

Library Council Meeting  
Killam Library Room 2902  
21 January 2016  
10:00am – 11:44am

Present: Donna Bourne Tyson (Chair), Sandra Dwyer (Secretary), Carol Richardson (Recording Secretary), Alice Stover, Allison Fulford, Anne Matthewman, Brian Lesser, Elaine MacInnis, Erin MacPherson, Gail Fraser, Geoff Brown, Gwendolyn MacNairn, Heather MacFadyen, Jackie Phinney, James Boxall, Janice Slauenwhite, John Yolkowski, Julie Marcoux, Karen Chandler, Karen Smith, Linda Aiken, Linda Bedwell, Lindsay McNiff, Marc Comeau, Margaret Vail, Mark Lewis, Melissa Helwig, Michael Moosberger, Michelle Paon, Mick Bottom, Nicole Tanner, Patrick Ellis, Robin Parker, Roger Gillis, Sai Choi Chua, Sarah Stevenson, Shelley McKibbon,

Regrets: Ann Barrett, Creighton Barrett, David Michels, Dominic Silvio, Ian Colford, Jennifer Adams, Joyline Makani, Marlo McKay, Oriel MacLennan, Sarah Jane Dooley

Donna welcomed Dominic Rosetti to the Library Council. Dominic is a SIM student who works in Archives and Donna is his Professional Partner.

#### 1. Adoption of the Agenda

The agenda was adopted with one addition. Conferences will be added under Other Business.

#### 2. Approval of the Minutes of December 17, 2015

The minutes were approved with the following changes.

##### 4. Round table updates:

Shelley McKibbon

Should read: Working with the Web Team and Assessment Team on the Architecture of the site.

Anne Matthewman

AUL

Lindsay McNiff's name should be included in the sentence starting "Worked with Robin Parker..."

Julie Marcoux

Should read: Did 26 presentations/workshops and had 94 questions with a statistics element in the fall semester.

#### 3. Business Arising

##### a. Library Council Chair – nominations/volunteers

There were no nominations/volunteers received for Library Council Chair since the call was made at the December Library Council meeting. After some discussion, it was decided to defer this item to the next meeting in which there will be another call for nominations or the Terms of Reference will have to be revised so the current chair can remain. It was noted, a call for nominations will soon be coming for next year's Library Council so Donna asked members to start thinking about it. Donna will not be at the February Council meeting so please let Donna know if you are willing to be "guest" Chair in her absence.

##### b. Library Council Terms of Reference – revised (final approval)

This item will be deferred until the Chair of Library Council is settled.

#### 4. Round table updates – all members (30 minutes)

Karen Chandler

- Fiscal time of year when the resources team are number crunching and looking at 3<sup>rd</sup> quarter variance and trying to forecast for next year. Plus dealing with the accrual conflicts.
- The exchange rate is having a big impact on our invoices and consortial packages.

- As of February 1, Kathryn Reddy will no longer be the manager of CAUL. There is no replacement known at this time.
- There is shifting of COPPUL staff but Andrew Waller is still in charge of COPPUL deals.

#### Michelle Paon

- Set up two ACRL webinars related to librarians working collaboratively with Writing Centres. The first one was on January 5 and the second will take place on February 10 from 4:00pm-5:30pm in Room 2902. Everyone is welcome to attend.

#### Heather MacFadyen

- There have been two meetings of the EAF Working Group (Sarah Stevenson, Lindsay McNiff, Sarah Jane Dooley, Erin MacPherson, Linda Aiken and Heather MacFadyen). The group are reviewing the process of the system wide EAF. They are making decisions on what to retain and have created a list of titles that need to be investigated further. If you have any questions, please contact one of the Working Group members.

#### Margaret Vail

- Web committee
  - Working on the Web Assessment and redesign for the website. Webpages that have been chosen by the team for deletion or rewrite have been sent to the webpage owners.
  - Approval has been given to hire a SIM student, Charlotte McKeigan. She will be working 6-8 hours a week until the end of term to redesign and do more usability testing.

#### Alice Stover

- Big part of her time has been spent working on the budget.
- Andrew Wood has joined the Resources Team as the new C-5. Alice is training him.

