

Library Council Meeting
Minutes
September 24, 2020
1000-1109 hrs
Microsoft Teams

Present: Sarah Stevenson (Chair), Leah Unicomb (Secretary), Carol Richardson (Recording Secretary), Allison Fulford, Amanda Sparks, Anne Matthewman, Cassandra Larose, Courtney Bayne, Creighton Barrett, David Michels, Deborah Hemming, Dominic Silvio, Donna Bourne-Tyson, Elaine MacInnis, Erin MacPherson, Gail Fraser, Gwen MacNairn, Heather MacFadyen, Helen Wojcik, Jackie Phinney, Jan Pelley, Janet Hathaway, Janice Slauenwhite, Joe Wickens, Joyline Makani, Karen Smith, Kirsten Huhn, Linda Bedwell, Linda Clark, Louise Gillis, Marc Comeau, Mark Lewis, Marlo MacKay, Melissa Helwig, Melissa Rothfus, Michelle Paon, Robin Parker, Roger Gillis, Samantha Adema, Sandy Dwyer, Sarah Jane Dooley, Shelley McKibbin

Regrets: Ann Barrett, Geoff Brown, Hannah Steeves, James Boxall, Jason Flynn, Julie Marcoux, Lachlan MacLeod, Lindsay McNiff, Michael Moosberger, Mick Bottom, Sai Chua

1. Territorial Acknowledgement

Dalhousie University is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq. We are all Treaty people.

It was acknowledged there are Treaty disputes currently taking place within the Nova Scotian portion of Mi'kma'ki.

2. Adoption of Agenda

The Agenda was adopted as presented.

3. Welcome to Samantha Adema, Indigenous Services Librarian position and Jason Flynn, Manager of Academic Technology Operations

Welcome to Samantha Adema.

Samantha is our new Indigenous Services Librarian for the Dalhousie Libraries. Samantha started her new position on September 1, 2020 and has been learning a lot and scheduling and attending as many meetings as possible including meetings with her new library colleagues. She will be starting Live Help shifts when the Fall schedule begins on September 28.

Welcome to Jason Flynn.

Jason is the Manager of Academic Technology Operations for the Dalhousie Libraries. Jason started his new position in March 2020.

4. Introductions (All Staff)

The Library Council members introduced themselves to Samantha and gave a brief overview of what they do at the Dalhousie Libraries. Jason was unable to attend today's meeting.

5. Approval of the Minutes (from June 24 2020)

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Motion: to approve the minutes from the June 24, 2020 Library Council meeting.

S.J. Dooley / K. Smith

Carried

6. Business Arising (from the Minutes)

a. COVID updates from SLT members (Spaces & Services)

- All library and learning commons locations are now open in some way, providing spaces to study and work. Spaces were opened gradually so staff could learn as we went along.
- Document Delivery has been functioning while the libraries were closed to our patrons. Thank you to our Document Delivery staff for continuing to provide this service when so many other services were not available.
- The curbside pickup service opened in June. In July some of our Learning Commons spaces were opened. We increased opening spaces where possible, with all of the spaces opened to some degree in September.
- Off-campus borrowers were able to use the curbside pickup service since August. This was tied in with the hold requests being reactivated in the Novanet catalogue.
- Reserve staff have been busy supporting e-reserve requests as faculty move their courses online.
- We are continuing with the laptop loan program at the Killam Library and hope to expand to the other libraries soon. This service will continue through the curbside pickup service.
- Weekend hours will start at the CHEB Learning Commons and the Killam and McRae Libraries on October 3.
- Document Delivery borrowing of physical items has just restarted. If you know of anyone whose requests have been rejected, please let them know this procedure has changed. Keep in mind some institutions are still not ready for loan of physical which limits ability to obtain materials. Items may take a bit longer to receive items with reductions in staffing at other institutions as well as our own.
- The Music Lab in the Killam Library has been added to the study room booking system. This has been arranged with the Fountain School of Performing Arts. They are using Room G70 in the Killam.
- Archives and Special Collections will be taking appointments starting next week. Sarah will follow up with staff regarding the details soon.
- Everyone is working hard to make this term a great experience for our students.

7. Annual reports:

- a. Library Council - Donna Bourne-Tyson/Linda Clark
- b. Web Advisory Committee (WAC) - Michelle Paon
- c. Libraries Internship/Practicum Coordinating Committee (LIPCC) - Sarah Jane Dooley
- d. Dalhousie Libraries Service Point Committee (DLSPC) - Sandy Dwyer
- e. Scholarly Resource Management Group (SRMG) - Michelle Paon

Motion: to accept the Annual Reports of Library Council Committees as presented.

M. Helwig / L. Clark

Carried

8. Libraries and Brightspace Support feedback button - Linda Bedwell

There is a Libraries & BrightSpace Support Feedback button located on the Libraries homepage, the hours page, the research page and the Covid page. These pages were chosen because they were shown to be the most high traffic pages. The button went live on Monday of this week and

will appear in BrightSpace soon. Depending on feedback received, we may have to put the button in other locations on the website. The feedback received may be acted upon or it may inform a survey that will come along later. It was noted that because this is not a survey, we can make changes as needed. At this point there hasn't been any feedback received. It is anticipated that more responses will be received when the button gets installed on BrightSpace. The timeline of the Libraries' response to the feedback will depend on how much interest is being generated.

9. Highlights from the Senate Report - Jackie Phinney

A revised copy of this report will be sent to the Secretary of Library Council and uploaded into BrightSpace.

10. SLT reports to Library Council

(NB this month SLT members were asked for verbal reports in response to workload. Some members have sent written reports as well. Full written reports will return next month.)

