

## Minutes

Library Council Meeting

Killam Library Room 2902

January 19, 2017

10:00am - 11:30am

Present: Mark Lewis (Chair), Karen Smith (Secretary), Carol Richardson (Recording Secretary), Alice Stover, Allison Fulford, Ann Barrett, Creighton Barrett, David Michels, Dominic Silvio, Donna Bourne-Tyson, Elaine MacInnis, Erin MacPherson, Gail Fraser, Geoff Brown, Gwen MacNairn, Heather MacFadyen, James Boxall, Janice Slauenwhite, Jennifer Adams, Joyline Makani, Julie Marcoux, Karen Chandler, Lachlan MacLeod, Linda Aiken, Linda Bedwell, Marc Comeau, Margaret Vail, Marlo MacKay, Michael Moosberger, Michelle Paon, Roger Gillis, Sai Choi Chua, Sandy Dwyer, Sarah Jane Dooley, Sarah Stevenson, Shelley McKibbon

Regrets: Anne Matthewman, Brian Lesser, Hannah Steeves, Ian Colford, Jackie Phinney, Lindsay McNiff, Lucy Kiester, Melissa Helwig, Mick Bottom, Oriel MacLennan, Robin Parker

### 1. Adoption of the Agenda

The agenda was adopted as presented. Welcome to Lachlan MacLeod, the new Copyright Services Coordinator for the Dalhousie Libraries.

### 2. Approval of the Minutes of December 13, 2016

The Minutes of the December 13, 2016 meeting were approved with the following two corrections:

- The Vojnik family will be replaced with Boniuk family under item number 4. Presentation from Lori Ward- Director of Development, University Libraries.
- Sarah Jane Dooley's name will be added to The EAF Working Group consists of ... under item number 1. Up-date from EAF Working Group re Taylor and Francis – Heather MacFadyen.

### 3. Business arising from the Minutes

The Senate Review Report is almost complete. The last thing that needs to be done before the draft of the report is circulated to Council will be for Mark Lewis to email librarians to collect data on how they serve on faculty or departmental committees.

### 4. Presentation on Digital Archives Collection Assessment – Creighton Barrett

In May 2016 Creighton started working with Domenic Rosati, the archives student intern, on the Digital Archives Assessment Project investigating a number of digital media carriers eg. floppy disc's, CDs, hard-drives (anything that stores archive material) that were in the stacks in the Archives department. The goal was to locate, separate and produce an inventory of the carriers. Their objective was to inform development of the digital archives program, especially digital forensics to help establish processing priorities for backlog of digital media. The archives department purchased a forensic recovery of evidence device. It's a specially designed computer for recovering data off of hard-drives and floppy discs.

The counting was completed by August and the physical work carried on into September. There were 2,914 carriers found. The most commonly identified carrier was the 3 ½" floppy disc. A rough estimate of server storage required to store this data was 325 Terabytes. Most of the material comes from our cultural archival collections which is the primary collecting area for the archives. A lot of material was found in imX Communications, Centre for Art Tapes and Neptune Theatre. The other source would be faculty papers, university records. Joan Cummings is a blind professor in the School of Social Work. Her work produced a lot of discs. All her teaching tools are multimedia.

Graphs were produced to illustrate the carriers across the collections and the graphs included formats.

Action Plan to respond to the problem:

- Establish processing priorities for the backlog.
- Update accessioning procedures and policies to include separation workflow and the registry of digital carriers.
- Develop digital forensic workflows and procedure manual.
- Establish procedures and infrastructure to support monetary appraisal of digital archival material.
- Establish technical specifications for archiving born-digital audio and video.

Work on action plan items:

- In September, as part of Alex Jokinen's Young Canada Works digital archives internship, she started looking at the 997 carriers that were separated from the imX Communications collection assessment. She also took the inventory data from that collection and added some additional data elements to prioritize and start reformatting. Another portion of Alex's work was to look at Bill Freedman's fonds and separate the disc's and the hard-drives and doing macro high level appraisals and getting it prepared for re-formatting.
- Procurement of FTK digital forensics software. Creighton will be doing some training on this software in February.
- Research and development of "reformatting guidelines for digital videocassettes"

A spreadsheet with a draft of the digital video encoding formats, data rates, and estimated storage requirements were displayed.

The digital forensic recovery device doesn't have the controllers but we have a 3 ½" USB drive so that it can be plugged into the machine and right block the discs and transfer the data. The floppy controller for the 5" costs roughly \$5,000.00 and eventually we need to purchase one because of the volume of work that may be coming to archives. A separate add-on imaging equipment would need to be purchased for microfiche.

What material we take from retired faculty comes down to our assessment of their work. We will have to be selective about what we take. The big challenge is the assessment work. The forensic work has to start before the analysis can start of what we want to keep. The process is going to be critical to the management of the university information as well as private collections.

