

Minutes
Dalhousie University Libraries Library Council Meeting
Room 2902, Killam Library
May 24, 2018
10:00 am. – 11:50 am.

Present: Mark Lewis (Chair), Karen Smith (Secretary), Linda Aiken, Creighton Barrett, Linda Bedwell, Donna Bourne-Tyson, Geoff Brown, Janet Hathaway, Melissa Helwig, Heather MacFadyen, Gwen MacNairn, Lindsay McNiff, Julie Marcoux, Anne Matthewman, David Michels, Robin Parker, Jackie Phinney, Sarah Stevenson, Karen Chandler, Sandy Dwyer, Gail Fraser, Emily Hines, Marlo MacKay, Lachlan MacLeod, Janice Slauenwhite, Amanda Sparks, Alice Stover, Leah Unicomb, Helen Wojcik.

Regrets: Carol Richardson (Recording Secretary), Ann Barrett, Marc Comeau, Sarah Jane Dooley, Allison Fulford, Roger Gillis, Elaine MacInnis, Shelley McKibbin, Erin MacPherson, Joyline Makani, Michael Moosberger, Michelle Paon, Dominic Silvio, Hannah Steeves, Mick Bottom, James Boxall, Sai Choi Chua, Jan Pelley, Margaret Vail, Joe Wickens.

Guests: Dr. Kevin Hewitt (Senate Chair), Jeff Hoyle (Senate Vice Chair, Academic Programmes) and Tanya Packer (Senate Vice Chair, Student Affairs)

Items of Business:

1. Adoption of Agenda

It was noted that the distributed Agenda should have indicated the minutes of April 19, 2018 would be approved and that Kevin Hewitt's surname had been omitted.

Motion: Moved by S. Dwyer and seconded by M. Helwig that the corrected Agenda be approved. Motion Passed

2. Approval of Library Council Minutes from April 19, 2018

Motion: Moved by G. MacNairn and seconded by C. Barrett that the minutes of the April 19, 2018 Library Council meeting be accepted as distributed.

Motion Passed

3. Business Arising from Previous Minutes.

No matters of business were noted from the April 19, 2018 Library Council Minutes.

4. Presentation by Dalhousie Senate (Presented by Kevin Hewitt, Jeff Hoyle and Tanya Packer)

To follow-up on a 2017 Senate out-reach initiative, Kevin Hewitt, Chair of Senate, presented Library Council members with highlights of Senate's work in 2017-2018. In his report Kevin Hewitt reported on three areas.

- i. Improving the diversity of the Senate membership was a major project undertaken over the year. To determine the optimum level of diversity, Senate had adopted the guidelines of the Federal Contractors' Program. To help reach optimum numbers, Senate had actively encouraged nominees from under-represented groups in the last

round of nominations, it had added three Senate seats for administrators responsible for equity matters, designated two Senate seats to the Black and Indigenous groups on campus and increased student representation by four. The Dalhousie Senate will be up to 97 members by September 2018.

- ii. Work on improving communications between Senate and Faculty Councils across campus continued with Senate officers attending Faculty Council meetings, setting up exchanges of agendas and minutes and by urging Senate representatives to report back to their respective faculties about Senate activities.
- iii. Efforts are underway to stream-line Senate business by empowering select Senate committees to approve certain matters that had previously been brought before the full Senate. This transfer of responsibility is the most advanced in the Senate Academic Programs and Research Committee where authorization to give final approval on routine course and program changes has been given. Plans are being made to transfer authorization responsibilities to a number of other Senate committees.

As a point of information, Kevin Hewitt reported that the College of Continuing Education is creating their own Faculty Council. To learn from the other faculty councils, the College has requested that the Chairs of the Dalhousie Faculty Councils meet at least once a year. Due to their limited numbers, they would welcome recruits. The contact person in the College is Susan Holmes: susan.holmes@dal.ca.

In response to a query, Kevin Hewitt noted that the role of Faculty and Library Councils vary widely across Canada. He recommended that having a clear statement of principles and values is important for each faculty and that their Senate statement had been very useful over the last year.

