

Library Council Meeting
Killam Library Room 2902
18 February 2016
10:00am – 11:31am

Present: Michael Moosberger (Guest Chair), Sandra Dwyer (Secretary), Carol Richardson (Recording Secretary), Alice Stover, Ann Barrett, Anne Matthewman, David Michels, Elaine MacInnis, Gwendolyn MacNairn, Heather MacFadyen, Jackie Phinney, Jennifer Adams, John Yolkowski, Karen Chandler, Karen Smith, Linda Aiken, Linda Bedwell, Lindsay McNiff, Marc Comeau, Margaret Vail, Mark Lewis, Melissa Helwig, Michelle Paon, Nicole Tanner, Patrick Ellis, Robin Parker, Roger Gillis, Sai Choi Chua, Sandra Dwyer, Sarah Jane Dooley, Sarah Stevenson

Regrets: Allison Fulford, Brian Lesser, Creighton Barrett, Dominic Silvio, Donna Bourne-Tyson, Erin MacPherson, Gail Fraser, Geoff Brown, Ian Colford, James Boxall, Janice Slauenwhite, Joyline Makani, Julie Marcoux, Marlo MacKay, Michele Charlton, Mick Bottom, Oriel MacLennan, Shelley McKibbon

1. Adoption of the Agenda

The Agenda was adopted as presented.

2. Approval of the Minutes of January 21, 2016

The Minutes of the January 21, 2016 meeting were approved.

3. Business Arising

a. Library Council Chair – nominations/volunteers

Mark Lewis has volunteered to be Library Council Chair with a couple of caveats attached. If the caveats can be addressed, we will have a new chair for Library Council for a forthcoming meeting. He will start in May and will continue into the next term.

b. Library Council Terms of Reference – revise if no nominations/volunteers so that UL may remain as Chair

This item does not need to be addressed because the issue has been resolved in item (a.) above.

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

Michelle Paon

- New book displays have been setup in the Killam in February. One on diversity and the others on special events.
- There is an Open House at the Wallace McCain Learning Commons (WMLC) on February 25 from 11am-3pm to promote the support services provided at the WMLC. A schedule has been created and will be posted to alert students of the services provided and the hours of their service in the WMLC.

David Michels

- Working with Nikki Tanner on a “paper day” project for law students. A number of different workshops and activities will take place for the students after reading week.
- Attended the OLA SuperConference and presented a workshop on “With Great Power Comes Great Responsibility: Ethical and Legal Frameworks for Libraries as Creators, Publishers, and Hosts of New Information” with Julie Lavigne, Carlton University.
- Published an article in the Canadian Law Library Review.
- Did a book review.
- Leading the focus groups for the Website Assessment project.

Sarah Stevenson

- Is grateful to David Michels for leading the focus groups tomorrow for the Website Assessment project. It is hoped the Web Renewal Project will be launched the week of July 5.
- There will be a Research Data Management Portage event happening on campus February 26. The circular was sent to Library Council. If you are interested in attending please rsvp.
- Working with Erin to run an ethics approved Research Data Management survey starting on March 1 in conjunction with other universities across Canada. It focuses on the Faculty of Science and Applied Sciences (Agriculture and computer science, Engineering). The next push will be with Health and Social Sciences to implement the same type of survey.

Jennifer Adams

- Teaching a SIM Class.
- Working with Law students on Pro bono projects.
- Law School tasks.

Mark Lewis

- Doing a lot of variance work.

Sarah Jane Dooley

- Meeting with the Libraries Internship/Practicum Coordinating Committee (LIPCC) on March 8 to discuss the Intern Training Day.
- Touching base with Joann Watson about the SIM practicum placements.

Robin Parker

- Jackie Phinney and a colleague from UNB had an abstract accepted for APLA. Melissa Helwig and Robin, along with their colleagues also had an abstract accepted for APLA.
- Presenting along with colleagues at the Canadian Health Libraries Association (CHLA) in Toronto in May.
- Teaching at SIM and other obligations.

