Library Advisory Committee for Law – November 13, 2020

Present: Professor Martha Bailey, Rory Fowler (Graduate Student Representative), Erica Friesen (Research and Instruction Librarian, Law, and Online Learning Specialist), Nadya Gill (JD Student Representative), Courtney Matthews (QUL, Head Open Scholarship Services), Ian Robson (QUL, Head Information Resources), Nathalie Soini (QUL, Head Information Services), Leslie Taylor (Reference/Technical Services Librarian, Law), Amy Kaufman (Chair, Head Law Librarian)

1. **Welcome and Introductions**

2. **New e-Resources purchased/subscribed to in response to pandemic**
    Prior to the 2020/2021 school year, the library reviewed its existing electronic resources to determine what else it would prioritize to acquire to support students and faculty at this time. A one-time purchase of an eBook collection from Elgar containing over 1000 titles and covering 2007 through 2019 was made at a deep discount. We will have perpetual access to the titles in this collection and multiple simultaneous users are permitted with no digital rights management (DRM). This will be a valuable resource supporting course reserves and research. We have also subscribed to all titles in Irwin Law Online and to Lexis Advance Quicklaw Plus, which includes several legal textbooks in electronic format, and the McGill Guide through WestlawNext Canada. These ebooks and eresources and have been integrated into relevant subject guides, with quick links for easy access. For full information on our electronic resources and access to them, please consult the Legal Resources @ Lederman Library guide.
    Question: Regarding a student with poor internet access: have we had feedback and what has been done? **Action**: Occasionally during reference consultations, students do have poor internet access, and librarians can follow up with an email containing screenshots or a short video. Ian also reminded us about that the bookable spaces in the libraries are an option for students with poor home internet.

3. **Experience with Libguides**
    The Law Library has developed a large selection of libguides on legal topics. At this time in particular, the guides highlight e-Resources to facilitate research. Leslie sought feedback from committee members regarding the use of these guides.

    R. Fowler, speaking as a graduate student, said that he had consulted them, but because of the level and specificity of his research, the content was not particularly relevant to that work. However, he thought they could be useful for other researchers. He felt that the Military Law Libguide was sufficient in certain areas, such as the basic statutory provisions, public international law, and the law of armed conflict, but it did not address his more specialized areas of research in public and administrative law relating to the military. He had become aware of them in the Advanced Legal Research course. As Graduate Student Rep, he subsequently reached out to graduate students, some of whom are unable to be in Kingston because of COVID 19, to get their feedback, but did not receive any.

N. Gill, speaking as the JD Student rep, said that she has not used the guides since research is not a significant element in her studies at this time. She reported that students are very appreciative to have access to the McGill Guide online.

M. Bailey is teaching a course next term which requires a paper, so she will recommend the guides to her students. L. Taylor offered that tailored guides can be created for specific courses.

4. **Course Reserves for 2021: Communication Strategies**
   Faculty are encouraged to make their course reserves known as soon as possible. This has been featured as a news item in the weekly Law Faculty and Staff newsletter, and P. Patterson is contacting individual faculty. Reserve information for faculty is included in the minutes as an appendix. N. Soini noted that it is most efficient for reserve requests to be made by email; also, if you are working with a TA, they should be included as a contact for reserve processing.

5. **Curbside Pickup and Scanning Services Update**
   N. Soini reported that the Library has been very busy delivering curbside pickup and scanning services, and now providing bookable study space in Stauffer Library and in the Education Library. Since May, there have been about 50 scanning requests for Law Library items, and 133 curbside pickup requests since September. In total, the library has filled more than 4,500 requests for print materials and has received over 635 scanning requests. Curbside pickup is currently offered Tuesday and Friday afternoons from 1:00 to 3:00. Based on user feedback, an evening pickup on Wednesdays from 7-9 pm is being planned beginning in December.

   R. Fowler is a big scanning service user, and mentioned an issue with some requests, wherein specific journal issues/volumes do not appear in the Omni holdings record. He has been able to work around the problem by placing a scan request from a given journal and including the full citation in the note field to identify the required item. He is aware of a student with heavy scanning needs from a large number of books, but who does not have access to high volume scanning. She is also very particular about the layout of the resulting scans. N. Soini said that exceptions to the current scanning service is essentially limited to students with disabilities who are eligible for accommodations. R. Fowler replied that he will ask the student to reach out to determine if any customizing is possible. He reported that students are otherwise very happy with the scanning service and with curbside pickup.