In conclusion, Tanya Packer (Senate Vice Chair, Student Affairs) formally thanked the Dalhousie Libraries staff for all their efforts on behalf of Dalhousie students.

5. Research in Medicine (RIM) Overview (Presented by Jackie Phinney)

J. Phinney gave a brief overview of the RIM programme in which she noted it is the first of its kind in Canada. Research in Medicine (RIM) is a mandatory programme for all medical students that requires them to take core research skills classes, develop a research project proposal, work with a research mentor, carry out the research project, present their research and prepare it for publication. Students are urged to complete their research project by the end of their second year but it can be carried forward. Mentors can be from outside Dalhousie. Students can do literature reviews, qualitative research and history of medicine in addition to more traditional medical research projects. Library support is offered at all stages. When appropriate, students are referred to other Dalhousie librarians regarding such topics as data management and open source publishing. To learn more about the programme see: <https://medicine.dal.ca/research>

6. New Library Assessment Webpages (Presented by L. Bedwell)

L. Bedwell gave a brief overview of the development of the new Library Assessment Webpages and then pulled it up and gave a live demonstration of how it was laid out and the various features within it. The programme Tableau Public had been used effectively for the data presentation. Congratulations were extended to Linda B. on how well the public site looks and works. As noted by D. Michels, the new assessment webpage clearly tells us “What” and now we have to determine “Why”.

7. Committee Reports

Three reports were submitted and distributed with the documentation for the Library Council meeting.

- a. **Motion:** Moved by R. Parker and seconded by H. MacFadyen that the report from the Discovery Layer Team be accepted as distributed. Motion Passed
- b. **Motion:** Moved by H. MacFadyen and seconded by J. Marcoux that the Scholarly Resource Management Group report be accepted as distributed. Motion Passed
- c. Upon clarification of what the new procedure is for handling USB Memory sticks and a request for specific details on the scope and release date for the new alumni card, it was moved by S. Dwyer and seconded by G. MacNairn that the report of the Service Point Committee be accepted. Motion Passed

8. Update on Librarian Job Searches

- a. J. Marcoux reported that they have reviewed the applicants for the Indigenous Services Librarian position at the MacRae and have just completed the short-list. Setting up the interviews will be the next step.
- b. R. Parker reported that the committee for the Kellogg appointment had arrived at a short-list of two and that an invitation to come to their presentations had been issued.
- c. D. Bourne-Tyson reported that with A. Fulford stepping into a librarian position at Sexton as of July 1, 2018, the third new librarian position will be assigned to the Killam. She indicated that Human Resources had approved continuing with the current process but a Killam representative should be added to the selection committee, the subject responsibilities should be changed to Science and FASS, the posting must be revised and reposted and the current applicants must be notified of the changes. A wide-ranging discussion ensued. Since it was to be a Killam position, there was support for KLAC taking over the search process. Being very clear what job skills and subject areas were being sought was recommended. It was also queried as to why it was automatic that the position go to Killam. At the conclusion of the discussion, the following motion was made:

Motion: Moved by M. Helwig and seconded by H. MacFadyen that the current search committee and KLAC 2017/18 meet and come up with a plan to move the appointment forward. Motion Passed

9. Library Council Chair and Secretary

It was announced that after serving for two years, the current Chair and Secretary of Library Council will be stepping down at the end of June. Library Council members were urged to consider taking on these interesting leadership roles. The appointment of a new Chair and a new Secretary will be on the June Library Council agenda.

10. Senior Management Reports

- a. The reports were received as distributed with the Library Council Agenda.
- b. S. Stevenson up-dated her report with the information that the National Centre for Truth and Reconciliation service model had to be revised several times and may be revised once more before it is finalized and can be implemented.

11. Senate Report

- a. It was announced that Jackie Phinney will be the new Dalhousie Libraries representative on Senate starting September 2018.
- b. R. Parker, retiring Dal Libraries Senator, will continue to serve on the Senate Discipline Committee.