#### Mick Bottom

- LITS staff have been working with Kellogg staff to get things functional in the CHEB Learning Commons as well as in Chapter House.
- The LITS Help Desk is very busy.
- Reviewing applications for a fulltime Help Desk position due to Graham Perkins moving to Desktop Support.

#### James Boxall

- Dalhousie has a certificate in GIS and Jennifer Strang is working and co-teaching with Daniel Rainham and delivering some advanced GIS projects for students.
- Canadian Association of Geographers are meeting here and at Saint Mary's the end of May. James will be doing a study group and session on Geographic Education and GIS.

#### Sai Choi Chua

- SPSS is freely available to all Dalhousie students and was downloaded about 180 times this month.

#### John Yolkowski

- We have concluded our agreement with Access Copyright.
- Continuing to visit more departments.
- Created a new webpage for conference presentations and copyright.
- Attended one-day workshop at UofT and has held subsequent meetings on 3-D printing and copyright.

#### Linda Aiken

- Collections budget review.
- Working with Sandy hoping to replace Andrew Wood (now permanent) with a temp position until Claire Cheong returns from maternity leave.

#### Linda Bedwell

- "Putting Assessment into Action: Selected Projects from the First Cohort of the Assessment in Action Grant", has finally been published. Linda wrote a chapter for this publication "Research Assistance Linked to Student Retention".

#### Nikki Tanner

- Working with David Michels on instructional sessions and updating educational LibGuides.

#### Brian Lesser

- Received positive feedback from Phase 1 of the BrightSpace survey. Phase 2 is on now and students will be surveyed in February for a campus wide summer launch. Training is available for all faculty.
- Working to develop self-help resources.
- Identified one vendor for the plagiarism detection software and will proceed with testing. Any librarian interested in testing a plagiarism detection solution against our collection, please let Brian know.

#### Marc Comeau

- Been given February 1 as the tentative move-in date for the new LITS space on the 3<sup>rd</sup> floor.
- BrightSpace – for anyone who are working with faculty who might have questions about it, please share with them that those who created from scratch are happier than those that were migrated; there could be several reasons for this.
- A lot of work being done in the CHEB and Chapter House. LITS held a small planning session at their last staff meeting focusing on departmental goals, taking a quick look to see if their goals align with the Strategic Plan before finalizing them. Marc will circulate them to Library Council.

#### Janice Slauenwhite

- CHEB business.
- 3rd quarter variance reports.
- CARL Stats submitted in January.

#### Lindsay McNiff

- Presenting at OLA and going to Partnership Annual meeting as one of the editorial staff. There is a call for papers due February 26. It's their 10<sup>th</sup> anniversary issue. Looking at how librarianship has changed over the past 10 years. Any thoughts on that, send in a submission.
- Officially at Killam fulltime now but finishing up Kellogg work by teaching in Dentistry this term. Taught at SIM last term.
- Taking over the Transition Year Program from Phyllis since she retired.
- A member of the EAF Working Group.

#### Robin Parker

- Applied for a CIHR grant with the deadline in January with which she supported 6 projects and gave letters of support.
- Melissa and Robin taught two classes with the Health Science Information course at SIM so far.

#### Elaine MacInnis

- Agricultural campus
  - Elaine is the pre-conference Chair for the United States Agricultural Information Network conference happening in Florida in late April.
  - Faculty of Agriculture are doing a departmental restructuring process. They previously had 4 departments (Plant Animal Science, Business and Social Sciences, Environmental Science, Engineering) but now the proposal is to have Plant science detach from Animal Science and join with Environmental Science. Animal Science will be renamed to Animal Science and Agriculture. This is only a recommendation until it has been approved by Senate.

#### Michael Moosberger

- Creighton Barrett has co-curated an exhibit with Dalhousie Art Gallery Director/Curator, Peter Dykhuis. The exhibit opens tonight at 7:00pm and runs until April 17 in the Dalhousie Art Gallery.
- Library & Archives Canada have published a new journal "Signatures". Mike will have the link sent to the Library Council Listserv. A paper copy is available as well.

#### Melissa Helwig

- Applied for One Knowledge Synthesis Grant in January.

