

## Minutes

Library Council Meeting

Killam Library Room 2902

January 19, 2017

10:00am - 11:30am

Present: Mark Lewis (Chair), Karen Smith (Secretary), Carol Richardson (Recording Secretary), Alice Stover, Allison Fulford, Ann Barrett, Creighton Barrett, David Michels, Dominic Silvio, Donna Bourne-Tyson, Elaine MacInnis, Erin MacPherson, Gail Fraser, Geoff Brown, Gwen MacNairn, Heather MacFadyen, James Boxall, Janice Slauenwhite, Jennifer Adams, Joyline Makani, Julie Marcoux, Karen Chandler, Lachlan MacLeod, Linda Aiken, Linda Bedwell, Marc Comeau, Margaret Vail, Marlo MacKay, Michael Moosberger, Michelle Paon, Roger Gillis, Sai Choi Chua, Sandy Dwyer, Sarah Jane Dooley, Sarah Stevenson, Shelley McKibbin

Regrets: Anne Matthewman, Brian Lesser, Hannah Steeves, Ian Colford, Jackie Phinney, Lindsay McNiff, Lucy Kiester, Melissa Helwig, Mick Bottom, Oriel MacLennan, Robin Parker

### 1. Adoption of the Agenda

The agenda was adopted as presented. Welcome to Lachlan MacLeod, the new Copyright Services Coordinator for the Dalhousie Libraries.

### 2. Approval of the Minutes of December 13, 2016

The Minutes of the December 13, 2016 meeting were approved with the following two corrections:

- The Vojnik family will be replaced with Boniuk family under item number 4. Presentation from Lori Ward- Director of Development, University Libraries.
- Sarah Jane Dooley's name will be added to The EAF Working Group consists of ... under item number 1. Up-date from EAF Working Group re Taylor and Francis – Heather MacFadyen.

### 3. Business arising from the Minutes

The Senate Review Report is almost complete. The last thing that needs to be done before the draft of the report is circulated to Council will be for Mark Lewis to email librarians to collect data on how they serve on faculty or departmental committees.

### 4. Presentation on Digital Archives Collection Assessment – Creighton Barrett

In May 2016 Creighton started working with Domenic Rosati, the archives student intern, on the Digital Archives Assessment Project investigating a number of digital media carriers eg. floppy disc's, CDs, hard-drives (anything that stores archive material) that were in the stacks in the Archives department. The goal was to locate, separate and produce an inventory of the carriers. Their objective was to inform development of the digital archives program, especially digital forensics to help establish processing priorities for backlog of digital media. The archives department purchased a forensic recovery of evidence device. It's a specially designed computer for recovering data off of hard-drives and floppy discs.

The counting was completed by August and the physical work carried on into September. There were 2,914 carriers found. The most commonly identified carrier was the 3 ½" floppy disc. A rough estimate of server storage required to store this data was 325 Terabytes. Most of the material comes from our cultural archival collections which is the primary collecting area for the archives. A lot of material was found in imX Communications, Centre for Art Tapes and Neptune Theatre. The other source would be faculty papers, university records. Joan Cummings is a blind professor in the School of Social Work. Her work produced a lot of discs. All her teaching tools are multimedia.

Graphs were produced to illustrate the carriers across the collections and the graphs included formats.

Action Plan to respond to the problem:

- Establish processing priorities for the backlog.
- Update accessioning procedures and policies to include separation workflow and the registry of digital carriers.
- Develop digital forensic workflows and procedure manual.
- Establish procedures and infrastructure to support monetary appraisal of digital archival material.
- Establish technical specifications for archiving born-digital audio and video.

