

Library Council Meeting
Killam Library Room 2902
10 February 2015
10:05- 11:26am

Present: Dominic Silvio (Chair), Sarah Stevenson (Secretary), Carol Richardson (Recording Secretary), Creighton Barrett, Donna Bourne-Tyson, James Boxall, Geoff Brown, Karen Chandler, Michelle Charlton, Sai Choi Chua, Marc Comeau, Sarah Jane Dooley, Patrick Ellis, Heather MacFadyen, Elaine MacInnis, Gwendolyn MacNairn, Shelley McKibbin, Lindsay McNiff, Michael Moosberger, Phil O'Hara, Robin Parker, Michelle Paon, Phyllis Ross, Janice Slauenwhite, Karen Smith, Alice Stover, Margaret Vail.

Regrets: Jennifer Adams, Linda Aiken, Ann Barrett, Linda Bedwell, Ian Colford, Sandra Dwyer, Allison Fulford, Gail Fraser, Melissa Helwig, Mark Lewis, Jason MacDonald, Oriel MacLennan, Erin MacPherson, Joyline Makani, Anne Matthewman, David Michels.

Dominic welcomed everyone to the February meeting.

1. Adoption of the Agenda

(K Smith/C Barrett): The Agenda was approved with the following additions: 3.2 Primo update, 4.2 Term position MacRae, and Lockdown procedures will be added under University Librarian's Report.

2. Approval of the Minutes of 13 January 2015

(K Smith/P Ross): The Minutes were approved with corrections made prior to the meeting from emails received from Council members.

3. Business Arising

3.1 Senator nominations update (Sarah Stevenson)

Robin Parker and Karen Smith have been nominated to be the Senate representative from the Dalhousie Libraries. Any additional nominations need to be sent to Sarah Stevenson by the end of February. The election will take place the first week of March. After discussion, it was agreed, electronic voting will be the procedure used for casting a vote.

3.2 Primo update (Margaret Vail)

The work has been coming along with fixing mobile updates. Implementation will be in the next week or so. Gwendolyn MacNairn is organizing training sessions for all library staff. Please send Margaret Vail feedback if you find any oddities. There was a complaint about the New Novanet on Twitter. This patron was not happy with the New Novanet. Donna Bourne-Tyson will forward the complaint to Gwendolyn who volunteered to reply.

4. New Business/Presentations

4.1 Privacy/Access discussion

In response to concerns raised from library staff regarding a patron's complaint in the Killam Library in December where another patron was viewing pornographic material

on a computer in the Killam Library. The AULs/Heads and SMT had lengthy discussions about an appropriate statement that reflects the Dal libraries' commitment to freedom of access to information as well as the need to provide a respectful environment in our libraries for our library patrons and staff. Research conducted showed that statements used in academic libraries throughout Canada often differ from the university's acceptable use policies. The approaches vary throughout the country but those libraries having a separate statement seemed to lean towards a "respectful access" approach, rather than a "restrictive access" approach. It was recommended by SMT that the Dalhousie Libraries also adopt a "respectful access" approach and are putting forth the following statement to reflect this:

Although Dalhousie Libraries supports intellectual freedom and freedom of access to all legally available information, there may be material on the Internet that is not appropriate for display in a public place. Consideration of and respect for others is expected regarding the display of materials on computer screens. Users may be required to cease displaying material if it is offensive to other Library patrons or staff.

Sandy Dwyer will be presenting this statement to the Dalhousie Libraries' Service Point Committee (DLSPC) meeting scheduled for February 17th, with the goal of laying out guidelines/procedures for responding to complaints. It is important that this be a collaborative effort and one that can be shared by all the Dalhousie Libraries and the DLSPC seems the right group to address this because of its system wide availability. If a working group is struck to draw up guidelines/procedures, we recommend that a member of the LITS team also be invited to participate. This document will also be discussed at the upcoming KLSP meeting, since the complaint originated with a Killam patron. Any suggestions coming out of Library Council and the KLSP discussions will also be shared with the DLSPC to consider in their discussions and planning. Elaine welcomes any feedback