- All of her research done in the last few years have been published including two systematic reviews published in the last 3 months, an article in JCHLA before Christmas plus 3 more protocols being published this year. Mapping study on the hospital pharmacy is in the February edition of JMLA, 3 more papers coming out in the Spring.
- Papers accepted to attend two conferences in the Spring, so deciding which one to attend.

#### Anne Matthewman

- DUNN
  - Currently spending some technology money from the Schulich Fund to upgrade computers and get some tables for the Information Commons.
  - Plastic wrap is starting to come down from the outside of the building. The next phase will be doing some interior work on the 1<sup>st</sup> and 2<sup>nd</sup> floor.
  - Returned from Minneapolis last Tuesday where it was very cold.
  - Welcome back to Mark and David. Plus Whitney, their SIM student is back as well.
  - Endowment money needs to be spent so hoping to add to the collection using this money.
  - Nikki has done a lot of work on the LibGuides.
- AUL
  - Reminder, the Conversation Groups are still taking place every 4-6 weeks. Lindsay organizes them and David will be chairing the next one.
  - Associate Deans Academic Council following along with what's happening with BrightSpace and statistical data from OAR in terms of student retention.

#### Shelley McKibbin

- Getting use to the new location with only 1 out of 7 students getting lost for meetings.
- Heat has finally been turned on in her office and she is delighted.
- Doing office hours in the Forrest Building (Anne, Melissa and Shelley) and hoping this will help pick up some student questions.
- Refworks 3.0 is supposed to come out of Beta this month. Hoping for a soft launch in the Spring.

#### Gail Fraser

- Working on budget projections, e-resource problem resolutions.
- Working with Kellogg e-resource staff to try and reduce negative effects with cancellations specifically Nursing & Allied Health, making sure they have their PDFs for e-reserve readings.

#### Karen Smith

- 1st year seminar is in the winter term and did a LibGuide for it. The 1st year seminars will not be continuing. FASS cannot support them so the pilot will be put on hold.
- Did some undergrad assessments.

#### Patrick Ellis

- Met with Mike Conrad who worked on the United Way Project with Donna and Michele Charlton and hats off to the great work Michele has done on this project.
- Over 9000 Ebsco titles were added. Some of the titles were not favorable.
- Reference backup on Wednesdays.
- Thank you to Janice Slauenwhite, Ann Barrett, Jann Pelley and Carol Pottie for all the help with the move.

Donna said thank you to all the Kellogg staff for rolling with the punches and being incredibly flexible during the big move(s).

#### Erin MacPherson

- Classes - taught a number of them and everyone seems to like library assignments.
- Working on first draft of the Ethiopia report.

#### Jackie Phinney

- Seeing medical students because their research and medicine proposals are due soon.

- Robin and Jackie have been part of the Undergraduate Medicine Curriculum Map Committee for about a year. The map is going live February 8. Currently working with another staff from UGME, working on the user guide and the video tutorial. Hoping to involve the Kellogg interns.
- Working on a display in the lobby at the commons. Valentine heart theme.

#### 5. Presentation – Donna Bourne-Tyson, Budget planning (15 minutes)

Donna gave a presentation on the Budget planning

- A 2.5 percent cut is expected which will equal about \$200,000, but the acquisitions budget will be protected. There will be a cost of living increase 2%.
- Wireless network at the University is hitting a critical point and needs funding of 1.5million every year. Some money is being directed towards that as well as redirecting some money to FASS because of declining enrollment. Facilities are getting some extra money this year as well for infrastructure repairs.
- Most of the Libraries' money comes from the University's Central budget but we do get some extra from other departments along with donations (which vary from year to year), plus endowments.
- Strategic Initiatives funding – Donna is hoping to get some money for for an open textbook pilot.
- Items that are not included in our budget are such things as Non-Space Equipment funding eg. For furniture or something that is not physically attached to a structure. This funding has been declining every year and we are not sure what we are getting this year.
- We have had good success with renovations that we get through A & R requests. For example, renovations for LITS, Dunn & Sexton were partially funded through these types of requests. Furniture is sometimes purchased or inherited by other units.
- Subscriptions are still rising between 2-18% but mostly for us it has been 2-4%.
- Canadian dollar is continuing to plummet. This is our 3rd year for the US dollar rebate from Financial Services.
- Libraries all across Canada are having financial troubles and it is becoming "the new normal". We may have to cut big packages – it's a strategic concern.
- The best way to have input into the budget is to discuss it with your SMT member.
- Examples of decisions made in the past to save money are:
  - Reducing hours of service.
  - Cancelling subscriptions.
  - Augmenting our purchases with endowment funding. A short-term strategy.
  - We are training the C-5s system-wide so this may help with short staffing vacancies.
- Really important to be in touch with departments – faculty and students -- when making cancellations decisions.
- If we run a deficit, it's carried through to next year.
- Please send Donna an email or set up a meeting if you have any concerns. Donna will come back with firmer numbers in March or April.