Karen Chandler

- Assisting Elaine, the librarians and Alice with year-end purchases.
- Helping Sexton staff with their backfile journal collection.
- The CRKN Taylor and Francis reconciliation invoice has been received. There are quite a number of titles that have transferred into this package. There is a couple of teleconferences happening to gain input. A new medical collection has been created which will impact Dalhousie by either forcing us to buy that package or lose some important titles that we currently receive in another package. The title that is in questions is “Woman and Health Online”. Please keep in mind, we are in the early stages. The contract expires in 2016 so we will be looking at these further before we proceed in 2017.

Nicole Tanner

- Working on “paper day” planning with David Michels.
- Working on a staff training tutorial for the new LibGuides CMS.

Linda Bedwell

- Working with space assessments.
- Finished FASS Faculty interview report, sent out recently.
- Meeting with Tom Connell tomorrow from the Analytics department to discuss the past and current data from the Dalhousie Research Assistance Program (DRAP) to help predict students that are at risk and to discuss expanding the DRAP to get the students in for help before they are forced to come in.

Karen Smith

- There is a CLCP Reading at the Killam on March 1. The author is Binnie Brennan, a very established writer.
- There is no access to Naxos Music Library (there is something wrong with their search box). The music department have expressed concern about this which warranted an investigation from the vendor. We will be notified once the error is fixed.

Roger Gillis

- Working around collections to spend out year end funds.
- Took over Newspapers portfolio and getting up to speed on that.
- A number of one-on-one meetings with students for research help.
- The Copyright presentations have slowed down.
- Doing promotions about fair dealing and fielding inquires around that too.

Marc Comeau

- Interviews for the Help Desk position takes place on Friday.

Heather MacFadyen

- The All Resources Staff meeting took place on February 16. Thanks to those who had to reschedule their staff to make this event possible.
- Occupied with end of year tasks. Trying to get everything completed for the middle of April.

Sai Choi Chua

- Providing front-end data help while Julie Marcoux is away.
- Starting the new round of statistical analysis software renewal.
- Working with the Nova Scotia Health Authority on securing SAS license for the whole province.

Ann Barrett

- Starting to develop plans for the move back into the Tupper Building.
- Thank you for those who helped to shelf read.

Gwendolyn MacNairn

- Working with staff from the Writing Centre plus the professor who teaches Science 1111 to revise two Quick Style Guides that are on the Write n Cite page. It is hoped these will be online in the next few days with a last revised date attached.

Melissa Helwig

- (Jackie) The Curriculum Mapping Project launched on February 8. It's an interactive searchable online database of the higher and lower level learning objectives from medicine. It was a requirement for accreditation. One of the Kellogg interns, Leah Boulos, is developing a user guide tutorial which will be available at the end of the month.

Linda Aiken

- The temp position in Document Delivery has been hired and trained.
- Worked with Joe and Marlyn on the content for the webpages.
- A generous endowment fund was used to buy three new databases with long term access, one time expenditures.

Elaine MacInnis

- Reminder food for fines is on now. Keep in mind, you don't need fines to donate food. Our food numbers (quantity) over the past few years have declined.
- Milestone recognition lunch held Friday, February 12 honoured 28 staff from the Dalhousie Libraries.

Alice Stover

- Attended the OLA Superconference in January.
- Busy ordering for both Sexton and Killam.

Lindsay McNiff

- Attended the OLA Superconference and gave a talk. Attended the Partnership annual staff meeting. Lindsay noted they have extended their call for papers for their next issue (10th anniversary issue) until March 31.
- Conference presentation accepted to the Threshold Concepts Conference taking place in Halifax in June.
- Had a number of requests to teach with different groups. For example, going into a residence to give a presentation to 1st year students, and met with a first year success group (self-identified as at risk) plus did a number of sessions for ESL groups.

Patrick Ellis

- Highlighted some of the contents of the recently submitted Resources Report (sent previous to members by email). The Terms of Reference for the Scholarly Resources Management Group are attached to this report.

Sandy Dwyer

- Currently working with Pam Chase at the Novanet Office to set up email receipts to replace date due slips. Sandy will be doing testing soon.
- Organizing another job classification and job evaluation session for NSGEU staff.

Michael Moosberger

- Book scanner training will take place on Thursday, February 25, not Friday, February 26.