6. **Omni**
   C. Matthews provided an update on Omni and developments since it was adopted in December 2019. Functionality has been expanded, and this has enabled the provision of new services such as curbside pickup and scanning requests. Covid-19 updates are linked on the QUL homepage, and this information is shared with our partners. Two new members have been added to the Collaborative Futures group, Laurentian and Algoma, so that 16 of the 21 Ontario academic libraries are now Omni users. The consortium has access to analytics and shares resource management.

   N. Gill has only used Omni once, and had a positive impression at having so many resources available at one place. M. Bailey reported that she has found it more difficult to locate theses with

Omni, making reference to statistics about Queen's theses.
Action: C. Matthews offered to look at this issue, and Martha will consult with Courtney.

7. **Open Scholarship Services Information Series**
   C. Matthews explained that Open Scholarship Services supports Queen's research and dissemination priorities through their Journal Hosting service. Open Access enables free and immediate access to scholarly research online. OSS is committed to openly managing Queen's generated research and delivering it to the global information commons. Library staff have expertise in scholarly publishing, research management, and data. To learn more, attend the sessions in the OSS Information Series. The next session, *Introduction to Research Data Management, Scholarly Communication and Copyright*, will be held on December 11th. A. Kaufman noted that research involving data is increasingly popular in legal research, and the OSS team is an invaluable resource.

   Through the Open Education Resources program, funds are provided to create or edit open textbooks. Open textbooks provide savings to students and texts are shared globally. In the past 3 years, Queen's authors have created 13 textbooks: 10 new ones and 3 adapted texts in a wide range of disciplines. A call for proposals for the current academic year is forthcoming.

8. **Closing Discussion**
   I. Robson announced the recent hiring of a Metadata & Discovery Librarian, which will enhance access to eResources. Meghan Burke will begin in this position on November 30.

   A. Kaufman extended congratulations to N. Gill and the *Queen's Law Journal*, as the QLJ is now available as an Open Access title on CanLII.

   R. Fowler noted that he had reached out to graduate students and received no negative comments. He stated that if there were issues, he probably would have heard about them. Electronic access is vital and the number one concern.

   Next Meeting will be in February/March 2021

Appendix 1

Library Reserves Information for Winter 2021

As most courses will continue to be delivered remotely in the winter term, Queen's University Library staff are here to help make your course readings available for students. When selecting course readings, we advise instructors to remember that students living outside of Kingston, including international students, will not be able to access print materials from the law library. In addition, instructors should be aware that not all textbooks are available to be purchased electronically by the library. We have been able to subscribe to a database from Lexis (called Lexis Advance Quicklaw Plus) that holds a number of Lexis textbooks – you can find them here: https://guides.library.queensu.ca/legal-resources-online/lexis-advance-quicklaw-plus-highlights. We advise instructors to select readings that are available electronically wherever possible. Please consult a librarian if you are uncertain of the electronic availability of any of your readings.

Electronic Reserves
Through eReserves, the library provides the following services to support faculty with their course readings and comply with university regulations on copyright compliance:

- Scans print books and journal articles that meet the requirements listed in the fair dealing policy
- Acquires copyright permissions as needed
- Provides links to electronic library resources
- Adapts materials to meet accessibility standards
- Archives materials for use in future

Students can access eReserves from a course's onQ page or the library's ARES system.

Instructions for Faculty
Please see our eReserves page for faculty and OnQ eReserves page for instructions on how to request electronic course readings for courses that will be delivered remotely this winter. Electronic content options include:

- Existing electronic collections available through the library's Omni search tool, subscribed databases and subject guides.
- Scanned book chapters and journal articles from print collections, subject to copyright compliance
- Open Education Resources
- Law librarians can assist with course reading selections and the purchase of new materials (either electronic or print-based for scanning)

To help ensure timely availability to students at the beginning of term, submission of your
e-reserve requests by December 7 would be appreciated.

Lederman Law Library Print Reserves
All books on law reserve are available for a 7-day loan period. Please note that this loan period begins when your request for an item is processed, not when you pick it up. Please note that there is still a 3-day quarantine period between uses of books. Responding to student feedback, we have also enabled recalls and renewals on short-term loan items. Books can be renewed online if they have not been

recalled by another user. Students retrieve books they have requested through the library's curbside pick-up system.

Contacts
Lederman Law Library Reference Librarians: weblaw@queensu.ca
Lederman Law Library Reference Assistant: Patrick Patterson
QUL Reserves: library.reserves@queensu.ca
Reserves Coordinator: Vanessa Selics
Copyright Manager: Mark Swartz
Subject Librarians: Subject Librarian directory

Please consult the library's covid-19 site for updates on library services and operations.