#### 6. Assessment Priorities – Linda Bedwell (20 minutes)

- The priority areas for assessment were based on the Strategic Plan from 2015-2018, priorities identified in 2014-15 Assessment and other assessment projects.
- There should be someone responsible for each priority. If there isn't an obvious body, Linda will be the lead for that area, otherwise Linda will be there as a consultant eg. Web Committee. If you are about to do an assessment, keep in touch with Linda with results (send her the report).
- The Library Website Group are well underway in their assessment activities.
- The Learning Commons are moving forward but Linda sees assessment for this group going until 2018. There will be a "Guerrilla style assessment at the CHEB" & Sexton LC at some point.
- Library data is not assessed but needs to be formalized for assessment purposes.
- Single Service Points need assessment to make sure they are meeting the needs of our users.
- Information Literacy and Collections - Expertise for assessment is expected to be filled within the roles of the Collections Strategy Librarian and the Learning and Instruction Librarian.
- Program Impact on retention and student success. Any new programs or projects that support retention efforts needs to be assessed.
- Faculty study - some work has been done but it needs to continue.

- Discovery Layer needs to be assessed.
- Collections – make sure the needs are met for the Dalhousie community.
- Awareness of sources and resources. Maybe not everyone know what we can do for them.
- Feedback needs to be collected and assessed. Time to start gathering feedback.
- Impact on Research Output. More in the coming years.
- Online learning - BrightSpace will be added.
- New services, projects should be functioning the way we want to and create outcomes we want to achieve.

Anything that should be added, let Linda know.

The Killam doesn't have a Single Service Point so it was suggested the word be changed to Service Points. In another venue, the name Blended Service Desk was suggested so Elaine will follow-up with Linda on the correct name.

The Report will be shared with the Senate Library Review Committee.

Linda moved that Library Council adopt this version of the Report.  
(L.Bedwell/M. Paon)  
Approved

#### 7. Senate Review – update on process (10 minutes)

Thanks to everyone for meeting with the Senate Review Committee and providing any documents that were asked to be submitted. The two External Reviewers are Vivian Lewis from McMaster University and Gerald Beasley from the University of Alberta. They will be here on February 11 & 12 in Room 2902.

#### 8. Senior Management Reports – question period, written reports submitted in advance (15 minutes) (Attached)

#### 9. Senate Report – Robin Parker (5 minutes) (Main Report Attached)

There was one Senate meeting that took place since the last Library Council. Robin is part of the Senate Disciplinary Committee and attends hearings. This gives the library an opportunity to be involved in some of the Academic Integrity issues, Plagiarism issues and some of the resources the libraries provide.

Comments from librarians who support and play a role in their faculties with regard to Academic Integrity.

- It is looked at essential in Computer science especially on the citation side of Academic Integrity.
- Science Faculties expects it but Michelle doesn't spend a lot of time on it but she does emphasize it and directs them to resources that apply to the subject.
- Erin said she does similar at the agricultural campus. Workshops are promoted and resources are provided in classes.
- Lindsay said the students expect to hear about academic integrity in library classes.
- Shelley said she has asked to reinforce the academic integrity. Students don't always go to the writing centre but will talk to a librarian.
- In addition to the in-class sessions, "just in time" resources that we provide can play a role. It's important to promote them.
- The Writing Centre Resources LibGuide provides valuable information.

Johnson Chair endowment was discussed briefly but Robin doesn't have the details. There is no worry but there were questions about the missing accountability.

Robin noted that what stands out for her was the voting down the motion to increase the representation of students on Senate. Currently there are 7 reps and the proposal was to increase it to 22. There is a lot of duties

for 7 students but the students are allowed to delegate to other students but it is hard to get other students to participate. This won't be able to be on the table for another year. One of our Navigators is a student senator.