Discussion followed with the following comments from the Council:

- It's not very specific
- If you're too specific then you may leave something out.
- There is a huge discretion on how they make the decision if something is religious.
- Maybe we can tell people not to read over patron's shoulders. There are things you need to look more closely at in order to know if they are bothering you.
- If it's immediately obvious, that's different.
- We need to distinguish between graphics and text.
- This is a policy not a procedure of best practices across the country. We don't want to be too specific and take away rights. We need to add a level of visibility. If someone is offended, we need to see about it.
- It was agreed by some that the last sentence is bothersome.
- We could offer a private space for this type of viewing.
- The last sentence is too vague. Suggested that "users may be" change to "users will be".
- We need staff training on how to avoid confrontation.

- This was on a public machine so we don't have a code of conduct for the public, but we do have it for students.
- Because it's a policy, it's better to be vague. Policies are for general guidance.
- It's about the role and it's up to the policy to say who is responsible for implementing.
- We have to decide if it's a policy or a statement.
- We need a policy for students and one for the public.
- Why can't we have the same policy as the University? And why would we hold the public accountability any different than the students accountability.
- We need to include the university policy and we need to be consistent.
- The LC policy refers back to the acceptable use policy and the Student Code of Conduct. What maybe on the screen in one of our libraries may be acceptable to most that use that library, but not at another. We need some nuance. You may be disturbed if you walk into a library that has something there that is unfamiliar.

It was noted the Student Code of Conduct policy comes from Student Affairs and Acceptable Use comes from ITS and they are different. Donna said she will take this discussion as consent from Library Council and approval of this statement to take to other committees to flesh out the procedures.

4.2 MacRae Term position

There will be a three month library posting at the MacRae Library until the permanent appointment comes available on July 1, 2015. This is an entry level position, no previous experience. It was suggested the qualifications portion of the posting be changed to read: A Bachelor of Science degree or equivalent experience is *preferred*, and a background agricultural sciences would be an asset. Elaine will make the suggested changes.

Question: Is this 3 month position building towards the permanent posting or is it two separate things.

They are separate. Some of the components may be the same but the requirements would be different.

5. SMT Reports

5.1 AUL reports

5.1.1 Patrick Ellis

AUL Responsibilities: The Resources Team are very hard at work with the financials reports. It's complicated but the libraries are in better shape than last year. It was noted the Libraries manage collections differently than Dalhousie manages accruals. It's still a learning curve. The Resources team are meeting tomorrow. Many thanks to Alice and her team for the many additions to the resources. There are plans to have another eBook vendor display in the spring. Patrick asked staff to keep an eye on their wishlist and talk to your Scholarly Resources Committee representative.

5.1.2 Allison Fulford
No report.

5.1.3 Elaine MacInnis

MacRae Library

- Elaine announced she received an official notice that Sherree Miller will retire in April after 34 years. Sherri will be honoured at an event (TBA).
- Budget negotiations are underway. It is a strong possibility that the budget will remain separate for the next 3 years.
- Campus Master Plan discussions are continuing. The top floor of the MacRae library is still being considered as a potential Learning Commons once the current occupants vacate.

Killam Library

- Elaine announced she was pleased to welcome Gwendolyn MacNairn as the Assistant Head of Killam.
- Elaine had a meeting with the FASS Library Advisory Committee and discussions were focused on resource spending. Elaine has been looking at the most recent numbers and will be meeting with the Subject Specialists next week.
- The digital sign is under construction and there are now two working elevators.
- The Working Analytics Group meeting will be coming up and the DLSPC meeting has been rescheduled due to the storm.

5.1.4 Anne Mathewman
No report.

5.1.5 Michael Moosberger
Archives

- Krista Jamieson is leaving Archives to take up a position at the University of Alberta. Krista was part of the Borgese team. Kevin Hartford is a former employee in Archives who has been hired to replace Krista. One real issue that has come to light with the International Oceans Institute is they want to consult Borgese family. Michael is working on a strategy to make them understand they own the material, not the Borgese Family.
- The MT & T records are being processed.
- The Archives materials from the basement storage have been moved to a storage facility due to flooding in the room. All cost is being funded by Facilities Management. The room will be renovated before the material can be put back in place.
- Staff put together a display on the 5th floor for Dr. J. Gordon Duff.
- We are exploring joining the Hathi Trust. Mike received some very valuable insights about Hathi Trust. He will share more at the next Library Council.