5. WMLC Guerrilla Assessment Results– Linda Bedwell (30 minutes)

Linda presented her results for the WMLC Guerrilla Assessment (November 30-December 6). The full report is located on S:\Library\Share\Assessment\Spaces\WMLC\Reports & Presentations. There will be an assessment done in the Kellogg beginning next week. There will be some differences because of the layout of the Kellogg space. Linda encouraged staff to have a look at both spaces to see the differences.

Linda hopes changes will come out of the WMLC survey because furniture was and is a big issue in both locations. Patrick noted, Kellogg had a great meeting with Linda. It was suggested that the results once received from both LC's need to be made available to everyone.

6. Scholarly Resources Management Group (call for new members) – Patrick Ellis (5 minutes)

With the retirement of Phyllis Ross, the Scholarly Resources Management Group have one less member. It was suggested the heads of each library assign staff to this committee for the coming term. Patrick will approach the heads to get a rep from each library. It was noted, Linda Aiken will replace Anne Matthewman as rep from the Law Library. The Terms of Reference haven't been met effectively in regards to membership and communication so this will be revisited.

7. Senate Report – Robin Parker (5 minutes)

There was no Senate meeting since the last Library Council Meeting. Robin is on the Senate Disciplinary Sub-Committee and is attending those meetings.

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

Questions:

-what does SIT stand for?

Senior IT.

-Does other schools use VPN as much as medicine?

No most do not, they use proxy. Ann would like to work together with Marc and his staff to retire the VPN or find other alternatives because of the problems over the years. It was noted, there is new hardware ordered by ITS but it will be some time. Ideally everything should be going through proxy. Hackers are a problem attacking the VPN but this issue is known and it's an ongoing issue. The video conference systems are being attacked as well but are moving toward something other than directly through phone lines. Old software is one problem. It's an issue across campus, not only within the libraries.

9. Other Business (10 minutes)

Library Council Terms of Reference

4.8. Duties of the Secretary – The Secretary shall:

4.8.2. Collect agenda items for the following meeting and distribute supporting documentation at least three business days prior to the meeting;

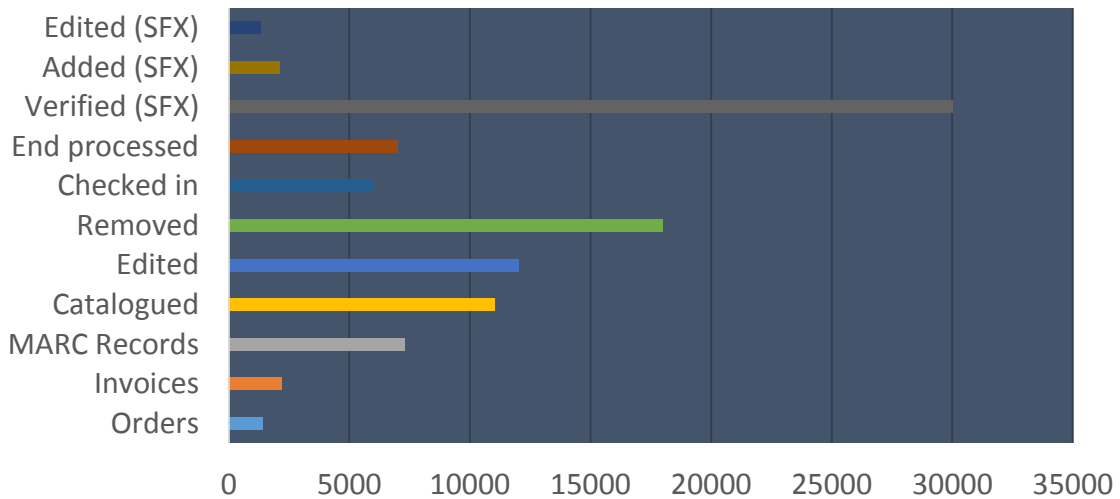
4.8.3. Distribute the agenda three business days prior to the meeting;

There was concern that the Terms of Reference are not being followed in regards to documents being distributed in a timely manner in order for members to get adequately familiarized with them before a meeting (this was no fault of the secretary). It was suggested and decided that any reports that are submitted to the secretary for distribution should be in his/her hands no later than Friday before the meeting and the secretary will distribute them the following Monday. If a report is not submitted on time, a verbal report should be presented during the meeting. Any presentations should come 24 hours ahead so that anyone coming in remotely can have access to it.