\*\*\*We need to promote the libraries even more...\*\*\*

10. Other Business (5 minutes)

Conference Opportunities:

ABC Copyright from May 26-27 at the Lord Nelson. Call for submissions is still open.

APLA is in Halifax May 29-June 1.

CLA is in Ottawa on June 1-3

IATUL is taking place on campus on June 5-9. Call for papers extended till February 5.

Two national conferences related to Information Management:

ARMA Canada from June 13-15.

Canadian Museums Association from April 11-15.

## **Resources Report - Library Council - P. Ellis, AUL Resources**

1. All Resources staff meeting that was cancelled for this month is being rescheduled with a target date of
2. The Resources team has completed the 3<sup>rd</sup> Quarter variance report for financial services. The continued drop in the Cdn dollar is continuing to raise our collection budget challenges.
3. Asmeret Gheareab, Linda Young and Gail Fraser have all moved from their former Kellogg office spaces to new offices on the first floor of Killam.
4. Collections Assessments: December 2015--January 2016
  - a. Program Change  
Computed Tomography Instrumentation and Applications (proposed course)  
3000 level  
School of Health Sciences  
Shelley McKibbon
  - b. The Science of Occupation: Dissecting Sanctioned and Unsanctioned Occupations (proposed course)  
4000 Level  
School of Occupational Therapy  
Shelley McKibbon
  - c. M.Eng. in Process Engineering (programme proposal—7 courses)  
Masters Level  
Faculty of Engineering  
Sarah Jane Dooley
  - d. African-American Vernacular Music  
Music 3360  
Fountain School of Performing Arts  
Karen Smith
  - e. Point of View in the Cinema (proposed course)  
THEA/FILM 439X.03  
Fountain School of Performing Arts  
Karen Smith
  - f. Bachelor of applied computer science (formerly: bachelor of informatics) (programme modification)  
Faculty of Computer Science  
Gwendolyn MacNairn
  - g. Technology in Medicine (course proposal)  
Bmng 3000  
School of Biomedical Engineering  
P. Ellis
5. Kellogg Library collection valuation for insurance purposes. Each year the Libraries – as part of a university wide project (American Appraisal)— update the valuation on our physical collections etc, based upon costing and additions and deletions from the collection. We are conducting a supplemental valuation of Health Sciences collections based upon the relocations and deletions necessary to complete our moves.
6. G. Fraser, A Stover and H. H McFadyen will be attending the OLA conference next week.

## **Report to Library Council - Kellogg Health Sciences Library - P. Ellis**

1. Kellogg Library moves:
  - a. Thank you to the Herculean efforts of:
    - i. Ann Barrett
    - ii. Janice Slauenwhite



- iii. Jan Pelley
- iv. Carol Pottie

And our many friends and colleagues throughout the library system, the Health Sciences Library was able to relocate collections, personnel etc in order to be open and operational for January 4, 2016.

- b. CHEB:
  - i. The shakedown process for the new building is underway. Lighting, locks, security procedures re closing have been particularly high on our agendas, and are largely resolved, with the steady hand of Janice Slauenwhite.
  - ii. Assessment:
    - 1. Student input via Twitter is being received.
    - 2. DBT and PE met with the Dean of Medicine and the President of the Medical Students Society regarding their comments on the new space.
    - 3. An assessment group will be meeting Friday, Jan 29, to begin the process of engagement and assessment.
- c. Chapterhouse:
  - 1. We were met with
    - a. a leaky roof in the collections area
    - b. a leaky wall/window frame adjacent to staff workstations
    - c. disabled or broken heat registers in the staff work area
    - d. insufficient power to support individual space heaters.
  - 2. Collections were not shelved in sequence by the movers, and we are very grateful for all the help we have had from staff who have been shelfreading the stacks.

