

Transcript for Teaching Talk #10: A Virtual Tour of Library Services at Guelph

Aron Fazekas: All right, so that may be everyone now. So, I'm going to get things started. So good afternoon, my name is Aron Fazekas and I am Educational Developer with the Office of Teaching and Learning.

So welcome to our Teaching Talks that we are hosting. So, before we get started, I first wanted to acknowledge that we are all in various places that are governed by different treaties and relationships to the land, and in particular with the current social issues that we are experiencing right now, I think it's important to remember our collective responsibilities to each other as we consider how we can enact inclusion and respect in our daily lives and actions.

So just some housekeeping things before I pass it over to our panelists today; so, the session is going to be recorded and we'll have a link available posted on our website later on. The session is usually structured over the 50 minutes or so that we have, with 20 minutes roughly for the panelists and then we follow that up with a question and answer period, where you can pose your questions to the panelists. Shehroze, I'll pass it to you, and you can just walk us through the rest of the technical logistics.

Shehroze Saharan: Hello everyone, my name is Shehroze, and just a few things to remember for everyone is that as you're coming in, you will notice that your audio and video is turned off and it will remain off for the duration of the session. So a couple of things to remember in terms of how to actually ask the Q&A during the Q&A session, is at the bottom of your screen you will notice a Q&A tab, so you can click that and have it open, and that's where you can write your comments, your questions and then we will be taking a look at those questions and addressing them to the panelists at the end of the session. And as always, please remain respectful for the duration of the Q&A session.

Emily Jones: Icons for quick access to frequently used services and links to other helpful resources, including a link to our new curbside pickup and mail delivery service which is now up and running. Later in this presentation, Jacqueline is going to do a deep dive into workshops, consultations and a new faculty and instructor page. Follow us on social media for updates on everything going on at the library, including upcoming workshops, information about our services, helpful resources, and more. Now I'll pass it over to Heather Martin, who will be talking about course reserves and copyright.

Heather Martin: Thanks Emily. I'm here today to talk about the course reserves and copyright, as Emily indicated. Next slide please.



Heather Martin: Course Reserves at the University of Guelph are offered through a system called Ares which is designed to deliver course materials in an online environment, and Ares can serve up content to students in a number of different ways. A lot of what we provide-via Ares are links to library content, such as e-book chapters, journal articles, even streaming media, but we also scan and upload content to Ares as well and any of the content that we post in Ares for your courses is compliant with the Accessibility for Ontarians with Disabilities Act, which is the AODA. So, it is able to be read using assistive devices such as screen-readers. We also ensure that the links to any library electronic content are stable and can easily be accessed from off-campus without students having to go to a separate login page, and the content in Course Reserves is easily integrated into Courselink as well. It's also possible to add library guides and we actually prompt to see if you want to add a library course guide for your course. It varies when you're building a course listed in Ares. Jacqueline is going to talk a little bit more about course types later on in the presentation. Ares is available to any faculty member on campus. Simply log in from the library's homepage via Single Sign-On, the way you do many other university services. Next slide please. So, the Ares Course Reserve system also has a lot of benefits for students. They see custom course lists so they only see the lists for courses in which they are enrolled; they don't have to go to scrolling through a long list of content to find what they're looking for. The interface with Courselink is a seamless one, as they sign in using Single Sign-On. They can move back and forth between the two systems very easily. Off-campus access is simplified, as I mentioned before, and the content is fully accessible. There are also some features for students such as the ability to create a favourites list; so, if they have three or four things, they regularly go back to in their course reading list, they can favorite those things and go to them very quickly at any time, and there's also a citation textbook tool as well. Next slide.

