AGENDA

1. Adoption of the Agenda

2. Approval of the Minutes of April 17th, 2012

3. Business arising

4. Discussion and vote on proposed Terms of Reference for the Communications Team
   (Tina will speak to this and field any questions). Attached.

5. Discussion and vote on the proposed Terms of Reference for a new Research Committee
   (Dominic will speak to this and field any questions). Attached.

6. Discussion and vote on the proposed Terms of Reference for the Digital Scholarship
   Initiatives Steering Committee. (Oriel will speak to this an answer any questions).
   Attached. Motion to approve composition of Digital Scholarship Initiatives Group.

7. Proposal for *Dalhousie Libraries Data Archiving Service: An Investigation*
   (Phyllis and Joyline will present this initiative). Attached.

8. Discussion around information sharing options for Library Council members

9. University Librarian's Moment (News and Operational Review Update)

10. Council Round-up (News from the Libraries and our Members)

11. Date of next meeting: June 19th, 2012 9:30 a.m. – 11:00 a.m.

12. Motion to Adjourn

DALHOUSIE LIBRARIES COMMUNICATIONS TEAM
Terms of Reference
April 2012

Mandate
The Dalhousie Libraries Communications Team was established in 2009, and is responsible for all Libraries communications and marketing initiatives, both within and outside of the Dalhousie community. Strategy and tactics of the Team's activities are outlined in the Libraries' Communications Plan.

Primary Objectives
- To plan and implement annual and ongoing marketing campaigns for the Dalhousie Libraries
- To coordinate messaging and ensure consistency in branding based on the university's standards
- To raise awareness of the Libraries resources, services and special events on campus and beyond
- To engage interactively with library users and the broader community via social media
- To highlight and promote the skills of Libraries staff which support teaching and learning at Dalhousie
- To facilitate and provide opportunities for internal communications for all staff within the Dalhousie Libraries system
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Membership
Dalhousie Libraries Communications Coordinator (Chair)
University Librarian (ex officio, Donna Bourne-Tyson)
A minimum of one staff representative from each of the Dalhousie Libraries (Kellogg, Killam, Law, Sexton and NSAC)
A minimum of one staff representative from Dalhousie University Archives & Special Collections

Meetings
The Communications Team meets twice per academic year to plan and follow up on C & M campaigns, with additional meetings to discuss special initiatives as required.

Documentation
Meeting agendas, minutes, and other Team documentation are stored in
S/Share/Communications/Communications Team

Library Research Advisory Committee

The Library **Research Advisory Committee** (LRAC) promotes research among librarians. It is an effective way of encouraging and supporting library faculty research.

Responsibilities

- Counseling and advising in the formulation and refinement of research proposals;
- Reviewing research proposals and recommending funding and/or research release time;
- Providing editorial guidance;
- Sponsoring research-related seminars and symposia;
- Disseminating information about research and writing opportunities

Benefits

- Increases awareness about the positive significance of, as well as the process of, research and writing;
- Increases motivation as it shows that library faculties are doing research as part of their jobs and that they are doing it successfully;
- Strengthens the library faculty as it makes them more informed, contributing members of their profession

To be successful, it needs

- Ensuring support of the library administration; (money, release time, etc.)
- Maintaining collegiality, objectivity, and sensitivity of committee members; and
- Flexibility in terms of time schedules, scope, and final products.

Committee members

- Consist of five (5) library faculty members
- Meets at least once each academic term
- Committee members elected by peers for two-year terms (needs to demonstrate record of success in their own professional contributions)

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DRAFT DRAFT DRAFT
Digital Scholarship Initiatives Steering Committee

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Terms of Reference

The Dalhousie Libraries Digital Scholarship Initiatives Steering Committee is a standing committee of the Dalhousie Library Council. The Committee will report to Council on its activities at least once a year.