### **Senate report to Library Council - Submitted by Robin Parker, Dalhousie Libraries Senator - Refers to Senate meetings 11 Jan 2016**

#### **Senate Chair reports**

- Congratulations to Dr Afua Cooper
- Congratulations to Dhruv Bhatia (senator student rep) – Stanford award on innovations
- Order of Canada: Mary Anne White, Chemistry; Fred Wein, Social Work
- Item approved by Senate Learning and teaching committee – members to chair committees for teaching awards
- Upcoming: Jan 25 – 1 hr meeting with 2 speakers on curriculum and scholarship; Feb 22 – 1 hr meeting on collegiality and culture; March 28 – 1 hr meeting on outreach from the various faculties; April 25 – 1 hour of meeting on consideration of an equity lens framework within our policies

#### **President reports**

- Fed Gov't interested in innovation and entrepreneurial ship ; stimulus (possibly); infrastructure
- Retention data – looking at root causes and discussing with alumni during the fundraising
- Discussions on how to engage on the TRC; inclusivity and respect

#### **Provost's reports**

- Report on the finances of the Johnson Chair in Black African Studies

#### **Student Rep report (DSU Vice-president)**

- Hosting Canadian Universities Queer services conference May 2016
- Winter social event
- Meetings with gvt – MOU and Bill 100 talks ongoing
- Phone line project and new coordinator hired
- 200<sup>th</sup> anniversary celebration planning – student consultations
- Governance review includes looking at communication with the registrar's office – census and self-identification
- Open forum was a success and continued conversations regarding divestment are ongoing with excellent student participation and engagement

## **Senate business**

Proposal to increase student representation on Senate from 7 to 22 students, including representation from all Faculties, graduate, international students, and equity seeking groups.

- Lengthy and heated discussion
- Narrowly rejected
- In my opinion, this is extremely disappointing.

**\*\*Please send comments or issues you would like me to address at Senate to robin.parker@dal.ca\*\***

## **Library Council Report -- AUL Discovery | Head Sexton Library | Allison Fulford**

### **AUL Discovery**

#### 1. Website Assessment Project

The biggest project right now for Discovery is the Libraries' new website. The mini website assessment committee (Margaret, Sarah, Shelley, Allie) is continuing its work. A timeline has been established allowing us to meet our go-live date of July 4, 2016 (a Monday). We have met with a staff member from the Campus Web Team to bring the Team up-to-date with our plans, and to make sure there are no technical obstacles in our path.

We have hired SIM student Charlotte MacKeigan to assist our assessment team in various ways as the project proceeds. She will help to transfer information into the new website structure on the preview server, she will assist in developing the tools we need for the next round of testing and also train the new group of test facilitators. After testing Charlotte will help with data analysis.

#### 2. Allie away to OLA next week in Toronto.

### **Highlights for Library Council – Sandy Dwyer – Director, Libraries HR**

1. The successful candidates for the two recently posted C5 positions were Andrew Wood and Seungkyoo (Kyoo) Lee. Andrew began in his new role, he had been working as a temp backfilling 2 maternity leaves, on Monday, January 18, 2016 and Kyoo began in her new position on Monday, January 11, 2016. The primary home for these positions is in the Killam Library but they will also fill in at the other libraries as required.
2. A temp position at the C4 level, to replace Andrew Wood in the maternity leave positions, will soon be posted.
3. A C5 position, to replace Angela Hersey at the Kellogg Library, has been posted. The posting will close on Wednesday, January 20, 2016. The hiring committee for this position is made up of Jan Pelley, Gail Fraser and Sandy Dwyer.
4. SIT 1 (Former T8 classification) – The interviews have taken place and we are awaiting acceptance of our offer by the successful candidate.
5. Help Desk Technician T7 position was closed on January 8, 2016. The members of the hiring committee are Marc Comeau, Mick Bottom, Sandy Dwyer and Michelle Paon.
6. The closing date for the DMNB librarian position was January 15, 2016.

## **AUL Research and Scholarly Communication & University Archivist LC Report - Michael Moosberger**

### **AUL Research and Scholarly Communication**

- Continued to monitor the progress of the Libraries support for the website and associated database development for the Programme in Anatomical Terminologies (FIPAT) of the International Federation of Associations of Anatomists (IFAA; www.ifaa.net).

