

## Library Council Meeting

### Minutes

October 28 2021

1000-1148 hrs

Microsoft Teams

Present: Erin MacPherson (Chair), Leah Unicomb (Secretary), Carol Richardson (Recording Secretary), Allison Fulford, Amanda Sparks, Carlina Gillis, Courtney Bayne, Creighton Barrett, Donna Bourne-Tyson, Elaine MacInnis, Gail Fraser, Geoff Brown, Gwen MacNairn, Heather MacFadyen, Jackie Phinney, Janet Hathaway, Janice Slauenwhite, Joe Wickens, Joyline Makani, Julie Marcoux, Karen Smith, Kellie Hawley, Kirsten Huhn, Lachlan MacLeod, Linda Bedwell, Linda Clark, Lindsay McNiff, Louise Gillis, Mark Lewis, Marlo MacKay, Melissa Helwig, Melissa Rothfus, Michael Moosberger, Michelle Paon, Robin Parker, Sai Chua, Samantha Adema, Sarah Stevenson, Sarah Jane Dooley, Shelley McKibbin

Regrets: Anne Matthewman, David Michels, Dominic Silvio, Hannah Steeves, James Boxall, Jan Pelley, Jason Flynn, Louise Spiteri, Marc Comeau, Mick Bottom, Roger Gillis, Sandy Dwyer

Guest: Christina Cheung

#### 1. Territorial Acknowledgement

The Territorial Acknowledgement was read by the Library Council Chair, Erin MacPherson.

#### 2. Approval of Agenda

Two items to add to the Agenda: Faculty Procedures and Governance document and Research Data Management position.

**Motion:** To approve the Agenda as amended.

C. Bayne / S.J. Dooley

Carried

#### 3. Introductions

- Recognition of Guests

Christina Cheung is attending Library Council to present with Marlo MacKay on the Web Renewal Project. Christina is working on the project from July 2021 until January 2022. Welcome Christina.

#### 4. Approval of the Minutes (from September 23rd, 2021)

**Motion:** To approve the Minutes of the September 23, 2021 as circulated.

S.J. Dooley / H. MacFadyen

Carried

#### 5. Business Arising

- Process of sending Senior Leadership Team and Senate Reports to Library Council

This topic of how Senior Leadership Team and Senate Reports are to be sent to Library Council will be revisited at a later date. For now, the reports will continue to be sent to the Secretary and Recording Secretary for downloading to Brightspace.

- Chair of Libraries Internship/Practicum Coordinating Committee (LIPCC)

It was decided to have two Co-chair's instead of one Chair for this Committee. Please see Sarah Stevenson's Senior Leadership Report to Library Council for more information.

- Strategic Planning group sessions are ongoing.

- DFA Librarian meeting will take place in November to discuss the upcoming librarian vacancies.

- Web Advisory Committee Annual Report

Question from previous minutes:

*Was there an increase in LibGuide usage during the pandemic 2021?*

Here is the information pulled from the stats for 2018-2021:

2018-2019 - 537,000 views of the LibGuide.

2019-2020 - 573,700 views of the LibGuide.

2020-2021 - 662,617 views of the LibGuide (all courses were virtual during this time period)

- Research Data Management position

The Research Data Management position has been posted to various listservs. Robin Parker is the Head of the Search Committee.

## 6. Web Renewal Project

Marlo MacKay and Christina Cheung gave a presentation on Dalhousie's Web Renewal Project

Highlights from the presentation:

- Dal.ca is being completely rebuilt including the Libraries webpages.
- AEM Classic to AEM Touch UI.
- Key accomplishments to date:
  - Summer 2020 - Project charter drafted and approved
  - Fall 2020 – From project announced to Agency RFP
  - Winter 2021 – From Internal stakeholder engagement and discover to selected agency
  - Spring 2021 – From reported engagement findings to Developed Site Transition Program
- The Dal.ca site transition program is designed to help the faculties, units and departments get through this process. The Web Team has been very organized in their approach and helpful in laying out the steps. There has been Webwork Wednesdays to ask questions.
- There are 8 stages in the transition: Inventory your content; Plan your site; Audit your Content; Prepare your sitemap; Prepare your Content; Measure your sites success, Author your site in Touch UI and Review and Launch your site. Training sessions for steps 1-3 have taken place and steps 4-8 will take place in the future.
- Stakeholder engagement and data analysis revealed that 22% of our community survey respondents agreed dal.ca meets their needs well and only 10% felt it was easy to navigate the site. There are 506 homepages with no meta-description which is required for accurate search results. Over 80% of the content pages on dal.ca attract fewer than 100 pageviews per year.
- Want to address accessibility issues with the new site because most images do not have alt text to view the content through a screen reader.
- There were issues last year with the CMS in regards to PII that is not being encrypted.
- Agency-led user testing confirmed that navigation and search on dal.ca caused users to struggle to find what they need. There was confusion for users who encounter outdated or duplicate information, organization of dal.ca reflects the internal structure of Dal which is not user friendly for all users. Users want to see diversity represented in the content which is currently lacking. Users experience accessibility challenges.
- Michelle Paon and Marlo are co-leading the transition along with Christina. They are getting training to support their work.
- Timeline - Inventory your content is almost wrapped up. Plan your site is being worked on at the same time and Audit your content is next.
- Content Inventory and Audit spreadsheet
  - Currently recording all the PDF's and images to understand what is currently on the site including their asset levels.
  - Completed Empathy maps to gather information for the audience. This allowed us to move on to the Journey map which focused on the audience perspective and where we captured the Think, Do, Feel and Quote. It was noted, there were 3 Empathy maps, one for students, one for faculty and one for community users.

The plan is to involve staff in the process for input once we get to the pages for your area. Hoping to have enough web writing training so these can be top of mind when refreshing the content.

## 7. Senior Leadership Team reports

Library Council Report – AD Resources Sexton

- *There was mention of Kirsten Huhn taking on some of Heather MacFadyen's duties and hiring another librarian to round out the Resources Team. What are the duties of the new librarian expected to be?*  
In discussions with the Dean of Libraries, there was assurance that hiring of another librarian will take place once Heather has retired so the duties for the new librarian will be discussed in the months to come.
- *Can we get a little more detail about Alumni access?*  
This initiative has been worked on over the past few months. Slow going in a technical sense. Alumni will need a NET ID so have been in conversation with the Alumni office and ATS staff to ensure everything is working okay. It was noted, the resources for Alumni are only a subset of the resources the Dalhousie Libraries have (it depends on the license and the product). Some are standard but they vary depending on the license connected to it.

**Action:** Heather will send the list of the resources that are available to Alumni to members on the Library Council listserv.

#### Research Commons

*Can we get an update on whose portfolio Research Commons falls under.*

This was originally Ann Barrett's portfolio but now Elaine MacInnis is working with Melissa Helwig on this initiative. It was noted, Marlo has been working on the content in the Content Management System because the Office of Research Services are anxious to get something. This could be a topic for a future presentation at a Library Council meeting.

#### Library Council Report – Human Resources

*What does a Digital Asset Coordinator entail.*

This is Shirley Vail's old position. The position has been reviewed, retitled and now it will be posted and filled by the new year.

#### Library Council Report – AD Learning & Teaching, DUNN

*What are the changes to the infrastructure that was mentioned under ADAC in regards to security?*

We don't know much at the moment but Jason and Marc are working on it. Dal ITS are not doing content censoring or shaping. The new security features being implemented are going to be significant. We are hoping all Dalhousie Library staff will have more free access to technology once it comes out.

### 8. Library Council Committee Reports

Motion to approve the following annual report:

- Library Council 2020-21 Annual Report – Sarah Stevenson

**Motion:** To accept the Library Council 2020-21 Annual Report version 2 as submitted.

L. Unicombe / S.J. Dooley

Carried

- Dalhousie Libraries Service Point Committee (DLSPC)  
No official report has been submitted from the DLSPC. This group was on hiatus during Covid while the same members moved to a new group called Service Enhancement and Evaluation Team with a few added members. The group is now moving back to DLSPC.
- Communications Committee  
The Communication Committee is currently on hiatus but hoping to resurrect in January 2022. More information to be taken to the Senior Leadership Team in November.

