

## Minutes

Library Council Meeting

April 19, 2018

Room 2902: 10:00am-10:55am

**Present:** Mark Lewis (Chair), Karen Smith (Secretary), Carol Richardson (Recording Secretary), Alice Stover, Allison Fulford, David Michels, Elaine MacInnis, Geoff Brown, Gwen MacNairn, Heather MacFadyen, Helen Wojcik, Jackie Phinney, Jan Pelley, Janet Hathaway, Janice Slauenwhite, Lachlan MacLeod, Leah Unicomb, Linda Aiken, Marc Comeau, Margaret Vail, Marlo MacKay, Michael Moosberger, Michele Charlton (Guest), Sai Choi Chua, Sandy Dwyer, Sarah Stevenson, Shelley McKibbon

**Regrets:** Amanda Sparks, Ann Barrett, Anne Matthewman, Brian Lesser, Creighton Barrett, Dominic Silvio, Donna Bourne-Tyson, Erin MacPherson, Gail Fraser, Hannah Steeves, James Boxall, Joe Wickens, Joyline Makani, Julie Marcoux, Karen Chandler, Linda Bedwell, Lindsay McNiff, Melissa Helwig, Michelle Paon, Mick Bottom, Robin Parker, Roger Gillis, Sarah Jane Dooley

Welcome to Janet Hathaway, the interim University Librarian at the Kings Library, replacing Jen Adams.

### 1. Adoption of Agenda

The Agenda was approved with one addition. Conversation Canada will be added as agenda item 5 and the other agenda items will be renumbered.

S. Dwyer / L. Aiken

### 2. Approval of the Minutes from March 22, 2018

The Minutes of the March 22, 2018 meeting were approved with the removal of one bullet point under Section 6. Covidence.

**Motion:** to approve the Minutes of the March 22, 2018 meeting as amended.

G. MacNairn / S. McKibbon

Carried

### 3. Business Arising from the Minutes of March 22, 2018

There was no business arising.

### 4. Dalhousie University Libraries Gift Policy

The Gift Guidelines were circulated to Library Council members ahead of today's meeting. This was a regular review of the gift policy. The last review was completed in 2015. It was noted, updates were made to some phrasing within the policy and some contacts were updated.

A new bullet was inserted under:

#### 4. Gift Guidelines

##### (e) Appraisals and Tax Receipts

- iv. If there is a delay processing the donation and the Libraries cannot issue a tax receipt in the same year that a donation is given, this information will be communicated to the donor.

**Motion:** to approve the gift policy as circulated.

A. Fullford / H. MacFadyen

Carried

## 5. Conversation Canada (Michele Charlton)

- The Conversation (<https://theconversation.com/ca>)
  - This is new to Dalhousie.
  - Just finished a one-year commitment and starting a second-year commitment.
  - Dalhousie is one of 25 universities considered to be a founding member.
  - It is a new forum for researchers to disseminate their information to the broader public.
  - It is available online and sent out by email every morning.
  - It is strictly researchers and academics who write for this page. Their articles can be picked up from outlets all over the world through a Creative Commons License.
  - If you click on the Dalhousie logo, lower down on the webpage, you can see the articles Dalhousie has published.
  - There are roughly 7-8 faculties that participate and we have roughly 23 authors right now. We want that to grow.
  - There are many ways to contribute. A lot of academics write an article and pitch it directly to The Conversation, then work with editors to get it ready for publication. Then it's published within a few days. Another option is to go through Michele with an idea, pitch it to The Conversation, and then put you in contact with the appropriate editor. These editors are specialists who once were academics themselves.
  - If you are interested, sign up to become an author, verify your institution and give a little bit about your background. Then create your account. Anything you write would be attributed to you and Dalhousie.
  - The analytics page will allow you to see who writes the articles, who is reading the articles, the top publishers, and you can see, for each article, how many reads they are getting. The top authors for Dalhousie are Sylvain Charlebois and Robert Huish. They are getting their work to a global audience.
  - It is interesting to look at other universities to see how we are doing in comparison.
  - The editors are hired by The Conversation. The webpage gives you their background on what they have done.
  - There is no expectation of how many times you need to publish anything.