Work on action plan items:

- In September, as part of Alex Jokinen's Young Canada Works digital archives internship, she started looking at the 997 carriers that were separated from the imX Communications collection assessment. She also took the inventory data from that collection and added some additional data elements to prioritize and start reformatting. Another portion of Alex's work was to look at Bill Freedman's fonds and separate the disc's and the hard-drives and doing macro high level appraisals and getting it prepared for re-formatting.
- Procurement of FTK digital forensics software. Creighton will be doing some training on this software in February.
- Research and development of "reformatting guidelines for digital videocassettes"

A spreadsheet with a draft of the digital video encoding formats, data rates, and estimated storage requirements were displayed.

The digital forensic recovery device doesn't have the controllers but we have a 3 ½" USB drive so that it can be plugged into the machine and right block the discs and transfer the data. The floppy controller for the 5" costs roughly \$5,000.00 and eventually we need to purchase one because of the volume of work that may be coming to archives. A separate add-on imaging equipment would need to be purchased for microfiche.

What material we take from retired faculty comes down to our assessment of their work. We will have to be selective about what we take. The big challenge is the assessment work. The forensic work has to start before the analysis can start of what we want to keep. The process is going to be critical to the management of the university information as well as private collections.

Creighton hopes to put the report from this project in DalSpace. Creighton thanked Domenic for his work on this project. Because of his work, the project has been a great success.

It was agreed it would be a good idea to prepare digital guidelines for faculty.

Is there any format for peer reviewed for the value of the material? The acquisitions and collections development in the archives are very much like other work. The same decisions are made as if you were buying a journal or monograph. It was noted, some places make decisions at a committee level.

## 5. Library Council Committees discussion

Currently we have 2 Annual Reports submitted for 2015-2016. Thank you to the Chairs of these committees: Margaret Vail for the Web Advisory Committee and Sarah Jane Dooley for the Library Internship Practicum Coordinating Committee. It was suggested, going forward, the Chair of each Library Committee submit a short report or note to inform the Chair of Library Council if a committee has been active or not throughout the year.

Discussion continued on the viability of the following Committees:

Assessment and User Experience – Linda Bedwell (Chair) This committee does not exist anymore.

Communications Team - Marlo MacKay (Chair)

This group hasn't met for some time (at least a year). Marlo is revisiting whether this Team is needed any longer.

Digital Scholarship Initiative – Sarah Stevenson (Chair)

Trying to disband and come back with a proposal for a different type of committee. The editors are working on the revised Terms of Reference and have just sent those out to the group. Only had discussions in 2015-16.

Discovery Layer Team – Margaret Vail (Chair)

The Team is still active and a report will be coming soon.

Libraries Internship/Practicum Coordinating Committee – Sarah Jane Dooley (Chair) This Committee is still active.

*Report Highlights:*

- The Intern Enrichment Training days which took place over the course of the summer were a success. Workshops that were offered included those on specific software and tours of the libraries. This same program will continue in the summer of 2017.
- Three practicum applications went to the School of Information Management (SIM) this year. The students are placed to start in April. Sarah Jane will follow up with JoAnn Watson at SIM.
- The job postings for summer interns will be going out soon. They will include a statement to attract students with an indigenous background. The postings will be sent to Janice Slauenwhite to post on the job board as well as to JoAnn Watson at SIM and to the various indigenous groups.

Library Research Advisory Committee – Robin Parker (Chair) The Committee is looking to repurpose this group.

Scholarly Resources Management Group – Allison Fullford (Chair)

The group is starting to meet again. There was no activity for 2015-16.

### Service Point Committee – Sandy Dwyer (Chair)

The Annual Report has been submitted to the Secretary and Recording Secretary of Library Council.

### Web Advisory Committee

- The Committee was very active last year due to the redesign of the libraries webpage. Please look at the Annual Report to see the staff and guests involved with this committee.
- The most used webpages excluding the Libraries Homepage and the Health Sciences Research page was the Research Tools page, the information about Kellogg and Killam Libraries page and the Study Room page. After the launch, the most used webpages were Research, Find (which included links to all collections), the Killam Homepage and the Search Box.
- Received a lot of great feedback including from President Florizone and Mike Smit from SIM. We were mentioned on Today@Dal and the SIM Blog. There was some negative feedback received but only 2 and those issues were resolved through making the health science resources more accessible to the health science students.
- Will be planning regular user assessments and testing to occur 4 years after the each launch. The assessment and testing will occur in 2020 and then the new website will be launched in 2021.
- Working on preparing instruction documents for future refresh web assessment for committee members.
- Want to do some post launch assessment.