### 9. Faculty Procedures and Governance Document

Other faculties have a rules and procedures document. Library Council has some of this but having a more detailed document could be helpful. In discussion with DFA librarians and other things that have come up this year, it came to our awareness that there are procedures that are covered in DFA contracts, and in Senate at the senior level but there may be gaps in the Library Council Terms of Reference that doesn't pertain to the logistical and procedural governance issues that come up. It was noted, it's not just DFA on Library Council and

with a new Dean we want to follow the correct guidelines. Having the governance rules help insure everyone gets a voice who should have a voice. We don't want to be dependent on our memories. We want a living document that would be reviewed on a regular basis.

**Motion:** Library Council will strike a working group to examine examples and develop procedural governance documents for the Dalhousie Libraries.

R. Parker / K. Huhn

Carried

**Action:** Erin, on behalf of Library Council, will put a call for volunteers, including a Chair for this working group on the Library Council listserv.

#### 10. Digital Strategy Implementation

Donna Bourne-Tyson gave a brief presentation of the latest version of the Dalhousie's Digital Strategy Implementation. There will be a more detailed preview at the next Library Council meeting.

#### 11. Highlights from the Senate Report

The Senate Report is available on Brightspace [October 2021] 20211028\_LC\_RPT\_SEN.

#### 12. Announcements and Question Period

- An introduction to systematic and scoping review methods, covering the steps and resources needed to plan a review. This training will consist of a 90-minute online workshop plus additional time for discussion, questions, and individual support. Register for this workshop through the Library events calendar: <https://dal.libcal.com/calendar/events/SystematicScopingReviews>.
- On Monday, November 8, 2021 at 3:00pm, Nancy Owens from Covidence will provide an overview of using review software to facilitate your literature review process. For more information see the [Library Event page](#). Registration for this event is managed externally. Please be sure to register [here](#) if you'd like to join.
- Julie Marcoux is a member of the Indigenous Advisory Council. Please review your Territorial Acknowledgement under your signature to make sure it's the same language as the Dalhousie Board of Governors uses, found here <https://www.dal.ca/news/2018/06/29/an-important-acknowledgement.html>.
- Finding Our History: A Conversation About LGBT Collections and Exhibitions will take place on October 28 at 3:00pm.
- An evening with Francesca Ekwuyasi (Dal Reads) will take place on Wednesday, November 3, 2021 at 7:00pm.
- Bonnie Waddell, a former chief librarian at the Agricultural campus passed away last week. The link to her obituary is <https://colchesterfuneral.frontrunnerpro.com/book-of-memories/4757832/Waddell-Bonnie/obituary.php>
- Congratulations to the Dalhousie Archives on receiving the [Doug Kirby Award](#) for outstanding achievement in archival preservation as well as the [Dr. Phyllis R. Blakeley Award](#) for outstanding accomplishment in archival work award from the Council of Nova Scotia Archives.
- Congratulations to Melissa Rothfus on being a recipient of a CARL Research in Librarianship grant.

#### 13. Adjournment

The meeting adjourned at 11:48am.

Next Meeting: Thursday, November 25th, 1000-1200 hrs on Microsoft Teams

### ADAC

I was not able to attend the last ADAC meeting but the previous meeting of October 6<sup>th</sup> focussed largely on cybersecurity. Josh Leon gave a presentation on challenges the University is facing such as theft of IP, identity theft, malware, etc. and he discussed infrastructure changes that Dalhousie is making to combat these challenges. He encouraged everyone to sign up for multi-factor authentication. There was also a report on Dalhousie's participation in an experiential learning metrics project. They are developing definitions of experiential learning and methods of reporting it. Finally, the Pass/III grading system that was used last year when classes were online has been replaced by a credit/no credit system which is to be used in extenuating circumstances only. Definitions and procedures are being developed.

### Accessibility – Teaching and Learning Committee

This group has not met for a few months and the Chair is waiting for guidance on next steps from the Chair of the overarching Accessibility Committee.

### OER

The OER committee met on September 23<sup>rd</sup>. We discussed the draft guidelines for OER at Dalhousie which had previously been developed by Ann Barrett. The guidelines cover definitions related to OER, reasons for using open resources, and the supports available at Dalhousie as well as tips for finding, evaluating, adapting, and creating OERs. The Committee will be seeking institutional support through the Academic Quality Team.

### Team

The Team met on September 27<sup>th</sup> and October 25<sup>th</sup>. We are currently discussing a number of projects including a projected DalOpen course, new webinars for the winter term, and how to provide Scopus training for faculty and librarians. Team members have been teaching sessions for various courses and topics. Robin Parker has prepared a webinar on Systematic and Scoping reviews which will be held shortly and Lindsay McNiff is teaching a session in CLT's Scholarship of Teaching and Learning programme.

### Dunn Law Library

It continues to be a busy fall term at the Law School and librarians have been involved in teaching, conducting workshops and tours, and working on various committees. This includes attendance at the School's weekly Research Hour.

The Academic Committee, of which I am a member, has been meeting bi-weekly and has also been conducting consultations with faculty regarding the curriculum.

The Law School is currently conducting interviews for the Palmer Chair in Public Policy and Law. Librarians are participating in the interviews and job talks.

The Law School Professional Development Day is coming up on October 29<sup>th</sup>. It will be held at the Black Cultural Centre in Cherry Brook and the speakers include Michelle Williams, Quenta Adams, and Jalana Lewis as well as alumni and student members. Discussion will be centred on the Law School's Black Lives Matter Motion and the work of the EDI Committee.

In our regular staff meetings, we have been discussing the changeover from Aleph to Alma. There will be a lot of work for staff members with testing.

**Library Council Update – Dean of Libraries Selected October 2021 Highlights**

## Overview

- Some of my activities have been included elsewhere in reports by members of SLT. It is my pleasure to support the initiatives of the SLT members and their teams, and I am grateful for the excellent contributions made to the university by all of the Dal Libraries teams.

## Within Dalhousie

- The committee previously known as the Website Steering Committee is now the Digital Platforms Steering Committee and covers not only the website and intranet but other university-wide systems including the new CRM in the Registrar's Office, Banner, and Brightspace. We have additional representation on the Dal.ca web sub-committee via Marlo MacKay and the myDal intranet subcommittee via Marc Comeau. Courtney Bayne is also on the Dal.ca Web Renewal and myDal Hub Committees as a resource when required to advise on records management. We've officially entered the implementation phase for the Digital Strategy, following on its approval by the Board of Governors in June. With thanks to Sandy Dwyer for HR support, we have hired a Project Manager who reports to Leanne French-Munn, AVP Planning. Thanks to Marlo and colleagues in CMC and the Provost's Office, the new Digital Strategy webpage is up <https://www.dal.ca/digital-strategy>, as part of the Third Century Promise pages. The DS webpage includes a video by our Provost highlighting the importance of the strategy and the anticipated benefits to our community. An implementation steering committee has been struck by the Provost, and both Josh Leon and I (co-chairs for the Digital Strategy Steering Committee) continue on that new committee, and are co-leads on the second "People Centric" pillar. I'm attaching slides to this report for more information and will do a brief presentation at this week's meeting. Thanks to Leanne French Munn, there is work already underway to further develop the Implementation Plan.
- I've been serving on a rapid action task force for SLTC to review academic dates. In case you were wondering how dates for exams, mid-terms, study breaks, add/drop dates are determined, the Registrar's Office presents a proposal to SLTC each year, for the dates two years out. Periodically there is a review of the principles and the regulation for add/drop dates, which is underway now with a small committee led by Beth Cann in the RO. For this review, there is an emphasis on making the schedule and holiday observations less Christian-centric, and more respectful of other major religious holidays. We're also considering if the fall and winter study breaks are being held at the appropriate time, with a particular focus on the fall break, where there was early feedback preferring a break at Thanksgiving instead of in November. This preference hasn't born out in a survey conducted by the RO working with the DSU. Recommendations from this taskforce will be approved by SLTC and sent to Senate for information.
- During September and October, I served on the search committee for the AVP ITS/CIO, chaired by the VP Admin & Finance, which is now almost concluded, and I am about to begin serving on the search committee for the AVP Planning & Analytics, chaired by the Provost.
- Class Recording Protocol (slight name change from Classroom Recording Protocol) revisions and new guidelines were approved by SLTC in September – thanks to Marc Comeau and others in ATS, and Suzanne Sheffield, Les Johnson and others in CLT:  
[https://www.dal.ca/dept/university\\_secretariat/policies/academic/classroom-recording-protocol.html](https://www.dal.ca/dept/university_secretariat/policies/academic/classroom-recording-protocol.html) .