Ann Barrett	Janet Hathaway	Michael Moosberger (on Administrative leave)
Anne Matthewman	Janice Slauenwhite	Michelle Paon
Donna Bourne-Tyson	Marc Comeau	Sandra Dwyer
Elaine MacInnis	Marlo MacKay	Sarah Stevenson

Anne Matthewman

- The Dunn Library opened this week. Staff are still ironing out any issues that arise but great feedback so far. Still offering Curbside pickup. It was noted that staff are happy to be open and have students and faculty come into the library.
- Very happy that Deborah Hemming will be with the Learning and Teaching Team for another term. The Team are looking towards developing a Dalhousie online course through Continuing Education called Dal Open. Dal Open is a program that provides continuing education or university courses for people who might want to take a course or who may be a student coming to Dalhousie and wants to try it out. This course is a work in progress but the goal is generally about the value of information, searching for information and miss information. We want the audience to be potential students or those who may never be students at Dalhousie. People who are interested in becoming better searchers and developing information literacy outside of the university. Please send any suggestions you think may be critical to this topic to Deborah. It was noted, the suggestion to develop this course came from the Dean of the College of Continuing Education and a posting about the Research Bootcamp that was put on this past Spring. Just a reminder, the more we promote what we are doing, the more new opportunities come our way. Keep the information coming.
- Had an Annual Report meeting with Michelle Paon for Allison Fulford.
- Attended Associate Deans Academic Council (ADAC) meetings weekly since March. A lot of timing around the Winter term has been discussed recently. There was also a report on Academic Integrity. A team has put together a number of tools to reach out to faculty on that subject.

Marc Comeau

- Since June, a lot of interest for the virtual drop-in sessions by faculty. Please send faculty to these drop-in sessions if they need help.
- Sarah Davis and Jolene Reid have been added to the Brightspace team to help with the demand for support.

- Added a temporary position to the ATS Team: Bennett McNutt is helping with captioning support.
- Put ReadSpeaker into BrightSpace. This is an accessibility tool built in with a screen reader within BrightSpace that can be used from any browser, anywhere.
- Working on virtual proctoring RFP consultation. Initially tried to avoid this, but now have pressures with people needing to use it virtual proctoring.
- Deployed the recording rooms for faculty teach as they normally would while creating their recordings.
- Created loaning kits to all instructors to create higher quality videos than is possible with a phone. These kits are being used for filming lab procedures and other specialized situations. CLT is offering videography and we are contributing to that as well with Spencer offering support at that end with videography work.
- Thank you to the ATS Team for an incredible amount of work and flexibility. Things have been changing day to day and week to week.

11. Other Business

- Libraries Internship/Practicum Coordinating Committee (LIPCC)
Sarah Jane will be sending out a call for proposals to the Library Council listserv by end of next week for the 100 hour practicum placements. She will send another reminder by end of October. If you have an outstanding project you need help with, a SIM student would be happy to assist. If anyone has had a practicum student before, please share your experience on the listserv to send some encouragement to those considering a practicum project. There could be up to 40 students seeking placements.

Practicum projects are not entirely limited to virtual projects. We are still limited in the number of staff that can be on-site. Please keep those potential restrictions in mind for on-site projects, and the uncertain timeline of a full return to campus by all staff.

- Roundtables
Your new Library Council Chair is looking for a different approach to our Round Table updates. For next month, please be prepared to give a very brief update of your goals for the semester and how they are progressing. If you have any ideas about the Roundtables, please let Sarah know.

12. Adjournment at 1109 hrs

W.K. Kellogg Health Sciences Library | AUL Scholarly Communications
Highlights for Library Council, September 2020

Kellogg Health Sciences Library:

- **Review of Online Anatomy Tools:** Review was completed early in the summer and a decision made to subscribe to [Aclands Video Atlas of Human Anatomy](#). Thanks to Jackie Phinney who helped setup the survey and she and Gail Fraser who set up and coordinated the vendor presentations.
- **Reopening Plans for Kellogg Spaces in CHEB and Tupper:** extensive planning has gone into making the spaces accessible and safe. Some of the high priority actions and decisions that took place over the summer were system wide but were implemented early on in the Kellogg Library Learning Common in CHEB as well as in the Killam. The CHEB spaces in particular were in demand as the health programs have some onsite classes and students returned to campus earlier. A selective list of things that needed consideration:
 - Developing staff safety protocols
 - removal of furnishings and (in Tupper) cordoning off print collection as staff only;
 - coordination of access at doors;
 - coordination with other faculties who use CHEB (Health, Medicine and Dentistry);
 - determining booking system policy;
 - staffing arrangements and training for both locations;
 - sanitizing plans;
 - moving printers to more accessible location;
 - changing signage and adding floor markings;
 - updating website;
 - and much more...There are still some outstanding things to plan for in the coming weeks.
- **Curbside Delivery and Document Delivery:** Curbside delivery has been increased to three days/week at the Dalhousie Libraries including at the Kellogg. Document delivery of print materials is in the planning stages of reopening.
- **E-Reserve and Reserve access:** Librarians and Access Services and Copyright Office staff have fielded many questions over the summer regarding access or alternatives to traditional reserve readings. In most cases we have had success in finding a good solution. In some cases we have advised students to consult with Student Affairs to assist with funding for textbook they could not afford and we could more provide electronically.
- **Staffing:** An extension of contract is in place for several months for Alannah White in Access Services; A three month Leave of Absence has been approved for Robin Parker to allow her to work full time on PhD pursuits; Louise Gillis will be joining us November –January as a replacement for Robin; Interviews for a second Kellogg SIM Intern will take place in the coming weeks to replace a departing Intern.

Scholarly Communications:

- **Plans for a New Journal Hosted on OJS:** Roger Gillis is working on a new student journal to be hosted on OJS titled: *Health Populations Journal*. It is in the planning stages with the Health Populations Institute (HPI) and editor Dr Sara Kirk.
- **OA Week Planning:** Several meetings have taken place over the summer to make plans for OA Week activities, October 19-25. This year events will have a focus on RDM, OER and pre and post prints.