12. Up-Dates

- a. J. Marcoux reported that she had finished the development of her video game and is now working on making it available.
- b. D. Michels reported that he had accepted a secondment of two days per week to be the Law School's Director of Analytics and Impact. The secondment will start July 1, 2018.
- c. M. Helwig reported that she had just hired a research assistant to help with her research on looking at the gender of members of medical research teams.
- d. G. MacNairn reported that the 4th issue of their GIS newsletter *Layers* had just been made available on DalSpace.
- e. L. McNiff reported that Research BootCamp was underway with about 50 participants in the first week. The follow-up sessions were averaging about twenty. She also reminded Library Guide owners that the right hand columns of their guides must be moved to the centre by 5:00 pm, June 1st. External partners of Dalhousie Libraries Library D=Guides will also be informed.

13. Library Council adjourned at 11:50 am.

Respectfully submitted,
Karen Smith
Library Council Secretary
May 31, 2018

May 24, 2018

AUL Resources & Discovery

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

The voting database closed May 18. SRMG will consider preliminary results and decision-making options for the six Big Deals under consideration (Sage, Springer, Oxford, Cambridge, Wiley, Taylor & Francis). SLT will discuss plans and procedures going forward at its June 12 meeting.

Sexton Library

1. Emily Hines completed her 3 week SIM practicum April 27, working with Creighton to begin the process of adding Sexton archival material to the Archives e-finding aid. Emily made great progress focusing on those materials most often requested by faculty, staff, alumni, and visitors to the Sexton campus. The project will be carried on by Sexton SIM interns. Thanks so much to Creighton for his help with this project.

2. Sexton interns, Courtney Vienneau and Samantha Adema returned to work May 7 after their SIM practicums. They are busy with summer projects and participating in all the great Dal Libraries' SIM intern tutorials and tours planned for this spring and summer.

3. On the north end of the Sexton Library Mezzanine, stacks have removed in preparation for a project to create a new study area for students. The area will be freshly painted and have new carpet installed. Tables and chairs are coming from the Killam and MacRae libraries to fill the space. Thank you to Janice for her help coordinating this project.

Hello all,

In lieu of a formal report, I'm just going to provide a quick update on Senate business, since there has only been one meeting since the last LC meeting and we really only had one significant matter.

Significantly, the Senate voted to accept the new draft of the Sexualized Violence Policy for Dalhousie University. Once accepted by the Board of Governors (went for a vote this week, not sure of outcome) and adopted, this policy will replace the existing Sexual Harassment Policy. The Senate could only approve the proposed policy on the basis of impact on students, due to the mandate of Senate regarding academic matters. The Board will address any concerns regarding employees and staff relations, in regards to the respective collective agreements and employee contracts.

In the May 14 meeting, we also voted to approve a proposed Masters of Business Research program.

That was the final meeting of the 2017-2018 academic year. My term as Senate Representative for Dalhousie Libraries will be complete as of June 30, 2018 and I am happy to turn over the privilege of Senator to Jackie Phinney.

Let me know if you have any questions.

Best,
Robin

Report to Library Council

Anne Matthewman – May 2018

AUL Learning and Teaching

The Learning and Teaching Team met earlier in the month. We viewed a presentation by Lindsay McNiff and Jackie Phinney on making our tutorials more accessible and more discoverable. They will be making the same presentation at the June Library Council meeting. Our next project is looking at and developing a framework for an Information Literacy Strategy. Several members of the team will be attending upcoming conferences focussed on learning and teaching.

ADAC:

Fiona Black will be retiring in June and the Chair of ADAC will change to Pemberton Cyrus who will become the Acting Associate VP Academic.

At the May ADAC meetings one major topic of discussion was using academic innovation funding more strategically for undergraduate programming development. This might include more funding for new types of internships. There was also discussion of a model for experiential learning.

Dunn Law Library

The Annual Conference of the Canadian Association of Law Libraries will be held in Halifax from May 26-30th. Our law librarians will be attending and have been contributing to the organization of the conference. I would like to thank those of you from the Dalhousie Libraries who have volunteered to assist with conference activities. I will be chairing a meeting of the academic law libraries directors at the law school as part of the conference.

David, Hannah and I attended the Law School's Professional Development Day on May 17th. The focus of the day was on elements of the School's Strategic Plan. Of particular interest to us was the afternoon discussion of research priorities for the school and an increasing role for the Law Library in the development and management of the school's research output.

