

Library Council 2016-2017 Annual Report

Submitted: December 14, 2017

Mark Lewis, Chair 2016-2017

Introduction

This is the fifth Annual Report for the Dalhousie Libraries Library Council for the term September 2016 through June 2017. Mark Lewis served as Chair, Karen Smith as Secretary and Carol Richardson as Recording Secretary. Many thanks to both Karen and Carol for their efforts during this term.

Overview:

For the 2016-2017 term, Library Council met 8 times September through June (October and February meetings were cancelled owing to an alarm at Killam in October and a storm day in February). The average attendance at those meetings was 31.75. Council maintained quorum at all meetings during this period.

There were 50 members of Library Council for 2016-2017 they were:

Jennifer Adams	Allison Fulford	Lindsay McNiff
Linda Aiken	Roger Gillis	Michael Moosberger
Ann Barrett	Melissa Helwig	David Michels
Creighton Barrett	Lucy Kiester	Michelle Paon
Linda Bedwell	Brian Lesser	Robin Parker
Donna Bourne-Tyson	Mark Lewis (Chair)	Jackie Phinney
James Boxall	Elaine MacInnes	Carol Richarddon (Recording Secretary)
Courtney Boudreau	Heather MacFadyen	Chai Sai
Geoffrey Brown	Marlo MacKay	Dominic Silvio
Mick Bottom	Oriel MacLennan	Janice Slauenhwite
Karen Chandler	Lachlan MacLeod	Karen Smith (Secretary)
Sai Choi Chua	Gwendolyn MacNairn	Sarah Stevenson
Ian Colford	Erin MacPherson	Hannah Steeves
Marc Comeau	Joyline Makani	Alice Stover
Sarah Jane Dooley	Julie Marcoux	Dominic Silvio

Sandra Dwyer	Anne Matthewman	Margaret Vail
Gail Fraser	Shelley McKibbon	

Business of Library Council

Library Council continued to function as a planning and information sharing venue for the libraries. The business of Library Council in the Fall term was dominated by the council's response to the Senate Review of the University Library System. Most of the business of responding was completed in the September, November and December meetings and the final response was passed by motion at the April meeting. There was an attempt to schedule Library Council on alternating third Tuesdays and Thursdays of the month where possible, in an effort to make attendance easier for those with scheduling conflicts on the third Thursday of every month. Library Council also addressed the Terms of Reference, Library Council's Committee Structure and Committee business, Library Assessment, EAF working group, Preservation of Collections, Electronic Document Storage (S drive conversion to NAS), Libraries Outreach and AUL hiring. The roundtable was amended to be every second month with alternate months having voluntary updates.

26 motions were passed in the term. Of those 17 were relating to Library Council's response to the Senate Review of the University Library system. This response also was a main agenda item for the Fall term meetings; the full response is an appendix to this report.

Motions Passed *(not including those related to Senate Review):*

September:

- **Motion:** that Library Council endorse the revised report, Priority Areas for Assessment 2016-2018.
- **Motion:** that LC extend an invitation to the University Librarian of the University of King's College to become an ex-officio/non-voting member of LC.

December:

- **Motion:** To endorse the recommendations put forward by the EAF Working Group.

March:

- **Motion:** To have the Senior Leadership Team Reports appended to the Library Council minutes.
- WRT: Amendments to Terms of Reference
 - Motion:** To remove "and vote on" from recommendation 2.1
- **Motion:** To move membership from recommendation number 3 to recommendation number 2.
- **Motion:** to add "provided a substantial discussion has already taken place".

April:

- **Motion:** To approve the Terms of Reference for Scholarly Resources Management Group (SRMG) as presented.

May:

- **Motion:** To have Annual Reports of Library Council Committees into the Secretary of Library Council by the May Library Council meeting.

June:

- **Motion:** to approve the guidelines and template that were devised by SRMG for the creation of course and program assessments.
- **Motion:** to approve the Dalhousie Libraries Service Point Committee (DLSPC) Terms of Reference.
- **Motion:** that Mark Lewis and Karen Smith continue in their roles as Chair and Secretary for Library Council for the 2017-18 academic year.