- **Research Commons Initiative Planning:** This planning group has met four times over the summer to discuss the focus and the architecture of the space, as well as the approval process required to implement at new site. Details of the progress so far will go to SLT, Library Council etc in the coming months. The goal of the initiative is to create a more cohesive presentation of resources and services provided by the Dalhousie Libraries and partners, that support students and faculty at all stages of the research lifecycle.
- **OER Working Group:** Met several times since the spring and in particular met with Erica Seelemann Vice President Academic and External, Dalhousie Student Union to get the student perspective on OER. This group will now be a sub-committee of the new university Academic Quality Team.
- **Meeting with DRAC:** The UNIWeb Team gave an annual presentation to DRAC and this year it included Claudia Rangel Jimenez from DalAnalytics to discuss the use of aggregated data that is being collected. There is a new University Rankings Committee that has been created and will be looking at sources of data that have the potential to improve Dalhousie showing in some international tools.
- **DalSpace:** Roger Gillis and Ann Barrett have been coordinating activities around DalSpace and there have been a fair number of inquiries over the summer.
- **UNIWeb Activities:** There was a UNIWeb Administrators meeting recently and the UNIWeb Support Team reported on activities and discussed priorities for the coming year. The Data Retention Protocol was finalized and will apply to content of students and faculty who leave the university.

Respectfully submitted,
Ann Barrett

Library Council Update – Dean of Libraries Selected September 2020 Highlights

I am starting my first update of the 2020-21 sessions of Library Council with a huge thank-you to all Library Council members – everyone is making tremendous contributions and extending themselves in unprecedented ways. We are working in a very demanding environment and I am so grateful for the efforts that everyone is making on behalf of our students and faculty. It is an honour to work with all of you.

It is a pleasure to welcome Sarah Stevenson as Chair and Leah Unicomb as Secretary for this year's Library Council – all the best for the coming year and thank you for stepping forward. Thanks once again to Linda Clark and Carol Richardson for their fabulous work as Secretary and Recording Secretary last year – very much appreciated.

Since the last Library Council meeting, SLT (and many others) has worked continually on service delivery plans and financial modeling, and often the planning was revised almost before we finalized the plans. We seem to be approaching a point of stability, for at least a few months to come, now that we have our spaces open by appointment, have acquired most of the course materials needed for fall courses, have supported faculty in the development of their online courses, and have established the necessary procedures, schedules and communications needed to deliver our services. I hope within a week or two, we can take some time to catch our breath, and members of the team will have the opportunity to take some richly deserved vacation.

Once we feel there has been a chance to restore some work-life balance and to top up our energy reserves, we will have an opportunity to begin to assess and refine our plans. This is all uncharted territory, and everyone has a valuable perspective on what and how we're trying to accomplish our goals. I encourage everyone in the next few months to reflect on our experiences so far, and consider how we can improve in all areas, including our planning processes.

Over the summer, weekly or bi-weekly meetings were held for DRAC, Deans' Council, the Academic Quality Team, SLT, CARL, CAUL; there was so much to consider and communicate among the various communities. Senate has resumed after the July/August hiatus.

As President Saini noted in a memo this week, enrolment is up 3.8% over last year, which was also a good year. This bodes well as the Board turns its attention back to the 2020-21 budget; I am hoping that we'll see a budget reduction for the Libraries that is less than the 3.5% in the interim budget, and closer to the earlier figure of .5% proposed last winter.

The [NDRIO](#) Board continued to meet frequently over the summer, including the committees on which I serve, Governance and HR. The new Executive Director has been appointed (formerly the ED for Compute Ontario) and the Research Council slate has been presented to the Board. The announcement will be made during the AGM on Thursday, September 24 regarding the Research Council. The transition of Portage services from CARL to NDRIO continues to go very well.

Our Community Check-In event with President Saini and senior administrators is scheduled for this Thursday from 1-2 p.m. via [Microsoft Teams Live](#) (NetID login required), and everyone is encouraged to attend if you can. It will also be recorded.

I will close with a particular thank-you to members of SLT, for extraordinary leadership, stamina, patience, and vision during the past six months. This is dedication in action and we are fortunate to have such competent, caring, and resilient colleagues in these leadership roles.

AD Library Services & Head, MacRae Library Report for Library Council September 2020

The bulk of my summer was devoted to our reopening plans for library spaces, as well as the resumption of library services. I am very grateful for the incredible teamwork of all involved in getting us to the point that we are at today. We should be very proud of what we have accomplished.

Here are highlights of some of the major developments over the summer:

- Electronic delivery of document delivery requests continued throughout the pandemic.
- Curbside service launched the week of June 8th and will continue for the Fall term. Thank you to John M. for his work in creating an online form for the curbside service.
- Requests shifted from our Curbside form back to requesting through the Novanet catalogue during the first week of August. Select Novanet libraries were able to resume Novanet Express services.
- We were able to expand Curbside service to off campus borrowers in early August.
- CHEB and WMLC reopened on an appointment basis on July 6th and the 1st floor of the Killam opened on July 27th. Thank you to Dave M. for his work in modifying our room booking system to accommodate the new booking options. Our other locations opened on an appointment basis as follows:
 - o MacRae Library on September 8th.
 - o Kellogg Library on September 14th.
 - o Law Library (for law students and faculty only) on September 14th.
 - o Sexton Library opened in an alternative space on September 21st.
- Marlo and Alex W. tackled the project of ensuring the hours widgets on various pages were replaced with tables more accurately reflecting our services and availability.
- Course Reserves staff processed an incredible amount of requests for eReserves to support the move of all classes to an online format.
- Laptops continue to be loaned on a monthly basis and additional laptops have been purchased to meet the increased demand of the Fall term.
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Though many hands were involved, I would like to say a special thank you to Janice, Sandy, Jan, Helen, Leah, Amanda, David (Michels), Mick and Joe for the tremendous amount of work they did to provide these spaces and services and a special thank you to Marlo, for the incredible amount of work she did in promoting everything along the way.