## Consortia

- There have been virtual annual meetings for both CAUL-CBUA and Novanet during October. The Novanet Board is very grateful to the numerous staff at each library who are working diligently to prepare for the Alma migration. Thanks to everyone at Dal who has been spending time on data cleanup and training, and to Sandy Dwyer for being the lead for Dal in this important work. The CAUL-CBUA executive has also been quite active with governance and financial initiatives this fall.
- In addition to their AGM, CRKN once again held a series of webinars as part of their Fall meeting/AGM and we were able to include more colleagues from Dal than in the past thanks to a new bulk registration fee. Some slides available here: <https://www.crkn-rcdr.ca/en/conference/2021-crkn-virtual-conferenceshifting-future/resource-library>

- The fall meeting for CARL takes place in November. The CARL Policy Committee has released several position papers in the last four months, and a September submission regarding the XX was noted in this National Post article:  
<https://nationalpost.com/news/politics/impact-of-online-harms-bill-includes-spectre-of-censorship-library-group-warns-in-submission>
- Stemming from the joint ARL-CARL joint task force on research data services which released our report in the spring (<https://www.arl.org/wp-content/uploads/2021/07/2021.07.16-arl-carl-joint-task-force-on-research-data-services-final-report.pdf>), I am continuing with a smaller ARL/CARL group that is working with OCLC to further refine critical success factors for collaboration on RDM.

## Associations and Boards

- The NDRIO Board meet frequently over the summer and early fall, including the committees on which I serve, Governance, HR and Stakeholder engagement. Significant initiatives recently concluded or about to conclude include a rebranding exercise <https://engagedri.ca/latest/introducing-the-digital-researchalliance-of-canada> and the development of the first strategic plan.
- The IATUL Board has been busy managing a transition of the IATUL Office and related services, from the Technical University of Munich (TUM) to a commercial association management firm. Managing an international association includes complicated banking and governance issues and this was a timeconsuming transition, particularly for those of us on the IATUL executive.

**AD Library Services & Head, MacRae Library**  
**Report for Library Council**  
**October 2021**

**Updates from Library Services Team Members:**

**Copyright** – The Copyright Office has been very active with reserves requests, streaming video processing, and faculty questions. We've had a high volume of requests from student groups and other on-campus groups looking for advice on film screenings. The databases purchased in the last year have been essential for streamlining responses to these questions, and providing resources for classes. Heather MacFayden organized a meeting to discuss archiving of streaming video resources, and the copyright office will be part of this process. Lachlan also met with the Web Renewal Team to discuss copyright guidelines for web authors, and has joined Amy Lorencz as co-chair of the CAUL Copyright Committee. (L. MacLeod)

**Data & GIS Services** – the Nova Scotia Quality of Life Survey dataset was designed using the Canadian Index of Wellbeing (CIW) framework. This is a large dataset (close to 13,000 participants), of current data (collected in 2019), for all of Nova Scotia (divided into 10 functional economic regions). The variables describe community vitality, healthy populations, democratic engagement, environment, leisure and culture, education, living standards, and time use. Our joint initiative involved the Office of Research Services, Dalhousie Libraries and Engage Nova Scotia (ENS). Details required to access this CIW\_NS2019 research dataset are listed in Julie's Data & Statistics Guide <[https://dal.ca.libguides.com/data/qol\\_survey\\_ns](https://dal.ca.libguides.com/data/qol_survey_ns)> and the primary contact for support is Choi.

Julie is participating in two national activities that focus on user feedback: the CDDP (Canadian Census Data Discovery Portal) User Needs Working Group and the FRDR Discovery Redesign Project User Testing.

Coming in November will be a new issue of our *Layers* newsletter. It features news about data initiatives and GIS activities and will be distributed on November 17th, International GIS Day. (G. MacNairn)

**Indigenous Services –**

- Human Rights & Equity Services invited Samantha to give opening remarks at the film screening event of *The Secret Path* by Gord Downie, in honour of the first National Truth & Reconciliation Day. The film screening was held on September 29<sup>th</sup>.
- Samantha and I met with Claudio Aporta (Marine Affairs), Patricia Manuel (Planning) and Luisa Ramirez (PostDoc, Marine Affairs), who are building a partnership with the Confederacy of Mainland Mi'kmaw (CMM) with the aim of co-developing a web-based atlas to share Indigenous and Western knowledge. This is all part of the BEcoME Project. <https://oceanfrontierinstitute.com/research/become>. We are in the process of discussing how we might be able to support the CMM in the organization of their records to support the project.
- We have formed an Indigenous Program Planning Team for the Dal Libraries to work on events for the upcoming year. Participants include Samantha, Elaine, Marlo, Janice, Sarah, Michelle Paon and Michelle McDonald. The first meeting of the team will be scheduled within the next two weeks.

**Research Data Management –**

- CAUL-CBUA's Research Data Management Series is in mid-stream. More information on remaining sessions [here](#). Erin and Louise's session on DMPs was well attended and generated good questions.
- The RDM Team hosted an RDM Refresher for Liaisons on October 14<sup>th</sup>. Thanks to all who attended and participated!
- The Digital Research Alliance of Canada is hosting a series of webinars and workshops on institutional RDM Strategy this week. More information [here](#). Louise will be attended as an institutional representative at Wednesday's RDM Assessment Model Workshop, and Erin will take part in Thursday's panel discussion on RDM Strategies Case Studies.
- This is the last report for RDM under the AD Library Services. RDM moves to the Associate Dean Research & Scholarly Communications effective November 1, 2021.  
(L. Gillis)

**In Other News...**

- I have cancelled my previously announced Administrative Leave as the timing does not work well after all. I will, however, be taking some vacation time in December.

## MacRae Library

- We were saddened by the news that Bonnie Waddell, retired Chief Librarian of the Nova Scotia Agricultural College, passed away on October 20<sup>th</sup>. One of her major contributions to Novanet was the development of the LiveHelp service. Bonnie remained an avid supporter of the MacRae Library after her retirement and we always looked forward to a Christmas visit from her each year.  
<https://colchesterfuneral.frontrunnerpro.com/book-ofmemories/4757832/Waddell-Bonnie/obituary.php>.
- We welcomed Sean Nightingale, the new ATS Classroom Technologies Technician, to the MacRae, where he will be based.
- Plans are underway for the return of the DalAC student, staff, faculty and alumni Fine Art & Fine Craft Exhibit in Winter 2022. My first meeting with the curator, Stephanie Peach, is taking place on October 27<sup>th</sup>.
- Keah Gloade, Manager of Indigenous Students for the Faculty of Agriculture, organized a number of events for Mi'kmaq History Month. A number of these events took place in the MacRae Library, including the unveiling of an Orange Shirt, the unveiling of a Red Dress and, most recently, the Grandmother Moon Ceremony.
- Another very successful COVID-19 Vaccination Clinic was held in the Student Learning Commons on October 21<sup>st</sup>. The clinic was open to community, in addition to students, staff and faculty.
- Work has begun on the installation of the card reader for the front door of the Library. We hope to have it operational by mid-November. This is the only card reader planned for the Library building at this time.