We don't have any place to discuss any issues around preservation or conservation of our collections. We haven't addressed the knowledge gap around paper conservation issues to deal with the types of questions being ask since the former conservation officer retired. It would really benefit to have these discussions with the work that Archives is doing around digital preservation. It was suggested that a preservation working group would be useful. This may tie in with our new role with records management across the system and also with research data management support. Archives are looking to implement Archivematica this year, which is an open source digital preservation system. It's a large infrastructure project happening soon and research data ties into this project. Contact Creighton Barrett if you are interested in helping prepare some Terms of Reference for a preservation working group to bring back to the February Library Council meeting. It was noted, we need this committee to establish priorities. Higher level discussion is vital.

There will be more discussions on Library Council Committees at the February Library Council meeting.

#### 6. Senate Report - Robin Parker

No report for this month.

#### 7. Senior Management Reports – question period, written reports submitted in advance

Thanks to those who submitted their reports. A few questions asked concerning the following reports:

#### LITS Report

Question: The availability of Novell

Documents on S:\Library are live and available. A backup copy is in place for the material on S:\Library. The license agreement is up the end of March so by April 1 the documents will be completely gone from the S drive. It was noted, there is a plan to do a "fire drill" where Novell will be shut down for a few hours to see what breaks before it goes away completely.

#### University Librarian

At the Information Governance Steering Committee meeting last week, the Legal Council presented their Privacy Impact Assessment on Office 365. Part of the reason we had to move from Share to NAS was because we didn't have approval to move the material to SharePoint. The privacy impact assessment said we can make more of a distinction between what is extremely confidential or has a lot of personal data in it (health information or SIN #s). This information will have to remain on the NAS but all other working documents will move to SharePoint or One Drive within the next 6 months to a year. It is hoped by 2018 everything will be stored on a Canadian Cloud Server. Thanks to those who have been working on this because it was a big endeavor. Preliminary discussions with ITS are underway for the migration from NAS to SharePoint. It was noted, if you want your files moved to NAS from S:\Library, you need to do this before April 1.

Donna apologized for not sending a University Librarian Report. A draft of the Senate Review response was sent to Library Council just before the meeting today. Any suggestions for edits should be sent to Donna before Tuesday, February 7. Only a 2-page summary document goes to Senate, not the whole report.

#### Head - W.K. Kellogg Health Sciences Library Report

Students in Dentistry, Health Professions and Medicine will be able to apply to get after-hours access to the Kellogg Library. They have to apply to Janice Slauenwhite to do this but before this can happen, there are a number of issues still being worked out but it's hoped this can be resolved before exams begin.

#### 8. Roundtable

After completing a survey about the best way to proceed with Roundtable updates, Council decided to do a full timed Roundtable session every second meeting and then every other meeting it could be for those who wish to volunteer information.

#### Shelley McKibbon

- Jackie Phinney will be going on maternity leave soon and Shelley is the Chair of the Search Committee to select a term position candidate to stand in for Jackie while she is away.

#### Dominic Silvio

- Was on Sabbatical from July – December 2016. He is easing into a regular routine.

#### Sandy Dwyer

- The new Diversity and Inclusion Committee met for the first time last week. Our first initiative will be discipline related book displays in each Library for African Heritage month which is in February. The committee has sought input on books to be displayed from the Black Faculty and Staff Caucus.

#### Roger Gillis

- Been involved in getting Lachlan MacLeod oriented to the Dalhousie Libraries and copyright.