So, while the majority of Course Reserves are online these days, we have had to tackle the challenge of how to make the material in our print reserves collections available and I'm not sure whether you're aware or not but the library has, for a couple of years now, been running a course textbook program, where we purchase and make available the required textbook for almost every undergraduate course on campus, wherever that is feasible. Unfortunately, textbook providers, textbook publishers often don't provide that content in e-book form. They don't sell it to libraries. They may provide it for students in e-book form, but they don't sell it to libraries that way. So consequently, the majority of our course textbook titles on reserve are still in print form, so we have been working with faculty, starting back in the winter semester when we all first went online, to look at alternative options to course textbooks and one of the reasons is because students who didn't purchase a textbook, and we know that not all students do, no longer had access to those reserved textbooks once they were no longer on campus. Some of the options that we've been working with faculty on is looking at purchasing an e-book in the same subject area that isn't a textbook, creating online course packs using Ares by linking to existing library content such as e-books, e-journals, and streaming media, adding relevant chapters and articles from other materials, other books that you identify as the instructor for the course, and we also are talking about looking at adopting Open Educational Resources instead of commercial textbooks. Next slide.

Heather Martin: One of my other areas of responsibility is providing copyright guidance for instructors and particularly with respect to material misuse for teaching. If you're using copyright-protected works and wanting to make them available to your students, I can assist with letting you know what can be copied under Fair Dealing and other educational exceptions in the Copyright Act. Also, with respect to library license content, what it's available for you to do with that content, what uses are permitted and what uses are not. We've also got lots of copyright resources on the library's website; we have the Fair Dealing Policy posted there, we have a copyright FAQ, which is very extensive and provides lots of background information on copyright, and there is a copyright guide for instructors which is specifically designed to address uses of copyright that occur in online environments, particularly, posting content in Courselink, for example. I also am available for workshops and one-on-one consultations about copyright issues as well, and now I'm going to hand it over to Wayne Johnston, who is going to talk about the library services in support of research and scholarship.

Wayne Johnston: Thanks Heather. Yeah, so I represent the team at the library called Research and Scholarship, and our mandate is to support you in your research agenda and your publishing activities, the dissemination of your scholarship, and as with most of the services they chill here. About this morning, we do one-on-one consultations, we do online workshops, we do class instruction. In the past that's involved classroom appearance and talking about a number of related themes, or we can do certainly, going forward, virtual presentations and for your classroom experience. Next slide.

So, I'm going to run through the range of services that we offer in terms of scholarship and publishing. One of the areas is publishing and author rights. So that can involve things like assisting you with choosing an appropriate journal to make sure there's a good fit with your scholarship and that it's going to have the impact and visibility that you are looking for in that context. We'll look at things like the journal impact factor and how you should factor that into your decision making as well as author agreements. Too often, authors enter an agreement with a publisher in which they sign away some of their rights to their own research output and so we can assist you in modifying the author agreement to ensure that you're protecting your rights and intellectual property. We do specifically look at intellectual property and things like licenses, like Creative Commons, to make sure that your scholarship is being used under the terms by which you find most advantageous. We can assist you with tracking and increasing your research impact, looking at things like online research with profiles, the ORCiD which is a unique identifier for you as a researcher, which can help to collate all of your research outputs as well as disambiguate you from other authors with similar names. We can look at the h-index and things like alt-metrics, where you look beyond typical academic publishing in journals to things like social media, blogs, tweets, video and so on, as well as popular media, as well as your data being reused by other researchers as an indicator of the value of your research. We deal with open access in its various forms, including gold open access, which is publishing in open access journals, green open access whereby you publish in a traditional subscription journal but our self-archive, your scholarship in a repository, where it's freely and openly available to the world.

Wayne Johnston: We can assist you in identifying predatory or illegitimate journals which sometimes can be encountered as well as assisting you with compliance with various policies, and that can include the funders of your research, as well as the journal itself that you're publishing. It may have specific compliance requirements that we can advise you on.

