

Library Council Meeting

Minutes

December 15, 2022

1000 - 1209hrs

Microsoft Teams

Present: Jaclyn Chambers Page (Chair), Leah Unicomb (Secretary), Carol Richardson (Recording Secretary), Allison Fulford, Amanda Sparks, Carlina Gillis, Courtney Bayne, David Michels, Creighton Barrett, Elaine MacInnis, Geoff Brown, Gina Coates, Jackie Phinney, Jan Pelley, Janice Slauenwhite, Jason Flynn, Joe Wickens, Joyline Makani, Julie Marcoux, Karen Smith, Kirsten Huhn, Linda Bedwell, , Linda Clark, Louise Gillis, Marc Comeau, Mark Lewis, Marlo MacKay, Melissa Rothfus, Michael Vandenburg, Ratna Dhaliwal, Robin Bishop, Robin Parker, Roger Gillis, Sai Chua, Samantha Adema, Sandy Dwyer, Sarah Stevenson, Scott MacPherson, Shelley McKibbin

Regrets: Anne Matthewman, Dominic Silvio, Erin MacPherson, Gwen MacNairn, Hannah Steeves, James Boxall, Lindsay McNiff, Melissa Helwig, Michelle Paon, Mick Bottom, Sarah Jane Dooley, Tracy Lenfesty

Guest: Lachlan MacLeod

1. Approval of the Agenda

**Motion:** to approve the Agenda as circulated.

C. Bayne / J. Marcoux

2. Introductions

- New Library Council Members  
No new Library Council Members

- Recognition of Guests

Welcome to Lachlan MacLeod. Lachlan is joining us to do a presentation on Intellectual Property Policy.

3. Approval of the Minutes from meeting November 24, 2022

**Motion:** to approve the Minutes from the November 24, 2022 meeting as circulated.

J. Marcoux / R. Parker

4. Senior Leadership Team Reports to Library Council

Elaine MacInnis

- This Report will be revised to clarify the LibCal change where it talks about the authentication issue. The change will be "They are testing the integration of Outlook and Teams with LibCal Events and Appointments".

Sarah Stevenson

- Please refer to Sandy's SLT report for the Archives Assistant position because its more up-to-date.

Marc Comeau

- *In regard to Teams phones. How will that work with Service Points and Reference Desks where external calls are received.*

This will fall under shared lines. Multiple lines will not be touched. Even though it may be a single line connecting, it will still fall into that category. More information to come.

Sandy Dwyer

- The Archives position mentioned is to replace Joan Chiasson and will be a C-6 level position and will be posted in January. The Digital Asset Technician will be posted internally to Dalhousie University.
- Marlo is working on getting people to fill those much-needed gaps such as blog posts, social media monitoring and posting before her replacement is hired. She will make the announcement on who will be doing these duties in the New Year. It was noted, Marlo's position is a critical one within the Dal Libraries and the Dean is keen to have it filled.

Michael Vandenburg

- The role the Dal Libraries may play in a project with Advancement  
This is Advancement wanting to put together a website/database for notable Alumni and to have that information available for a variety of purposes. Because the libraries are involved in Information Management, what ways can we be involved in that project is being discussed. The Dean suggested for Advancement to reach out to the School of Information Management program about getting the Interns involved in the project. This will be pursued and will get back to the Dean in January.
- Novanet Board of Directors meeting  
There was a discussion about the University of Toronto Indigenous Masking project in Primo. Staff are not removing subject headings but are removing those from view that are considered inappropriate for Indigenous Peoples. It was discussed as a technical point that may work in our consortia. Thinking about how we make decisions about subject headings and look to groups for a national level leadership.
- Meeting with LAC - What kind of services are they offering?  
Talking about bringing collections back and thinking about being situated in Pier 21 and what are the options to connect to the community. LAC has funding to preserve history but is being directed to communities. There is an opportunity for the Dal Libraries with the partnership between the LGBT Seniors Archive and how we can direct those communities to take advantage of this material. These talks are in early discussions so will be continuing.

5. Highlights from the Senate Report - Shelley McKibbin

The November and December Senate Report can be found on Brightspace.

[November 2022] 20221128\_LC\_RPT\_SEN

[December 2022] 20221212\_LC\_RPT\_SEN

6. Intellectual Property Policy – Lachlan MacLeod

The presentation can be found on Brightspace [December 2022] IP Policy Presentation.

Questions:

- *Will we see the policy at some point?*  
The DFA has a copy of it so should be able to see it there but if not, will speak to them to see if it can be shared more broadly plus Lachlan will share the files through the Chair of Library Council.
- *Volunteers – how does that interact with the policy. What if they produce something that is copyrightable, how is that treated.*  
This is a silent category that wasn't in the presentation so Lachlan will look into this and get back to Council.