Linda Aiken is organizing our weeding and shelf-reading days for June 12-14. We hope to realign shelf space and make room for new materials.

Our Legal Research Escape Room is nearing completion. David and Hannah have done a wonderful job coming up with a theme, a problem, and research clues. Additionally, they have acquired or developed many interesting period details for the room. Now it remains to be seen whether anyone can escape!

University of King's College

Library Council report

May 18, 2018

The Library is on summer hours (9 a.m. to 5 p.m. Monday through Friday) and has been relatively quiet since classes ended, providing an opportunity for staff to accomplish major projects.

A Library assessment was prepared in connection with modifications to the Master of Journalism program that arose from the 2017 external review.

In the Treasure Room, a librarian and student are shifting rare books and doing an inventory of them.

The two students hired as summer assistants have been trained on circulation procedures and are assisting staff with weeding the collections and tidying the stacks, as well as Archives projects.

The Nova Scotia Community College Library & Information Technology student will conclude her five-week LIBR 4995 Work Experience in the Library on May 25. She has worked alongside all the staff members, helping with various aspects of their work.

The Archives has been a resource for researchers involved in the scholarly inquiry to examine the University's possible connections, direct and indirect, with slavery in the late 18th and early 19th centuries.

- Janet Hathaway

Library Council May 2018: University Librarian's Update

Institutional Research Data Strategy – we had the second meeting of the ad hoc committee to draft a strategy for Dal for the management of institutional research data. The meeting was well attended by staff with the Office of the Vice-President Research, Research Services, Dal Analytics, SIM, ITS, AceNet and Dal Libraries staff. Thanks very much to Erin MacPherson and Sarah Stevenson for preparing the first draft, based on the Portage template. A working group is now refining the Strategy, for further consideration by various bodies i.e. Library Council, DRAC, Deans' Council and possibly SLTC and Senate.

CAUL's strategic planning process is drawing to a conclusion, and the final draft will be approved by the CAUL Board in early June. There is still time to comment if you have not: <https://drive.google.com/open?id=1x3tDiWjclLjy79sJlb3p6wM8QqHlppFyCoQb-He-tXg> and there is an operational plan as well: <https://drive.google.com/open?id=1Zsm8o9vz9vQ-L8rzNvqZF4zR-Vz36qPvJj-6aJ-URYA>.

Since our last meeting, I attended the ARL meeting in Atlanta, where there was considerable discussion about net neutrality, and since then the legislation protecting it has been preserved. Guy Berthiaume participated as a panelist speaking about the GLAM sector which is now getting more attention both north and south of the border.

The CARL Board and Members' meeting, and the first CFLA Forum, took place in Regina, hosted by the Saskatchewan Library Association, the Regina Public Library and the University of Regina Library. At the CARL meeting the CARL directors reaffirmed their support for Portage, which requires continued financial support until funding flows from ISED as announced in Budget 2018. The CFLA Forum focused on two issues: intellectual freedom and artificial intelligence.

The Monday after the Regina meetings was the date for the Halifax INDU hearings, and I presented on behalf of CAUL, with Andrea Stewart from NSCC. Also on our panel were the UNB President and Lesley Balcom. During the open mic in the evening, Roger Gillis presented, and Josh Dickson from UNB. Hearings continued across the country throughout that week, and research libraries were well represented, speaking about the importance of educational fair dealing.

I am participating on the search committee for the Chief Analyst and Director, Dal Analytics, and there have been several meetings. On May 16th I participated as part of a panel kicking off a day of strategic planning for Library and Archives Canada. Coordination of digitization and print preservation initiatives, promotion of standards, and support for the growth of GLAM-related initiatives were discussed.

Allison Fulford has completed her term as AUL Resources & Discovery & Head of Sexton Library, and has chosen not to renew for a second term. Allie's achievements during her term were considerable: she chaired the very successful website redesign initiative; led the team implementing Primo and SFX for Dalhousie; and spent a year overseeing the work of the Document Delivery team. After taking on Resources in addition to her original appointment as AUL Discovery, she has led the team during several key projects including: the ongoing journal assessment exercise; the introduction of shelf-ready services; and a reworking of the treatment of e-journal records. During the past five years, Allie made numerous improvements to the physical space, services and collections at the Sexton Library including a cost-effective and attractive renovation of the Library main entrance. Allie's commitment to staff development has been greatly appreciated. She will be welcomed by the Faculties of Engineering and Architecture and Planning, to which she is returning July 1st as Liaison Librarian, based at the Sexton Library.