- Finalized the delivery dates for the Libraries new over-sized book scanner which will arrive during the week of the week of Feb 15. Installation of the unit will take place on Monday Feb 22 morning with training on the unit occurring on that and all day Tuesday Feb 23. A message will go out in early February to organize training sessions for those involved in digitization projects within the Library.
- Chaired a joint meeting of the RDM/Scholarly Communications team and members of LITS. The meeting brought the group up to speed on ongoing projects, included a discussion of future storage needs and anticipated new initiatives and potential budget requirements may be for 2016-2017.
- Continued to work with Creighton, Roger and Mike Smit on the planning for the Digital Preservation Planning Course that we will be hosting from 22<sup>nd</sup> to 26<sup>th</sup> 2016.
- Met with the Senate Libraries' Review Committee focusing on the ongoing development of the Libraries Scholarly Communications and Research Data Management initiatives.
- Started taking the 5 week CAUBO on-line course, "Fundamentals of the Research Enterprise".

### **University Archivist**

- With the assistance of Jennifer Lambert, we completed two Young Canada Works grant applications for 2016-2017. The projects for which funding has been requested will deal with the electronic records that we hold in various environmental and sustainability collections and for the continuation of our digitization work on University publications.
- Prepared a proposal for the 200<sup>th</sup> Anniversary Planning Committee outlining the assistance that Dalhousie was seeking from the Canadian Museum of Immigration at Pier 21 in establishing an oral history program.
- Accepted donations of archival material from Dr. Andrew Wainwright (English) and Richard Oland (Olands Family) and continued discussions concerning the donation of additional accruals of material to the Archives with Dr. Eric Mills, Oceanography, Philip Pacey, Chemistry, playwrights Catherine Banks and Wendy Lill, alumni June Creelman and Darrel Pink, and the Biology Department regarding the papers of the late Dr. Bill Freedman.
- Prepared a memorandum for Sandy Dwyer in her capacity as Interim University Librarian at the University of Kings College related to the future management of the Kings Archives.
- Participated with the University Librarian on a conference call with staff at Library Archives Canada concerning the hosting of a Recordkeeping Day at Dal sometime in March 2016.
- Participated on a conference call with representatives from other CARL libraries related to CARL's "The Student Voice" DHCP grant funded project, which is looking at using Canadiana.org as a partner and repository for the digitization and dissemination of student newspapers and student radio station recordings for the period 1945-2000. Four test sites have been selected for Phase 1 of the project and include Dalhousie, UNB, York and the University of Alberta. We will be sending a selection of digital content to Canadiana.org and they will develop a structure for the searching and displaying of this content.
- Met with Duane Jones, Faculty of Medicine to discuss the work he is undertaking in building out a records management program for the Faculty and with John Miffen to discuss administrative hierarchical structures for the Libraries as we once again try and come to grips with the migration of records from Novell to Sharepoint within the Libraries.

## AUL Access Services & Head, MacRae & Killam Libraries - Highlights for Library Council

### MacRae

1. **Basement Remediation Plan** –We are thrilled to report that the remediation project on the basement floor of the Library is now complete and the basement has reopened for use. Huge thanks to all of the MacRae staff for all the hard work that went into making sure the collection was ready for use in January. We are also very grateful for everyone who assisted, especially those who spent the day at the MacRae on December 18<sup>th</sup>, shelf-reading and shifting.
2. **Access Services position** – a draft has gone to HR for provisional classification.
3. **Temporary position** – Linda Cormier will be rejoining the staff starting on Monday, January 25 for a 3-month term, full-time, to assist in Access Services and other areas as needed.
4. **Art Hanging System** – We have purchased and installed a Click Rail system for hanging artwork in the Librarian's Corner. It will be particularly useful for special events such as the Art Exhibit.
5. **Art Exhibit** – Our student, staff, faculty and alumni Art Exhibit will be on hiatus this year but will return the second week of January 2017.
6. **New equipment and furnishings** – We have purchased a smaller version of our mobile VC unit for use in my office/Library meeting room. The demand for the VC unit in the Cobequid Rm. has been increasing. This second unit will ensure library staff always have VC available to them to attend meetings based in Halifax. We have also purchased 6 new study carrels and 4 mobile whiteboards.
7. **Ethiopia – ATTSVE Project** – A successful trip, visiting the college libraries at Woreta and Wolaita Soddo. No new resources in 10 years at some of the libraries. Great spaces at two of the sites but old, uncomfortable furnishings that are not conducive to studying. There are no journals, little or no computers and no internet. Erin has been working on the first draft of our trip report from our observations, feedback and recommendations. The first draft of the report is due at the end of this week.