7. Discovery Layer Team revised Terms of Reference

The revised Terms of Reference can be found on Brightspace [December] Discovery Layer Team Terms of Reference\_Proposed\_Dec\_13\_2022.

There were some suggested changes. The final version will be brought back to the January Library Council meeting for approval.

8. Budget presentation

The budget presentation can be found in Brightspace [December 2022] 2022-23 Library Council Budget overview.

Council members found this presentation very helpful and thanked the Dean for preparing very detailed slides. Due to time constraints, if you have any questions, please send them to the Chair and they will be addressed at the January Council meeting.

9. New Business

No new business to discuss.

10. Announcements

No announcements.

## **Report to Library Council**

**Anne Matthewman –December 15<sup>th</sup>, 2022**

### **AD Learning and Teaching**

#### ADAC

ADAC met on November 30<sup>th</sup>. The following were discussed:

Renewed Equity Ethos Statement – An updated admissions policy focussed on equity and inclusion is being developed. Some focus groups have been held and there will be consultations with faculties. Admissions will be based on lived experience and self-identification. Faculties' own admission policies should also be updated. There was a lot of discussion about barriers students face and how faculties will be able to provide enough support to students.

Voice Over IP and Telephone Strategy – Dalhousie is phasing out its Centrex system for single-line users and moving to VOIP using Teams. This is a less expensive option and it also transcribes voice mail to email. The project should take 6-8 months in the new year. The project manager will contact people as their phones are changed over. There was also a short update on the new network. There will be a deliberate phased rollout of the new system and a number of buildings have been identified for the first stage starting in the new year.

#### Learning and Teaching Team

The Learning and Teaching Team met with the Dean of Libraries on December 12<sup>th</sup>. We discussed new project groups under Pillar 2 of the Digital Strategy. I will be co-leading a project group – “Training and Support Inventory & Identifying Gaps” We also discussed initiatives around micro credentials and open learning.

#### OER Grants

The combined Libraries/CLT OER committee received 8 applications for the current round of grants. The committee met on December 7<sup>th</sup> to review the applications and choose recipients of the grants. Grant winners will be announced shortly.

#### Dunn Law Library

The Library currently has extended hours for the exam period and will be closing on December 23<sup>rd</sup> at noon for the holiday break.

The Canadian Academic Law Libraries Directors' Group met on December 9<sup>th</sup>. The group meets twice a year to discuss issues of importance to law libraries. The group is preparing to send on survey on law library reporting structures in the light of several reorganizations.

Linda Clark and I prepared statistics for the Canadian Association of Research Libraries report for the Law Library.

Over the past month I have attended several meetings both in my role as Chief Law Librarian and my role as AD Learning and Teaching. These include the Law School's Academic Committee, the Dalhousie Libraries' Discovery Group, the Dean of Law, the Senior Leadership Team and Heads meetings, and meetings with Advanced Legal Research students preparing their final legal memos and research guides for the course.

## Dean of Libraries selected activities since Nov 24 Library Council meeting

Nov 24

Jasmine Bouchard from LAC visited the Dean's Office to further explore possibilities for collaboration between Dal Libraries and Library and Archives Canada (LAC) including ways that select LAC collections could be brought to Halifax to support researchers here and ways that Dal Libraries could identify and aid communities in accessing LAC support for preserving their history.

Nov 24

Met with Advancement and Facilities Management staff regarding a potential donation from an engineering firm to do upgrades needed for smudging to be done in the Ko'jua Okuom room in Killam Library.

Nov 25

I had my first meeting with members of Resources team which temporarily reports to me until a Limited Term Associate Dean Resources and Head Sexton Design & Technology Library is in place. It's been very good to welcome Robin Bishop and Ratna Dhaliwal to the team and to have additional experience and capacity in the Resources team.

Nov 29

Sheila Blair-Reid, Acting Co-VP Advancement, invited me to meet with her team in the Advancement offices on Cobourg St. to discuss potential Dal Libraries involvement in a project that Advancement, the President's Office and CMC are undertaking to develop an ongoing history of notable alumni that can be used for recruitment, reputation building, and campaign story telling and other outreach purposes. There are several possible connections with our work in Libraries, and we have a follow-up meeting planned in early the new year once the project plan firms up.

Nov 30

It was wonderful to see so many of you at the Dal Libraries staff holiday party. I really enjoy these opportunities to connect in-person with people outside of more formal meetings. It was nice seeing long time colleagues enjoying reunions and newer colleagues receiving warm welcomes. Special thanks to Nellie, Sandy and Janice for their work organizing the event.

