

Library Council Meeting Minutes

October 8th, 2013, Room 2616 Killam Library 9:30-11:00

Present: Linda Aiken, Creighton Barrett, Linda Bedwell, Donna Bourne-Tyson, James Boxall Geoff Brown, Ian Colford, Marc Comeau, Sarah Jane Dooley, Patrick Ellis, Allison Fulford, Melissa Helwig, Mark Lewis, Jason MacDonald, Heather MacFadyen, Marlo MacKay, Oriel MacLennan, Gwendolyn MacNairn, Joyline Makani, Anne Matthewman, Shelley McKibbon, Lindsay McNiff, Michael Moosberger, Gwyn Pace, Michelle Paon, Robin Park Dominic Silvio, Karen Smith, Sarah Stevenson, Margaret Vail

Regrets: Ann Barrett, Sandy Dwyer, Elaine MacInnis, David Michels, Janice Slauenwhite

Absent: Ian Colford, Mark Lewis, Phyllis Ross

1. The agenda was adopted.
2. The Minutes of the September 10th, 2013 meeting were approved as written.
3. Business arising

a. Review of Library Council Terms of Reference

A meeting of the group is scheduled for Friday October 18th. If anyone has comments regarding the ToR please send them to any member of the group (Gwyn, Patrick, Donna or Mark Lewis) prior to the meeting.

b. Revised ToR - User-Experience & Assessment Committee.

Linda Bedwell reviewed the three changes pertinent to Clause 1.2 and 1.7

- User experience & assessment librarian is chair of the committee (statement added to 1.2)
- "One individual" changed to "One or more individuals" (throughout 1.2)
- "within the first year, and then" and "thereafter" both removed and "will submit" changed to "will propose" in 1.7

Motion to accept the changes: L. Bedwell/R.Parker. Passed unanimously.

4. SharePoint and Implementation

Mike Moosberger provided the following information about SharePoint.

- SharePoint is a collaborative platform and is expected to replace the Novell server on campus

- Mike is on the campus implantation committee and expects the library to be a leader/guide on the use of SharePoint on campus due to library expertise in using information management tools.
- As Share will be discontinued the Libraries need to move ahead with SharePoint implementation and part of that process will be reviewing what can be deleted and what needs to be kept on both the S drive and individual G drives.
- There are 80 SharePoint sites on campus and Margaret has set up a GIS community.
- Expiry dates can be put on documents when they are added to SharePoint but they are not deleted upon expiration they move to a record centre.
- Mike is recommending that there be a central record centre for campus with standard guidelines for retention.
- Training is required for staff as the system is not as intuitive as initially thought
- Mike recommended that a Task Force be established by the Libraries to lead the switch from Share, and the implementation and training for SharePoint within the libraries.
- Mike will send out a call for members of Library Council or other staff with expertise or interest to join the Libraries SharePoint Task Force.

5. Open House October 18th - Libraries Activities

Marlo McKay reminded LC members that the Libraries will have a booth at the Open House Expo at the SUB on October 18th from 9-1:30. Any LC member able to help out at the booth would be very welcome. Please let Marlo know.

Joyline outlined the Open House activity Killam Quest, a self-guided tour and quiz occurring at the Killam on the 18th from 9-4. The Bookstore and Food Services have generously donated prizes for the activity.

6. University Librarian Report

Donna updated her written report distributed earlier with comments regarding further progress in meeting recommendations from the Operational Review. Two Access Services positions have been posted and three Library Resources positions are currently posted. The Review recommended movement towards an organizational structure across all libraries in all aspects. This structure is proving more conducive in technical services than it is in Access Services and Reference/Research Services. Donna welcomes comments or concerns from LC members in this regard.