**W.K. Kellogg Health Sciences Library | AUL Scholarly Communications
Highlights for Library Council, April-May 2018**

Kellogg Health Sciences Library:

1) Staffing:

- The shared Kellogg/Archives position has been posted and the closing date is mid May.
- New Interns have started at Kellogg. This year we have Brian Jenkins and Kristy Hancock with us.
- The interviews for the short listed Scholarly Communications Librarian candidates will be scheduled for the end of May.

2) Collections:

- A unique resource has been purchased called *Board Vitals* which is a comprehensive preparation tool for national exams administered during medical school. This resource was available and used by Dalhousie students through NSHA but was not accessible by DMNB students, hence the subscription through the Kellogg. Also NSHA plans to discontinue this resource in the coming year.
- Plans for the final Sub-basement integration of 4 disparate collections are under way and will take place over the summer with completion by August 2018. A major cleanout of old furnishings etc. will also take place.
- Dr. Murray has a substantial book collection (est. 10,000 volumes) he would like to donate to the Dalhousie Libraries. In areas of History of Medicine, Medical Humanities and Neurology among others, will be gradually itemized and these lists will be provided to the library to compare to collections and allow for select of titles to be added to the collection.

3) Practicum Presentation: Ali McLaughlin presented on her practicum project which was under the supervision of Michelle Patrick and Melissa Helwig. The practicum focused on developing an educational tool for the Promoting Leadership in Health for African Nova Scotians (PLANS) program addressing information literacy in the areas of study skills, health equity, health literacy, family health, policy, and advocacy. It will be used during the summer camps with the students during the library session and for the advanced students during the second camp who complete a mini-research project. Ali focused on putting together a framework including learning objectives for the guide and building one or two modules. Melissa and our interns will be working on completing this project this summer.

4) Maritime Health Libraries Association (MHLA): A number of Kellogg Staff attended this spring meeting and CE opportunity hosted in NB and made available by videoconference.

5) CAUL Webinar Presentation: Lindsay McNiff and Melissa Helwig presented a webinar via CAUL on "Research Bootcamp: Creating Library Workshops that Work" <https://caul-cbua.ca/resources/webinars>

6) Staff Led Conference: Melissa Helwig and Gail Fraser both presented a session at the staff led conference, and Shelley McKibbin was on the organizing committee.

Scholarly Communications:

1) Acadia visit to discuss Digital Humanities initiatives: Ann Smith and colleagues from humanities faculty and the Acadia Archives made a site visit to Dalhousie Libraries to explore digital humanities initiatives in anticipation of their plans for advocating for the establishment of a centre based in their library at Acadia. Geoff, Roger and Creighton all made presentations, tours and provided expertise.

Report to Library Council

Sandy Dwyer
Director, Libraries HR
May 2018

Carl Harvey was hired as 1 year temp to backfill Norbert Addo's helpdesk hours as well as cover shifts on the Killam Library Service Point.

The posting for the C5 position, split between Kellogg Access Services and Archives, closed on May 15, 2018. Members of the search committee are Jan Pelley, Courtney Bayne and Sandy Dwyer.

The search committee, consisting of Marc Comeau, Sandy Dwyer, Gwen MacNairn and Elaine MacInnis, is in the process of shortlisting candidates for the Library & GIS Developer position (SIT2).

The employment requisition to replace Jason Flynn has been approved. The posting for the SIT-2 Systems Administrator should soon be posted.

The employment requisition to hire a Digital Coordinator T7 position in the Archives on a permanent basis has been approved.

The Libraries have three teams, The Hip Flexors, The Law-Di-Das and Mission Slimpossible, participating in the Spring Into Action Challenge (20 participants in total). This is a 6 week event where participants must commit to a minimum of 30 minutes of physical activity a day for at least 5 out of 7 days per week. Two of the teams have won a prize so far for their weekly participation.