AUL Research

Sarah and Mike are working on Research Data Management (RDM) infrastructure. Donna and Mike will be speaking to DRAC about RDM next week.

5.2 LITS Director: Marc Comeau

- LITS is working with ITS on their backup plan. LITS reached a point where they felt the ITS costs it was more effective to do their own backups. Changes at ITS make it attractive to contract backups to ITS again. One advantage to working with ITS is that they have a mirror site in Truro.
- Marc is chairing the Strategic Planning Team. The team includes representation from all library locations and union groups.
- LITS is going through the first cycle of leased staffing machines. Renewal for the Learning Commons machines will take place in the summer. The only exception will be the MacRae Library.
- Planning for renovations to the LITS area are starting to take shape.
- Come to the LITS Open House on February 24 from 1:00-3:00pm.

Question: How do you find out who is on the Strategic planning group?

The nominations came from SMT. Nominations didn't have to be members of SMT but it was preferred if they were reps from each library.

5.3 HR Director: Sandra Dwyer

No report.

5.4 University Librarian Report

Some Faculties are having sessions to talk about diversity and Donna is seeking input on what type of things the libraries would like to have. Donna wants suggestions on how the library should proceed.

Discussion:

- It was suggested we are not a department but it was noted that we cover all students and we need to be a welcoming area.
- This is a wider discussion about respectful and safe environments. We want to take a broad approach so that everyone feels safe and respected from harassment and bullying. It was suggested that the library provide information to faculty. Jennifer Adams is constructing a LibGuide on the topic. How can we make students/staff feel like they are part of the system? We can learn from a service point of view. A series of professional development sessions was suggested, including student presenters to give us the student perspective. Sandy Dwyer, the Libraries HR Director will organize these sessions. Each unit needs to discuss the topic of inclusiveness and diversity to make sure there aren't immediate issues to be addressed.

International Association of Technical University Libraries (IATUL)

This is large association, particularly in Europe. Dalhousie has been asked to host the 2016 conference which will take place in July. Donna will be looking for a small committee to work on this with her. The Rowe Building will be the venue. There will be a program committee set up of librarians around the world.

Senate Review

There will be a Senate External Review of the Libraries next year. Every 7 years a review is done. A self-study needs to be submitted by the end of June 2015. The report will be circulated for comment and sent to the Review Committee.

Lockdown procedures

Jake MacIsaac from Dal Security attended the last SMT meeting. Jake gave a 1/2 hour presentation to SMT and the Access Services Managers about lockdown procedures. There are two different lockdown procedures - one for internal threats, and one for external threats. He will share some slides with the libraries. More discussions will be planned.

There is an author reading with Warren Lehrer as part of the CLCP series on Friday, March 13, 2015 at 12:00 p.m. at the Halifax Central Library. Thank you to Michelle Charlton for all her work with this arrangements.

6. Community Updates

Lindsay McNiff will be attending the Northern Exposure to Leadership Institute in March. She has had her proposal accepted at WILU (Workshop on Library Instruction and Use) This presentation will be about the series of workshops she has done at SIM. Lindsay has a practicum student to help her with training for the new version of LibGuides The migration date for LibGuides is May 1 (Friday), and the training for staff will start the following Monday. She also attended the Ontario Library Association the last week of January. She will send her session notes to the Library Council listserv.

Michael Moosberger reported that his paper proposal "*Action After Years Of Neglect: The Dalhousie University Archives' Audiovisual Reformatting Project*" to the International Council on Archives has been accepted. The conference takes place July 13-16, 2015 at the University of North Carolina's Louis Round Wilson Special Collections Library in Chapel Hill, N.C., USA.

7. Other Business

None.

8. Next Meeting - 10 March 2015