If you have any questions, feel free to contact Michele Charlton ([Michele.charlton@dal.ca](mailto:Michele.charlton@dal.ca)). She will put you in contact with the correct people.

## 6. Committee Reports (Due for May)

### ➤ Motion from May 2017: Motion:

To have Annual Reports of Library Council Committees into the Secretary of Library Council by the May Library Council meeting.

K. Smith/C. Barrett

♦Communications Team ♦Digital Scholarship Initiative ♦Discovery Layer Team ♦Libraries Internship/Practicum Coordinating Committee ♦Library Research Advisory Committee ♦Preservation Committee ♦Scholarly Resource Management Group ♦Service Point Committee ♦Web Advisory Committee.

An email will be sent to the Chairs of each Library Council Committee as a reminder to send their annual reports to the Secretary of Library Council before the May Library Council meeting. More discussion about Committee structure will take place at the May meeting. It was noted, if your Committee is still meeting beyond the month of May, give an update of what has been done up to May.

7. Library Senator / Senate Homework

No names have been put forward for the Library Senator position.

Dr. Kevin Hewitt will be coming back to Library Council in May. The Senate Homework has been sent to Council for review. The action item from the last meeting Dr. Hewitt attended was to have someone look at the subcommittees of Senate to see which ones would be beneficial to have a Library rep. In the homework document, there is a link to the many subcommittees of Senate. It was noted, professional librarians are the only council members eligible to be a Senator.

8. Update on Librarian job searches.

Collections Analysis Librarian – In process of reviewing applicants.

Indigenous Services Librarian – Deadline for applications extended until the end of April.

Scholarly Communications Librarian – In process of reviewing applicants.

9. NCTR Hub & Legacy Room Update – Sarah Stevenson

- National Centre for Truth and Reconciliation (NCTR) Hub was suppose to be going into the Killam. Since last year, the Killam Library has been painted including the South Learning Commons where the Legacy Room will be located and the NCTR space has been furnished and equipped. Printed Rita Joe's poem "*I lost my talk*". The poem was written in the 70's. A year ago, the National Arts Centre did a multimedia, spoken word artist performance around this poem which Sarah attended. This prompted Sarah to ask Marlo to work with the curator at the art gallery to have a copy of the poem printed and placed on a wall in the Legacy Room.
- Purchased and framed artwork by Mi'kmaw artist, Loretta Gould.
- There was a training day with the NCTR staff from the University of Manitoba.
- Planned an opening and then cancelled the opening because a new space had to be found where smudging could be done. The space in the Killam Library was not a suitable space for smudging due to the ventilation in the room. The former Chaplaincy Centre at the corner of Edward Street and University Avenue is under renovation but will be the new Indigenous Student Services Centre. The space will be a shared multipurpose space. The elders hope the space can be brought back to the library.
- The NCTR Adhoc members will be able to view the new space sometime in May. The Committee will meet and discuss the service model that was planned in the Killam to see how the model will work in the new space.
- A soft launch of the service will take place in the summer.
- The official launch for the Legacy Room will take place when all parties are available, hopefully, by September.
- Talked about getting signage up before the event but waiting for the Grand Council Flag. The first Grand Council flag was raised in the quad and will be folded up and put in a shadow box for the official launch.

10. Strategic Plan refresher update – Sarah Stevenson

- The Strategic Plan Team members are: Co-chairs, Marc Comeau and Sarah Stevenson. The other members are Ann Barrett, Creighton Barrett, Linda Bedwell, Sandy Dwyer and Jackie Phinney. The team is still looking for a staff member. A couple of staff are sorting out their schedule with their supervisors before they put their names forward.
- The timeline for this refresher starts now until November. The scope is a bridge plan to get us through 2019, until the University Strategic plan is released. The libraries plan is a refresh rather than rewritten. Anything that needs to be addressed will be added in. There will be a review of the process on the current plan and any edits or additions to the plan will be completed at that time. It was noted, part of the review will encompass

finding out why some items didn't get finished the last time and finding a way to fix that. There will also be opportunities for community consultation.