Dec 1

I attended the Novanet Board of Directors meeting and AGM. The budget for the 2022-23 fiscal year was approved, as well as the slate of directors for the coming year. A University of Toronto Indigenous Subject Heading Masking in Primo initiative was raised as a potential technical approach to changing subject headings in Novanet. I've put my name forward to participate on the Novanet Succession Planning Working Group.

Dec 1

It was a pleasure to attend a Celebration of Philanthropy event to open the Dalhousie Art Centre expansion. It was a good opportunity to meet with members of Dalhousie's donor community and to hear a farewell speech to that group from our outgoing President Deep Saini. The new performance space is beautiful, and I look forward to seeing it in action.

Dec 7

The Deans Council meeting included presentations from the province and Open Learning on a Nova Scotia microcredential framework, an update regarding management of CFI operating funds, and an opportunity for members to provide input into the upcoming President and Dean of Law searches. Frank expressed thanks to Kimberly Brooks for agreeing to serve as Acting Provost while he takes on the role of President on an interim basis.

Dec 8

The December Dalhousie Research Advisory Committee (DRAC) included a very interesting presentation by Ex Libris on a product to aid researchers in identifying sources of funding. The product is called Pivot-RP (<https://exlibrisgroup.com/products/pivot-funding-opportunities-and-profiles/>), and given the library's existing relationship with Ex Libris and management of other software with complementary and possibly overlapping functionality, I've arranged for a followup meeting with the VPRI to coordinate and inform their exploration of this product.

Dec 9

I participated in a meeting led by Gitta Kulczycki providing an overview of Dalhousie's current financial situation and an update on the development of our new budget model overview. Deans and VPs had an opportunity to provide feedback on the process and input into the development of a new budget model. A working group has been formed to lead the development. Updates will be shared with the Dalhousie community early in the new year.

**AD Library Services & Head, MacRae Library  
and Interim Head, Sexton Library  
Report for Library Council  
December 2022**

**Access Services** – Dal Libraries Access Services Managers have decided to keep Novanet Express requesting available in Primo VE over the Holidays to support the students and researchers. The following message, *“Please note there will be a delay in processing hold requests placed during the holiday closure, Dec. 23 @ noon – Jan. 2”*, to be displayed on the banner in Primo VE.

Killam Library Reserves team; Nancy, Nellie C, Guy, and Kelsie were invited to attend an open house at the Faculty of Open Learning & Career Development. This was to say “Thank you” for the teams’ hard work and support with reserves.

Term loan to change to new due date: May, 30 2023 on Dec. 12, 2022

Elaine and Sandy worked with Marlo to make some changes to the Alumni Services page to direct Alumni to register for a Community Borrowers Card. Alumni Services is no longer printing an Alumni Benefits card so this is the only option we have at this time.

(Access Services Managers/S. Dwyer)

**Assessment** – Developed draft Assessment Priorities 2022-2025. In line with the first priority, I have begun conducting an inventory of data that the library collects. I encourage leads to become more familiar with data collected in your areas and I will be in touch soon. I am also prioritizing outstanding recommendations from past assessment reports for official follow-ups from SLT members. The online feedback button, form and dataset have undergone revision. I represent the Libraries on the new Institutional Survey Committee. We are firming up our TOR and priorities. (L. Bedwell)

**Copyright** - The Copyright Office will be offering two new services in Winter 2023, further details are available on the Library's [Events Calendar](#):

- Copyright Questions Online Drop-In Hour (every Wednesday 10am-11am, beginning January 11)
- Copyright Quickchats webinar series (topics include: introduction to educational copyright, student responsibilities, public domain, video streaming, copyright for grad students)

In other copyright news, public domain in Canada will change from the life of the author plus 50 years to the life of the author plus 70 years on December 30, 2022. Thankfully, this change will not be retroactive for materials already in Canada's public domain. Further messaging is forthcoming. (J. Chambers Page)

**Data & GIS Services**

- The [GIS Server](#) is back online, and the GIS Team has made a first batch of datasets available on the new [Spatial Data Portal](#).
- The GIS Team continued to experience an extremely busy period with students booking many consultations and constantly dropping in to the GIS Centre for help.
- The Data and GIS Teams participated in a Dal GIS & ECCE Advisory meeting which was well-attended by faculty involved in GIS research and teaching.

- The Data Team attended National DLI Training sessions, and organized and participated in a “National Training Debrief” for Atlantic data colleagues.