Mandate

Digital scholarship concerns academic work in interaction with the digital. It can be about rich visualization of data sets, or about the development of digital collections and archives. It is concerned with digital publishing and how scholarship might move beyond text and into image, sound, linkage and video. It embraces research methods for digital cultures, movements and societies, and the new ways in which academics and academic work are made visible. It is about the digital both as a field of study and as a method. (http://www.digital.hss.ed.ac.uk/)

The Dalhousie Libraries provide collections, services, and facilities that expedite the access and use of all scholarly information; therefore the Committee will oversee the Libraries' planning, development, maintenance, promotion, and expansion of our digital library environment. This will involve the following:

- promotion of digital scholarship in the Libraries and advocacy beyond as a necessary aspect of public services and collections development
- co-ordination of digital scholarship initiatives at Dalhousie, in all forms, across all disciplines
- identification, utilization, and promotion of best practices & standards for sustainable digital collections in our context
- review of proposals and monitoring of projects
- pursuit of appropriate technical infrastructure necessary for storage & stewardship
- pursuit of sources of support and funding for digital scholarship & publishing
- pursuit of support for on-going staff training and development, at all levels

Membership

Members of the Committee will include:

- the University Archivist
- the Head of Technical Services
- the Systems Manager
- the Web Publisher
- a representative from the Kellogg Health Sciences Library
- a representative from the Killam Library
- a representative from the MacRae Library (in time)
- a representative from the Sexton Library
- a representative from the Sir James Dunn Law Library

The Chair of the Committee will come from this group. Members representing libraries, appointed by consensus from their respective libraries, will serve for two-year renewable terms; all others are deemed to be permanent members of the Committee. Other colleagues, from any employee group, may be invited to serve on the Committee as circumstances dictate.

Dalhousie Libraries Data Archiving Service: An Investigation

Introduction

In today's knowledge-based economy data is recognized as the life blood of research and innovation. Among the Canadian academic, business, and government communities there is a growing awareness of the increase in research data being generated and the need for more storage and managed environments. For instance, specific to academics and researchers, journal publishers and grant funding agencies are starting to require a data management and sharing plan as part of the application package (e.g. SSHRC, CIHR and NSERC).

The Dalhousie Libraries are therefore exploring a solution that satisfies these requirements while proving beneficial to data owners. We are investigating the data archiving needs of the research community at Dalhousie. Data archiving in the context of the Dalhousie Libraries services refers to the processes of preserving, managing, and making accessible of data utilized during the on-going creation, use, and application of knowledge at Dalhousie. The focus of this investigation is to assess current attitudes and behaviors of Dalhousie researchers in relation to their individual data archiving practices. We are also interested in gathering insights on researchers' opinions on fundamental issues surrounding the archiving of research data. From the evidence gathered from this preliminary investigation we hope to be able to recommend and contribute to a Dalhousie Libraries institutional mandate to preserve, manage, and make accessible, in digital form, the research materials used by scholars at Dalhousie.

The Methodology

A questionnaire will be send to all researchers at Dalhousie asking about their experience in creating, using, and archiving research data (see draft questionnaire below). The questionnaire will also include questions asking the researchers' opinions on the underlying issues surrounding the archiving of data. The questionnaire will be hosted on Opinio and Dalhousie faculty members will be invited by email to complete the questionnaire. The email invite will be send from the office of the VP Academic.

DRAFT QUESTIONNAIRE

By research data we are referring to the "factual records used as primary sources for research and that are commonly accepted in the research community as necessary to validate research findings[1]," e.g., numerical coded files from questionnaires or transcribed and coded files from interviews.