## Meetings & Events

- Janice and I met to review the requirements around agreements and insurance for borrowing art collections for display in the Indigenous Community Room in the Killam Library. Peter Dykhuis, Director of the Dalhousie Art Gallery, is providing guidance on the process.
- I participated in a follow up meeting to review the sound zoning levels of various spaces of the Killam Library, in response to recommendations from various assessment reports. "Collaborative Study" is a new category created based on recommendations from various assessment activities in the Killam. Marlo is now working on the design of the new signs.
- We held two meetings of the Research Commons Project Team to discuss the draft web pages and structure. We made great progress at the last meeting and should be able to finalize the content at our next meeting.
- I participated in a meeting with Joe Marando, Sandy and Janice, to discuss security support of mask compliance in the libraries.
- I attended two additional "Pathways to Dalhousie" events this month (formerly called "Schools to Dalhousie Pipeline"). The first focused on recruitment and retention of Black & African Nova Scotian students and the second focused on Indigenous and Mi'kmaq students.
- The Library Services Team met on October 28<sup>th</sup> for a regular updates meeting.
- I gave a lecture on Academic Libraries from the Dalhousie perspective, to NSCC students in the LBRI 1000 Introduction to Libraries course.
- I participated in the Grandmother Moon Ceremony, led by Elder Doreen Bernard - Leah, Janice and I met with Queena Cooker-Smith, Administrator for the Faculty of Agriculture, to discuss card reader programming and management of access requests.
- I attended the following other meetings and events:
  - o RDM Bi-monthly meeting
  - o Academic Leaders for the Faculty of Agriculture
  - o October Faculty Council meeting for the Faculty of Agriculture
  - o Senior Leadership Team Meetings
  - o Regular one-on-one meetings with my Team members and fellow members of SLT.
  - o Regular meetings with the Campus Principal and Dean, Agriculture
  - o Regular meeting with the Associate Dean Academic, Agriculture
  - o LIPCC Meeting
  - o Research Data Management Refresher for Liaisons
  - o Chaired the Town Hall on October 18<sup>th</sup>.
  - o Data & GIS Services Team meeting
  - o Chaired the Heads Meeting on October 26<sup>th</sup>.

#### Facilities

- Continue to attend regular project meetings for the Howe Hall tunnel upgrade
- With Elaine and Leah met with Facilities Management regarding the replacement of the MacRae Library doors
- Met with members of Facilities Management to discuss renewal of way-finding signage in the Killam Library
- Met with members of Facilities Management to discuss domestic hot water in the Kellogg Library staff lunch room (A & R funding)
- Met with members of Facilities Management to discuss design plan to make the rear entrance to the Killam Library a double-door entrance/exit, installation of new auto assist option as well as a card reader. (A & R funding received to do a design plan in 2022-23 for this work.)
- Met with members of Facilities Management to discuss improving the auto assist button at the entrance to the Killam Library (from the atrium).
- Met with Facilities Management to discuss installation of electrical outlets on the mezzanine level at the Sexton Library (A & R funding)

#### Finance

- Submitted mid-year variance report
- With Sandy Dwyer attended training sessions for Chrome River (Dal's new system for submitting expense claims)

#### Other

- Have started volunteering for COVID test kit assembly
- Attended a CHEB Community Group meeting

# University of King's College Library and Archives

Dalhousie Library Council Report

October 2021

## Library

The Library has been operating smoothly, with students, faculty, and members of the public browsing the stacks, borrowing books from the Circulation desk, studying, and using the semi-private computer rooms to write papers or attend synchronous classes.

Covid safety precautions are in effect, with face masks required, and physical distancing.

The search for a University Librarian has culminated in the appointment of Tracy Lenfesty of the Nova Scotia Department of Natural Resources Library. Tracy will begin work Nov. 15 and I will overlap with her for a few weeks. Tracy was a Residence don at King's in the 1990s, so knows a lot about the University.

I completed four library assessments for the Faculty of Arts and Social Sciences' unit reviews of the Foundation Year Program and King's three upper-year honours programs, Contemporary Studies, Early Modern Studies, and the History of Science and Technology.

## University

The University held Matriculation ceremonies on Sep. 28 and 29 for new students who entered this September, as well as for second-year students who started at King's in fall 2020, when public events were not possible. Many students signed the Matricula following the ceremony.

The Dean of Students announced that as of Oct. 18, Prince Hall (the dining hall) will open to patrons from outside the King's Residence community.

Students performed Classics in the Quad on the Library steps on Oct. 23: Sophocles' *Antigone*.

King's 15th Chancellor, Debra Deane Little, will be installed at a ceremony in Alumni Hall held live and on-line this afternoon, Oct. 25.

Respectfully submitted,

Janet Hathaway  
Interim University Librarian & Archivist

- We worked with the Strategic Planning Committee to set up two sessions for the committee to solicit feedback from our team.
- We are working with a number of others in the library on developing the best process for a Syllabus Repository to support Dalhousie's Syllabus Policy.
- The early work on the new Dspace upgrade has begun. This is a very significant upgrade which will bring many benefits, but will likely also have many hurdles to clear as we work our way through the process. The early parts all on the deep technical side, but once those are sorted out we will be reaching out to the usual DalSpace stakeholders to begin working through the functional components on the path towards the upcoming upgrade.
- Work has also begun on the new ArcGIS server that will better support GIS needs than the current setup.
- We are working with D2L to setup a Teams integration with Brightspace. It will facilitate the creation of a team based on a course within Brightspace.
- We have been getting some classroom work completed on the weekends in order to finish the summer's RFP. The global supply shortages have made our work to renew classroom technology very challenging.
- Our new AV support team members are on the ground and have very quickly gotten up to speed.
- We are now starting to assess the rooms that will make up the summer 2022 RFP. This is a lengthy process that will continue until January.
- I am one of the members of the Dean of Libraries Search Committee and look forward to participating the process.

**Report to Library Council from Marlo MacKay, Communications Coordinator**  
**September 24–October 28, 2021**

**Online Teaching**

I continue to collaborate with Michelle Soucy from CLT on the release of the *Connected Classrooms* newsletter that is distributed the first Thursday of each month. Please get in touch **by November 2** if you have content for consideration for the next issue.

**Dal Reads events**

On October 15, Dal Reads author Francesca Ekwuyasi and I joined Professor Tom Ue's Literature & Science class for a book club-style discussion with students. Francesca read passages from *Butter Honey Pig Bread* and took questions in between reading passages. Students were extremely engaged.

That event was a great test run for our first public Dal Reads event of this year, which will be on **November 3 at 7 p.m.** Thanks to James Wilson, Shelley McKibbon, Michelle Paon, Jolene Reid and Kewoba Carter for their production assistance on this event. Please register to attend here: <https://dal.libcal.com/event/3642942>

A reminder that the [eBook is available](#) for the Dalhousie community through the Libraries that allows for unlimited simultaneous borrowers. A small order of paper copies of the book are on order to supplement this. I also developed a [LibGuide](#) if faculty are seeking resources related to the book.

More Dal Reads events are coming in the new year.

**Research Commons Project**

I continue to meet with this group as we finesse and finalize the content on the newly developed but not yet published web pages.

**Media**

Sandy and I did a video interview with a student in King's Master of Journalism program about how libraries adapted during COVID-19 and what things are like now.

**Canadian Library Workers Day**

I prepared a video featuring photos of Dal Libraries employees over the years.

**Senior Leadership Team**

Working with Heads on adjusted food and noise signage. Killam is up first, with signage rolling out for our other locations after.

**United Way Steering Committee**

Dal's United Way campaign launched on Monday. Just prior to the launch, I was kept busy with writing a video script, drafting memos from the President and the campaign co-chairs, as well as updating the United Way website and providing content for Dal's main social media channels.

**NS LGBT Seniors' Archive**

Thursday afternoon (October 28) at 3 p.m. we have an event for LGBT Month called Finding Our History: A Conversation About LGBT Collections and Exhibitions. The event is hosted by Dr. Jacquie Gahagan, founder of the NS LGBT Seniors' Archive and features panelists Meredith Batt, Rachel Moore, Denyse Rodrigues, Robin Metcalfe, and Daze Jeffries. Thanks to James Wilson, Jolene Reid, Nicole Maunsell, and SIM student Jace Stinson for their production assistance on this event. More information about the event and the link to join is available here: <https://dal.libcal.com/event/3641184?hs=a>

**Web Renewal/Transition to Touch UI**

This work is ongoing. Thanks to the web team for the ongoing involvement, my co-lead for this transition Michelle Paon, and our YCW intern, Christina Cheung.