Motions Related to Senate Review:

September:

- Recommendation 2.1
Motion: that the recommendation would be dealt with in the Preamble of the LC response.
- Recommendation 2.2 and 10.1
Motion: that the two recommendations be fully endorsed as presented.
- Recommendation 4.1
Motion: that the Dalhousie Libraries will continue in its efforts to delineate clear and transparent criteria for success and put in place a mechanism for regular assessment.
- Recommendation 4.2
Motion: Moved that LC fully supports the recommendation that encourages increasing the importance of evidence based assessment in the Libraries.
- Recommendation 5.1
Motion: Moved that LC support the very general recommendation there is need to continue working to improve clarity in the reporting structures to AULs and Library Heads.
- Recommendation 5.3
Motion: that the Dalhousie University Libraries have an ongoing process in place to

address the roles of AULs/Library Heads and that Library Council will be engaged in the process.

➤ Recommendation 6.1

Motion: that the DUL should continue its active role in supporting learning and teaching, collaborating with researchers and should work more closely with all Faculties to ensure there is a strong understanding of the teaching support the Libraries can provide.

➤ Recommendation 6.2

Motion: that the Libraries should continue to manage the e-learning system through LITS and be properly resourced to carry out the service.

➤ Recommendation 6.3

Motion: that the DUL should continue to expand its data literary initiatives and that the Libraries should be properly resourced to carry out the expansion.

➤ Recommendation 7.1

Motion: that the AUL responsible for Research should be a member of the Dalhousie Research Advisory Committee.

November:

➤ Recommendation 7.2

Motion: Library Council should endorse recommendation 7.2

➤ Recommendation 9.1

Motion: Library Council wishes to acknowledge the resources provided by the Dalhousie University Administration to support collection development and to protect the Libraries' ability to maintain buying power by contributing currency reconciliation and inflation indexing for the collections budget.

➤ Recommendation 9.2

Motion: Library Council endorses recommendation 9.2.

➤ Recommendation 11.2

Motion: Library Council emphatically endorses recommendation 11.2

March:

➤ Recommendation 11.1

Motion: To add "However, Library Council recognizes the need for ongoing maintenance to support the facilities and to address concerns regarding flooding and humidity".

April:

➤ **Motion:** To accept the Library Council response to the Senate Review.

Presentations:

September

- Cynthia Holt: CAUL Manager- Overview of projects underway through CAUL
- Linda Bedwell: Update of Assessment Priorities

December

- Lori Ward – Director of Development, University Libraries – Update on activities and Initiatives
- Heather MacFadyen – Update from EAF Working Group re: Taylor and Francis

January

- Creighton Barrett – on Digital Archives Collection Assessment

April

- Dr. Kevin Hewitt, Chair of Senate and Dr. Jeff Hoyle, Senate Vice Chair, Academic Programs- On Senate Relationships with various stakeholders across the university.
- Marc Comeau – Academic Technology Services (ATS) Presentation

May

- Linda Bedwell and Marlo MacKay – SIFT Report

Conclusion:

I would, once again, like to thank Karen Smith (Secretary) and Carol Richardson (Recording Secretary) for making the task of chairing Library Council exponentially easier during the 2016-2017. I would also like to express my appreciation to the members of Library Council for enthusiastic meetings and responses to initiatives which shows the members taking possession of council for themselves while at the same time displaying a passionate level of commitment to the University Library System.

Appendix A – Library Council Response to Senate Review

Approved by Motion April 20, 2017

Library Council Response to the Senate Review for the Dalhousie University Libraries

Library Council conducted a survey of council members asking for their response to the recommendations of Senate Review on the University Library System (Senate Review) followed by two Library Council meetings (September and November of 2016) dedicated to Library Council reviewing and responding to the Senate Review. What follows is the Library Council response to the Senate Review.

With Regards to (WRT) the Recommendations of the Senate Review for the Dalhousie University Libraries:

WRT 2.1 – Library council also wishes to recognize the leadership of the University Librarian during this dynamic phase of the DUL.

Recommendation 2.1: The University Librarian should be acknowledged and thanked for her exemplary leadership in what has been a very dynamic phase of planning and internal reorganization to align the DUL more closely with university priorities.

WRT 2.2 and 10.1 - Library council passed a motion that these recommendations be fully endorsed as presented in the Senate Review.