Assessment – A Libraries and Brightspace Feedback button is now in place on the Libraries website and soon to be placed in Brightspace. Feedback received will inform a survey to be launched later in the semester. Dal Analytics is beginning to provide demographic information for users of curbside pickup and LC bookings. A final Insync "quick report" is in the works for the under-represented student groups. Provided consultation for Records Management program evaluation, interviewed by ARL consultants for the LibQual refresh, and peer reviewing CARL's Library Impact Toolkit Report. (L. Bedwell)

Copyright – The Copyright Team has had an incredibly busy summer. With the ramp up to online learning the volume of general copyright queries increased and the complexity of the requests also increased. In addition, Cassandra and Roger were also very involved with the Streaming Video project this summer. Lachlan will be returning from Parental Leave after Thanksgiving.

Document Delivery – Now that many libraries across the country are accepting returns, our staff have turned their attention to the substantial backlog of PDA/blue wrapper items which we have been holding during the pandemic. The handling of these is a bit slower than normal because we are double checking that the recipient library can indeed receive the items. Also - because mail pickup is limited, we need to ensure that the shipping manifests are matched to the appropriate mail bins. Preparing these returns has highlighted the loss of student assistant hours and the intermittent nature of the mail pick up. As time goes on our staff will adjust to this new normal. Because a few more Document Delivery staff are scheduled for on-site work, we have decided to resume borrowing services this week and hope to re-establish lending from all sites within the next week. (L. Clark & J. Wickens)

GIS & Data Services – The GIS Centre is open virtually for the 2020 Fall term, on Monday through Friday, from 9am to 4pm. The lead for providing online technical assistance sessions is Jen Strang. If access to our geospatial collection is requested, James Boxall is available by appointment. We were so pleased that Alex Wojcik was able to communicate the availability of this new virtual model from the Dal Libraries homepage. Social science data requests continue to be split between Louise Gillis and Sai Chua, primarily through email messages. Getting ready for September meant that Louise, Gwen, Jen and James were busy producing a number of video presentations for our students, while Choi has seen an increase in the use of PCCF/PCCF+ for health-related research projects. (G. MacNairn)

Indigenous Services – I'm pleased to welcome Samantha Adema to the Dal Libraries as our new Indigenous Services Librarian. Sam started with us on September 1st and is quickly making important connections within the university, including working with the staff of the Indigenous Student Centre. Sam, Marlo and I recently met with representatives of the Downie-Wenjack Legacy Fund to talk about a potential event for Secret Path Week (October 17 – 22). More details to follow. Work continues to transform the former JJ Stewart Room in the Killam Library to be our new Indigenous Community Room for the Halifax campus.

MacRae Library

Re-opening – the MacRae Library reopened on an appointment basis starting on September 8th. Approximately 35 spaces have been made available and they include computers, study tables and study rooms. Response has been very positive. The meeting rooms will be made available for bookings by faculty and staff by the end of the month.

Secondment – Jolene Reid was seconded to ATS in early August to work with the Brightspace team for 6 months. She is deeply embedded in Brightspace support these days. Daryl has taken on some of her docdel responsibilities during the secondment.

Young Canada Works Grant – our applications for a summer student through Young Canada Works was approved in mid August. Though it was too late for a summer student, the project guidelines were modified to allow the project to continue on a part-time basis for the term. The nature of the archives project was modified to fit a combination of in-person and online work.

Other Notes

- Ann and I continue to co-chair the group working on the Research Commons website. We hope to be in a position to present on our developments to date at the October meeting of Library Council.
- I continue to attend the Faculty of Agriculture's Academic Leaders group.
- As my schedule permits, I continue to attend bi-weekly meetings of Canadian AULs. These sessions have been focused on reopening plans of academic libraries across the country.

University of King's College Library and Archives
Dalhousie Library Council Report
September 2020

The Library remained closed through July and August. A staff member went in a few days a week to check the building, empty the book return bin, pick up mail, respond to interlibrary loan requests, retrieve books from the stacks to loan to King's, Dalhousie, and eventually Novanet patrons by curbside pickup or Novanet Express.

During July and August, I drafted a plan for reopening the Library using a template the Facilities Director provided, which is based on Dalhousie's COVID-19 Return to Campus Guidance. King's Occupational Health and Safety Committee evaluated the Library's plan and the Vice President approved the reopening.

The Library reopened on Tuesday, Sep. 8, the first day of classes. The Library is proceeding cautiously with reopening. It is staffed from 9 a.m. to 5 p.m. Monday through Friday by two staff members and a student working in a bubble, who alternate with a second bubble team working the alternate week.

Ten study spaces are available in the Reading Room for three-hour bookings. Each Library patron completes a self-declaration form upon arrival. The study spaces are cleaned between study shifts.

Faculty members have requested that the Library be open for study on additional hours in the evening and on the weekend.

Library patrons are not permitted to browse the stacks for books. Staff retrieve books for them. Curbside pickup is available to other Novanet users and to King's people who do not wish to enter the Library.

Through the work of Dalhousie's Stream Team, King's faculty members have most of the films they require for their fall courses available as streaming video.

The contractor's work on the replacement of the stone terrace and steps in front of the Library continues, which means access to the Library is through an emergency exit door on the south side of the building. When the front door is accessible again, it will become the exit.

University

Renovations to the Tribays residence building on the south side of the Quad were completed in August. Over 100 students are living in single rooms there and in Alexandra Hall.

Respectfully submitted,

Janet Hathaway
Interim University Librarian & Archivist

Report to Library Council
Janice Slauenwhite
Manager, Financial & Physical Resources
September 2020

Facilities

- Attended multiple SLT meetings to plan the re-opening of our spaces.
- With other staff, assisted with the removal of furniture from many of our spaces to prepare for re-opening.
- Worked with David Miffen on scheduling needs for the appointment booking system.

Finance

- Submitted responses to Financial Services regarding plans for unspent balances in our annual givings and endowment funds.
- Submitted request to Student Services outlining our needs for student employment funding.
- Prepared and submitted our multi-year plan to the Budget Office

Other

- Attending weekly town hall drop-in meetings
- With assistance from Nellie Renzelli, provided weekly mail service to/from the Killam and the Central Mail room until recently when arrangements were made with Central Mail room staff to resume this service.
- Attended several meetings with staff from the Centre for Collaborative Clinical Learning & Research and the Faculty of Medicine to discuss plans for use classrooms on the 1st and 2nd floors of the CHEB.