### Killam

1. **Copyright & Humanities Librarian** – I'd like to officially welcome Roger Gillis to the Dalhousie Libraries. We are very excited to have him join us.
2. **Librarian location updates** – Lindsay McNiff is now based full-time in the Killam Library. Julie is settled into her office on the 3<sup>rd</sup> floor and Roger is in his office on the 5<sup>th</sup> floor, across from the elevators.
3. **Killam Resources** – Monograph ordering continues. We still have a few subject areas to be assigned since Phyllis' retirement and a call has gone out for volunteers to cover those areas. Roger will be taking on Newspapers and Lindsay is taking over liaison responsibilities for the Transition Year Program.
4. **Course Assessments** – it's the time of year when many new courses are coming forward for approval. Liaisons have been very busy preparing assessments for these new courses.
5. **Budget** – 3<sup>rd</sup> Q budget review is currently underway for all the library units, including Killam and MacRae. Next step will be preliminary budget planning.
6. **Leave Management System** - has now been fully implemented at the Killam Library.
7. **2616** – This room is being used primarily by Continuing Education for ESL classes during the day for this term only.
8. **"Who to Contact When..."** list has been updated.

### Access Services:

Most of the champions or leads in Access Services will be providing updates of their current initiatives at Thursday's meeting. I will use this reporting opportunity to highlight items that may not arise in those verbal reports.

1. **Champions/Leads** – I have begun the practice of meeting regularly with each of the champions in Access Services. The goal is to meet at least once per term on an individual basis and as a group but I do meet with some of the champions more frequently.
2. **DLSPC** – Given the cost of receipt printers we are exploring the possibility of generating an email to the patron at the time of checkout as an alternative.

3. **C-5 Positions** - now that the hiring is complete for the five C-5 positions Sandy and I will be holding a meeting with all the managers of these shared positions to discuss the logistics of scheduling. Ann is working on a training plan for the reference component of their work – and for other staff.
4. **Critical Incident Response Plans**– We hope to set up sessions in February to review the plans with each unit. More information to follow.

### **University Librarian's Notes for Library Council – January 2016**

The first phase of the Aboriginal Connection page is now live on the dal.ca website. You can find the page here: <http://www.dal.ca/about-dal/aboriginal-connection.html>. It is also linked from the homepage, under the Explore Dalhousie section. I was involved with the ad hoc committee that set this up, and you may have noticed the Libraries' relevant LibGuides are included at the bottom). The committee was formed and led by Catherine Bagnell Styles in C&M with involvement from a variety of units committed to improving service for aboriginal students, including the College of Continuing Education, the Office of the Provost, Student Affairs, and several Aboriginal colleagues from across campus. The webpage is a work in progress, with links to courses coming soon. Happy to take any feedback for edits or additional content.

Very pleased to welcome Marlo MacKay back from her leave; you have probably noticed she has hit the ground running on many Communications fronts. Michele Charlton's contract with the Libraries has been extended until the end of June. During this time, Michele will be working with us in a slightly different capacity as the Special Events and Programming Project Manager. Her role will include working on the following:

- Project management for the International Association of University Libraries Conference (June 2016)
- Planning for this year's DalReads
- Planning and communications support for the Digital Preservation Management Workshop (September 2016)
- Assisting Marlo with the communications team for the Brightspace Implementation initiative.

Michele can still be reached at extension 3907, and will be sharing an office with Marlo.

I attended the Coalition for Networked Information (CNI) meeting in December in Washington and it was a very intense, information two days. Some of the sessions are now available on the website: <https://www.cni.org/> and I have been sending additional links to the LC list as they come out. The sessions were excellent and there is much we can learn from colleagues who are slightly ahead of us; but I was pleased to learn that in many areas of innovation, we are keeping pace or just slightly further back but on the same path.

Next week I will be at a CARL Board meeting and then the OLA Superconference in Toronto.

Thanks very much to those of you who took time to meet with the Review Committee for the Senate Review of the Libraries. Don't forget to hold time in your schedules for meetings with our external reviewers, February 11th and 12th.