#### Sai Choi Chua

- Moved office from Killam Learning Commons to LITS on 3<sup>rd</sup> floor.
- Migrated courses datasets and documents from Novell T: drive to NAS O:\stats drive.

#### Donna Bourne-Tyson

- The Truth and Reconciliation hub or possibly Legacy Room will move into Choi's former office in the South Learning Commons.
- As a member of the Information Governance Committee, working with Susan Spence Wach analyzing how we can fix audio visual and video conferencing support across campus. Recommendations will be made to the Provost and VP Admin and Finance at the end of month.

#### David Michels

- Teaching at SIM and the Law School.
- Research and writing papers due tomorrow.
- Have a couple of writing projects.
- Working with Hannah Steeves and the Indigenous Governance Chair to create a resource collection in the library.

#### Linda Aiken

- OCLC is purchasing Relais. Shouldn't see any difference to the end user.

#### Heather MacFadyen

- Rolling out a National Journal Usage Survey for faculty, doctoral students, and postdoctoral fellows from 23 Canadian universities from CRKN. The survey will focus on the usage of electronic journals and builds on the work of Dr. Vincent Larivière, Canada Research Chair on the Transformations of Scholarly Communication at the Université de Montréal. Heather will send the survey to Council members and ask them to talk with their faculty and encourage them to participate in the survey.

#### Gail Fraser

- Participating in an eResources Team project to clean up Deli links. There will be an A-Z database list created in the LibGuides section. When Deli is decommissioned, the A-Z list will be used.

#### Joyline Makani

- Teaching and doing research.
- Working on two Insight Development Grants. Deadline is February 3.
- On the CARL Statistics Working Group.
- Invited to join the Finance Data Management Group for Canada.

#### Linda Bedwell

- If you use Libanalytics to record transactional data, nearing the end of the qualitative data audit so expect changes soon.

#### Erin MacPherson

- Working on Space Assessment.

Marlo MacKay

- Attending the agricultural campus Student Input and Feedback Team meeting (SIFT). There was great success with the new format this year.

Sarah Stevenson

- Welcome back to Dominic from his sabbatical.
- Dominic will be the subject specialist for Social Work and Lindsay McNiff will be the liaison for the Centre for Learning and Teaching.

Margaret Vail

- Hosting a Wikipedia edit-a-thon with Lindsay McNiff called One Librarian, One Reference on Tuesday, January 24 from 12:00-1:30pm. There is limited amount of space so if you plan to attend, please confirm with a yes on the invitation.

Michelle Paon

- Continuing to get up to speed as liaison librarian for Indigenous Studies. Taking the undergraduate course Contemporary issues in Indigenous Studies in the Winter Term.

9. Any Other Business

Next meeting will be February 14, 2017 at 10:00am.

## LITS Report – Marc Comeau

- Lab images have been changed from using Novell for login/printing to Active Directory. The Commons are ready for the shutdown of Novell which is coming soon.
- The instructional technologies team has moved into a shared ticket space with the Help Desk. This is a significant step in strategic initiative 5.3.c. We will be moving the rest of the team into the shared space over the coming months. These changes do not affect how people contact us, it is completely transparent to clients upon initial contact.
- We've adjusted the schedule for the Brightspace drop-in support sessions. These have been very popular and are now available Monday, Wednesday, Friday from 12:00 pm. to 1:00 pm. in room 3602. This supports initiatives 1.4.b. and 1.4.c.
- We are in the process of replacing the Libraries SAN (Storage Area Network) and associated equipment. This is a substantial change since the SAN is the backbone of our infrastructure. That means we will eventually need to have some scheduled downtime over the coming months. We will use our various communication channels to ensure staff and patrons are informed when the time comes. This indirectly supports initiative 2.1.b.
- There was an interruption to our offsite backups over the Christmas break. We've been working with ITS to resolve the underlying problem that occurred. Our primary backups were functioning and we've ordered equipment that should resolve the problem. Longer-term, our offsite backups will be moving to Microsoft Azure, their cloud offering hosted in Canada. ITS is already well down this path.
- There is a 2-year term position for Brightspace support. This position will begin as soon as the current project backfill position ends. This supports initiatives 1.4.b. and 1.4.c.
- This one happened a while ago but I don't believe it's been reported to Council yet. Working with Roger Gillis, we've setup production and development instances of Omeka. This supports initiative 2.2.b.
- We are actively engaged with ITS to improve the networking on the fifth floor to provide faster access to the areas dealing with large volumes of data. This supports initiative 4.2.a and indirectly supports 4.3.c.