Open Educational Resources, so if you are looking to create your own Open Educational Resources tailored to your teaching agenda, we can assist with that including a publishing platform called Pressbooks where you can repurpose and create Open Educational Resources and publish and share those as you see fit. Research data management is a major area of work for us and again this involves compliance with funder policies and journal policies. Funders increasingly are requiring the research that they support, make the results of the research, the research data, openly and freely available, shared. So that other scholars can gain access to it and in addition increase linked journals are also requiring that data be available online and openly shared and accessible to peer review; peer review of the data itself as well as the scholarly output. Other forms of scholarly output we work with data management plans. These are plans that set up what you're going to be doing with your data throughout the research lifecycle, from the point of collecting data, storing data, eventually publishing and sharing data and long-term preservation of your data. In that context, we support an online tool which facilitates the creation of your data management plan, so we can assist with that. Looking at strategies for data collection, data storage; so, whether it's one of a number of options that are available through Campus Services or if you're looking at external ways to store your data, ensuring data security, ways to organize your data for maximum efficiency as well as lack of ambiguity and version control and various things like that, naming conventions for your data files.

Documentation and metadata, both for your own purposes; sometimes over the course of a multi-year research project we can forget what that is, how it's supposed to be interpreted, unless we've properly documented it, but certainly in terms of making that available to other researchers as well; it's important. Again, publishing and sharing and preservation and we do have a data repository on campus supported by the library and we do facilitated submission to the data repository to make it as easy as possible for you to get your data into the repository. We help you with archiving and preserving research in terms of your scholarly output. We have an institutional repository distinct from the data repository which all of your scholarly output can be archived there and made freely available again to the world. We have a platform for open access journals which you may be interested at some point in starting a new journal either for traditional dissemination of scholarship or even as a pedagogical tool. Sometimes we integrate the journal publishing with the classroom experience to teach students about scholarly publishing and authorship and peer review and all those sorts of things. We also support digital scholarship; if you have research projects that are particularly technology-driven we can advise and assist with that. If part of your work is to create online exhibits, we can support that, or designing of databases, if that's part of what your research entails. Next slide.

Wayne Johnston: Working with data, we have a unit called the Data Resource Centre which can help again with data collection, creation, and administration of surveys. Once you start collecting data, very often you need to clean your data for analysis and publication. Geospatial data analysis, various software platforms, used to analyze data as well as data visualization. Next slide. This is just an indication of how all the services that I've talked about are essentially available through two points in the menu bar on the website which you've heard about and we'll hear a little bit more about as well and then I'll pass it on to Jacqueline.

Jaqueline Kreller: Great, thanks Wayne. So, my name is Jacqueline Kreller-Vanderkooy and I am the Learning & Curriculum Support Librarian and I'm going to talk today about online academic supports that are available to both students and faculty. So, you can direct your students to the supports, you are welcome to incorporate them into your classes, and you're also welcome to avail yourself of them for your own research and writing.

So, areas that we support include writing, so that's writing at any stage of the process or one's development as a writer, so we can help with organization and structure, feedback on draft, writing in specific disciplines or genres, and we also provide support for English as an additional language. We have research assistants; so, it could be finding and evaluating sources, could be working on a literature review, a systematic review, or another kind of knowledge synthesis. We provide lots of support for things like studying, time management, and presentations, including managing the adjustment to online learning. So, if your students are maybe struggling or you'd like to provide them with support there. As well as digital media projects; so, helping students to create videos, blogs, podcasts or other forms of digital media, and we also do consult on digital media assignment design. So, if you're interested in incorporating an assignment like that into your course, we can help you do that. So, one of the ways that we offer support is through workshops; the library typically offers many co-curricular workshops, meaning workshops that are not connected to any one course, and we are working hard to transition as many workshops as possible to an online environment, and it's looking like that's going to be a mix of synchronous and asynchronous workshops. So, we're not quite sure yet of the fall lineup but please do watch the library website as plans are firmed up workshops will look here on the library workshops and events calendar. So, this is just a screenshot from a portion of the library homepage that shows the upcoming workshops and if you click through on that register button, it'll bring you to our library workshops and events calendar, where you can see all of the upcoming events and workshops that have been - that are planned and these will be pretty much online, so these will appear here.