(J. Marcoux)

**Document Delivery** – We welcomed Linda Clark back from leave on a part-time basis. It is so wonderful to have her back! A meeting of DocDel staff in all locations was held on December 6<sup>th</sup>. Topics discussed included a discussion regarding holiday closures, updates on statistics available through Alma, and updates on the Relais portal. Marlyn also gave a tour of the documentation that is available in Brightspace for DocDel staff. A huge thank you to Marlyn for all the work that went into creating this great resource for all DocDel staff.

### **Indigenous Services**

- Michelle McDonald offered drop-in beading workshops on Thursday for the last few weeks.
- We are working on programming for the winter term, including a launch of Catherine Martin’s new documentary film, *The Basketmakers*. The filmscreening will be held on February 1<sup>st</sup> (storm date of February 15<sup>th</sup>) with both a Mid-Winter Feast and basket making workshop planned in conjunction with the film screening. More details to follow.
- We are also hoping to have a Ko’jua Dance workshop sometime in the winter term.
- NIKLA held a number of community group meetings this week that were very well attended. There is a great deal of interest around the Respectful Terminology project. Elaine, Samantha and Ratna all attended the Library Community meeting.
- Met to discuss booking hours for the Ko’jua Okuom during the exam period and last week of December/first week of January. Event bookings will not be permitted during the exam period, to ensure an appropriate study environment for all.

**LibCal** - The informal LibCal Users group met with Jason Flynn to discuss the implementation of LibAuth, which allows us to integrate with our Microsoft products. This is currently being tested by the user group. With LibAuth in place we’ll be able to use the LibCal appointments feature (an alternative to Microsoft Bookings) as well as integrate with Teams for any events scheduled through LibCal events. We will provide more information once the testing is complete.

**LiveHelp** – Fall service concluded on December 9<sup>th</sup> and will resume on January 9<sup>th</sup>. (Sarah Jane Dooley)

### **MacRae Library**

- Melanie Skidmore has been hired as the temporary backfill for Jolene’s secondment to ATS. Melanie has worked with us previously, both as a student assistant, as well as a summer assistant hired through Young Canada Works.
- For the remainder of Jolene’s secondment (til end of March) Daryl has switched to daytime hours, working 8:00 – 4:00. Melanie is working the evening hours.
- Work continues on preparations for the DalAC Students, Staff, Faculty and Alumni Art Exhibit in late February. The call for exhibitors will be going out soon.
- Starting in Fall 2023, students will be able to enroll in Dalhousie’s Bachelor of Engineering degree program and attend their first year or two on the Agricultural Campus. Previously the Faculty of Agriculture offered a separate 2-year diploma program leading into the Bachelor of Engineering in Halifax. That program suffered a decline in enrolment in recent years which they are attributing to confusion regarding the two options within the same university. This new option will provide a much clearer pathway to Engineering from the Ag Campus.



## **Sexton Library**

- I have taken on the interim role of Head of Sexton on a temporary basis until a new AD Resources & Head of Sexton Library can be appointed.
- I am aiming to be in Halifax one day a week with some in-person office hours in the Sexton Library on those days.
- I attended the November Faculty Council meetings of both the Faculty of Engineering and the Faculty of Architecture & Planning.

## **Meetings & Events**

In addition to my regular meetings, I attended the following other meetings and events:

- The “10 Years Together” Celebration event on the Agricultural Campus to mark the 10<sup>th</sup> anniversary of the merger of NSAC with Dalhousie. I was one of 3 individuals invited to speak about my experience with the merger and how things have progressed over the last 10 years.
- Esri Canada Centre of Excellence (ECCE) and GIS Advisory Committee meeting.
- LibAnswers Implementation Team
- Reference & Research Services Team
- Copyright Team
- Document Delivery All Staff Meeting
- Academic Leaders, Faculty of Agriculture
- Academic Expansion/Double Major Working Group, Faculty of Agriculture
- Faculty Councils for Agriculture, Architecture & Planning and Engineering.
- Heads Meeting
- The Dal Libraries Holiday Party @ the Grawood
- The Tree Lighting ceremony on the Agricultural Campus. The tree was unfortunately damaged in the wind storm the week of December 7<sup>th</sup> so the lights were moved to the tree in front of the MacRae Library. A lighted sleigh and reindeer were also added to the roof of the MacRae Library this year.

Report to Library Council  
Janice Slauenwhite  
Manager, Financial & Physical Resources  
December 2022

Facilities

- Tactile indicators have been installed at the top of staircases in the CHEB.
- CHEB was closed on November 26<sup>th</sup> to accommodate a mass casualty / disaster simulation event organized by the C3LR and the Faculty of Medicine.