Report to Library Council from Marlo MacKay, Communications Coordinator
June 25–September 24, 2020

Online Teaching

This summer, along with a colleague from the CLT and under the direction of the Academic Quality Team, I launched the anxiously awaited online teaching website. I continue to be the co-contributor and creator of the recently launched online teaching newsletter that goes to thousands of faculty members and staff across campus every Thursday.

I am also coordinating a series of online teaching success stories with the help of David Ryan who is doing some excellent writing, and working with C&M to ensure the stories are shared at an institutional level and fit in with Dal's higher communications and storytelling goals.

Dal Reads and Other Literary Events

A million thanks to the Kirsten Huhn, Heather MacFadyen, and the Resources Team for their expertise and assistance in getting the ebook license of *The Marrow Thieves* via OverDrive for an unlimited number of simultaneous users for the purposes of Dal Reads (possibly the first time we've negotiated such a license?). Thanks also to Copyright and ATS for their assistance with reviewing the ebook license and getting the technical side of the ebook integrated into our platforms.

I am currently in conversations with the author's agent about a virtual event with the Dal Reads author Cherie Dimaline in January and the Dal Reads committee is following up on developing a number of other events related to the book. I am working with the President's Office and C&M on an email from the President that will be sent to the entire student body that links to the ebook and gives information about this year's program.

Along with Deborah Hemming, we recently collaborated with the Writers' Federation of Nova Scotia to present the annual Raddall reading, which features the most-recent winner of the Raddall award. This year's author was Michael Crummey. We also featured brief readings from the two other Raddall finalists, Jaime Burnet and Shandi Mitchell. Michael Crummey was joined in conversation with fellow Newfoundland-based author Sharon Bala for what was an engaging and inspiring evening of stories. The event was held over Zoom and 54 people were in attendance.

Deborah and I are also working with Professor Emeritus Dr. Andy Wainwright as he recently approached the Dal Libraries asking if we would host a book launch for him.

Senior Leadership Team & Reopening Plans

Throughout the summer, I met with SLT weekly, twice weekly as needed, to discuss ongoing reopening plans. I worked on promotions for reopening, including the welcome back video, message from the Dean of Libraries, the revamped and refreshed Libraries' COVID page, and worked with Alex Wojcik and Elaine MacInnis on adjusting the hours widget to accommodate bookings instead of listing traditional hours. I did promotions to support new services such as curbside, created new posters and signage as needed (ongoing), and created a brand-new library services during COVID flyer (soon to be released), etc. I also ordered 250 Dal Libraries-branded masks for staff.

United Way Steering Committee

I am once again serving on the Dalhousie-wide United Way steering committee. We are currently discussing the ways in which our campaign will change this year in response to COVID and seeking two campaign chairs from the senior leadership level of Dalhousie.

Killam 50th Anniversary

Along with co-chair Sarah Stevenson, with outstanding contributions from Jennifer Lambert in the Archives and Alex Wojcik in ATS, we are developing a digital timeline for the Killam's 50th anniversary, which is coming up this year. Sarah and I are also working with a designer from Creative Services (C&M) on a look for the anniversary. In addition to the digital timeline and any additional displays we may create, we hope to have a couple of online events as well. Planning is ongoing.

LAC/Dal Annual Symposium

Elaine MacInnis, Samantha Adema, and I recently met with our colleagues in Library & Archives Canada to reignite plans for our co-hosted symposium on Indigenous knowledge.

LGBT Archives Launch Event

Along with Donna, I have been working with Dr. Jacqui Gahagan and Lydia Hunsberger to assist them plan their launch event on Oct 15 over Teams Live.

Nova Scotia Libraries Awareness Campaign: Libraries are for life!

Along with Denise Corey (Cumberland Public Libraries), Kelli Woo Shue (Nova Scotia Provincial Library), and Laurel Taylor (Halifax Public Libraries), created a five-week bilingual social media campaign to raise awareness about public and academic libraries in Nova Scotia. Each week of the campaign has a new theme: libraries are for learning, libraries are for health and wellness, libraries are for fun, libraries are for communities, and libraries are for democracy.

Secret Path Week Planning

Along with Elaine MacInnis and Sam Adema, we are working towards some kind of event or programming to recognize Secret Path Week, Oct. 17–22, an initiative of the Downie Wenjack Legacy Fund.

Open Access Week

Recently interviewed faculty member Leeann Stevens about OERs for a story that will be released during OA Week (Oct. 19–26).

Summer Shine

Provided support for the Summer Shine event, including designing a program summarizing the interns' presentations.

Advancement/Donor Relations

Attended two half-day virtual workshops on the theme of professional fundraising for deans and academic leaders on the topics of envisioning and articulation. I am also working on bookplate design for a new collection we are obtaining.

Cross-campus Communications:

Since the move to working from home, Communications and Marketing has created various regular communications group that meet weekly. Because of the nature of the Libraries and the online teaching communications I do, I am on both the Academic Comms and Operational Comms weekly calls, as well as the general weekly communications updates from AVP C&M Matt Proctor.

I also met with the new DSU communications person to discuss opportunities for collaboration and sharing information.

Report to Library Council

September 24, 2020

Submitted by Michelle Paon, Associate Dean Resources & Head of Sexton Library

Associate Dean Resources

During the summer, in addition to addressing routine acquisitions, cataloguing, budget, license renewals, invoicing, and numerous other Resources processes in a timely manner, the Resources team has spent significant time and effort acquiring collections in two major product categories: streaming videos and ebook collections. I would like to highlight the tremendous work carried out by Heather MacFadyen, Kirsten Huhn, Gail Fraser and Resources team members as they researched, negotiated, ordered, and activated a remarkable range of streaming videos and ebook content to provide students and faculty with necessary content for fall term online courses. My sincere thanks and appreciation to the Resources team for the sustained progress they have made on Resources tasks during difficult circumstances and while addressing the complicated processes of sourcing and managing streaming video content.