**Digital Strategy**

I completed the web pages for the digital strategy and university-wide rollout is imminent. Stay tuned for a university-wide memo from the President or the Provost. You can visit the digital strategy pages here: <https://www.dal.ca/about-dal/leadership-and-vision/strategic-plan/digital-strategy.html>

### **OA Week**

I'm supporting our OA Week efforts by posting the team's daily tips for the week on our social media channels.

### **Dal Libraries Annual Report**

I'm wrapping up work on the first draft of the Dal Libraries annual report, which, at 24 pages with lots of images and graphics, is always a time-consuming endeavor.

### **Donor event**

Planning for a donor event to honour Dr. Jock Murray and his donation from his personal library has begun. Stay tuned for info on a confirmed date and time.

### **General Communications**

With thanks to Johnelle Sciocchetti for her continued support and ideas promoting the Libraries on our social media channels. Johnelle supports me in these efforts as her busy schedule in Doc Del and Access Services allows.

### **Meetings (highlights)**

- Dal Libraries EDIA
- Dal Libraries strategic planning team
- SLT
- Research commons team
- United Way Steering Committee
- Dal Comms Planning Team (CMC and faculty/unit communicators)
- Dal Libraries Health & Wellness Committee
- Domain7 (agency working on dal.ca renewal) and Dal.ca web team

Michael Moosberger

Associate Dean - Archives, Special Collections and Records Management & University Archivist

22 April - 27 October 2021 - Took 10 weeks of vacation over this period. Sarah Stevenson served as Acting Associate Dean during my absence.

Associate Dean - Archives, Special Collections and Records Management

- Attended regularly scheduled SLT and Heads meetings as well as my monthly meetings with Donna.
- Continued to participate on conference calls with the CARL DPWG and contributed input on the document "Creating digital preservation capacity through human resource development at Canadian academic libraries" which is going through its final edits and should be released early next year.
- Continued to participate on conference calls with the NHDS Advisory Committee.
- Continued to meet with Creighton Barrett to discuss the progress on the Libraries' digital preservation initiatives including the renewal of the Archivemata service level agreement and other archival related matters.
- Conducted along with Sarah annual review meetings with the professional librarians in the unit and prepared letters related to their reviews.
- Conducted a review meeting with Creighton for his research leave and prepared a letter related to this review.
- Conducted research on the staffing levels at other Canadian university archives as part of the succession planning process for the Dal Archives to determine whether our staffing levels were in line with other archives across the country.
- Worked with Legal Counsel's Office on a revision of the contract signed with Marlene Goldman from University of Toronto for the development of a film based on Thomas Raddall's "The Wedding Gift".
- Attended meetings of the Libraries' Preservation Committee.
- Prepared a number of letters of reference and served as a reference for a number of former contract staff and student interns.
- Presented with Courtney Bayne a session on the Dalhousie University's Records Management Program at the ARMA Canada on-line conference on 31 May 2021.
- Participated in ongoing discussions related to the vacant Digitization Coordinators position.

University Archivist

- Continued to meet regularly with Courtney to discuss records management related issues including the guidelines for digitizing university records, Course proposals / approval work flows discussion, various DalCLASS sections and the review of the Records Management Policy. Provided input on the File Transfer video.
- Participated in discussions on the dal.ca web renewal and the preserving of existing web content.
- Participated in discussions related to the creation of a university-wide repository for course syllabus.
- Began working with Courtney on the reorganization of my Dal e-mail in order to transfer and preserve those e-mails related to ongoing and historical archive-related matters that may need to be accessed after my retirement.
- Organized the University Records Committee meeting held on 31 May 2021, preparing the draft agenda and the minutes from the previous meeting as well as reviewing and providing input on the University Records Manager's presentation and report.
- Continued to attend meetings and provide ongoing consultations with Jacquie Gahagan and the LGBTQ community on the LGBTQ Seniors Archive as well as to provide input on the management and preservation of the oral histories being created as part of the project. Prepared draft letters and deeds of gifts for each donation received by the Archives.
- Participated and provided input into the drafting of a 15-week contract position for an Archives Assistant to assist with the processing of the backlog of newly acquired collections. Elizabeth Carbonneau was chosen as the successful candidate and will join the staff on November 22<sup>nd</sup>.
- Attended the bi-weekly Archives' Team Meetings.
- Participated on the Libraries' Donations/Gifts Working Group.

- Responded to a number of research questions and other enquiries related to the donation of and management of private and university-related material to the Archives. These included:

#### Research and Other Enquiries (Selected highlights)

- Ty Klumpenhower, University of Toronto Archives – planning and role of the Archives in Dal’s 200<sup>th</sup> anniversary in preparation for U of T’s 200 anniversary in 2027.
- Susan Brousseau, University Secretary – providing greater access to the University’s BOG and Senate minutes – deferred until the end of the pandemic
- Sarah Stevenson – advice on preserving Christine Macy’s presentation on the history of the Killam Library
- Christine Lovelace, UNB Archivist – advice on providing permissions for the internal usage of university photographs by Alumni and Development offices
- VP Advancement – archival donations made by Joanne Light
- Larry Stewart, U. of Sask. – James Dinwiddie materials
- Paul Yuile, Facilities Management – the Dal Clock
- Kim Brooks, Faculty of Management – re: Kristin Williams, faculty historian in residence
- Ryan McNutt, Communications – Penelope, the Shirreff Hall ghost.
- Tim Hutchinson, U. of Sask. Archives – information on configuration of Dal Archives’ staff and public spaces as well as staffing levels.

#### Donation Enquiries, New Acquisitions, and other related acquisition work

- Ted Leighton - donation of the personal papers and research materials from Alexander H., Jane M. and Dorothea C. Leighton and the Robert Jones fonds. Received and processing work begun.
- David Bentley – donation of his father Percy Jardine Bentley’s student engineering notebooks from 1923 when he was a student at NSTC. Received.
- Fay Cohen, former faculty member – donation of her research and professional papers. Still waiting for donation.
- Emma Carey and Katrina Swift, Formac Lorimer Books – possible donation of the company’s entire archival holdings. Lists have been received from Formac and are under review by Archives staff.
- Nancy Herman, whose great uncle was William Inglis Morse – donation of a map by Sieur Lalanne, dated 1684 that Morse used in his book on Paradise, Nova Scotia. Being delivered 8 November 2021.
- Andrea Dorfman, NS Filmmaker – concerning the donation of her first feature film, Parsley Days and developing an ongoing relationship for all of her past and future creative works. No progress.
- Harry Thurston – donation of material related primarily to Lost River, the waters of remembrance, a memoir and From Rural Roots: Celebrating fifty years of business at Oxford Frozen Foods. Received and being processed.
- Marq de Villiers – donation of additional material related to his work as a journalist and writer of non-fiction. Record types include manuscripts and published works including collaborations with his wife, Sheila Hirtle; correspondence; publicity and reviews; and a small series of personal photographs and photographs taken in the course of his research. Received, processed and appraised.
- Jan Wilsack – donation of bound 1934 Dal Gazette and Law School class photo of her uncle. Received and integrated into existing holdings.
- Richard Oland – donation of additional materials related to the Oland Family and the Oland and Sons various business interests.
- Jim Russell – donation of material from Dal alum families Crockett and Boggs. Discussions ongoing.
- Andrew Terris – donation of additional material on Nova Scotia’s arts and cultural communities. Received and to be integrated into earlier donation of similar material.
- Greg Cook – sale of audio tapes related to his research and biography of Ernest Buckler. Declined offer due to lack of resources.