Finance

- Attended a PCI compliance project meeting for financial administrators

Other

- Continue to work on CARL statistics
- Attended Indigenous Program Planning Team meetings
- Attended the Libraries staff Christmas party on November 30<sup>th</sup> in the Grawood

## Academic Technology Services Library Council Report – December 2022

Marc Comeau – Director, Academic Technology Services

- The Course Site Development service now has a small landing page. [https://www.dal.ca/dept/online-teaching/supports-and-resources/course\\_site\\_development.html](https://www.dal.ca/dept/online-teaching/supports-and-resources/course_site_development.html)
- There was a minor incident with one of our servers. It was flagged as a likely minor exploit but due to an abundance of caution the servers were taken offline for a couple of days for a deeper examination. Everything has been returned to its normal, working state.
- We continue our work with ITS behind the scenes on improving security for our infrastructure. Some of it is network related as mentioned in the last report and some of it is system monitoring related. It's a lot of work but will be of great benefit.
- There is a lot of discussion with ITS around roles and responsibilities regarding privileged access for IT. It's a broad conversation but carries very specific impacts for services like the Help Desk. There is a lot of work to be done in this area, but it is underway.
- The Name Change task force has spun off into smaller sub-groups to address specific issues. I'm on the technology sub-group and we had our first meeting last week.
- ATS held it's first holiday pot-luck since 2019 and it was a great success : )

## Research & Scholarly Communications

### Scholarly Communications:

OER Grant Application Meetings – reviewed 8 grants

Scholarly Communications continues to meet and work on a plan for turning the strategic plans points into an action plan.

A blog post on Journal Citation Reports (JCR) no longer being available and the alternative options will be posted shortly.

### Research Data Management:

Louise, Scott, and Melissa H continue to meet and plan, we are currently focusing on identifying tasks and updates based on the RDM strategy. Upcoming meetings will focus on a communications plan, instructional strategy and reviewing communities. Future plans include looping in stakeholders and committee members.

A Research Data Management section is being added to the Office of Research Services newsletter. Thank you to Marlo for tidying up the image the team picked for the newsletter. This image links to the RDM Info page:

<https://dal.ca.libguides.com/rdm>

## Kellogg Health Sciences Library

### General updates:

The technology in the Kellogg meeting room is set up to be compatible with Teams. Michelle and Graham provided an updated session on using tech in the room for meetings.

The Faculty of Dentistry is undergoing Accreditation. As usual, the Dentistry Liaison – Shelley McKibbon- was asked to complete sections of the accreditation report that pertains to Learning resources.

The compact shelving is functional again but will require some more work.

### Resource News:

The Lancet backfiles (1823 to 1994) are available electronically: <https://blogs.dal.ca/libraries/2022/11/electronic-access-to-the-full-publication-history-of-the-lancet-now-available/>

### Research News:

Barber, B., Gregg, E., Macdonald, M., Moody, E., **Rothfus, M.**, Weeks, L. E. (2022). Transitional care programs in Canada for older adults transitioning from hospital to home: A systematic review of text and opinion protocol. JBI Evidence Synthesis. Advanced online publication. <https://doi:10.11124/JBIES-22-00015>

Macdonald, M., Weeks, L., Moody, E., Martin-Misener, R., Iduye, D., States, C., Ignaczak, M., Delahunty-Pike, A., Caruso, J., Simm, J., & **Rothfus, M.** (2022). Experiences of residents in long-term-care homes with socially assistive technologies and the effectiveness of these technologies: A mixed methods systematic review protocol. JBI Evidence Synthesis 20(11), 2751-2759. <https://doi.org/10.11124/JBIES-21-00409>

MacLeod, Anna, Cameron, Paula, Luong, Victoria, **Parker, Robin**, Li, Vinson, Munroe-Lynds, Cora-Lynn M. Questions of Well-Being and Inclusion in Online Undergraduate Medical Education During COVID-19: A 2-Phased Focused Scoping Review. Academic Medicine: December 12, 2022 - Volume - Issue - 10.1097/ACM.0000000000005119

Mannette J., Zhang Y., **Rothfus M.**, Purdy C., Tesfatsion W., Lynch M., Hamilton-Hinch B., Williams P., Joy P., & Grant S. (2022). Exploring Current Nutritional Programming and Resources Available to People Living with HIV/AIDs in Canada: A Scoping Review Protocol. JBI Evidence Synthesis 20(11), 2781-2789. <https://doi:10.11124/JBIES-21-00369>

### Attended:

- Meetings with Dean of Medicine, Head of MedIT, Head of NSHealth Library
- UMECC meeting (Med Curriculum meeting)
- Health Sciences Library Committee meeting