**1.	Corresponding to the definition above would you say you have created data files in your past research project (s)?**

Yes		No

If yes please give examples

If no please go to Question 4

**2.	If you answered yes to question 1 above what have you done or plan to do with the data files? Please check ALL that apply.**

a.	Deposit with a data archive (please specify which data archive)
b.	Place data on the Web (please explain)
c.	Save on a portable device
d.	Store on my computer hard drive
e.	Save on the Dalhousie server
f.	Other – please specify
g.	No, I have no plans at all

COMMENT:

**3.	What measures do you use to make your own research data available to others? Please check ALL that apply.**

a.	Email
b.	Public URL
c.	Data archive center
d.	Portable media
e.	Informal peer exchange networks

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[1]	OECD (2007). OECD Principles and Guidelines for Access to Research Data from Public Funding. Retrieved from www.oecd.org/dataoecd/9/61/38500813.pdf

f. Publisher
g. Other (please specify)
h. No measures at all

COMMENT:

4. In the course of your research initiatives have you ever analyzed data collected by other researchers?

a. Yes
b. No

5. How would you normally access the research data of other researchers? Please check ALL that apply.

a. Email
b. Public URL
c. Data archive center
d. Portable media
e. Informal peer exchange networks
f. Publisher
g. Other (please specify)
h. Do not access research data

6. Do you access data from other sources (e.g. Statistics Canada, World Bank) for your research?

a. Yes
b. No

7. On a level of 0-5 please indicate your level of awareness of the following data archive policies. A level of 0 indicates no awareness; a level of 1 is limited awareness and 5 very much aware.

a. Dalhousie University data archiving policy
b. SSHRC data archiving policy
c. CIHR data archiving policy
d. NSERC data archiving policy

8.   Do you support the creation of a Dalhousie data archive to co-ordinate the archiving of the Dalhousie community research data?

    a.   Yes
    b.   No

    COMMENT:

9.   Do you support the need for archiving research data in aid of teaching and learning?

    a.   Yes
    b.   No

    COMMENT:

10.   If a Dalhousie data archive service was established what data storage and access features do you think should be included and how important would they be. Rate the following data archive features in terms of their importance. 0 indicates no opinion; 1 is not important; and 5 is vital.

                                                              1 2 3 4 5

    a.   data preservation format independent of any specific software package
    b.   persistent citation for Data (i.e., scholarly data citation)
    c.   custom branding features
    d.   restricted access (i.e., author has control over updates, and terms of access and use)
    e.   user-friendly interface
    f.   useful data discovery functionality
    g.   data subset and analysis (e.g., enabling users to extract only some of the variables)
    h.   interoperability and standardization
    i.   linking data to the scholarly outputs derived from them (journal articles, books, etc.)
    j.   browsing and searching capabilities
    k.   Any other features (Please specify)

11.   Do you have any other thoughts for us on data archiving for the research community at Dalhousie University?

WE WANT TO KNOW MORE ABOUT YOU

12. **Please indicate your primary Dalhousie faculty affiliation. (Check one only)**

    a.   Architecture and Planning
    b.   Arts and Social Sciences
    c.   Computer Science
    d.   Dentistry
    e.   Engineering
    f.   Graduate Studies
    g.   Health Professions
    h.   Law
    i.   Management
    j.   Medicine
    k.   Science

13. **Please indicate your academic rank. (Check one only)**

1. Lecturer _   4. Associate Professor _
2. Instructor _   5. Professor _
3. Assistant Professor _   6. Other (Please specify) _____

14. **Do you have tenure?**

    a.   Yes _
    b.   No _

15. **How many years have you been on the faculty at Dalhousie?**

    a.   Between 0 and 5 years _
    b.   Between 11 and 20 years _
    c.   Between 6 and 10 years _
    d.   More than 21 years _

16. **Which category includes your age?**

    a.   Less than 30 years _
    b.   Between 41 and 50 years _
    c.   Between 31 and 40 years _
    d.   51 or more years _

17. Which of the following best describes your current research activity? (Check one only)

    a.   Sponsored (i.e. funded) _
    b.   Both (sponsored and independent) _
    c.   Independent (i.e. non-funded) _
    d.   Not currently doing research _

Thank you very much for your help! If you have questions about the questionnaire, please contact Joyline Makani at 494-2726 or makani@dal.ca, OR Donna Bourne-Tyson at 494-3601 or donna.bourne-tyson@dal.ca, OR Phyllis Ross at 494-3315 or PBRoss@dal.ca.