Michael Moosberger

AUL Research and Scholarly Communication & University Archivist LC Report

14 December 2016 to 19 January 2017

#### AUL Research and Scholarly Communication

- Reviewed documents prepared by the RDM Group including the Research Data Survey/Ethics submission for the RDM survey that is being prepared and the DataCite Canada Information Package to assist in determining whether the Libraries should get a DataCite account.
- Participated in conference calls with the CARL Digital Preservation Working Group; the Portage Data Discovery Expert Group (DEG) Collections Development Working Group, and the Dataverse North Initiative, a community-led collaboration among university libraries in Canada that are interested in building capacity and support for Dataverse as an institutional research data repository service. On this call it was agreed to approach Portage and explore whether Dataverse North could collaborate and be managed under the Portage umbrella.
- Closed off the Digital Preservation Management Workshop Project account and had the surplus funds transferred into the Archives Annual Fund.
- Met with Creighton and Alexandra Jokinen our YCW Post-graduate Intern to discuss the buildout of our digital forensics and digital preservation capabilities and specifically the memo they prepared proposing various approaches for the development of the Archivematica digital preservation platform. Met subsequently with Marc Comeau to discuss the proposed options and prepared a joint recommendation to Donna, which she has approved.
- Reviewed the Digital Archives Collections Assessment report prepared by Creighton and Dominic Rosati and met with Creighton to discuss the strategy for the preservation and management of our over 3000 obsolete digital formats containing an estimated 325TB of information proposed in the report.
- Began holding what will be a series of meetings between members of my RDM/Scholarly Communication team and members of LITS on planning for the upgrading of DalSpace in the fall of 2017.

#### University Archivist

- Completed with Marlo the Libraries' 200<sup>th</sup> Anniversary Milestones document and with Janice's assistance established the Special Purpose Account application for the Libraries' initiatives. Hired Erica Gagnon on a 6 month term position to take on many of these projects.
- Attended the 200<sup>th</sup> Anniversary Planning Committee.
- Continued to work with John Miffen on the Novell decommissioning of the Libraries' S drive and the creation of the Libraries' NAS.

- Continued to work with Donna and records management consultant Julie Morris on the development and implementation of the University Records Management Policy and with Marlo on publicity associated with the Policy and its approval.
- As Secretary of the University Records Committee, I prepared the minutes of the 1 December meeting and re-worked the Committee's Terms of Reference document to reflect the standard style and structure for this type of document established by the University Secretariat.
- Participated with Donna and Sandra Toze on a conference call with staff from Library and Archives Canada to discuss the possibility of collaborating on a joint Information Management Day in late September or early October here on campus.
- Continued to communicate with Michelle Hjelm Bentzon, a student from Aalborg University in Denmark about her traineeship in the Archives this fall.
- Worked with Jennifer Lambert on the preparation of the Canadian Cultural Property application for the 2015 Harry Thurston donation of material.
- Met with Susan Mansour and Mary Macara in Pharmacy to discuss to transfer of textual material help in the Apothecary Shop Museum to the University Archives and the potential scanning of historical pharmacy publications using some money from the donation made to the Archives by former Pharmacy School director Gordon Duff.
- Reviewed material from the Archives of Elisabeth Mann Borgese for an exhibition the German Embassy in Ottawa is planning next year in celebration of Canada's 150<sup>th</sup> anniversary.
- Participated on a conference call with Jonathan Duffin from Simon Fraser University to answer questions about the Dalhousie University Archives and its activities in relation to the external review the SFU Archives and Records Management Department (ARMD) is currently undergoing.
- Worked with Donna, Geoff, Creighton and the Legal Counsel to explore the possible options available to the University in making the Africville survey data available for research use prior to the end of its current period of closure in 2040.
- New acquisitions and/or enquiries related to potential acquisitions include:
  - o Royal Nova Scotia Tattoo
  - o Bertrum McDonald – Camerata Singers
  - o Bertrum McDonald – faculty papers