7. Community Update

- a. Anne Matthewman – nothing to add to her AUL – Learning and Curriculum Support report. Anne indicated that renovations at the Law Library are well underway and a grand opening ceremony is being planned sometime in the future when the donor will be able to attend.
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- b. Web Advisory Committee – report – no further comments
- c. Joyline Makani provided an update on AUL Research activities. Robin Parker has joined the team as a champion to support research in the professional areas. The members now are Joyline, Phyllis, Dominic, Gwendolyn, Robin, David Michels and Michelle Paon. The team agreed to champion research data management (RDM) initiatives at Dalhousie University together as a team with the backing of an advisory group made up of Dal researchers and faculty. Faculty are also very supportive of the initiative and the following people have agreed to be members of the advisory group: Bob Branton (OTN), Dr. Tsafirir Gazit (Sociology & Law), Dr. Richard Apostle (Sociology), Dr. Jack Duffy (Management & Computer Science), and Bertrum MacDonald (Management) (will review documents but cannot attend meetings)
- d. Several team members attended the live streaming of the Data Information Literacy (DIL) Symposium hosted by the Purdue University Libraries late last month. The team will be evaluating what capabilities are available now on campus and working on policies and procedures for data management. Joyline is a member of CODATA an international committee whose mission is to strengthen international science for the benefit of society by promoting improved scientific and technical data management and use. Requests from faculty can be referred to a member of the team. DSpace is currently available for up to a terabyte of data and Geoff and Mike are currently working on some data sets. Persistent urls can be provided for access from DSpace. Islandora is being used as a collaborative virtual environment it is not being used for long term depository. Faculty interested in depositing their data should be encouraged to do so. It was noted that the Libraries web site needs to be updated with information regarding the services currently available. The Research Team will pursue this issue. Minutes of the Research Team meetings will be distributed to Council members.
- e. Patrick Ellis reported that the publisher Wiley has blocked all off-campus access to their eJournals, eBooks, and databases while tech support investigates a possible case of compromised access. We can still offer access from computers on campus. The building plans for the new LSIR building will be available for review and comment this Afternoon. Council members are encouraged to participate.
A draft list of cancellations has been forwarded to the UL and the AULs.
- f. Linda Bedwell noted there will be a webcast of the CARL statistics session at the 2 day Canadian Library Assessment Workshop the morning of Oct 17th which she has helped to organize and will be attending in Toronto. Janice is organizing a meeting room and access to the webcast for all those interested in attending. She will send an email with the details.
- g. Allison Fulford reported that there is currently no champion for the discovery layer, so she will fill in on the Novanet Discovery Layer Steering Committee for now and during the search phase for a new discovery layer. During the implementation phase, a champion team approach might work well -- someone from technical services, someone from public services, and someone from systems. Work is ongoing on usability of WorldCat Local for citation verification for DD staff and on an existing problem -- WorldCat Local is variable in terms of knowing our Dalhousie location when a user clicks on the "WorldCat Libraries that own this item" link.
- h. Shelley McKibbin reported on the Libraries Internship/Practicum Coordinating Committee (LIPCC) meeting. The SummerShine event was a big success with more than 50 people present. It appears to be a good time of the year for it and the presentations were excellent even in the face of technical difficulties. The Committee has been working on guidelines and

an application template which librarians wanting to offer SIM students work term opportunities will be able to use to submit the proposals to SIM.

- i. Heather MacFadyen reported that two SIM students have been hired to work on faculty profiles, Mingyue Chen (2nd year) and Gabrielle Brydges (1st year) will be showing up at Kellogg and Sexton soon.
- j. Mike Moosberger is working with James Blustein, a Computer Science faculty member, on a reading course for a CS Master's student which may become a thesis, on high level computer analysis of a library depository with ways of improvement. Mike also discussed the notable contribution to DalSpace of the digitization of the Elisabeth Mann Borgese collection. This project is being generously funded (\$100,000) for two years by Nikolaus Gelpke a longtime colleague and friend of Dr. Mann Borgese. Mike noted that the inside structure of the outer walls throughout the 5th floor will be repaired beginning in January. Mike recognized Janice Slauenwhite as being instrumental in getting the work done at no cost to the libraries.
- k. Geoff Brown has looked into 3 add ons for DalSpace. One makes video streaming possible, another permits statistical analysis of the material being used and the third will assist with the clean-up of the metadata.
- l. Lindsay McNiff reported that the librarians working with the FASS First Year Seminar Pilot project -- Lindsay, Oriel, Karen, Dominic -- met with Joyline at the beginning of September to update each other on our meetings with the professors. Each librarian is paired with one or two of the 5 seminar courses, and will be working closely with the students and professors, providing research support and instructional sessions .
- m. Marc reported that the Digi transfer has been completed and on Oct. 22nd a new Systems Administrator Jason Flynn will join LITS. Jason will be working in the same areas as David Miffen.
- n. James Boxall will be in Toronto this Thursday attending meetings of a national committee discussing the future of GIS in Canada.
- o. Sarah Stevenson announced that the retirement of Joomla is still planned for November 1st. Sexton, Law and Kellogg material has been completed. There is still some work to do on a few Special Collections but that should all be done by the deadline.
- p. Donna Bourne-Tyson, mentioned on behalf of the MacRae Library that the growing Seed Library was mentioned in Dr. Florizone's presidential installation speech. Donna indicated that an announcement will be going out that Friday and Saturday night hours have been restored at the Killam Library. The money to support the hours will not be coming from the library budget, an acknowledgement that the Killam also serves as a major social space on campus.

8. Other Business – none

9. Next meeting – Special Meeting with Dr. Florizone in the Lord Dalhousie Room Monday Oct 21st 9-9:30

10. Next regular meeting – Tuesday, November 12 9:30-11 2616 Killam Library

Respectfully submitted,
Gwyn Pace
Library Council Secretary
October 16, 2013