In July we received confirmation of the Libraries collections budget. While we were very happy to see that funding has remained relatively stable, we did not receive the traditional 2% indexing on which we have to come to rely to help offset publisher/vendor price increases. However on a positive note, Financial Services alerted us that following consideration of the US dollar reconciliation request, the Libraries would be granted the sum of \$1.69 million. These funds offset the loss in buying potential that the Libraries experience since 85% of what we purchase is paid in US dollars. For the past few years, the reconciliation funds have made it possible for the Libraries to meet the increasing costs of database and journal subscriptions, and make it possible to purchase monographs.

Recent banking regulatory changes have complicated and increased the Resource team's work. We are no longer able to send checks in USD to Canadian addresses. This change affects book and journal purchases associated with GOBI and EBSCO as well as subscriptions acquired through COPPUL. (We pay many of these in invoices in USD to avoid the high exchange rates used by some of our vendors.) Changing payment methods requires multiple conversations with vendors, and we expect it will take a month or more to resolve. In the interim, we are using a combination of credit cards and wire transfers to pay invoices, both of which require more administrative work.

The Scholarly Resources Management Group (SRMG) met on Sept. 18th to review the 40+ databases/product subscriptions whose license renewals will be due in the coming months. On July 24th SRMG met to discuss potential purchases on carryforward funds to support anticipated online teaching. Using the funds, the Libraries have purchased/licensed:

- Streaming video services/collections. eg. Films on Demand modules, Curio.ca, JoVE modules, Acland's Video Atlas of Human Anatomy
- Indigenous Peoples of North America archival database
- Association of Canadian University Presses ebooks - purchased 3000+ titles published from 2014-2019
- EBSCO's University Press & Canadian Press ebook collections - one-year subscription to 50,000 ebooks

Streaming videos

Under the leadership of Associate Dean Planning, Sarah Stevenson, a group of Resources and Copyright team members, as well as representatives from the University of King's College, met on a weekly basis during the summer to strategize the licensing/acquisition of streaming videos. Team members prepared a streaming video purchase workflow and a film renewal tracking template. With assistance from John Miffen, we developed and activated the streaming video online request form. By summer's end, faculty had requested more than 280 films. By subscribing to a number of streaming video collections (eg. Criterion-on-Demand, Audio Cine, Films on Demand, etc), the Libraries have been able to supply a reassuring number of the requested films. Our thanks to David Ryan who prepared the Streaming Video Sources libguide, which lists the streaming video collections that are currently available to the Dal community. Sexton Library intern Molly Coyle also drafted a video script to

promote streaming video collections. Due to team commitments, this initiative has been put on hold for the moment.

In order to try to license films that were unavailable in streaming collections, a team (including Cassandra Larose, Andrew Wood, Scott MacPherson, Killam interns Lauren Skabar and Alyssa Gallant, and Alaina MacKenzie from King's) identified and contacted film distributors, in what has proven to be an extremely labour-intensive and time-consuming process. Many thanks for their ingenuity and persistence in tracking sources. In the final analysis, most of the requested films had to be licensed individually. In August we prepared and distributed a streaming video overview message that liaisons were asked to distribute to faculty members. More recently, with assistance from Heather MacFadyen and Sarah Stevenson, Marlo MacKay prepared a blog post that provides an overview of streaming video licensing issues and that alerts faculty to the streaming collections that are currently available to the Dal community. We strongly encourage that for winter term teaching needs, faculty select film content from these subscribed collections.

More ebooks

The Resources team sent a comprehensive list of Dal Libraries Reserve print titles to ProQuest, requesting a "Title Match Fast" analysis of available ebook matches. Upon receiving the analysis, several library locations took advantage of ProQuest special pricing to purchase ebooks to replicate print Reserve titles.

The Resources team also arranged for ebook access for this year's DalReads selection. It took a significant length of time to engage with OverDrive, the platform vendor, in a process that has been another learning experience for the team. The Libraries' eBooks libguide includes a DalReads tab that provides OverDrive instructions.

I contacted colleagues at the University of Guelph Library to ask if we could adapt a commercial textbook statement that they had posted to their website. The article explained why it can be difficult for libraries to acquire the ebook format of textbooks and suggested potential alternate options. In consultation with Resources and Copyright colleagues, I revised the article, which is posted to the Dal Libraries blog, to the Libraries Collection Management webpages and sent to liaisons for distribution to faculty.

Following Library Council's June meeting, I completed suggested revisions to the library collection assessment guidelines and template, circulated the revised documents to liaisons and loaded them to the NAS drive: O:\Libraries - Resources & Discovery\Resources\Assessments - Collections\Guidelines and Templates

Through a consortial offer from the Canadian Research Knowledge Network (CRKN), the Dal Libraries now subscribe to Unsub, a software that provides journal usage, cost per usage data & citation data. This software will facilitate the analysis of journal cost per use as well as provide estimates of the total value of author processing fees paid by Dalhousie researchers to secure open access for their articles.

At the July 8th All-staff meeting, Resources team members Jennifer MacIsaac and Gail Fraser and Sexton Library Services Manager Amanda Sparks provided a presentation outlining the Aleph-to-Alma pre-migration cleanup in which teams are currently involved. They provided examples of cataloguing issues, bibliographic record anomalies, collection codes and the ways in which they solve these obstacles to clean and correct the Aleph data.

Web Advisory Committee

Although the Web Advisory Committee hasn't met since April, committee members Marlo MacKay and Alex Wojcik have been very diligent in preparing or activating new and revised Libraries webpage content. As these occasions arise, I have alerted the committee, while also requesting feedback. Communication about revisions and new content have included the following:

- Refresh of the Libraries background image in late June, now showing a contemporary keyboard, cell phone, and earbuds. As the previous background image is retired, we extend our thanks to ATS team member Mike Duggan, photographer of the nighttime image of the Killam Library atrium.
- Marlo modified the homepage Quick Link entitled "Study Room Booking" to read: "Book a Study Room or Computer (New!)". She prepared an underlying page about the service and added information to the COVID-19 Updates webpage, Libraries blog, and Libraries webpages that refer to "Study Room Bookings".
- The Hours widget was suppressed in favour of a Locations table providing links to virtual services and bookable spaces.