- AFMC Transformative Agreement meeting
- Digital Strategy Pillar 3 meeting
- Scholarly Communications meeting
- CHLA/ABSC CPC Halifax meetings
- CHLA/ABSC CE activity/hosted: Time Management Practices at Work: Intentionality
- MHLA/ABSM Board Meeting
- UNIWeb support team meetings
- Research Data Management meetings
- RARA meetings
- Dal Libraries Heads meeting
- Invited Speaker for INFO 5530 at SIM School
- D-LITE Open Education Resources Cluster Meeting
  - Presentations from people who had received OER grants at Dal
  - Shout outs to Geoff Brown for his support during the OER process
  - Questions asked about why our OERs are not catalogued and included in NovaNet? Geoff has reached out to resources to inquire.
- Integrated Faculty of Medicine Space Planning Committee Meeting – missed but reviewed minutes

**Report to Library Council  
Sandra Dwyer  
Director, Libraries HR & Access Services  
December 2022**

**Libraries HR Highlights**

**Staffing**

- The Video Conferencing Coordinator position has been posted and will close on December 21st. Search committee members are Mick Bottom, Marc Comeau, Sandy Dwyer and Charles Currie (Manager, Distributed Education Technologies, MedIT).
- The Digital Asset Technician posting has been drafted and will be posted after the holidays. This will be an internal to Dalhousie University search. Search committee members are still being determined.
- A Library Services Assistant (C5) position, to replace Andrew Finch, has been posted. It closes on December 21<sup>st</sup>. Interviews will not take place until sometime in January. Search committee members are Amanda Sparks, Denise Irving and Sandy Dwyer.
- The Archives Assistant position, to replace Joan Chiasson, will be posted in January. This position has been reclassified at the C6 level. Search committee members are Courtney Bayne, Creighton Barrett, Geoff Brown and Sandy Dwyer.
- Limited Term Librarian (Research Assistance & Subject Liaison) posting has been drafted and is currently with the search committee for final review before posting. Search committee members are Creighton Barrett, Linda Bedwell, Roger Gillis, Louise Gillis, Kirsten Huhn, Julie Marcoux.
- Marlo MacKay has accepted a position outside of Dalhousie. Her final day with us will be Thursday, January 5. Marlo has been with the Dal Libraries since May 2012. We wish Marlo all the best in her new role and thank her for her contributions to the Dal Libraries.

**Activities**

On November 30<sup>th</sup> I attended the Libraries Holiday Party at the Grawood.

As usual, I participated in the following regular meetings: Heads, Access Services Managers, Dal Libraries Health & Wellness Committee, Senior Leadership Team, Human Resources Integration Team (University- wide Team), and as well attended various other meetings.

## **Library Council Report: 15 December 2022**

AD Archives, Records Management, Special Collections | Head of Killam: Sarah Stevenson

While there is still a lot of student activity in the Killam Library, things have slowed down a bit for me personally. This has meant more time to spend thinking about longer term projects and overall direction instead of addressing immediate issues.

**LGBT Seniors Archive:** Michael Vandenburg, Creighton Barrett and I had a meeting to discuss the Dalhousie commitment to this initiative. We came out of the discussion with a clear commitment to the archival materials and their access by interested researchers.

**Hiring for Archives Assistant:** This is currently awaiting classification details from Human Resources before posting.

**Strategic Plan:** Michael Vandenburg and I discussed the current strategic plan with the Heads and we're on the way to incorporating objectives into the work of various teams and working groups. There will be more about this in the coming year. The Heads are the first group to start engaging with objectives and indicating where they feel they have responsibility for items. SLT at large will be adding their comments to our working document of responsibilities and related suggestions.

Last week, I met with the archivists to discuss our fiscal priorities for one of the endowment funds affiliated with the Archives. We have set a plan that includes a mix of technology costs, physical infrastructure needs (flat filing cabinets) and the reformatting of at-risk formats such as 5.25" floppy disks.

Some of you will know that I try to use my office window as a bit of a display space. While poking around the Archives catalogue, I found this letter to display in commemoration of the Halifax Explosion:

<https://findingaids.library.dal.ca/letter-from-katherine-creelman-to-annie-creelman-concerning-the-halifax-explosion>

Like many Maritimers, I have a family connection to that fateful day including a great-aunt that was injured by flying glass. This letter gave me more perspective on her life.

Starting this week, this photo is on display: <https://findingaids.library.dal.ca/students-exams-memorial-arena-16>

Thank you to Jennifer Lambert and Phil Laugher for enabling these "window dressings".

### **Head of Killam**

**LibGuides/LibInsight:** I had two meetings with Robin Bishop to give her a refresher on LibGuides and show how we have been using LibInsight for the Reference & Research and Service Point datasets. In response to a request from Amanda Sparks, Killam Access Services staff members Chioma Obodo and Kelsey MacGillivray have been updating book links that appear in the weekly broken links reports. There is the potential expand link checking/updating in the broken links report beyond books to other types of links in the new year.