Recommendation 10.1: The Libraries, perhaps through the Office of the University Librarian, should create some kind of formal consultation process with the Dalhousie Student Union (DSU) and the Dalhousie Association of Graduate Students (DAGS) to have a recognized conduit for student advice regarding changes in services and space on campus.

Recommendation 2.2: Senior administration (i.e., the President, Provost, and VP Research) should engage with the University Librarian in a focussed discussion about DUL's potential to make an even greater contribution to the academic mission, and to clarify what barriers might exist to achieving this contribution.

WRT 4.1 – Library Council passed a motion which states *that “the Dalhousie Libraries will continue in its efforts to delineate clear and transparent criteria for success and put in place a mechanism for regular assessment.”*

Recommendation 4.1: The Libraries should establish clear criteria for success, working from internally determined strategic plans and also by using comparators from U15 and other universities.

WRT 4.2 - Library Council passed a motion, *“that fully supports the recommendation that encourages increasing the importance of evidence based assessment in the libraries.”*

Recommendation 4.2: Increase the importance of criteria-based assessment, and further develop the position of Assessment Librarian, ideally with a direct report of the Assessment Librarian to the University Librarian.

WRT 5.1 – Library Council passed a motion, *“Library Council supports the very general recommendation that there is need to continue working to improve clarity in the reporting structures to AULs and Library Heads.”*

Recommendation 5.1: Improve clarity in reporting relationships to AUL and Library Heads. Determine relationships of “direct” and “dotted-line” reporting which are appropriate and effective for the future of the Library.

WRT 5.2 – Library Council noted that this has already been implemented.

Recommendation 5.2: With the dual AUL/Head of Library roles, the Killam Library should have a full-time Head. Division of AUL responsibilities should be re-evaluated with consideration to the position.

WRT 5.3 – Library council passed a motion which states, *“that the Dalhousie University Libraries have an ongoing process in place to address the rules of AULS/Library Heads and that Library Council will be engaged in the process.”*

Recommendation 5.3: Clarify long-term considerations regarding the mixed roles of AUL and Library Head. (See External Review Recommendations 1.1 – 1.6 on this division of AUL responsibilities and Head of Library positions).

WRT 6.1 – Library council passed a motion which states, *“that the DUL should continue its active role in supporting learning and teaching, collaborating with researchers and should work more closely with all Faculties to ensure there is a strong understanding of the teaching support the Libraries can provide.”*

Recommendation 6.1: The DUL should continue its active role in supporting learning and teaching, but work more closely with all Faculties to ensure there is a strong understanding of the teaching support the Libraries can provide.

WRT – 6.2 – Library council passed a motion which states, *“that the Libraries should continue to manage the e-learning system through LITS and be properly resourced to carry out the service.”*

Recommendation 6.2: The Libraries should continue to manage the e-learning system through LITS, continuing to enhance the collaboration and relationship between LITS, CLT and ITS. Future individual reviews of each group should take into account the relations with the other two groups.

WRT 6.3 – Library council passed a motion which states, *“that the DUL should continue to expand its data literacy initiatives and that the Libraries should be properly resourced to carry out the expansion”.*

Recommendation 6.3: The DUL should continue to expand its data literacy initiatives.

WRT 7.1 – Library Council passed a motion which states, *“that the AUL responsible for Research should be a member of the Dalhousie Research Advisory Committee.”*

Recommendation 7.1 The AUL for Research should be a member of the Dalhousie Research Advisory Committee (DRAC).

WRT 7.2 – Library council passed a motion endorsing recommendation 7.2

Recommendation 7.2: Given the changing role of the Libraries in data management, we support enhanced mentoring, instruction, and support for librarians who will be transitioning to research roles in data management.

WRT 8.1, 8.2 and 8.3 - Library Council points out that Librarians in the DUL are currently invested in communicating with faculties. Professional librarians serve on faculty councils and committees across the Dalhousie spectrum. The roles they fulfill and privileges enjoyed on those faculty councils and committees, however, vary from faculty to faculty and department to department. One initiative that might improve communications would see librarians associated with faculties to be included as voting members on all Faculty Councils.