**Library Council Report -- AUL Resources & Discovery | Head Sexton Library | Allison Fulford**  
**January 19, 2017**

**AUL Resources & Discovery**

1. Resource Managers are working on the 3<sup>rd</sup> quarter variance report and advising the Heads on spending options for fiscal year end.
2. Gail Fraser and Heather MacFadyen are attending the OLA Conference in Toronto in February.
3. Heather MacFadyen and Allison Fulford met with two members from SMU Library's acquisitions and collections staff to share information about collections analyses procedures and evidence-based collections decisions.
4. A de-briefing of the Dal Libraries' Shelf-Ready Books initiative will occur with representatives from Killam, Kellogg, Sexton, and MacRae libraries, January 25.
5. Coming up February 16 is a meeting with an Elsevier rep regarding ScienceDirect ebooks.

**Sexton Library + Other**

1. Installation of 3 panic buttons and 2 cameras has begun in Sexton Library. This equipment will contribute to providing a safe environment for Sexton staff and students.
2. Jason Lee has begun studies at SIM towards his MLIS degree. Jason does have a professional librarian degree obtained in South Korea, but he must begin his professional studies again.
3. Interviews are being held the week of January 16-20 for the Library Manager position at Sexton Library.
4. Allison is a continuing member on the One-Book Nova Scotia Selection Committee. Meetings begin soon to select this year's book.

## Head of Killam Library Council Report for January 2017

Sarah E. Stevenson

Dominic Silvio has returned from his 6 month sabbatical – welcome back Dominic!

New, refreshed signage (and branding) about our quiet areas has gone up. We're now defining "quiet conversation" areas as 'if you can be heard more than two tables away, you're too loud'. This should help with the enforcement of noise complaints.

I'm reviewing our Service Point data for Research Assistance queries during the Christmas exam period (Dec 7-17) and academic break (end of exams to beginning of classes: Dec 18 – Jan 8). The outcomes will be presented to the Killam Library Service Point staff at their next meeting, January 25.

Planning is underway for a one-year follow-up to the Wallace McCain Learning Commons space. Julie Marcoux is the team lead for this project. Other team members are Mick Bottom, Michelle Paon and myself, with Linda Bedwell as consultant on the project. The same group is also in the very early stages of discussing an assessment of the services provided in the WMLC. Mick & I have also been reviewing the demand on the facility during the academic break (Dec 19 – Jan 8) for the WMLC. We're preparing a recommendation for the University Librarian to take to the Governance Committee for the WMLC. The Governance Committee will also be informed of the services assessment.

A FASS-Libraries Town Hall meeting was held on Thursday January 12, with 7 faculty committing time to attend. The group received updates on the Video Difference collection, brief updates on the FASS portion of the Killam collections budget, plans for the Killam EAF Working Group, and the results of the Taylor & Francis survey. The T&F survey discussion was very positive with some helpful suggestions for similar studies in the future.

Zuppa Theatre has been working on a new show "The Archive of Missing Things" which will be staged in the Killam for a 14 show run in May. This production will be delivered to the audience using laptops and headsets. Marlo attended an early workshop of the show last fall – you can ask her for details.

And finally, congratulations to our Kellogg colleagues on their beautifully renovated space and thank you for a lovely Open House on January 12.