- In mid-summer, the Libraries COVID-19 banner was refreshed.
- Each library location's Reference & Research service webpages were revised.
- A "Feedback" button was set up on the Libraries' home page, COVID Updates page and Libraries "Research" webpage.
- Communication re. preliminary discussions on development of ATS / Instructional Technology webpages.

Head - Sexton Library

- Under the leadership of Library Services Manager Amanda Sparks, furniture on two floors of the Sexton Library was moved to provide physically-distanced bookable study tables and computers. Unfortunately we learned that because the library has limited ventilation (ie. primarily via opening of windows), COVID-related protocols would be impossible to maintain during inclement weather. Consequently and on the recommendation of Dalhousie Health & Safety, the Sexton Library will not be opening to patrons this fall. We are fortunate that the Dean of Engineering generously offered the temporary use of a large classroom in the same building as the Sexton Library. Starting Sept. 21st, ten bookable study spaces and an express printer station will be available across the hall from the library.
- The Sexton Library staff provide curbside pickup, prepare and receive Novanet Express materials, complete scans for Document Delivery requests, and respond to email patron questions, as well as having provided service at several bookable study space locations. Many thanks to Amanda Sparks, David Ryan, Gina Coates and the Sexton team for their diligence and patience over the past few months, and to custodial staff who have been extremely helpful in cleaning and helping us set up.
- Allison Fulford prepared the library report for the Faculty of Architecture Accreditation. Many thanks to the Resources team & Janice Slauenwhite for assistance in sourcing statistics for the report.
- Sarah Jane Dooley and I met with Associate Dean Undergraduate Engineering Tim Little to brainstorm ideas related to integrating academic integrity modules in each year of the program.
- Participated in a meeting with Donna, Archives team members, and the Dean of Engineering regarding the potential digitization of Engineering class photos from the past century.
- Prepared and distributed Sexton Library monograph fund allotment to liaison librarians.
- In late July, Sarah Davis and Jason Lee were seconded to the ATS - Brightspace support team.
- In early August, Jason Lee accepted the position of Collections and Resource Librarian at Cape Breton University Library in Sydney, Nova Scotia. We wish Jason every success in his new role!
- David Ryan continues to assist the Communications Coordinator by writing profiles for the Libraries blog. We're delighted that David's contract has been extended to the end of November 2020.
- On June 24th Sarah Jane Dooley was recognized by the Engineering Libraries Division of the American Society of Engineering Education for her 15 years "of membership, commitment and dedication" to the organization. Congratulations, Sarah Jane!
- The Sexton Library team members viewed Unama'ki College's *Decolonization Learning Journey* webinars and shared learning experiences about two of the webinars during team meetings.

I attended the following meetings:

- Senior Leadership Team meetings (13); Library Heads; Libraries Town Hall (10)
- Regular update meetings with:
 - Dean of Libraries (2); Associate Dean Services (2),
 - Resources colleagues: K. Huhn, G. Fraser, and H. MacFadyen (2)
 - Manager of Sexton Library Services (8)
- Scholarly Resources Management Group (SRMG) - chaired 3 meetings
- Stream Team: Participated in 19 meetings related to streaming video with team or SLT members
- Research Commons webpage group - discussions re. development of new Libraries webpages (4)

- Annual report meetings with librarians Sarah Jane Dooley, Heather MacFadyen and Kirsten Huhn. Currently preparing annual report letters.
- Sexton Library staff meetings (7)
- All-staff meeting; Dal Libraries Summershine Intern event
- Faculty Council - Engineering; Faculty Council - Graduate Studies
- Council of Atlantic University Libraries (CAUL) Collections Committee
- Academic Staff Relations Decision-Makers Workshop re Reappointment, Tenure and Promotion (Sept15)
- CARL "Digital First Library" online discussion (Canadian Association of Research Libraries)
- Canadian AULs/Associate Deans to discuss COVID-related service/resources issues (Sept. 3)
- Attended Faculty of Architecture (Zoom) Lecture Series: Matt Rosenberg - *Manufacturing Serendipity*.

Liaison Librarian

At the request of the OCEA 1001 professor, I agreed to prepare a student assignment that included ten citations to research articles, each published by a racially visible and/or female oceanographer. This turned out to be a very challenging task that underscored the lack of diversity in the marine science scholarly ranks, particularly with regard to African Canadian and African American oceanographers.

I prepared a short introductory Panopto video and a research skills module for the oceanography OCEA 4201: Honours students. Met with the students and professor for an online Zoom session on Sept. 14th.

As NSIS Librarian, I participated in the online NSIS AGM on Sept. 14th and the lecture that evening.

Report to Library Council
Sandy Dwyer
Director, Libraries HR & Access Services
September 2020

Libraries HR Highlights

Carlye Stein was the successful candidate for the Instructional Support Technician SIT1 term position (12 months) that closed on June 25th. Carlye had previously been working in ATS in a temporary position. She began in this new role on September 1st.

The 18 month term posting for a Library Services Supervisor (C5) at the Sexton Library will close on September 23rd. This position will fill the vacancy created by Jason Lee who left the Dalhousie Libraries, at the end of August, to take a position as the Collections and Resource Management Librarian at CBU Library.

The 18 month term position for a Library Services Assistant (C5) at the Kellogg Library will also close on September 23rd. This position will fill a vacancy left by Denise Irving who was promoted, in January of this year, to the position of eResource & Metadata Specialist within the Dalhousie Libraries.

Bennett McNutt, who is currently working in a casual position, has been hired to fill a 6 month temporary position with ATS. His primary responsibility will be Brightspace support to meet the growing demand from faculty for support with course building. He will begin in this temporary position on October 1st.