Library Council
Resources Team Update
Submitted by Patrick Ellis
AUL Resources
February 10, 2016

1. Resources Team Meeting

- a. We held an all resources team meeting this past Tuesday, Feb 8, the agenda was:
 - i. Welcome and Introductions (15 minutes)
 - ii. 2015 Accomplishments (15 minutes)
 - iii. 2016 Planning (30 minutes)
 - iv. Break (10 minutes)
 - v. Primo Training (30 minutes)
 - vi. Email Refresher (15 minutes)
- b. 2014-15 accomplishments
 - i. Processed nearly 1,400 orders
 - ii. Handled more than 2,200 invoices
 - iii. Uploaded more than 7,300 MARC records Catalogued more than 11,000 items
 - iv. Edited nearly 12,000 records
 - v. Removed nearly 18,000 items
 - vi. Checked in more than 6,000 serials
 - vii. End processed more than 7,000 items
 - viii. Verified nearly 30,000 e-resource titles
 - ix. Added more than 2,100 e-resource titles
 - x. Edited nearly 1,300 e-resource holdings



2. Future planning:

- a. Staff training and development, including cross training Access Services functions where possible
- b. Preparing for the planning stage for moving acquisitions to shelf ready (please stay tuned)

3. US Dollar reconciliation project

- a. \$457,000 was provided to account for 2014/15 losses

- b. These funds have been divided between Sexton, Killam and Kellogg to be used against their acquisitions and encumbrances for 2015-6
4. SRMG: The Scholarly Resources Management Group will be seeking new and/or ongoing members for the coming year. Minutes and agendas are posted to the SRMG folder in Share/Collections Files. Terms of Reference for the committee are appended.
5. EAF working group headed by Heather is continuing to lay the groundwork for a review of our EAF commitments.

University Librarian's Notes for Library Council

The Budget Advisory Committee has released their report: <http://bit.ly/1WhBSEa> . As we discussed at the January meeting, there will be a 2.5% cut to operating budgets for all faculties and units. There is good news that the Libraries' acquisitions line remains protected, with a 2% cost of living increase added to that line. There is mention in the report of our fiscal challenges: "Library: Inflationary and dollar exchange rate increases are a concern for the Library. The exchange rate difference on Library purchases is now covered by the University annually" (p.25). Janice Slauenwhite and I met with the Provost, VP Admin and Finance and others from their offices on February 3rd and had a productive discussion about these challenges. Heather MacFadyen has prepared a briefing note about our USD reconciliation fund, in response to requests we're receiving from ULs and other colleagues for details to be shared with their VPs Admin and Finance.

Thanks to Michele Charlton and Marlo MacKay, our 2014-15 Annual Report has been released: http://libraries.dal.ca/content/dam/dalhousie/pdf/library/Library_Administration/Dalhousie%20Libraries%20Annual%20Report%202014-15-FINAL.pdf . Marlo has begun compiling material for the 2015-16 report which we hope to have completed for mid-August 2016. As noted on the Library Council listserve recently, in this report, we also plan to include more analytics and assessment-related information linked to the goals in our Strategic Plan.

Vivian Lewis, University Librarian at McMaster, and Gerald Beasley, Vice-Provost and Chief Librarian, University of Alberta, the external reviewers for the Senate Review of the Libraries, were with us February 11th and 12th. Thanks to those of you who booked an appointment with them, or attended the general staff and librarian sessions. Both reviewers made comments about how welcome we made them feel, and how much they enjoyed meeting with everyone.

I have been acclaimed as vice-chair/chair elect for the Council of Atlantic University Libraries (CAUL). There was a vacancy created when Mark Leggott moved from UPEI to become the Executive Director for Research Data Canada. My term as chair will begin in 2017, roughly at the same time the term as President of the Canadian Association of Research Libraries (CARL) begins, so it will be a busy time.