**Killam monograph budgets:** On November 30<sup>th</sup>, Kirsten Huhn led the Killam liaisons through how to check their collections budgets in ALMA. Although it is much easier than in Aleph, there were still a few wrinkles, particularly at the log-in stage. One of the things that I learned was that it is very easy to download the historical budget data (since 2005) for the Killam collection funds. With a little private tutorial from Julie Marcoux, I have been able to graph the monograph funds as a percentage of the total monograph budget for each year since 2005. This has revealed some trends that I hadn't noticed before and will inform the next round of allocations in the spring. While there is still a lot of work remaining for the Resources Team to have Alma running smoothly for their purposes, the "Funds and Ledgers" area of the Acquisitions module is already a marked improvement in terms of access to data to assist decision-making. I hope to tackle circulation data in 2023 as a step toward updating collection development policies, particularly for print collections.

**FASS School of Languages:** On December 7 I had the pleasure of meeting with FASS Dean Jennifer Andrews to discuss the FASS School of Languages. At this point, there is an active discussion about the formation of a School of Languages in FASS to create a home for several small language departments. Spanish & Latin American Studies is spearheading the initiative. The remaining partners are not yet confirmed but there are discussions with several groups. Should these discussions result in a successful proposal, there will be two new tenure-track positions

affiliated with the School. It is my hope that a School of Languages would simplify the Killam collections budget and liaison assignments.

Selected meetings:

- SLT Nov 28, Heads Dec 6
- Dal Libraries Discovery Layer Group Dec 8
- Search Committee for Limited Term Science Liaison Dec 12
- Archives, Records Management, Special Collections Team meeting Dec 14

Respectfully submitted,  
Sarah Stevenson



**King's College Library**  
**Report to Dalhousie Library Council**  
**December 2022**  
**Tracy Lenfesty, University Librarian**

*Staff*

Our two new members of staff, Michael Jozsa and Max Fleischman, are settling in and making headway in acquisitions, cataloguing, and access services. I'm grateful for the welcome and help they have received from their counterparts at other Novanet libraries. We are in the process of hiring a part time student from NSCC LIT program for a term appointment (January-July 2023). We will continue to be short-staffed in January with 3.5 FTE rather than 4.0. King's is rolling out a performance management program (its first) for staff (not for faculty).

*Patron Count/Usage Stats*

Our patron count is back to pre-covid numbers. The first two weeks in December are the busiest of the term. Masks are required in the Library unless seated. We continue to provide masks to those who require them. The University makes the masks available, the cost not come out of the library budget.

*Alma*

There continue to be Alma issues resulting from the connection between King's and Dalhousie. Novanet staff are aware of the issues. I am told that many of the decisions made early in the transition were decided between Janet Hathaway (King's), Donna Bourne-Tyson (Dal) and the Novanet staff. Both Janet and Donna have retired. We are looking forward to working with Dal and Novanet staff to sort out, or at least understand, how these difficulties have arisen. It is clear this will be a long process. One small change has been made in requesting items. Previously King's was not listed as a separate institution on the first drop-down menu. King's patrons had to select Dalhousie from a drop-down menu to access the King's College Library as a delivery destination. Novanet staff have now changed the list to read "Dalhousie or King's College". This is a cosmetic change in Primo for the sake of clarity for patrons. It is a small but important step.

*Building/Facilities*

We have engaged eyecandy signs to work with us to improve signage in the Library. We hope to install directional signs for the washrooms, reading room, and sections of the stacks. We are seeking clarity for patrons. We are still experiencing wifi issues and have a plan (developed with Dal IT) to add 3 and reposition the 2 existing access points.

*LibGuides*

We are redesigning our website with the help of staff in the King's Advancement Office, but we are also planning to make better use of LibGuides. Are there staff at Dal Libraries who are LibGuides experts? If so we would love to have the opportunity to learn from them.

### *Instruction*

I ran three sessions on using JSTOR for the Foundation Year students. The sessions took place at the request of one of the faculty, Dr Tom Curran, who told his students that they must attend. I walked them through the basics: what is peer review and why is it important, how articles are indexed, basic fields, Boolean operators, narrowing the search/applying filters, sorting results. I hope to give more sessions in the winter term. To reach a wider audience, I am working on a series of short videos providing instruction in library basics which I hope will help teach current students. I think it prudent to consider our online content as a recruitment tool as well as a learning tool, so we are taking care to make the videos interesting, quirky, and "on brand".

I reached out to the King's Student Union (KSU) regarding book purchasing. There is a small endowment (started by the KSU in 2008) and we can spend \$200 per year on books suggested by the KSU Executive.