We are also hiring a 6 month temp position to be shared with Management and ATS. The posting should be ready to go up soon. This position will be assisting with supporting faculty in Brightspace.

We are preparing a posting for a Classroom Technologies Technician for the Agricultural Campus for 9 months (to the end of April). This position is to support the recording spaces and to support in-person teaching as well. This is an equity issue as the Agricultural Campus does not have the same level of support as the Halifax campus currently does.

During some of July and all of August and September I have been very busy working with the rest of the members of the Senior Leadership Team planning the reopening of library spaces. This involved preparing the Phase Two Return to Campus proposal for the Libraries that was submitted to the Return to Campus Committee. I spent a significant amount of time working with the Access Services Managers to ensure everything was ready and the staffing was in place in each area for when we opened previously closed spaces or increased the hours of already open spaces. Last week I worked extensively with David Miffen on getting issues with our booking system, reported by the managers, resolved and newly opening spaces set up.

Library Council Report: 24 September 2020

AD Planning | Head of Killam & Acting AD Archives/Special Collections/Records Management:
Sarah Stevenson

AD Planning

ISL Librarian: Elaine and I met with Sam Adema on her first day to give her an overall introduction to the Libraries.

Accessibility: The Accessibility Advisory Group has resumed regular monthly meetings. I am also part of the Employment subcommittee. This group looks at accessibility throughout the employment cycle from recruitment to retirement/departure. We are meeting twice a month to keep the engagement on track.

Acting AD Archives/Special Collections/Records Management

I have been acting Associate Dean since July 1, to cover for Michael Moosberger's three month administrative leave. I continue to be impressed by the quality and amount of work that is done by the Archives/Records Management group. The Archives group meets weekly to provide updates. The Archives and Special Collections (Karen Smith) are preparing to welcome researchers by appointment starting the week of September 28th. Appointments will be for three hours, morning or afternoon with a lunchtime break to allow for sanitizing spaces between researchers. Under university Return to Campus directives, research appointments are restricted to individuals with a current DalCard. My thanks to Courtney Bayne for her able administration and the Archives staff for my immersive education in Archives. My thanks also to Karen Smith for her care of the Special Collections and particularly for her wise procedural suggestions for handling future research appointments under the current restrictions.

Head of Killam

Streaming Video: Streaming video has been quite a journey in the last 2.5 months. To date (Sept 21) we have received over 280 requests. We have signed packages with Criterion-on-Demand, AudioCine, Films on Demand and CBC Curio.ca. Even with those packages we have over 180 films to track. Some videos were purchased from individual vendors and then sent us files to host on our servers. Some films were on Netflix or other similar sources that do not provide educational licensing. Other requests were withdrawn by the instructors when the pricing was excessive. (Our highest quote was for \$4000 USD.) Other films were purchased individually from Kanopy and made available on dal.kanopy.com. In our attempts to source requests we encountered instances where originally listed vendors no longer owned the rights, or didn't have the Canadian rights. For one film, we awaiting a reply from our third potential distributor.

For the most part, the faculty have been appreciative of our efforts. We have had some pointed complaints. We are disappointed when we are not able to fulfill a request.

Streaming video is an entirely new acquisitions area for Dalhousie, and it has been much more complex than I had anticipated. It has an astonishing amount of work to be able to fulfil as many requests as we did.

My thanks to the "Stream Team": Roger Gillis and Cassandra Larose in Copyright; Heather MacFadyen, Kirsten Huhn, Gail Fraser and Andrew Wood in Resources; Michelle MacDonald in ATS; Alaina MacKenzie and Janet Hathaway – our partners at the University of King's College. This whole project has hinged on the "Search Party" members: Cassandra Larose, Alaina MacKenzie, Killam interns Alyssa Gallant & Lauren Skabar, and Scott MacPherson (Resources)

The Stream Team has a review and regroup meeting booked for mid-October to evaluate our current procedures and plan for winter semester requests.

Killam Librarians

We welcomed Sam Adema at the beginning of September. She has been busy establishing connections and learning how things work.

I have met with all of the librarians with reporting roles to me, and am working on the response letters for those meetings and Annual Reports.

Respectfully submitted,
Sarah Stevenson

Senate Representative Report to Library Council

September 2020

The most recent meeting of the Dalhousie University Senate took place on September 14th, 2020 via Microsoft Teams. The following is a report that highlights events from this meeting:

Opening presentation on faculty commitment to Equity, Diversity, and Inclusion:

Ben Davis (Dentistry) opened by talking about EDI initiatives in Dentistry. He noted that the Dentistry community undertakes a day of self-directed learning each year. Davis noted that community access to dental care is still a priority. To help with this, the faculty provides outreach programs to various community health centres and more. Presently, 20-30% of class the Dentistry class is racially diverse, but they recognize that they still need to increase EDI enrolment. Involved with the PLANS program as well as indigenous youth camps are other examples of Dentistry's commitment to EDI.

Racialized violence policy update:

The presenter noted that committee work is still ongoing with upcoming meetings scheduled. They are looking to fill a staff position that would focus on personal discrimination and harassment.

For approval:

University Tenure and Promotions Panel Membership:

New members to this committee need to be considered by SPGC and the President of DFA and President of Dal. Then names are submitted to Senate for final approval. **Motion carried.**

Ratification of motion approved by SPGC at their June 10, 2020 meeting

Motion in response to the #Strike4BlackLives Call to Action. Vote would be in favour of Senate taking action through different committees to prioritize recommendations in response to the BML call to action. **Motion carried.**

For discussion:

Revisiting the sexualized violence report:

2018-2019 academic year. Report included 95 disclosures, and 28 cases were completed. Multiple actions were taken, including security measures for students, housing arrangements made, etc. There was concern from Senators that the report was not adequate. Senators also raised concerns about the self IDs that are noted in the intake form.

Provost's Report:

Discussed the Academic Quality Team's efforts that have been taking place. Senators had positive feedback for the work that this committee has produced.

Respectfully submitted by:

Jackie Phinney
September 22nd, 2020