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

Help Desk Technician T7 position interviews will begin on Friday February 19, 2016. The members of the hiring committee are Marc Comeau, Mick Bottom, Sandy Dwyer and Michelle Paon.

Denise Irving was hired in the C4 temp position, to replace Andrew Wood, in the maternity leave positions. She started work on February 1, 2016 and will be with us until August 23, 2016.

Interviews for the C5 position, to replace Angela Hersey at the Kellogg Library, have begun. The hiring committee for this position is made up of Jan Pelley, Gail Fraser and Sandy Dwyer.

SIT 1 (Former T8 classification) – Still waiting on confirmation of the acceptance of our offer.

Marc Comeau - Director, Library IT

We are now mostly moved into our new space. If anyone is looking for us, we're back in our old location on the 3rd floor of the Killam.

We are planning our annual open house to have everyone come learn more about our team and explore the new space. We had hoped for it to be early March but due to delayed furniture deliveries, we'll most likely have it towards the end of March. We would love to see everyone who can come to come visit us and learn more about what we do.

There's a lot of background work on our infrastructure going on as of late. One recent example has been testing our backups to make sure we knew how quickly we could pull something back. Our data is being backup with the ITS backup system with one location here in the Killam and a secondary location in Truro. Even though you are confident in your backups, it's always important to test regularly to make sure that things are working as you expect them to. This kind of work contributes indirectly to strategic goals 2.1.a, 2.1.d and 2.2.b

We've had a lot of attacks coming in through the VPN. This has been affecting our access to certain vendors and was difficult to resolve because we don't have access to VPN logs like we do with the proxy logs (where the attacks usually flow). The lag time was between requesting data from ITS and getting it was significant and was keeping us locked out of certain vendors much longer than we normally would. ITS has put a system in place for us that lets us poll the data almost instantly, giving us a similar turnaround time at our end as we have with the proxy server. So while this will not solve the problem of people attacking our resources, we've been able to greatly improve our response thanks to help from our partners in ITS.

Speaking of ITS, we are currently engaged in discussions surrounding better integration of support between our Help Desk and their Service Desk. A sizeable portion of the discussion covers a possible integration of ticket systems. This work contributes directly to strategic goal 5.3.c.

The Brightspace migration work continues. There has been a lot of activity related to training as we prepare people for the Summer rollout. Summer course migrations are happening right now and things are generally right on target. This work contributes directly to strategic goals 1.4.a, 1.4.b and 1.4.c.

AUL Discovery

1. Website Assessment Project

Work on our new libraries' website continues. We have made a lot of progress on the architecture for the new website but have some lingering questions. In the very short term we hope to get help with these questions through some focus group studies. The first of these focus groups is scheduled for this Friday, February 19 at 10 am in Killam room 2902. We are thankful to David Michels for facilitating this session. And thank you to Linda Bedwell for suggesting the focus group strategy. We have other focus groups planned for Studley, Carleton, and Sexton campuses, with faculty, graduate students, and with undergraduates.

2. Allison is attending CQ5 training Thursday, February 18 (that's why she's not at Library Council), so that she can better understand the website editing process.
3. Allison gave Resources staff a Primo information session at their Resources staff meeting, February 16.

Sexton Library

1. Thanks to Library Systems, Sexton library now has two Windows laptops to loan, as well as one Apple MacBook Pro. Laptop lending is becoming one of Sexton Library's more popular services.
2. Sexton campus will be participating in the University's Indoor Waste Bin Standards Implementation program. All personal/office garbage bins will be removed, replaced with small recycling bins with even smaller garbage bins attached. Facilities management will not empty these new bins, staff will have to take the bins to a four-bin recycling station and sort their waste themselves. All stand-alone garbage cans will be removed from the Library and patrons will be directed to sort their garbage at the four-bin stations inside the Library.