### *Misc.*

As Academic Integrity Officer for King's I have received and settled four allegations of plagiarism in the past month.

Received several donations of books (History and Art) from Dr. Henry Roper, Inglis Professor at King's.

The Library will switch to reduced hours on Saturday 17 December (closed weekends and evenings) until classes begin for the winter term on 9 January 2023.

Meetings: Novanet Board of Directors, King's Faculty, Advancement Office, Facilities.

**Senate Representative Report to Library Council**  
**28 November 2022**

The most recent meeting of Senate took place on Monday, 28 November 2022. This report describes highlights of the meeting.

Update: October proposals on consolidation of Faculty of Management and move of SRES -- proposals passed.

**Making DEI A Reality: Faculty of Management**  
Binod Sundararajan

Management's Strategic Plan supports inclusion and reconciliation. Several action items on diversity, inclusion, and learning from each other. Working group on EDI is currently faculty and staff, will add student voices this year. Identify diversity metrics to track-- diagnosis and progress. Will develop short- and long-term goals. Goals for recruitment of ANS and Mi'kmaq faculty and graduate students, post-docs. Increase diversity of undergrads by designing more equitable admissions policies. Designing inclusion survey and develop activities/events. Make Rowe building more accessible in consultation with disability stakeholders.

Promise Scholars, standing EDI committee, mentoring and partnerships.

MBA course on EDIAD lens in the workplace. Student reflections. New MBA course on environmental, social & governance. Both courses have EDI concepts embedded/reflected in the program. Course creators are developing ways of including the aspects in the courses.

**Chair's Report:**

Ongoing holistic review of academic quality. Call going out shortly for Senate reps for search committees for President and Vice-Chancellor.

**Provost Report:**

Thanks to Senate members for cooperation on various matters.

**Update on Research & Innovation**

Senator Aiken

Funding \$214 M, reached a stated goal. Research publication is up, international collaborations are up. Increase in PhD students, up 19% since 2018.

R&I linked to UN Sustainable Development Goals.

Renewing R&I strategy. Focus on inclusive research, community stakeholder contacts.

Areas needing attention: defining and integrating inclusive research.

**Senator Pacurur:**

Update on: 6.1 Student Feedback on Learning Experiences Policy – Proposed Extension of Suspension of Student Ratings of Course Content

Motion: Extension of suspension part of student ratings instruction. [Motion]  
Carries

Motion: Medical notes/ Student declaration of absences. Continue suspension.

**Senate Representative Report to Library Council**  
**12 December 2022**

The most recent meeting of Senate took place on Monday, 12 December 2022. This report describes highlights of the meeting.

- Nominees to Presidential Search Committee -- votes
- Environmental Health and Safety Update  
Presenter: Jerry Aguinaga, Executive Director, Environmental Health and Safety  
Covers a broad range of health and safety issues. Focus today on training around occupational health and safety. Partnered with CLT and Faculty of Open Learning. Created open courses free to everyone at Dal. Looked at EDIA issues as they were developed. Courses are asynchronous and self-serve so people can proceed at their own pace. ESL considerations-- the asynchronous model is helpful there. Extra resources are provided for extra learning. Screen design was as accessible as possible. Gamification of some of the training, project on the go to improve that. Includes closed-captions and voiceovers. Developing training in languages other than English. Courses on lab safety, ergonomics etc.
- Reports:
  - 5.1 Chair of Senate's Report
    - Farewell to Senator Saini, and thanks to the Senators. Happy Holidays to all.
  - 5.2 President's Remarks
    - Thank you to Senate at his last meeting.
  - 5.3 Questions for Reports
- Senate Nominating Committee (SNC)  
Election of Vice-Chair, Student Affairs (Term: July 1, 2023 – June 30, 2026)\*  
Presenter: Sachin Seth, Chair of SNC
  - Candidate: Maria Pacurar
  - Vote, candidate elected.
- Senate Learning and Teaching Committee (SLTC)  
7.1 Proposed Suspension of Portion of Student Feedback on Learning Experiences Policy for Fall 2022 Term\*  
Presenter: Maria Pacurar, Chair of SLTC
  - Recognizes the impact of the CUPE strike on teaching by CUPE and non-CUPE members.
  - Motions on use of Student Learning Experiences Questionnaires -- for CUPE instructors and others. Motion to temporarily share them only with the instructor/faculty. Recipient may use the data if they choose (for Fall 2022 term.)
  -
- Presidential Search Consultation\*  
Presenter: Laura Godsoe, Director, Executive Recruitment and Employment Equity
  - Discussion and questions from senators on the Presidential search process.

Next meeting will be 09 January 2023.