**AUL Library Services & Head, MacRae Library**  
**Highlights for Library Council**  
**January 19, 2017**

**MacRae Library**

1. **Top Floor Spaces** – The Upper Learning Commons and Quiet Study Room have been popular since they opened in mid October. We are also beginning the planning for the renovation of the top floor that is scheduled to begin this summer. It is being coordinated through a Project Development Committee and is in the very earliest stages of planning.
2. **MacRae Space Assessment** – With the guidance of Linda Bedwell, Erin M., Leah and Linda C. have been working on the space assessment at the MacRae. The data has been coded and the report is in draft form. We should have more information to report at our next Library Council.
3. **Term Position (Archives)** – Hossein Karimi started working in the Archives at the MacRae the first of December in a term position. He'll be with us until the end of March. He is working with Jennifer MacIsaac on organizing and cataloguing the Archives.
4. **Staff Retirement** - Verna Mingo, Head of Acquisitions & Serials at the MacRae for the past 15 years, will be retiring at the end of this month.
5. **Fine Art & Fine Craft Exhibit** – Our annual Agricultural Campus Student, Staff, Faculty and Alumni Fine Art & Fine Craft Exhibit will be opening on Thursday, January 19<sup>th</sup>. The Opening reception will be held in the Library from 7:00 – 9:00 p.m. Everyone is welcome.

**AUL Library Services**

- I served on the Selection Committee for the Copyright Services Coordinator.
- I have attended many meetings related to services and facilities for our libraries, including most recently those particular to the CHEB and renovated Kellogg Library, working closely with Ann and Jan, as well as Donna, Janice, Sandy and Mick.
- I attended the Senate Session on Technology Enabled Learning on December 8<sup>th</sup>. I attended from the Agricultural Campus and faculty and staff in Truro were linked to the Halifax event via video conference.
- I attended the December meeting of the Coalition for Networked Information (CNI) in Washington with Donna.
- I am on the selection committee for the Manager, Library Services at Sexton Library.

Below are some general highlights from Library Services. Further updates will be provided by each of the team members in their roundtable updates.

**Copyright** – Lachlan MacLeod has been hired as the new Copyright Services Coordinator and he started work on January 3<sup>rd</sup>.

**Library Services Team** - met on November 28<sup>th</sup>. All team members provided updates on their areas of expertise. A special meeting to review the Library Services components of the Strategic Plan is being held on Monday, January 16<sup>th</sup>.

**Access Services System-Wide Meeting** – A meeting for all Access Services staff was held on Thursday, January 6<sup>th</sup>, with over 30 staff in attendance. Sandy and I co-chaired the event, which was an opportunity to update staff on a number of topics and to address questions from them.

**University of King's College Highlights**  
**Library Council Report**  
**January 2017**

**What's New at the Library and at King's**

- The Library re-opened after the Holiday break on January 3<sup>rd</sup>.
- The Archives will be hosting a SIM class to examine some of its incunabula.
- King's raised \$6, 454.60 for the United Way at the end of 2016.
- King's will be hosting an Open House for prospective students on January 30<sup>th</sup> and the Library will be participating.
- Library staff are working on updating processes and workflows.

**W.K. Kellogg Health Sciences Library**  
**Highlights for Library Council**  
**January, 2017**

1. **Collections:**

○ **Collection Adjustment in Compact Shelving**

A significant amount of adjustment is ongoing to fit the collection to the compact shelving:

- Adjusting shelf height in the monograph area to accommodate the height of materials. This has progressed just past ½ way and A– WL 300 is completed.
- The transfer of journals 1990+ from sub-basement is around ¾ done. We are working from the back of the collection to the front (so the monographs and journals will meet up in the middle) and have completed G – Z

- **Material depth (reducing the profile of materials =>10")** - This project is being undertaken to reduce the profile of materials that overhand the compact shelving depth. These items =>10" are preventing the compact shelving from closing completely, are catching and being pulled off the shelves when the compact shelves move, or are being crushed when the shelving is closed.