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

AUL Research and Scholarly Communication

- Continued to work with Jill Baldwin from Analogue Imaging on the delivery and set up of the Libraries' new over-sized book scanner which will now arrive during the week of the week of Feb 22. Installation of the unit will now take place on Wednesday Feb 24 morning with training on the unit occurring on that and all day Thursday Feb 25. A message went out yesterday to organize training sessions for those involved in digitization projects within the Library.
- Prepared a written justification for the purchase of a digital forensics computer or FRED machine for University Procurement. This computer will provide the Libraries the capabilities to review old and obsolete digital files, allowing for their assessment and determining whether the information they contain should be migrated and preserved.
- Along with three of the other AUL's met with the Senate Libraries' Review External reviewers.
- Met with Mike Smit, Geoff Brown, Lindsay McNiff, and Andrea Kampen to discuss a SSHRCC research contract Mike has received to investigate "Diffusion of Digital Tools and Techniques in Social Sciences and Humanities Research".
- Continued the CAUBO on-line course, "Fundamentals of the Research Enterprise".
- Attended the Libraries NS Research Support Group Meeting & Professional Development Opportunity.

University Archivist

- Met with Jennifer Lambert to discuss a proposed set of common document types to be used in the creation of new records and the migration of old records from Novell to SharePoint.
- Attended a meeting of the 200th 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. Met with staff at Pier 21 to discuss their role in the development of this initiative.
- Accepted donations of archival material from Dr. Eric Mills, Oceanography. Met with Julie Walker of the Biology Department and George-Ann Merrill regarding the papers of her late husband, Dr. Bill Freedman.
- Continued to work with 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 several conference calls with representatives from other CARL libraries related to CARL's "The Student Voice" DHCP grant funded project and assisted the Project Officer, Suzanne Belanger with information and advice for the Phase II grant application.
- Met with Brent Hall and Corey Nelson from ESRI Canada to discuss the new billing structure for the University's site license and to discuss current and new collaborative projects. Provided Corey with some enrollment statistics which will be used to determine the new pricing structure for the site license. It is anticipated that we will see a drop in our invoice for the 2016-2017 year.
- Met with Phillips Moving, Janice and Kelly and James to discuss the relocation of map cabinets and moving of furniture in the Killam Library in order to prepare for the space on the 2nd floor for the installation of the mobile shelving unit.
- Met with Mike MacAllister, Chair of the ESRI Centre of Excellence and Marlo Mackay to discuss a GIS promotions plan which would support both the GIS Centre and the ESRI Centre of Excellence.
- Met with Sarah Stevenson to discuss proposed changes to the University Archives' web page.

AUL – Learning and Curriculum Support- Anne Matthewman

ADAC meetings – Recent topics include Truth and Reconciliation Committee Report – concerns for educators – presentation from Aboriginal Centre and IWK research project re: two eyed curriculum development; and issues with SRIs – how to make teaching assessment more holistic.

New Plagiarism Detection Software (Academic Integrity and Originality) has been selected - it is currently being tested for usability. David Michels serving as an evaluator/tester

Open Educational Resources initiative is moving forward – FASS among other faculties has volunteered to look into using an OER textbook for a class to assess usefulness – Chemistry already has developed one

Dunn Law Library:

Jennifer Adams, Mark Lewis and I working on strategy document for their work with the Law School – broadly speaking it focuses on e-learning and using OJS and SSRN to publicize and disseminate faculty research.

Nikki Tanner working on an instructional session on LibGuides, volunteered to take part in usability training for the libraries website, spending more time on reference assistance as requests pick up.

Following consultation with students and Dean, library hours have been extended on Thursday evenings and Saturdays.

Revenue from endowment funds was used to purchase three more subscriptions (long term access): Animal Studies: Law, Welfare and Rights; Religion and the Law; World Treaty Library.

Renovations to building moving ahead with changes to first and second floor offices and creation of atrium space in front entranceway.