The University has migrated to a new version of Career Beacon. I have been trained on the new system and am available to assist people if they need help finding their way around the new system. Training is also available through Recruitment and Retention.

On behalf of the Health and Wellness Committee, I have nominated the Libraries for the Healthy Workplace Award with Donna as the leadership sponsor. The University's Healthy Workplace Collaborative makes the decision on the winner and the award will be given out at the Dalhousie Legacy Awards being held on Wednesday, June 20th at the Rebecca Cohn Auditorium.

ATS Update

- Jason Flynn has left and has now begun his new role in ITS.
- Along with Jason's departure, we have a few key absences over the next month or so which would leave gaps. We've made arrangements to have Jason available to help us out in case there's an urgent situation that arises. In general, ITS has always been there for us as a fallback in case we have unexpected absences and something urgent occurs with our infrastructure. However projects will come to a halt for a few weeks and will take some time to ramp back up as we re-fill positions.
- Miles Redgate is working for us this summer as a co-op student. He's a developer and is working closely with Margaret. He's currently working to understand and adapt a system to help other departments at Dalhousie to package files properly for deposit with the archives. This ties together with both our archival efforts and our records management efforts.
- The team put in a great deal of work in trying to get the best Video Conference experience for the Truro campus during the staff conference. We learned a lot about what's possible and what's not. In the end the effort ended up being a learning experience only as the last minute venue change restricted our options significantly.
- We spent some focused time with procurement to explore what options are available to us and how they work. How our department buys things and how much we buy has changed substantially over the years with the various additions to the department. It was a very helpful discussion.
- Construction is well underway in the MacMechan auditorium to complete a room reconfiguration with significant AV components.
- The renewal of the Common Pool rooms in the Rowe on the first floor is also underway.
- We are preparing for the summer evergreen refresh of the Learning Commons computers.

Marc R. Comeau
Director, Academic Technology Services
Dalhousie Libraries

Library Council update: AUL Research Services/Head of Killam
23 May 2018

AUL Research Services

Research Data Management:

- We're developing a research data management policy for Dalhousie, based on the Portage template. Partners include Research Office and Research Ethics. Preliminary
- 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.

Strategic Plan Refresh: Lachlan MacLeod has joined the team since the last Library Council meeting. Some members attended an ALA webinar about strategic planning Wednesday May 23rd. The next team meeting is today, May 24th. Members have been going through their assigned areas of the plan and determining what has been accomplished to date. Next steps will involve contacting SLT members to confirm updates and a consultation process (format to be determined) for wider participation about changes/adjustments to the plan and goals.

I also took part in the CAUL strategic planning consultation videoconference on May 8.

NCTR Hub update: Since the last Library Council meeting, members had a chance to see the room in the Edward Street house. At that time we learned that the space would be shared with the Elder's personal office. We felt was not appropriate for the Elder to be expected to share her personal office, even if her campus commitment is part-time. At this point we are revising our service model again, to use the non-smudging space in the Killam South Learning Commons as a service point, as well as working out a service agreement for those who wish to consult the materials in the Indigenous Student Centre with smudging and/or the presence of the Elder.

CARL & CFLA: I attended the Scholarly Communications update afternoon as part of the CARL meetings in Regina SK on May 1. It was very interesting to see where Dalhousie stands in relation to national and international developments. (We're doing pretty well.) On May 2nd, I attended the CFLA Forum on Intellectual Freedom. This was also an interesting event, with some engaging panelists, and thoughtful table discussions as we worked toward creating an intellectual freedom document.

Killam:

I met with Donna, two recruiters from the Registrar's office and the principal of Citadel High School for a wide-ranging discussion of how we might collaborate with the school.

I had the pleasure of attending and participating in the Sharing Ideas at Dal Libraries conference on May 9th, with Natasha Andrews and Mark Pineo.

Intern orientation – subject orientation with Killam interns, and Killam library tour for all interns.

International Oceans Institute orientation on May 23 -19 participants from all over the world and the most attentive audience I think I have ever experienced.

Sarah Stevenson