We are going have the compact shelving installers in to increase the size of the "bumpers" between the shelves from the existing 1" to 2" once we are finished adjusting.

- Binder replacements for items => 10" being transferred to low profile binders - ongoing.
- 10" metal file folders being replaced with 8" metal file folders ongoing
- Shelf Reading - ongoing. The movers we had this time were MUCH more careful so the collection is in much better order than when we arrived in Chapter House.
- Labeling/Signage is ongoing
- Oversized books still need addressing but we will be working on that soon

○ **Kellogg Collections Fund Review – Will recommence after the move**

The Kellogg monograph fund arrangement which has remained unchanged for many years is currently under review. The goal is to provide subject selectors with more flexibility by consolidating funds, and reducing the fragmentation of subject areas into narrow subfields.

A clear definition of selection scope will also be drafted to reduce/ eliminate collection gaps that occurred in the past.

**2. After Hours Card Access for Students in Health Disciplines – Pilot of a new service:**

- A pilot is in the planning stages for after-hours student access to the Kellogg Library in the Tupper for quiet study in the 40-seat study area. This service will be for Dalhousie students in the health fields (Dentistry, Health Professions and Medicine). They will be required to fill in a form requesting card access to the space for study purposes until midnight 7 days a week.

Some access and security measures still have to be put in place before this pilot is launched (card access doors, lockable collection stacks and alarmed Exit door). We hope these will be in place later this term, and we will be sending a request form to distribute to students via their faculties.

**3. Service restructuring between Kellogg in CHEB and Kellogg in Tupper:** Further meetings have taken place to discuss the transition of service when we move into our new space.

**4. Post move details:** Many final details remain to get things settled following the move. Major things include front door card access setup, Emergency Exit alarm activation, book security gate installation. Many more minor adjustments too numerous to list.

**5. Events:**

- **Open House in Kellogg/Tupper:** 12 January 2017, 3:00-5:00
- Plans will be starting soon for the 50<sup>th</sup> Anniversary of the Kellogg Health Sciences Library

Respectfully submitted,  
Ann Barrett



Report to Library Council – January 2017  
Anne Matthewman

### **AUL – Learning and Teaching**

#### Team Activity

We are happy to welcome Michelle MacDonald to our team. Michelle's expertise, particularly with Brightspace, will help bolster our technical knowledge regarding teaching and learning.

Lindsay McNiff will be the Liaison Librarian to CLT. This will involve working on initiatives that involve library teaching and learning and CLT. Lindsay recently completed the supporting student researchers tab on a new web resource developed by CLT which is focused on "Teaching 1<sup>st</sup> year students".

#### ADAC

The Council met once in December. Council reviewed an application form for undergraduate innovation-themed research, reviewed Dalhousie's suggested course responses to the TRC, and selected participant teams for the first round of the World's Challenge Challenge Competition. Six teams were chosen. The teams and their projects are described here: [https://www.dal.ca/dept/DALVision/world\\_s-challenge-challenge-2016-2017-.html](https://www.dal.ca/dept/DALVision/world_s-challenge-challenge-2016-2017-.html). The next ADAC meeting is scheduled for January 18<sup>th</sup>. A large portion of that meeting will be focused on class scheduling and classroom booking.

#### **Dunn Law Library:**

I will be travelling to Minneapolis, Minnesota, January 15-17 to attend the semi-annual Board Meeting of LLMC Digital. LLMC Digital digitizes world-wide current and historical legal materials. I am Co-chair of the Finance Committee.

David and Mark have been asked to provide research sessions and review library holdings for various law school courses this term including Gender, Sexuality and Law; Tax Policy; and, Introduction to Tax Law. The Library continues to offer one-on-one research seminars for students in all courses.

Hannah Steeves is preparing a reference triage refresher for support staff who work on the Single Service Desk.