Kellogg Health Sciences Library - Patrick Ellis, Head

1. Collections: KLMG and Heather MacFadyen met on Friday Feb 12 to discuss collections outlook and planning.
 - a. US currency exchange moneys have been assigned to the still encumbered acquisition budget.
 - b. We will be drawing up a list of proposed cuts for the coming year so that we can plan the discussion with our users.
2. Space:
 - a. CHEB:
 - i. Assessment project: Linda Bedwell, Jan Pelley, Nadine Boutilier, Ann Barrett and I are working on the user assessment of CHEB facilities.
 - ii. Remote door locking: This has been an ongoing problem, with doors opening well before opening hours, and allowing people into an untended building and learning commons.
It was further exacerbated during last week's snow day when the doors were unlocked for a 12 noon opening that had in fact been cancelled.
 - iii. Room lighting sensors are not consistently sensing room occupants.
 - iv. Signage: Marlo, Jan, Ann and I are working on signs to manage noise/food/drink issues.
 - b. Chapterhouse:
 - i. Problems with leaks have slowed down.
 - ii. Heating remains inadequate.
 - iii. Cleaning is minimal—some areas have not been cleaned since our arrival
 - iv. Remote locking has also been problematic at Chapterhouse.
 - c. Tupper building:
 - i. Dismantling of the former Kellogg space is underway.
 - ii. Target return date for Sept 2016 may be pushed back, but no official word yet.
3. Valuation of physical collection and equipment: Each year Dalhousie participates in the Canadian Universities Reciprocal Insurance Exchange (CURIE) which is an annual insurance valuation project managed through the firm American Appraisal. Much of the valuation is related to real estate, property and chattels which are typically managed by facilities. Library collections are also valued. The data we provide is generally an update on additions and deletions to the physical collection that is then applied to the previous year's base number. I have had growing concern about the accuracy of the base number valuation which was arrived at years ago for Kellogg and each of our other libraries. This year, because of the extensive weeding, relocating and discarding of collections and equipment Kellogg, we have undergone a second valuation. I hope that we can provide a more accurate base measure of Kellogg physical collections when we return to the Tupper building.

AUL Access Services & Head, MacRae & Killam Libraries – Elaine MacInnis

MacRae

1. Access Services position – still waiting for provisional classification from HR.
2. Temporary position – Linda Cormier started on Monday, January 25 for a 3-month term, full-time, to assist in Access Services and other areas as needed.
3. Practicum Student – Pam Eakin, who is currently working on her MLIS online through University of Alberta, will be doing her Practicum at the MacRae Library, working on a couple of projects for the Library. Pam is currently the Manager of the Stewiacke Branch of the Colchester-East Hants Public Library.
4. New equipment and furnishings – Our 6 new study carrels and 3 mobile whiteboards have now been installed in the Library.
5. Ethiopia – ATTSVE Project – Work on the final trip report is nearing completion. We are working on a consolidated list of books for all 4 libraries with some unique titles based on particular academic requirements. Getting the requested titles remains a challenge with in-country suppliers. They commonly supply alternate suggestions and acquire those instead.
6. MacRae Library Advisory Committee – I am working on a Terms of Reference for a MacRae Library Advisory Committee. We had a similar committee of Faculty Council when we were NSAC but it was dissolved when the new Faculty Council was formed.

Killam

1. Killam Resources – Monograph ordering is now complete. We had some year-end surplus funds and have been able to acquire two more Springer eBook packages (Computer Science & Earth & Environmental Sciences) as well as Oxford Bibliographies Online – Political Science. We are waiting for final budget status before we proceed with purchase of the Adam Matthews Medieval Family Life collection as the cost came in higher than we hoped. We are also purchasing the electronic edition of the Loeb Classical Library through endowment funds. Jennifer Lambert has agreed to take on the German Subject liaison role.
2. Book Displays – Michelle Paon and Karen Smith have been busy working on various themed displays in the Killam. Karen currently has one mounted in 5th floor display cabinets on Superheroes and Superheroines found in our Collections and Michelle has one on Chinese New Year (2nd floor Reading Room) and African Heritage Month (South Learning Commons).
3. “Who to Contact When...” list has been updated and is now posted.
4. Co-ordination of Shared Staff – We are working out the logistics of sharing positions within the Killam Library, with a particular focus on the C-5 positions. This is particularly important as we approach vacation season. We have had one meeting of all managers who supervise Killam staff in DocDel, Access Services, Resources & IT and the group will meet regularly.

Access Services:

We had a meeting of the full Access Services Team on February 3rd. There are lots of great initiatives underway but the champions or leads will be providing updates of their current activities at Thursday's meeting. I will follow up by incorporating those into my written report for the next meeting, with any additional updates.