So other types of resources: we have plenty of self-directed library resources and students can be referred directly to these or you can also pick and choose and link them from Courselink or other course materials according to whatever is going to be useful for the students in your course. So one kind of library resource we have are topic guides; so these are how-to web pages on a host of topics, so if you want to get to those you can click on the library guides icon on the library homepage, that will bring you to- you'll have to expand the list of topic guides and you can choose from a really big range.

Jaqueline Kreller: So, one example is this online learning resource that we created in response to the pandemic and these provide lots of tips for how to learn effectively in an online environment. Another kind of self-directed online resource that we have a lot of are YouTube videos. So, the library has a YouTube channel and, on that channel, we have a lot of short videos again on a variety of the topic that we help students with in the library. To get there, if you scroll to the - I mean, you can just search on YouTube, or you can scroll to the very bottom of the library homepage, you'll see within our socials there - you'll see the YouTube icon and that will bring you to the U of G library channel. So, for example, just a couple of the videos we have; so, we have this one that's How to Create a Concept Map so if that's something you're hoping students will do, you can embed that video into course resources. Here's another video and this is about how to tell if a source is a scholarly journal article, so just a small taste of what we have available and there's lots more.

So, another way that we provide support to students, and this is really about individualized services, consultations. So, I did want to highlight that many of the questions that students and instructors have can be answered quickly by using our chat service. So, if you look at the very bottom right-hand corner, every page on our website has this red "Chat with us" little tab, so if you click on that it will bring you to an online chat and the hours are currently 10 a.m. to 7 p.m. Monday to Friday, and then we're also available Saturdays 12:00 to 5:00 p.m. and likely, the hours will be longer in the fall. We ordinarily open those hours up in the fall and winter semesters, and so that's a great way to get sort-of quick questions answered. So, we do also provide more in-depth consultations and again a host of different areas, and both students and faculty can make use of those. So, to see the variety of consultations that are available you can click on the Book Online Appointments icon on the library homepage and then expand the relevant section. So, if you need writing or help with data or studying it will explain how to make an appointment with an expert there, and these will more than likely all be virtual appointments.

So, another thing that the library has always typically done is work with many instructors each semester to support individual courses, with in-class workshops, curated online resources, and other customized support. So, we are working hard to continue supporting courses in this new environment that we're in right now. So, what we're planning at the moment is to offer a mix of asynchronous and synchronous online resources and if you would like to explore what library support for your course could look like, we encourage you to contact us, so the best way to do that is if you visit the Faculty & Instructors page on the library homepage, so that's available from the library homepage - the menu Using the Library, choosing Faculty & Instructors and then you can scroll down to the section on that page that's titled "How do I book a workshop for my class?"; so that'll explain based on what kind of skills you're hoping to teach your students, which is sort of how to contact those folks to discuss how best we can support you. An example of a support that we offer is a Course Guide. So, I believe Heather talked about this a little bit already; so, a Course Guide is a curated page of library resources.

Jaqueline Kreller: So, we can put all sorts of things in there, for example, library databases specifically chosen for your students in your course topic, guides on relevant topics and videos, other learning objects, things like that, and then you can direct your students to that Course Guide via Courselink via the Ares list that Heather talked about, or just any kind of direct link. So again, to get there you would click on the Library Guides, you would expand the Course Guides section and you can see a huge list of all the Course Guides we have available. Here is an example of a Course Guide; this is for Biology 2060 and you can see we have some databases there, we have some reference books that we've chosen and then we also link out to a series of guides and videos that are relevant to the assignments that students are doing in that course. Again, we're happy to work with instructors directly to curate this page and make sure it's serving your students in the best way.

So finally, I wanted to draw your attention back to the Faculty & Instructors page because we've shared a lot of different things with you today and if you want to sort of find them all in one place, the Faculty & Instructors page is great because it's all oriented towards faculty and instructors obviously. So then, the other thing I wanted to highlight once again is that you can always ask any questions you might have by chatting with us, so if you click on that chat tab you can get in touch really easily and you can also reach out via email, so library@uoguelph.ca, any question you have about library services you can ask it there and we'll be able to help you and now I think we're ready for questions.