Professional librarians with the DUL currently sit on:

- Faculty of Science Council, Faculty of Science Curriculum Committee, Departmental meetings: Environmental Science, Biology, Marine Affairs, Oceanography
- FASS Faculty meeting, Academic Development Committee, FASS Library Advisory Committee, Departmental meetings and unit reviews (as need arises): Philosophy, Religious Studies
- Law School Faculty Council, Law School Technology Committee, Law School Research Committee, Dalhousie Law Journal
- Faculty of Dentistry Academic Resources Committee
- Faculty of Graduate Studies Faculty Council, Faculty of Graduate Studies Academic Programs and Curriculum Committee
- Sustainability Curriculum committee, annual retreats
- Engineering Faculty Council
- Architecture and Planning Faculty Council
- Agriculture Faculty Council, Agriculture Curriculum committee
- Faculty of Medicine Continuing Professional Development Advisory Committee, Advisory Committee for Medical Education Research
- School of Information Management (SIM) Council and SIM Planning Group.
- Librarian Senator

Furthermore the Electronic Access Fund (Library) Working Group has communicated with the various faculties.

In addition to the University Librarian serves on: Deans' Council, and as of September 2015, the Provost's Executive Team, and the Provost Office. The University Librarian is a voting member of Senate and the Senate Learning and Teaching Committee, with ex officio non-voting membership on the Senate Academic Program Review Committee and the Senate Policy and Governance Committee's Subcommittee on Research. The University Librarian is also a member of the Classroom Planning Committee, and regularly attends Dalhousie Research Advisory Committee meetings as an associate member of the committee. Working groups related to Dalhousie's Strategic Priorities in the areas of Teaching and Learning, Research, Partnership and Reputation and Infrastructure and Support. There are currently three advisory committees which guide the Office of the University Librarian on Libraries' services and spaces -- the GIS and Spatial Data Advisory Committee, the FASS Library Advisory Committee, and the Health Sciences Library Advisory Committee. These committees are chaired by faculty members and the University Librarian and appropriate AUL/Library Head and other staff serve as resources on the committees. As a delegated responsibility from the Provost, the University Librarian chairs the Dalhousie University Copyright Advisory Committee; this committee comprises faculty and staff members from across the university including Legal Counsel, the Print Shop, the Book Store and the Centre for Learning and Teaching. There is also a Student Advisory Committee for the Dal Libraries, chaired by the Communications Coordinator, with

membership by Dal librarians and students representing various faculties and student groups.

WRT 8.2 specifically, all of the above applies but Library Council also wishes to point out the difference between the libraries collections budget and operational budget as the recommendation mentions “budgeting” in general.

Recommendation 8.1: The Libraries should establish regular ongoing relations with each Faculty in order to provide an active exchange of education and information. The faculty interface will help in communication of needs by the faculties, and also the needs of the Library. It will reduce a kind of after-the-fact or random last-minute communication that occurs in budget crises or in other problems of service provision.

Recommendation 8.2: We strongly recommend a consultative approach to budgeting. Different Faculties have very different needs, and recognition of these local needs (role of costly journals in sciences, of monographs in humanities, etc.) is especially important in the cross-university library system that is now evolving. Budgeting decisions can be helped by the kind of relationship proposed in Recommendation 8.1.

Recommendation 8.3: The challenges and ongoing changes in maintaining a stable collection should be conveyed to faculty and other users as part of the regular communication of the Libraries.

WRT 8.4 – Library Council notes that collections development and management are a significant part of librarians’ professional duties and that they have obtained a graduate level degree in performing these duties. It is rare that these decisions are made in isolation absent consideration of the bigger picture. As the curriculum changes the material that support that curriculum will need to change as well. Efforts are already being made to alert faculties so that they do not feel caught unawares by any such decisions.

Recommendation 8.4: The Libraries should devise (as in Recommendation 8.3) a clearer communications policy regarding the maintenance of old collections or their deaccessioning.

WRT 9.1 - Library Council passed a motion which states, *“Library Council wishes to acknowledge the resources provided by the Dalhousie University Administration to support collection development and to protect the Libraries’ ability to maintain buying power by contributing currency reconciliation and inflation indexing for the collections budget.”*

Recommendation 9.1: To maintain and improve U15 standing and prevent continued depletion of its collections, senior administration will have to consider increasing the Library’s overall and acquisitions budget, including continuation of currency reconciliation and inflation indexing.