- The university is actively working on the Strategic Plan.

#### 11. Senior Management Reports

There were no questions or concerns.

#### 12. Senate Report (Robin Parker)

No report at this time.

#### 13. Roundtable

##### Marlo MacKay

- Working on Doors Open with Communications and Marketing as well as staff from the Archives. This event will take place at City Hall the first weekend in June. Great opportunity to reach out to the community.
- Sarah and Marlo met with the Halifax Public Library to talk about partnership opportunities moving ahead for programming. Will be communicating the details to different groups depending on the type of opportunity. Looking forward to furthering the partnerships already created.

##### Margaret Vail

- The Dalhousie Libraries Staff Conference (Sharing Ideas @Dal Libraries: Creation, Exploration, Discovery) is taking place on May 9 in the Scotiabank Hall Auditorium in the McCain Building. All library staff are invited to attend so please register. It's a full day event with lunch and snacks provided.
- Have returned to fulltime hours after finishing all the requirements for her MLIS degree. Congratulations!

##### Heather MacFadyen

- Journal Assessment Database closes on May 18. Donna Bourne-Tyson and the Heads of each library will be sending out reminder emails to the Deans and Heads of Faculty Councils to boost participation.

##### Janice Slauenwhite

- Wrapped up the 2017/18 fiscal year and starting to work on the next budget.

##### Gwen MacNairn

- There is a new Director for ESRI Canada Centre of Excellence (ECCE), Daniel Rainham. Last year's Director was Claudio Aporta. Will have an ECCE meeting on Friday, April 20 when the student winners of the GIS Scholarship and the App Challenge will receive their awards.

##### Jackie Phinney

- Saint John will be hosting the Spring meeting of the Maritime Health Library Association (NS & NB) on April 20. The meetings are held twice a year and the locations alternate between Nova Scotia and New Brunswick. Jackie is the outgoing past president, ending a 3-year term, and will be welcoming a new executive at tomorrow's meeting.
- Seeing lots of medicine students.

##### Leah Unicomb

- Waiting patiently for the renovations to be completed on the upper floor of the MacRae Library. Hoping to move to the new space in the next couple of months.

##### Mark Lewis

- Finished marking for the term, busy administering exams and preparing to do pre-law.

### David Michels

- Finished grading.
- The Escape Room is almost ready. Thanks to Hannah Steeves for helping with this initiative. This is being done as a test of legal research skills and logic puzzles, rolling it out for the summer research assistants at the summer Research Bootcamp. Acquired props from Kings and 1940's furniture from Statistics and Physics. Everyone is welcome to come for a tour.
- The Canadian Association of Law Libraries Conference is taking place from May 27-30. Added the opportunity to get a day registration for purposes of continuing professional education. There is a number of sessions that may be of interest to a broader audience.

### Sai Choi Chua

- Thanks to Erin MacPherson, the Data Team is working on ingesting the 1981 and 1986 censuses Halifax enumeration areas pdf maps into the Dal Dataverse.
- Currently working on what software is to be included in the next school year's image across campus.

### Laughlin MacLeod

- Currently have approximately 50 people registered for the staff conference. If you haven't already registered yet, please do so before the deadline. There will be door prizes and loot bags too.
- Halifax North Memorial Library has a back up list for volunteers for ELL and homework support tutors. Roughly 16 new Syrian families with children would benefit from our staff doing a one-hour session for language or support tutoring.
- Did a copyright update which included mostly policy work.
- The copyright world in relation to privacy and data security world is heating up. A decision was made recently regarding substantiality and what is considered insubstantial portion. The decision created a bright line of what would be considered insubstantial. It would be good to follow this and to keep an eye on it in 2018. The copyright review will wrap up in 2019.