Course Reserves
Library staff are here to support faculty with the provision of online course readings and copyright questions as most winter 2021 courses will be delivered remotely. We are running a small reserves reading room in Stauffer Library for print materials required for approved on-site courses. The library supports the creation and adoption of Open Education Resources to promote open access and affordability for students.
More Information: eReserves page for faculty; OnQ eReserves; Copyright & Remote Instruction guide; Open Education Resources
Contacts: Library Reserves Coordinator; Subject librarians

Access to Collections – Curbside and Scanning Services
The library offers a curbside pickup service to all current Queen's students, faculty, staff, and emeritus using the *Request* feature in our Omni search tool. Materials will be retrieved on a first-come, first-serve basis, and users will be notified by email when their item(s) are available for pickup at Stauffer Library. So far we have filled more than 4,500 requests for print materials. We also added an evening pick-up time in response to user feedback: Tuesdays and Fridays, between 1-3 pm and Wednesdays, 7-9 pm. Please make your final curbside and scanning requests on December 21. The last pick-up will be December 23 from 7-9pm. Any requests made after this time will be available for pick up Tuesday January 5.

We also offer a scanning service for a single book chapter or journal article (or similar fair dealing amount), subject to copyright. So far we have received over 635 scanning requests. To request a scan, log in to our Omni search tool using your NetID, and you will be notified by email when the scan is available for download for a 30 day period.
More information: Requesting Curbside Pickup; Requesting Library Scans
Contact: Ask Us

HathiTrust Emergency Temporary Access Service (HT ETAS)
The library joined HathiTrust (HT) in 2019 based on faculty and graduate student feedback of the benefits offered in improving access to content online, the ability for text and data-mining (TDM), improved accessibility, and shared digital and print preservation and stewardship opportunities. At the beginning of the pandemic, HT pivoted quickly to a new service of offering digital surrogates to match library print holdings that were inaccessible in library stacks. The vast majority of members, including Queen's, activated the Emergency Temporary Access Service (ETAS) – the ETAS provides approximately 30% of our print collections in digital format, enabling access to researchers regardless of their geographic location. The remaining 70% of our print collections are accessible for curbside pickup and scanning (subject to copyright rules) as public health and safety restrictions prevent a full resumption of library operations and services at this time. Our statistics show strong usage of this service, with a daily average of 77 users accessing 75 titles in November (daily high of 107 users and 101 titles accessed), for a total of approximately 8,000 items access at Queen's since the service launch. Given the continued need in Winter 2021 for remote course instruction, restrictions on campus activities, and nonessential residency in Kingston, the library plans to maintain the ETAS during the winter term.

ETAS usage rules are based on HT's fair use analysis and employs criteria to ensure lawful access under copyright law. These usage rules prevent us from lending print materials where a digital copy is available, and our efforts to find exceptions to this policy with HT were not successful. However, HT usage guidelines allow for libraries to lend print materials of digital surrogates to patrons with print disabilities. In addition, subject librarians are happy to work with patrons to explore other e-book platform options that may have better usability and download capabilities than HT, and to investigate if there are problems with the quality of HT scans.
More information: HathiTrust Emergency Temporary Access Service (ETAS) for Users
Contact: Subject librarians

New Acquisitions
We continue to acquire new library material in both electronic and print formats, and welcome new purchase requests using our online Purchase Request form. Please note that there may be shipping delays from our print suppliers.
Contact: Subject librarians

Inter-Library Loan
The library's inter-library loan (ILL) service for digital materials has continued without interruption during the pandemic. The Queen's inter-library loan service runs through the Ontario Council of University Libraries (OCUL), and decisions about resuming ILL of **print materials** require discussions and approval within the Ontario consortium. As of this writing, our expectation is that ILL services will resume with participating schools in mid-January. However, not all Ontario universities are in a position to resume full ILL services and therefore our delivery times may be impacted as we need to source materials outside of Ontario. Thank you for your patience as we finalize resumption plans with our consortium partners to re-start this critical service. The library is planning service enhancement in the spring to leverage Omni functionality and make it easier to submit borrowing requests in one system.
Contact: Inter-library loan

Library Research Support and Instruction
Subject librarians are available to provide online research support and instruction for undergraduate students, graduate students, post-docs, faculty, staff and clinicians. Open Scholarly Services have been running an Information Series over the fall term. The next session on Introduction to Research Data Management, Scholarly Communication and Copyright, is scheduled for December 11, 2020.
Contact: Subject librarians
Contact: Open Scholarship Services

Study Spaces
The library's seat booking system launched in the summer and has expanded over the fall term to meet campus demand for number of seats and bookable hours in the evenings and on weekends. Bookable seats are now available in Stauffer Library, the Adaptive Technology Centre, the Education Library, and Mac-Corry.
More information: COVID-19 Updates on Library Services & Operations
Contact: Ask Us