- Elder Billy Lewis – donation to the LGBT Senior Archive. Negotiations ongoing.
- Virginia Beaton – donation of her husband's, former faculty member Stephen Pedersen, papers. Creighton taking the lead on this donation. To be picked up by Creighton this coming week.
- Paul Cram – additional material to be added to previous donations. Scores, Reviews, CDs, Tapes, Video Cassettes, Business records, Research for scores. Musical instruction booklets. Promotional Materials. Photos. Poetry. Notebooks. Audio tapes. Plastic page covers. Creighton taking the lead on this donation. Received and accessioned.
- Mary Vingoe - additional material to be added to previous donations. Business records, scripts and research material for multiple plays and theatres. Creighton taking the lead on this donation. Received and accessioned.
- Read Guernsey – donation of his mother's, Dr, Judith Read-Guernsey, Faculty of Medicine, papers. Negotiations ongoing.
- Elizabeth Carbonneau, Atlantic Publishers Marketing Association Archives – donation of additional material to existing fonds. Jennifer Lambert working with them on selection of material.
- Joy O'Brien, Nova Scotia Mass Choir – donation of textual records and photographs in 30 large 3-inch binders. Audio cassettes, video cassettes, and three DVD came in three large plastic totes. Creighton taking the lead on this donation. Received and accessioned.
- Seven additional donations to the LGBT Senior Archive. Creighton taking the lead on this donation. Received, accessioned and being processed by Rachel Moore.
- Dr. Joe MacInnis – donation of his collection of journals, correspondence, papers, books and Images from 1960 to 2020 covering the disciplines of science, technology, engineering and the arts including medicine, psychology, physiology, design, testing, non-fiction writing, photography, cinematography, poetry and the psychology of human performance in high-risk environments. Creighton taking the lead on this donation with my input. Negotiations ongoing.

## Report to Library Council

October 28, 2021

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

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### Associate Dean Resources

The Resources team will experience transitions in the coming year. Resources Management Librarian Heather MacFadyen has indicated her intention to retire in June 2022. In moving toward that date, under terms specified by the DFA Collective Agreement, starting in January Heather will be working a Reduced Workload Arrangement (RWA) at 66% of full-time (Tues/Wed/Thurs). The team has begun to consider related task areas and responsibilities so that we can cover priorities in the most appropriate way. As part of the succession plan, Kirsten Huhn will be assuming a number of the Resources Management Librarian responsibilities in January and gradually transitioning into this role. It's expected that a librarian position will be posted in 2022 to round out the Resources team as Heather moves into retirement.

Heather MacFadyen facilitated a meeting of Resources, Copyright, Archives, and ATS team members to discuss preservation options for the films purchased under [streaming video](#) perpetual licenses. At present, with support from Lachlan and Creighton, we're exploring Archivematica as the platform option. It would allow ingest of a number of files associated with the perpetually-licensed videos (eg. .MOV, .MPEG, caption files, correspondence, license).

Preparations continue with respect to setting up [alumni access](#) to some of the Libraries' e-resources. Alumni who wish to access the permitted databases will need a NetID. Heather MacFadyen and Jason Flynn are now looking into the most feasible way for alumni without a NetID to be able to request one from the Alumni Affairs office.

Resources team members attended an [Alma](#) meeting for Dal Libraries leads on the initiative. Various Aleph cleanup activities have been underway, including deciding how to address the issue of dead links in the Aleph WWW sublibrary (a collection of URLs that includes open access webpages, federal government documents, etc).

The [Web Advisory Committee](#) had one regular meeting, with discussions focused on training and deliverables for the website renewal. In several additional meetings facilitated by Marlo, committee members discussed and populated the "Plan Your Site" worksheets distributed by the Dal.ca Renewal team. The two most recent campus-wide training sessions were focused on how to [Audit Your Content](#) ("Keep, Edit, Toss" - 90 min, and "Google Analytics" - 67 min). Marlo and Christina also met with the Associate Dean Services team to provide an overview of the broad Dal.ca Renewal project and the Libraries' website renewal activities to date.

On behalf of the Dean of Libraries and Marlo MacKay, I contacted the publisher rep for the [Dal Reads](#) title *Butter Honey Pig Bread* to enquire about purchasing a bulk order of print copies for limited distribution. I will be on the production team for the November 3<sup>rd</sup> Dal Reads virtual event with author Francesca Ekwuyasi.

[NORTH/NORD: The Canadian Shared Print Network's Steering Committee](#). As the Council of Atlantic University Libraries (CAUL) rep, I participated in a Steering Committee meeting and a funding sub-committee meeting. The Network Coordinator has continued to meet with representatives of the Canadian library consortia and organizations that have provided funding for NORTH/NORD. In addition, to explore sustainable funding strategies, meetings have been arranged with colleagues at a number of North American shared print networks or network supporters. I was able to participate in funding discussions with representatives from the Eastern Academic Scholars' Trust (EAST) shared print initiative and from the US-based Center for Research Libraries (CRL).

### Sexton Library

- The Dean of Libraries, supported by the Dean of Engineering, successfully made the case for emergency funding to provide HEPA filtration units for the Sexton Library, and the Provost and VP Admin & Finance supported the request. I'm delighted to report that on October 5<sup>th</sup>, six HEPA filtration units were installed in the Sexton Library's public and staff areas. By filtering the air, these machines remove particulate matter

and help reduce the risk of COVID-related particles accumulating in library spaces. The Libraries can now provide continuity of access to the Sexton Library study spaces and stacks even when windows need to be closed due to cold exterior air or weather-related events.

- Facilities Management staff visited on October 6<sup>th</sup> to inspect the library's broken window levers and determine how many need to be replaced. They have identified an Ontario source that sells the same type of lever and are hoping that they will be able to acquire some to install new levers on the library windows.
- Kellie Hawley and I discussed potential updates to the Sexton Library's fire evacuation procedures document.
- Kellie Hawley and I met several times to discuss and prepare the Sexton Library budget's mid-year variance report and submitted to Janice Slauenwhite.
- Discussions with Sexton liaison librarians with respect to Sexton monograph funds.
- I served on the selection committee for the Manager of Library Services, Sexton Library, completing second interviews with two candidates.

#### **Liaison Librarian (Oceanography, Nova Scotian Institute of Science liaison)**

- Prepared Librarian's report for NSIS Council's October meeting.
- Constituted a subcommittee of NSIS that will consider a nomination to the NSIS Hall of Fame. Prepared bibliography of the candidate's publications.
- Corresponded with a StFX faculty member (and NSIS member) re. how to locate a marine ecology report published in the 1970s.

I participated in the following meetings / attended events:

- Senior Leadership Team, Heads meeting, Library Council, Libraries Town Hall (2)
- Update meetings with: Dean of Libraries, Associate Dean Services, Resources management group; Resources Management Librarian; Collection Analysis Librarian.
- Prepared annual report letter for librarian K. Huhn.
- Web Advisory Committee - October 15.
- Research Commons webpage project meeting - October 5th and 20th.
- Faculty of Graduate Studies Faculty Council meetings (2).
- Prepared Librarian's report for and participated in Faculty of Architecture & Planning Faculty Council meeting.
- Prepared Librarian's report for Faculty Council - Engineering meeting.
- Council of Atlantic University Libraries (CAUL) Collections Committee
- Update meeting with Springer vendor representative.
- CAUL - *New York Times* Educational Portal vendor demo.
- Canadian Research Knowledge Network (CRKN) Conference and licensing/business meetings over a period of several afternoons in October.
- *Traditional Buddhist Sacred Texts and the Art That Makes Them Accessible* (SIM Lecture)
- *Celebrating 30 Years of the Raddall Atlantic Fiction Award* (Dal Libraries/Writers Federation of NS event)

## **Libraries HR Highlights**

### **Staffing**

- Interviews for a Library Services Weekend Supervisor (C5) position at the Kellogg Library are taking place on October 22<sup>nd</sup>, 29<sup>th</sup> and Nov. 1<sup>st</sup>. Search committee members are, Jan Pelley, Sandy Dwyer, Gail Fraser and Jim Kennedy.
- Second Interviews for the Manager, Library Services at the Sexton took place on October 20<sup>th</sup>. The members of the search committee are Michelle Paon, Allie Fulford, Gail Fraser, Janice Slauenwhite and Sandy Dwyer.
- The Library Services Assistant position (Killam) closed on Oct. 22<sup>nd</sup>. We are in the process of determining the members for the search committee.
- Interviews for the Instructional Technologies Technician term (7-month temp) will take place the first week of November. Search Committee members are Mick Bottom, Michelle McDonald, Mike Duggan and Sandy Dwyer.
- Interviews for the Archival Processing Assistant (fifteen-week temporary position) have taken place.
- The posting for the Digital Asset Technician to replace Shirley Vail will soon go live. Search Committee members are Courtney Bayne, Creighton Barret, Melissa Helwig and Sandy Dwyer.
- The posting for the Research Data Management Librarian is now live and closes on November 22<sup>nd</sup>.