WRT 9.2 – Library Council passed a motion which endorses Recommendation 9.2

Recommendation 9.2: Continue to seek consortia options for acquisitions.

WRT 9.3 – Library Council notes that since the Senate review was published an Advancement officer is now working with the libraries on a .25 basis. She has also been invited to Library Council to discuss her activities and Library Council will be engaging in the process on an ongoing basis.

Recommendation 9.3: Develop a fundraising strategy for the Libraries. Consider appointment of a part-time/shared Advancement Officer.

WRT 9.4 – Library council is in agreement with the reviewers that this would be a desirable outcome, but notes that the ability to effect this outcome is out of the control of the DUL. The Libraries work with are two incompatible systems, that they do not have full control over. Aleph (Library Management System or LMS, manages money and how we spend it on collections) and Banner (university system to manage GST rebates, accrual rebates, credits). Banner also houses student data which will not feed into our Aleph LMS. Library council is fully cognizant of the problems this creates; however, there is no single nor simple fix to the issues. Beyond the enormous amount of staff time that would be necessary to address the issues, there are permissions required which the Library System does not have authorization for. Aleph is part of the Novanet system, and external to the DUL. Banner is a Dalhousie University system, the DUL does not have the ability nor the authority to make the changes necessary. Furthermore, some of the issues inherent to this recommendation would not go away even if the system were compatible due to the nature of various type of subscriptions.

Recommendation 9.4: Migrate to a single, improved financial accounting system (see External Review, Recommendation 4.4).

RT 9.5 – Library council found this recommendation to be somewhat vague. Is the recommendation to create a specific budget line for innovation? Council agreed that an innovative library system is a desirable goal, but feel that it is already embedded in many activities the DUL undertakes such as library services, research and scholarly communications, the LITs budget and resources put into research and travel.

Recommendation 9.5: Continue to invest even small portions of the Libraries budget on innovation and key personnel for critical services and programs.

WRT 11.1 – Library council notes that a master plan for space that is controlled locally on 4 separate campuses might be difficult to create and, more to the point, implement as the development of spaces is often interdependent with various local units. Space reviews have been requested at locations but these reviews are not completed at a pace determined by the library. There is also a problem of central funding, a master plan would suggest there is stable funding available on a year to year basis for physical renovations when, in reality, such capital funding is not an annual line item. Given this a master plan would, in effect, be little more than a wish list. However, Library Council recognizes the need for ongoing maintenance to support the facilities and to address concerns regarding flooding and humidity.

Recommendation 11.1: The Libraries, in consultation with Dalhousie’s planners, should develop a comprehensive master plan to optimize current and future space allocations for collections and study, address critical issues related to flooding and humidity within collections, and prioritize areas for renovation.

WRT 11.2 – Library council would note the narrative around recommendation 11.1 and also passed the following motion: “Library Council emphatically endorses recommendation 11.2.”

Library council notes an emphasis on the concept as the DUL as a destination for students. The DUL was designed to support 9,000 students whereas Dalhousie has currently grown to over 18,000 students. As the student population grows the DUL as a space for students grows in importance. For example, for the months of September to December 18, comprising the Fall term of 2016 the Killam library had 438,028 patrons visit the library averaging 29,201 people per week. Over the past ten years the Killam has had more the 1 million patrons visit the library every year, in different terms the Killam library averages roughly 1.2 visits per week for every student registered at every campus of Dalhousie University.

In September of 2016 the Sexton Design & Technology Library averaged 1100 patrons visiting the library per day which represents roughly one third of the Sexton campus student population visiting the library every day.

In the Fall term of 2016, 26,637 patrons have visited the MacRae Library on the Agriculture. This represents a ratio of each student on the MacRae campus visiting the library roughly 2 times per week during the Fall term.

In short summary, space is a precious resource within the DUL and a more pressing need with each increase in student population. It should also be noted that the DUL has dealt with this need for more space for students by converting space that was previously used for collections, storage and other functions into public use space, which has created pressures in other areas.

Recommendation 11.2: The university administration should prevent any further transfer of library space to other campus units.