## 14. Any Other Business.

The meeting adjourned at 10:55am

## ATS Report

- We are reviewing applicants for the ATS/GIS Developer position and hope to interview soon.
- We've been working away at a data dump for Novanet to get rid of the need to register. This has been a long-standing want which had barriers in the past that are now gone. We're working with ITS right now to get proper data. The initial data feeds we're working with seem to have problems and we're trying to resolve those.
- The room monitoring system for Classroom Technologies (A/V) is up and running now. We have two rooms in the system as we work through some of the features. This is a key system for improving our service.
- Work on the Student Response System RFP continues and we are nearing the end where we will be able to make a public announcement. There are still a few legal issues to work through.
- Margaret Vail has just returned to 100% time after being at 50% for a few months.
- Brian Lesser will be off for a few months for parental leave while Jeff Langille will also take some parental leave later in the summer.
- Construction season has begun for Classroom Technologies. MacMechan is being re-designed and should be complete early in May. Killam 2600 is having a video wall built. Equipment renewal for Rowe is taking place from the beginning of May to the end of June.
- We are starting to work with Heather to work on the data manipulation portion of the Fair Price system. We'll be separating it from the voting component. These efforts will ramp up as the voting starts to wind down.

Marc R. Comeau  
Director, Academic Technology Services  
Dalhousie Libraries

**AUL Library Services & Head, MacRae Library**  
**Highlights for Library Council**  
**April 2018**

**AUL Library Services**

**Access Services** – Sarah Davis has completed the initial draft of the report of the Service Point Survey Data. The draft is currently being reviewed by Sandy and myself and will then be shared with the DLSPC. We are in the process of evaluating student assistant hours at all of our libraries in order to achieve a 1% cut to our student assistant budget. The goal is to make the cuts in a way that there is no direct impact on hours of service provided.

We are in the processing of drawing up a draft of the landing page for Library Services for Alumni. Sandy and I have also been working with Advancement and the DalCard office regarding ordering the number sequence for the barcodes. The chosen prefix for the barcodes is “1818” to mark our 200<sup>th</sup>.

**Advanced Reference Services** – Melissa is in the process of organizing a series of 8 sessions on Advanced Reference topics aimed at faculty and researchers. The sessions will be scheduled for the fall.

**Assessment** – Linda is continuing her work on our Library Assessment webpage. Killam Space Observations are well underway and she and Marlo are working on the reports from the latest SIFTs.

**Copyright** – The workshop for Reserves staff on copyright and alternate formats for reserve items in Brightspace is scheduled for June 13<sup>th</sup>. The session will be led by Roger, Lachlan and Brian. Lachlan and Roger are finishing up the departmental information sessions and will begin revisiting Faculty Councils in the fall. They have also been working a great deal with the Faculty of Graduate Studies, supporting graduating students on copyright issues related to their theses.

We are exploring a new product that is in use at MUN for eReserves and copyright management. It is an Ex Libris product called “Leganto”. It does not work with Aleph but it does work with Alma, Primo and Brightspace. We are hoping for a demo and meeting with the Ex Libris contact sometime in June.

**Dal Libraries Conference** – Our inaugural Dal Libraries Conference is scheduled for Wednesday, May 9<sup>th</sup> in the Scotiabank Hall, McCain Building. The Conference Committee is working hard in the last few weeks before the conference. We have a full slate of presentations for the day and the program is currently in the process of being drawn up. A huge thank you to all the committee members that have worked hard on all aspects of the conference. Don't forget to register!

**University of King's College**

**Library Council report**

April 13, 2018

University Librarian Jennifer Adams resigned her position effective the end of March and has moved to British Columbia. A goodbye reception was held for her on March 29.

I became Interim University Librarian & Archivist on April 1.

The Library started extended hours on April 5, before exams started, and will continue them through April 23. During the additional hours, the Library is run as a study hall staffed by a professional security guard, and no library services are offered. Many students are taking advantage of the quiet space to study.