### **Alma Implementation Steering Committee - update from meetings on Oct 13<sup>th</sup> and 20<sup>th</sup>**

#### **Configuration forms**

- Configuration forms will be divided up by library and have all data that does not apply removed – NN office
- Return to ExL to remove empty lines – ExL
- Distribute forms to libraries – Steering committee
- Review process for filling out forms – NN office/ExL/Steering committee
- Identify areas to be decided consortially – NN office/Service groups
- Due: Draft, November 4<sup>th</sup>  
Final, November 12<sup>th</sup>

#### **Summary holdings**

- Summary holdings are used by some Novanet libraries but are catalogued differently. The cataloguing needs to be consistent for Primo to sort it correctly. No way for the NN office to fix the formatting, it will have to be done by the libraries.

#### **Use of Acquisitions module**

- ExL has requested a list of all libraries not using the acquisitions module in Aleph. If there is no acquisitions data included in the extract for these libraries, ExL will not investigate further.

Update: All libraries included acquisitions data in the extract. ACAD and NSCAD have opted out of loading their acquisitions data in the Test load.

#### **Network Zone**

- The initial plan was to add all bib records, including duplicates to the network zone. Instead, ExL wants us to use either a deduped file or load the records using the contribution method. This method loaded the bibs of a single library and then another library, and so on in a selected order. We have approximately 200,000 bib records with duplicate OCLC numbers. Only one of these bib records will be loaded into the Alma network zone.

- Loading order will be discussed below
- Aleph system numbers will be included in Alma records.

### Network Zone Load Order

We've tried to summarize collection overlap by institution, to determine who would be affected least by going last in the NZ load order.

lib	collection size	overlap (NET collections excluded)	overlap as % of collection (NET collections excluded)
KINGS	73075	919	1.26%
USA	362480	1140	0.31%
AST	66018	206	0.31%
MONTANA	538763	1327	0.25%
SFDM	339825	686	0.20%
SUMU	759696	968	0.13%
CBU	539022	686	0.13%
DL*	1663361	1275	0.08%
MVSU	596756	439	0.07%
CC*	286228	212	0.07%
ACAD	791261	375	0.05%
NSCAD	278065	79	0.03%

- "overlap" = number of bib records you hold that any other library also holds, but on a different bib record
- A "different bib record" means a bib record with a different system number, despite describing the same work.
- Identifying bib records as "describing the same work" is entirely determined by them having the same OCLC number and nothing else.
- These aren't the actual numbers of holdings, just an estimate. The proportions by institution should be right, though.
- NET is excluded because a lot of the overlap comes from e-collections we are removing anyway.

So here is the proposed load order (definitely all still up for debate, though)

USA  
AST  
DAL  
KINGS

MTA  
SFXMD  
SMU  
CBU  
MSVU  
NSCC  
ACAD  
NSCAD

### **WWW Records**

- Approximately 200,000 WWW records
- Jennifer to provide breakdown of www records for recommendations on how to check/fix.
- Jennifer will request agreement from libraries to remove free Canadiana records (84,000)

### **Libraries and Locations – update**

- Libraries and locations are only migrated during the test load. Any new collections/locations created after Oct 18<sup>th</sup> will have to be added to both Aleph and Alma.

### **Test load**

- SFX data extract has been completed
- Aleph extract will begin Oct 18<sup>th</sup>
- Test load to be delivered mid-November

### **Testing Working Group**

- Members: Service group chairs, Advisory committee, NN office
- First meeting Oct 12<sup>th</sup>
- Recruiting testers from each library/module
- ExL will send Data Checking Workbook to OneDrive, one for each Institution
- Next meeting Oct. 26<sup>th</sup>

### **Fulfilment Network Working Group**

- Lead, Joe Wickens
- Tasks (Deadline Oct 29<sup>th</sup>)
- Recruit 3 or 4 additional members for group
- Review initial training videos
- Review types of resource sharing available in Alma

### **Training Working Group**

- Leads, Jennifer Richard, Sandy Dwyer; other members David Michels (DAL); Sherry Briere (SMU); Jason Lee (CBU)
- First meeting Oct 18<sup>th</sup>

### **Other**

- I will be virtually attending the Access Services Conference 2021 – Unlocking the 21<sup>st</sup> Century Library <https://www.accessservicesconference.org/> on Nov. 17<sup>th</sup> & 18<sup>th</sup>. Twelve other staff from Access Services and Document Delivery are also registered to attend.
- Participated in Chrome River Approver and End User Training for Administrators that was presented by Financial Services on Oct. 13<sup>th</sup> and 15<sup>th</sup>.
- Participated in an Alma Implementation- Dal Libraries Stakeholders meeting on Oct. 18<sup>th</sup>. This group consisted of Sandy, Heather, Kirsten, Gail, Carlina, Linda Clark, David Michels, Amanda, Jan, Kellie, Leah, Joe, Jennifer MacIsaac and Erin Winchcombe. The group will meet monthly for now but increase meetings as required throughout the Alma implementation.

**Additional reading for those interested in more about the Alma Implementation:**

(\*Please note this material is copied from Bill Slauenwhite's blog on the Novanet website)

We have officially entered the implementation phase of the project. We are done with onboarding, which was a kind of 'getting to know you' phase for Ex Libris and Novanet. The implementation phase is the one with all the work. We'll be exporting our Aleph data for an Alma test load, configuring Alma and mapping data. Training will start later in this phase as well.

### **OCLC Reclamation**

You'll recall that ExL uses the OCLC number as its main matching point when loading and deduping records into Alma. So it follows that all our records in Aleph should have a correct OCLC number. OCLC provides a service called a reclamation, where we send them all 3.5 million of our bib records and they perform a matching exercise and send us back the correct OCLC number. That work is now almost complete. We are in the process of slowly adding the new OCLC numbers back into our bib records. It takes a while to add 3.5 million of anything to anything. That should all be completed in the week or so.

### **Timeline**

Here's a rough draft of some key milestones. All subject to change ...

October:

Test load extract delivered to ExL  
Work on Configuration form

November:

Final Configuration form due  
Testing Coordination, Training Coordination, Fulfillment Network Working Groups begin work.

December:

Test load delivered  
Testing of data migration  
Testing of original configuration

January – March:

Testing of data migration  
Testing of original configuration  
Training plan finalized

April:

Staff Training  
Technical Services freeze (late April/early May)  
Final Alma configuration updates  
Final data migration

May:

Circulation freeze (a few days before Go Live)  
Go Live! May 17

### **Sandbox/Production instance**

In Aleph we have one sandbox (Test) and one production (Live) instance, and the Test sandbox is a mirror image of our Live production. Not so with Alma. Now we have two sandboxes and a production instance. The sandboxes (we have two so that we can practice consortial type stuff) are populated with generic Ex Libris data, not our Novanet data. Our production instance is the only one that will contain our Novanet data.

We've had access to the sandboxes for a few weeks and the Steering Committee and associated Working Groups have been using them to get familiar with Alma. The Acquisitions, Access, and Cataloguing Service Groups are just beginning to receive access to the sandboxes and will be working on rolling out access to anybody interested in playing with Alma soon. Stay tuned.

There is nothing in our production instance yet. That's where the upcoming Test load will be migrated to when the time comes. It's this production instance with our Test load data where we will be testing the data migration and working on configuration up until our final load in May. It's also the place where we will be doing all the training when we get to that point.

### **Test Load**

In an Alma implementation you get just one test load. That data is then used for all configuration, testing and training until the final load when we go live. So it makes sense that we try and make that load as an accurate as possible reflection of what we want in our final load. Not just ensuring that all the data gets migrated, but also gets to the right place in Alma and that all the mapping of Aleph codes to Alma codes is as correct as we can make them. The test load process has been the major focus of the implementation in the past few weeks. The Steering Committee and WGs have been wading through migration forms and are just beginning to tackle configuration and mappings in preparation for the test data extract and load late this month and next. More info on that to come.