Creighton hopes to put the report from this project in DalSpace. Creighton thanked Domenic for his work on this project. Because of his work, the project has been a great success.

It was agreed it would be a good idea to prepare digital guidelines for faculty.

Is there any format for peer reviewed for the value of the material? The acquisitions and collections development in the archives are very much like other work. The same decisions are made as if you were buying a journal or monograph. It was noted, some places make decisions at a committee level.

## 5. Library Council Committees discussion

Currently we have 2 Annual Reports submitted for 2015-2016. Thank you to the Chairs of these committees: Margaret Vail for the Web Advisory Committee and Sarah Jane Dooley for the Library Internship Practicum Coordinating Committee. It was suggested, going forward, the Chair of each Library Committee submit a short report or note to inform the Chair of Library Council if a committee has been active or not throughout the year.

Discussion continued on the viability of the following Committees:

Assessment and User Experience – Linda Bedwell (Chair)

This committee does not exist anymore.

Communications Team - Marlo MacKay (Chair)

This group hasn't met for some time (at least a year). Marlo is revisiting whether this Team is needed any longer.

Digital Scholarship Initiative – Sarah Stevenson (Chair)

Trying to disband and come back with a proposal for a different type of committee. The editors are working on the revised Terms of Reference and have just sent those out to the group. Only had discussions in 2015-16.

Discovery Layer Team – Margaret Vail (Chair)

The Team is still active and a report will be coming soon.

Libraries Internship/Practicum Coordinating Committee – Sarah Jane Dooley (Chair)

This Committee is still active.

*Report Highlights:*

- The Intern Enrichment Training days which took place over the course of the summer were a success. Workshops that were offered included those on specific software and tours of the libraries. This same program will continue in the summer of 2017.
- Three practicum applications went to the School of Information Management (SIM) this year. The students are placed to start in April. Sarah Jane will follow up with JoAnn Watson at SIM.
- The job postings for summer interns will be going out soon. They will include a statement to attract students with an indigenous background. The postings will be sent to Janice Slauenwhite to post on the job board as well as to JoAnn Watson at SIM and to the various indigenous groups.

Library Research Advisory Committee – Robin Parker (Chair)

The Committee is looking to repurpose this group.

Scholarly Resources Management Group – Allison Fullford (Chair)

The group is starting to meet again. There was no activity for 2015-16.

### Service Point Committee – Sandy Dwyer (Chair)

The Annual Report has been submitted to the Secretary and Recording Secretary of Library Council.

### Web Advisory Committee

- The Committee was very active last year due to the redesign of the libraries webpage. Please look at the Annual Report to see the staff and guests involved with this committee.
- The most used webpages excluding the Libraries Homepage and the Health Sciences Research page was the Research Tools page, the information about Kellogg and Killam Libraries page and the Study Room page. After the launch, the most used webpages were Research, Find (which included links to all collections), the Killam Homepage and the Search Box.
- Received a lot of great feedback including from President Florizone and Mike Smit from SIM. We were mentioned on Today@Dal and the SIM Blog. There was some negative feedback received but only 2 and those issues were resolved through making the health science resources more accessible to the health science students.
- Will be planning regular user assessments and testing to occur 4 years after the each launch. The assessment and testing will occur in 2020 and then the new website will be launched in 2021.
- Working on preparing instruction documents for future refresh web assessment for committee members.
- Want to do some post launch assessment.

We don't have any place to discuss any issues around preservation or conservation of our collections. We haven't addressed the knowledge gap around paper conservation issues to deal with the types of questions being ask since the former conservation officer retired. It would really benefit to have these discussions with the work that Archives is doing around digital preservation. It was suggested that a preservation working group would be useful. This may tie in with our new role with records management across the system and also with research data management support. Archives are looking to implement Archivematica this year, which is an open source digital preservation system. It's a large infrastructure project happening soon and research data ties into this project. Contact Creighton Barrett if you are interested in helping prepare some Terms of Reference for a preservation working group to bring back to the February Library Council meeting. It was noted, we need this committee to establish priorities. Higher level discussion is vital.

There will be more discussions on Library Council Committees at the February Library Council meeting.

#### 6. Senate Report - Robin Parker

No report for this month.

#### 7. Senior Management Reports – question period, written reports submitted in advance

Thanks to those who submitted their reports. A few questions asked concerning the following reports:

#### LITS Report

Question: The availability of Novell

Documents on S:\Library are live and available. A backup copy is in place for the material on S:\Library. The license agreement is up the end of March so by April 1 the documents will be completely gone from the S drive. It was noted, there is a plan to do a "fire drill" where Novell will be shut down for a few hours to see what breaks before it goes away completely.

