hoshiko Database Management Section Kyushu University Library re ADT
 2008 October 1 – William – website structure - teleconference
 2008 December 4 – Commonwealth Bank re foreign currency transaction procedures
 2008 December 8 – Universities Australia Christmas function
 2008 December 15 – Universities Australia – Dr Rebecca Harris & Paul Stubing re copyright
 2008 December 16 – WalterTurnbull, auditors – Rus Livermore & Ingrid Wilkins
 2009 February 27 – Glenn Withers and Rebecca Harris, Universities Australia, with Andrew Wells
 2009 March 16 – Australian Digital Alliance AGM, Canberra
 2009 March 26 – William website administration training, Sydney

Meetings held/attended – CEIRC-related.

2008 September 22 – consultant for EPIC review on consortial management
 2008 September 23 – Natalia Timiraos, BioMed Central (teleconference)
 2008 September 24 – Springer – James Mercer (teleconference)
 2008 September 25 - Lisa Larson CQ Press (teleconference)
 2008 September 25 – William Pidduck, Adam Matthew Publications
 2008 October 1 – OCLC – Lian Todd and Chris Thewlis
 2008 October 2 – EBSCO – Jay Glaisyer and Arno Roosink
 2008 October 7 – TandF – Vivienne Fox
 2008 October 15 – SAI Global - John Cormican
 2008 October 22 – Elsevier Scopus – Anne Harvey
 2008 November 3 – INFORMS - Randy S. Kiefer (teleconference)
 2008 December 2 – Health Communication Network – Shaun Eliastam
 2008 December 3 – Springer – David Elek and James Mercer
 2009 January 15 - Kym Cheatham, Tourism Research Australia
 2009 January 19 – Elsevier Science - Lee Lee Pui, Head of Online Books Sales, Science & Technology, Asia Pacific
 2009 January 21 – IEEE - Jean Jennings, Director of International Sales, Patrick Leung, Area Manager for Asia Pacific, Jalyn Kelley, Client Services Manager and Andy Page and Jay Glaisyer, EBSCO
 2009 January 21 – Euromonitor - Nadira Mohsin
 2009 January 21 – Emerald – Andrea Gilbey and Peter Shelley, Regional Manager – Asia & Africa
 2009 January 21 – Swets - Rachel Shephard, Natalie Blanchard, Simon Crowther, Country Manager (Australia) and Jack O'Toole, Director, Global Accounts
 2009 January 21 – Oxford University Press – Matthew Howells, Regional Sales Manager, Europe, Middle East and Africa

2009 January 21 – Project Muse – Ann Snoeyenbos, Coordinator for International Sales and Special Markets
2009 January 21 – Research for Libraries – Mychau Vo, Business Development Manager for Asia Pacific
2009 January 21 – Annual Reviews – Andrea Lopez, Site License and Online Sales Manager
2009 January 21 – IET/Inspec – Thomas Yi, Regional Director - Asia Pacific, Publishing & Inspec and Michael Kwok, Sales and Training Manager - Asia Pacific, Publishing & Inspec
2009 January 22 – Thomas Telford – Neil Byrne, Journals Sales Manager, Institution of Civil Engineers
2009 January 21 – The Royal Society – Cissie Andersson, Journal Sales Manager
2009 January 21 – Alexander Street Press, Julie Stevens & Dan Hamid
2009 January 21 – Elsevier Science – Anne Harvey, Product Sales Manager, Scopus & Engineering Information
2009 January 21 – Sage Publishing – Rosalia da Garcia, Director, Consortial/Library Sales & Marketing and Michele Gaca, EBSCO
2009 January 21 – Nature Publishing Group – Tony Bocquet, Associate Director, Asia-Pacific and Tamara Joyner, Palgrave Macmillan
2009 January 21 – ebrary – Ian Hames, VP International Sales
2009 January 21 – JSTOR/Portico – Bruce Heterick, Director, Library Relations
2009 January 21 - SerialsSolutions – David Sidebottom
2009 January 21 – IBISWorld – Damian Mills, National Sales and Client Services Manager & Lloyd Hallam, Business Development Manager
2009 January 21 – Morningstar – Leeonie Douglas
2009 January 21 – Health Communication Network – Shaun Eliastam & Alicia Cook
2009 February 2 – Taylor & Francis – Chris Loftus, Europa Reference and e-books coordinator for this region (teleconference)
2009 February 6 – Bronte Golding, Bloomberg
2009 February 18 – Rick Bremble, Fairfax, with Andrew Wells and Alison Neil, Sydney
2009 February 25 – Warwick Cathro, Nikki Darby, Robert Walls @ National Library re Electronic Resources Australia
2009 March 3 – Michele Gaca, Swets Information Services
2009 March 12 – Jon Ward, Ovid Technologies
2009 March 25 – Electronic Resources Australian Forum, Canberra

Diane Costello
27 March 2009