### **Steering Committee/Working Groups**

The Steering Committee continues to meet weekly with Ex Libris, and we also have a follow up meeting with just the Steering Committee immediately following the ExL meeting. This group is the conduit between the project and your individual libraries and have been busy consulting with their libraries to provide information for the migration and configuration forms.

As the project continues, we are striking new WGs as needed. These groups are small and focused in one area and meant to provide advice and recommendations to the Steering Committee in their areas. They typically have a Steering Committee member as lead and are populated by library staff who either volunteered earlier on in the process or are chosen by the lead.

In addition to the Fulfillment, Cataloguing/Metadata and Acquisitions Working Groups, we've recently convened three more. The Training Coordination WG is led by Jennifer Richard (ACAD) and Sandy Dwyer (DAL). Their mandate is to work with the Service Groups to organize and plan for training of library staff. The Testing Coordination WG is composed of the Acq, Cat, and Access Group chairs and the Advisory Group members. Their job is to organize the testing of the test data load and ongoing Alma configuration choices. The Fulfillment Network WG is led by Joe Wickens (DAL). Members yet to be determined. Their job will be to explore the methods of resource sharing within Novanet.

### **Alma Training and Resources**

The best place for you to look for Alma resources is on the Novanet web site Alma section (<https://www.novanet.ca/members/alma/>). Here you'll find Steering Committee minutes and recordings, configuration forms and associated training, a guide to training videos for Alma and anything else we can think of that relates to Novanet and our Alma implementation. More information on the actual formal training for library staff will come as we develop the training plan.

### **What's next**

In the next few weeks we will be:

- Planning for the Test data extract
- Completing a configuration work form for all libraries

**AD Planning:**

Strategic planning process:

The first phase of consultation has been in full swing with ‘conversation groups’ taking place over the past two weeks. Conversations have been held with librarians and staff from all units. It has been very enlightening to see the workplace cultures across various units and we’re getting some very useful feedback. My thanks to all the participants, and our volunteer group facilitators and note-takers: Lachlan MacLeod, Grace Bourett (intern), Jennifer Lambert, Erin MacPherson, Sarah Jane Dooley, Carol Richardson, Johnelle Sciochetti. The ‘coding team’ (Jennifer Lambert, Jackie Phinney and myself) are very busy this week with reviewing the notes from the conversation groups – pulling out themes and suggestions for sub-themes and in some cases, implementation suggestions. These will form the first draft to Senior Leadership next week. Time has been set aside in the upcoming All Staff meeting for an update and further feedback from all staff.

Accessibility:

The Employment Accessibility group meets next on November 3<sup>rd</sup>. Some of the feedback in the Libraries’ strategic planning conversations demonstrates a need for more clarity for the vocabulary of ‘accessibility’ in the context of EDIA (Equity, Diversity, Inclusion, Accessibility). I will be taking this under advisement for all-staff training/education opportunities in the winter semester.

LIPCC:

Sarah Jane Dooley’s new system-wide role with advanced reference and research services means that she is stepping down as Chair of LIPCC at the November 3<sup>rd</sup> meeting. Jackie Phinney and Courtney Bayne are the incoming co-chairs for this group. Sarah Jane will remain with LIPCC as a committee member.

Archives:

As part of Michael’s vacation coverage, I assisted Creighton Barrett with the interviews for the second Archives intern position. We spoke with five candidates. First year MI student Annette Amenta was the successful candidate and has accepted the position.

Ithaka survey on streaming media services

The Ithaka survey group is conducting a study of streaming media services in North American academic libraries. It was determined that Dalhousie Libraries would not be able to fully participate in the research, but we did contribute as I was tester for the survey instrument. This involved doing the survey and a one hour follow up with the research lead about the survey experience. I was able to identify questions that needed clarification and/or vocabulary changes for the Canadian participants.

**Head of Killam:**

The Killam has been very full since the return to in-person classes. As many of you will know from discussions at the Monday Town Hall meetings, mask policy compliance has been less than 100% with complaints coming from both users and staff. We have been making regular reminder announcements in the building, and we are in the process of updating our signage for masks, food & beverage, and conversation levels in each area of the building.

Monograph allocations have been completed for the Killam subject funds. Conceptually, this is a straightforward process. In practice it often involves 3-5 iterations as serials and EAF encumbrance values are adjusted which affects the monograph starting amount. There are also minor adjustments to the fund allocations each year based on course/program assessments, previous spending patterns and particular needs identified by liaisons in any given year.

Killam Reference collection update: The collection is in closed stack storage at the moment, retrievable on request. The Resources team is checking for any duplication between our print and electronic holdings as a potential next stage in reducing the size of the collection. The ultimate destination of the remaining print collection is the north wall of the Downie-Wenjack Legacy Space (by the stand-up computer stations).

Room G70 and the future home of the music score collection: New carpet tiles will be installed in this room during the Fall semester Reading Week. The contract for the purpose-built shelving has been signed and the materials are expected to arrive in January with installation taking place in late January. This will be a significant improvement to the preservation and access of our music scores, particularly the sheet music and oversized scores (often conductors scores).

**Selected meetings:**

- Master of Marine Management research orientation session October 15 (in person)
- Research consultations with 2 MES grad students, 1 MA student in French (virtual)
- Archives Team meetings Sept 29 & Oct 13 Strat Plan conversation (in person)
- Research Commons team Oct 5 & 19 (virtual)
- NS LGBT Seniors Archive Community Advisory Council monthly meeting Oct 5 (virtual)
- FASS Faculty meeting Oct 12 (virtual)
- Strategic Plan conversation groups:3; (1 in-person, 2 virtual)

And for fun – I'm enrolled in Introductory Bookbinding through NSCAD Extended Studies.

Respectfully submitted,  
Sarah Stevenson

## Senate Representative Report to Library Council

September 13 and 27, 2021

The most recent meetings of the Dalhousie University Senate took place on Sept 13th and 27th, 2021. The meeting scheduled for October 25<sup>th</sup> was cancelled. The next meeting will be held on November 22, 2021.

### **Sept 13 Meeting:**

Welcome to new senators by Dr. Louise Spiteri, Chair of Senate.

Motions presented, Sept 13:

MOTION: That following a review of the documentation submitted by Jamie Blustein, the Senate Nominating Committee confirms that Jamie Blustein meets the criteria for the position of Vice-Chair (Academic Programs) for the term September 13, 2021 to June 30, 2024 and that the complete nomination package may be presented to Senate for decision at its meeting scheduled for September 13, 2021.

*CARRIED*

MOTION: That Senate ratify the Senate Planning and Governance Committee's recommendation that Senate and its standing committees prioritize advancing the work of Dalhousie's Indigenous Strategy in the academic year 2021-22.

*RATIFIED*

MOTION: That Senate ratify the Senate Planning and Governance Committee's e-vote of July, 2021 undertaken in accordance with Section 5.4(j) of the Senate Constitution approving the Pass/ILL Grading Option for Summer 2021 Term for students in select faculties

*RATIFIED*

MOTION: That Senate approve that all individuals involved in synchronous teaching delivery at Dalhousie University on September 24, 2021 from 11:00 a.m. to 4:00 p.m., allow students who wish to participate in the Global Climate Strike to do so without academic penalty due to their absence, subject to the following:

1. Students are to inform their professors at least twenty-four (24) hours in advance (by 11:00 a.m. on September 23, 2021) if they plan on missing an assessment in order to attend the Day of Action.
2. Make-up assessment(s) will be at the discretion of course instructors, subject to appropriate faculty regulations.
3. For the inclusion of students travelling from and to the Agriculture Campus or Yarmouth Campus, no specific time is provided.

*RATIFIED*

### **Sept 27 Meeting:**

Update by Provost Dr. Frank Harvey on the student street party on Jennings Street, noted that significant numbers of students were tested for COVID in the days since the party.

Dr. Harvey also reported that announcements would be made about activities for National Day of Truth and Reconciliation on Sept 30<sup>th</sup>.

Several motions were presented -- official wording is unavailable as the meeting package is no longer available in Brightspace.

Motion that Indigenous students be allowed to attend Dalhousie Mawio'mi on October 13 -- carried.

Motion that support be extended for Indigenous students distressed by news of discoveries of graves at former residential schools -- carried.