#### University Librarian

At the Information Governance Steering Committee meeting last week, the Legal Council presented their Privacy Impact Assessment on Office 365. Part of the reason we had to move from Share to NAS was because we didn't have approval to move the material to SharePoint. The privacy impact assessment said we can make more of a distinction between what is extremely confidential or has a lot of personal data in it (health information or SIN #s). This information will have to remain on the NAS but all other working documents will move to SharePoint or One Drive within the next 6 months to a year. It is hoped by 2018 everything will be stored on a Canadian Cloud Server. Thanks to those who have been working on this because it was a big endeavor. Preliminary discussions with ITS are underway for the migration from NAS to SharePoint. It was noted, if you want your files moved to NAS from S:\Library, you need to do this before April 1.

Donna apologized for not sending a University Librarian Report. A draft of the Senate Review response was sent to Library Council just before the meeting today. Any suggestions for edits should be sent to Donna before Tuesday, February 7. Only a 2-page summary document goes to Senate, not the whole report.

#### Head - W.K. Kellogg Health Sciences Library Report

Students in Dentistry, Health Professions and Medicine will be able to apply to get after-hours access to the Kellogg Library. They have to apply to Janice Slauenwhite to do this but before this can happen, there are a number of issues still being worked out but it's hoped this can be resolved before exams begin.

#### 8. Roundtable

After completing a survey about the best way to proceed with Roundtable updates, Council decided to do a full timed Roundtable session every second meeting and then every other meeting it could be for those who wish to volunteer information.

#### Shelley McKibbin

- Jackie Phinney will be going on maternity leave soon and Shelley is the Chair of the Search Committee to select a term position candidate to stand in for Jackie while she is away.

#### Dominic Silvio

- Was on Sabbatical from July – December 2016. He is easing into a regular routine.

#### Sandy Dwyer

- The new Diversity and Inclusion Committee met for the first time last week. Our first initiative will be discipline related book displays in each Library for African Heritage month which is in February. The committee has sought input on books to be displayed from the Black Faculty and Staff Caucus.

#### Roger Gillis

- Been involved in getting Lachlan MacLeod oriented to the Dalhousie Libraries and copyright.

#### Sai Choi Chua

- Moved office from Killam Learning Commons to LITS on 3<sup>rd</sup> floor.
- Migrated courses datasets and documents from Novell T: drive to NAS O:\stats drive.

#### Donna Bourne-Tyson

- The Truth and Reconciliation hub or possibly Legacy Room will move into Choi's former office in the South Learning Commons.
- As a member of the Information Governance Committee, working with Susan Spence Wach analyzing how we can fix audio visual and video conferencing support across campus. Recommendations will be made to the Provost and VP Admin and Finance at the end of month.

#### David Michels

- Teaching at SIM and the Law School.
- Research and writing papers due tomorrow.
- Have a couple of writing projects.
- Working with Hannah Steeves and the Indigenous Governance Chair to create a resource collection in the library.

#### Linda Aiken

- OCLC is purchasing Relais. Shouldn't see any difference to the end user.

#### Heather MacFadyen

- Rolling out a National Journal Usage Survey for faculty, doctoral students, and postdoctoral fellows from 23 Canadian universities from CRKN. The survey will focus on the usage of electronic journals and builds on the work of Dr. Vincent Larivière, Canada Research Chair on the Transformations of Scholarly Communication at the Université de Montréal. Heather will send the survey to Council members and ask them to talk with their faculty and encourage them to participate in the survey.

#### Gail Fraser

- Participating in an eResources Team project to clean up Deli links. There will be an A-Z database list created in the LibGuides section. When Deli is decommissioned, the A-Z list will be used.

#### Joyline Makani

- Teaching and doing research.
- Working on two Insight Development Grants. Deadline is February 3.
- On the CARL Statistics Working Group.
- Invited to join the Finance Data Management Group for Canada.

#### Linda Bedwell

- If you use Libanalytics to record transactional data, nearing the end of the qualitative data audit so expect changes soon.

#### Erin MacPherson

- Working on Space Assessment.

Marlo MacKay

- Attending the agricultural campus Student Input and Feedback Team meeting (SIFT). There was great success with the new format this year.

Sarah Stevenson

- Welcome back to Dominic from his sabbatical.
- Dominic will be the subject specialist for Social Work and Lindsay McNiff will be the liaison for the Centre for Learning and Teaching.

Margaret Vail

- Hosting a Wikipedia edit-a-thon with Lindsay McNiff called One Librarian, One Reference on Tuesday, January 24 from 12:00-1:30pm. There is limited amount of space so if you plan to attend, please confirm with a yes on the invitation.

Michelle Paon

- Continuing to get up to speed as liaison librarian for Indigenous Studies. Taking the undergraduate course Contemporary issues in Indigenous Studies in the Winter Term.

9. Any Other Business

Next meeting will be February 14, 2017 at 10:00am.