Two students have been hired for summer work in the Library.

A student in the Nova Scotia Community College Library & Information Technology program will start her five-week LIBR 4995 Work Experience in the Library on April 23.

The Archives loaned a vintage 1940s-era small legal document cabinet to two librarians from the Sir James Dunn Law Library for use in a special project they are creating.

Chaplain Gary Thorne, who is leaving King's at the end of June, gave the final Foundation Year Programme lecture, "Imagination, Friendship, and FYP," to a packed room.

- Janet Hathaway



Michael Moosberger

AUL Archives, Special Collections and Records Management & University Archivist Report

21 March – 19 April 2018

#### AUL Archives, Special Collections and Records Management

- Participated in my last conference calls as a member of the Portage Preservation Experts Group.
- Attended the University's Data Access Committee in Donna's absence where the University's INFORMATION SECURITY CLASSIFICATION STANDARD was being discussed and reviewed.
- Attended a internal Dal Doors Open Planning meeting and a meeting at City Hall with the Municipal Clerk and Municipal Archivist to discuss logistics for the Archives and Special Collections exhibit to be mounted in the Halifax Room in City Hall on 2 and 3 June. Held subsequent meetings with Courtney and Jennifer Lambert to discuss the planning of the exhibit and related matters.
- Reviewed the notes prepared by Creighton on his telephone interviews with institutions using the digital preservation systems provided by the two vendors who responded to our RFP. Confirmed his recommendation and forwarded it along with mine to Marc and Donna.
- Attended the VP Research's Research & Innovation Strategic Planning Session.
- Provided feedback to FOIPOP Coordinator Carla Heggie related to FOIPOP training she provided for the Archives staff.
- Attended Heads, SLT and Preservation Committee meetings and chaired Archives staff meeting.
- Had ongoing discussions with Financial Services about the depositing of grant funds into the Archives Annual Fund.
- Met with Karen to discuss a number of Special Collection matters.

#### University Archivist

- Continued to meet with Courtney on issues related to the University Records Management Program and reviewed a number of documents Courtney prepared as a result of her ongoing schedule of meetings with the Records Management Champions in each academic and administrative unit.
- Responded to a number of enquiries related to the donation of Dalhousie related archival material and historical questions about the University.

## **Report to Library Council**

**Sandy Dwyer**  
**Director, Libraries HR**  
**April 2018**

The Library and Geographic Information System Developer SIT2 position posting closed on April 11, 2018. The search committee consisting of Marc Comeau, Gwendolyn MacNairn, Elaine MacInnis and Sandy Dwyer will begin reviewing the applicants and setting up interviews.

The search for the Indigenous Services Librarian position has been extended with a new closing date of April 30, 2018.

Inclusivity Short Program – 15 people have expressed an interest in participating in this program. I am currently in the process of working with Tereigh Ewert-Bauer to establish the dates for the program.

The temp positions currently at Sexton (1 full time position filled by David Ryan) and Killam Access Services (1 part-time position filled by Carl Harvey) have been extended until the end of April.

Brian Lesser (ATS) is currently on parental leave and Mike Duggan has been temporarily assigned to cover Brian's duties while he is away.

Norbert Addo (ATS) has accepted a 1 year temporary assignment to assist with BrightSpace support. We will be hiring a 1 year temp to backfill his helpdesk hours as well as cover shifts on the Killam Library Service Point.

The position formerly held by Cindy Miller at the Kellogg has been revised and reclassified as a C5. This position will be split between Kellogg Access Services and Archives. The employment requisition has been approved and final touches are being made to the posting.

## **Report to Library Council**

**Anne Matthewman – April 2018**

### **AUL Learning and Teaching**

Linda Bedwell will attend our next meeting to talk to the team about Tableau.

Team members are busy with planning for the Research Bootcamp, presenting at workshops and preparing for conference presentations.

ADAC: At the last ADAC meeting Tereigh Ewart-Bauer and Susan Joudrey presented on design and delivery supports for diversity and inclusion in teaching/learning.

There was also an item regarding career development on the agenda (as opposed to job search). It was suggested that the libraries might develop a LibGuide on career development.

Finally, the Registrar's Office and Student Support Services are looking at Amendments to Academic

### **Dunn Law Library**

I will be presenting at the May 4<sup>th</sup> Faculty Council about our review of collections and the paths we are taking to upgrade our text book collection. Additionally, David and I will present at the Law School's professional development day on May 17<sup>th</sup> about the library's involvement with the law school strategic plan.

June 12-14 will be weeding and shelf-reading days for the Law Library.

We have hired Emily Hines as a summer reference student. Her position will cover a number of library duties including reference, circulation, and assisting with document delivery. There is the possibility that the position will extend beyond the summer to assist with reference desk duties while Mark and then David are on sabbatical.

Our summer hours will begin on April 27<sup>th</sup> during which we will be closed weekends and close at 4:00 p.m. weekdays.

David and Hannah will be presenting a research bootcamp for the law school summer Research Assistants during the first week off May. Several Ras use the Law Library as their home base during the summer.

April 19, 2018

#### AUL Resources & Discovery

##### 1. Journal Unbundling/Big Deal Project:

As of April 9 we have had 211 faculty members, 26 staff, and 74 students participate in the voting database. The average participation rate for Faculties is 15%. Participation rates are particularly low for Agriculture, Architecture/Planning, FASS, and Management.

The voting database closes May 18. A reminder to participate in the database voting will be sent to faculties and departments this week.

2. The Resources Team has another all-staff meeting coming up, April 25. Topics to be shared/discussed include: proxy prefix update, Fair Price project, cataloguing for Sainte-Anne. Thanks so much to Library Admin for providing lunch, once again.

3. Yves Vanier from Coutts visited April 17 to demo for liaisons the new Oasis interface and to give a refresher on selecting using Oasis.

#### Sexton Library

1. Sexton Library has a SIM practicum student, Emily Hines, working with Creighton to begin the process of adding Sexton archival material to the Archives e-finding aid. Material not truly archival in nature is also being inventoried and recommendations made for its dispersal.

2. Allison attended The Big Lift documentary screening April 16 (the project to re-deck the MacDonald Bridge). A book on the Big Lift project is also being donated to the Sexton Library.

Library Council update: AUL Research Services/Head of Killam  
19 April 2018

### **AUL Research Services**

#### **Research Data Management:**

- Erin has completed the first draft of an Institutional Research Data policy for Dal. It will now be considered by the campus-wide Deans and Directors level committee with representation from the Libraries, Research Office, ATS, ITS, and others.
- Erin and Sarah are part of a panel discussion at APLA on Research Data Management services at CAUL universities. Panel members include representatives from UNB, Acadia, UPEI and Portage.
- There are two RDM sessions as part of RA Bootcamp this year. Our “Introduction to Data Management and Planning” session returns for a third year. New this year is an “Introduction to Data Repositories and Dal’s Dataverse” session conducted by Erin MacPherson and Margaret Vail.
- There were 14 attendees at the FOIPOP/Data de-personalization workshop on April 12, led by Carla Heggie. The response to this workshop was quite positive. A second iteration may be scheduled in the fall, depending on instructor availability. Attendees came from the Libraries, Research Office and Research Ethics.

Strategic Plan Refresh: covered in meeting agenda

NCTR Hub update: covered in meeting agenda

### **Killam:**

#### **Fair Pricing Journals Consultations:**

- Since the last Library Council meeting I have attended the following sessions:
  - Earth Sciences department
  - English department – April 17
  - Marine Affairs Programme – April 19

Renovations to room 2600 are underway for the installation of the data visualization wall.

Looking forward to our summer interns, Laura Little (returning) and Katie Blythe (new hire). Roger Gillis and Michelle Paon have graciously agreed to be intern supervisors this year.

Sarah Stevenson