

Library Council Meeting  
Killam Library Room 2902  
17 March 2016  
10:00am – 12:00pm

Present: Donna Bourne-Tyson (Chair), Carol Richardson (Recording Secretary), Alice Stover, Allison Fulford, Ann Barrett, Elaine MacInnis, Erin MacPherson, Geoff Brown, Heather MacFadyen, Jackie Phinney, James Boxall, John Yolkowski, Julie Marcoux, Karen Chandler, Karen Smith, Linda Aiken, Linda Bedwell, Marc Comeau, Margaret Vail, Marlo MacKay, Melissa Helwig, Michael Moosberger, Michelle Paon, Patrick Ellis, Robin Parker, Roger Gillis, Sai Choi Chua, Sarah Stevenson, Shelley McKibbon

Regrets: Anne Matthewman, Brian Lesser, Creighton Barrett, David Michels, Dominic Silvio, Gail Fraser, Gwendolyn MacNairn, Ian Colford, Janice Slauenwhite, Jennifer Adams, Joyline Makani, Lindsay McNiff, Mark Lewis, Mick Bottom, Nicole Tanner, Oriel MacLennan, Sandra Dwyer, Sarah Jane Dooley

1. Adoption of the Agenda

The Agenda was approved as presented.

2. Approval of the Minutes of February 18, 2016

The Minutes of the February 18, 2016 meeting were approved with two corrections:

#4. Round Table Updates

Sai Choi Chua

- “Working with the Nova Scotia Health Authority on securing the license for the whole province” should read: “Working with the Nova Scotia Health Authority on securing SAS license for the whole province.”

#5. “WMLC Guerrilla Assessment Results– Linda Bedwell & Julie Marcoux (30 minutes)”

Should have read: “WMLC Guerrilla Assessment Results– Linda Bedwell (30 minutes)”, Julie Marcoux wasn’t present at the meeting.

3. Business Arising

a. Scholarly Resources Management Group (New Members) – Patrick

Patrick Ellis reported he is just waiting for confirmation for a Killam Library representative. Ian Colford has agreed to be the Sexton Library representative. These two reps will complete the members of the group and a meeting will be called shortly. Scholarly Resources Management Group will follow-up and monitor any recommendations that are proposed by the EAF Working Group and will help them strategize with any cancellations, etc.

b. New Chair

Mark Lewis has agreed to be Chair of Library Council for the 2016-17 year. He will start with the July 2016 meeting. At this point, as far as we know, Sandy Dwyer will continue as Secretary if no other members are interested.

#### 4. Round table updates – all members (30 minutes)

##### Michelle Paon

- Working with the Biology 2060 Ecology Group, doing 6 class sessions this term. Went into 8 Integrated Help sessions with Janice MacDonald-Eddington from the Writing Centre and the TAs. There is 150 students in the course this term.
- There was an Open House at the Wallace McCain Learning commons at the end of February. Reps from other service points were there along with Julie, Sarah and Michelle to advertise their services. Surveys were sent out to the service providers and feedback showed the event was worthwhile and suggestions were made on how to improve it in the future.
- Meeting with Heather MacFadyen, Patrick Ellis and Elaine MacInnis to plan for the All Subject Specialist workshop to be held sometime mid-late April. A Doodle poll was sent out to get feedback on the best day and time for this meeting.

##### Margaret Vail

- The Web Committee and Web Assessment group have been working hard on the Web Redesign Project. Two focus groups were held last Friday, one at the MacRae Library and the other at the Killam Library, both were successful.
- Jolene Reid and Margaret presented last week at the Halifax Library Association about the Seed Lending Library. Feedback was positive.

##### Patrick Ellis

- Collections from Health Sciences
  - Kellogg staff have managed the subscription to Cochrane Library in part with help from the Health Authorities and the Health Libraries. With the restructuring of the many groups, the model has fallen apart.
  - Over the years, a deal was reached for Dalhousie to have a subscription to Micromedics for free, but now they want us to pay (about \$1,000.00). It's unfortunate that some of our partnerships are now ending.

##### Geoff Brown

- Hosting a webinar on Open Textbooks in conjunction with the Centre for Learning and Teaching (CLT). The webinar will take place on Friday at noon in Room B400 in the Killam Library. If you can't make it to the webinar, you can view it online as well (see email from Marlo). Thanks to Roger Gillis and CLT who worked together to make this happen. Geoff encouraged all to attend.

##### Marlo MacKay

- Doing a presentation in April to Library Council about her role with the libraries eg. what types of things she can do to help you out.

##### James Boxall

- Because of the 100 anniversary of the Halifax Explosion (1917) and the 2018 Bicentennial, the GIS Centre is seeing more patrons looking for historical maps of Halifax. Also generating a 3D model of Halifax before and after the explosion.
- Started reviewing a paper on historical GIS for a journal.

#### Karen Chandler

- Chasing last minute invoices to make sure everything is paid within this fiscal.
- Working with Heather MacFadyen and the rest of the team to evaluate how things will end up, checking Banner every day, waiting for Accruals to be posted.
- Attended meetings for predictions for next year on system wide issues.
- Had problems with Springer Nature journals. It took 3 days to fix the issues. Having difficulties with renewing the Springer Nature package through COPPUL (this affects mostly Kellogg at this point).

#### Roger Gillis

- Webinar on Open Textbooks – this is part of a larger initiative to work with faculty to use these open textbooks on campus. It is hoped some faculty will attend the webinar tomorrow so any questions they may have can be answered.
- Did some fair dealing videos last month and featured these on the Fair Dealing Canada website. Faculty from Dalhousie were involved in the interviews.

#### John Yolkowski

- Did some reorganizing of the wording of the LMS pop-up window about copyright. New copyright posters are being distributed.

#### Alice Stover

- Reminder YBP rep, Christine Smith is coming on April 4. She will be holding a large meeting with the subject specialists plus she will have individual meetings for those who want them.
- Continuing with staff training and lots of new books into Killam and Sexton Libraries.

#### Heather MacFadyen

- Working with the EAF Working Group. Had an excellent session with Dr. Larivière. He came and talked with the team and gave input about how to write big deals. Work he is doing now and in the past is connected to a CRKN project.
- Had a couple of requests to raise funds for the libraries book collections or endowments and Stephen Harding and his colleagues from the office of advancement will come to May's Library Council to talk to us about where the boundaries in regards to raising funds.
- Foreign Exchange Hedging Program – CRKN asked us, on various deals, to estimate how much we want to be on FH currency point with deals from \$400,000.00 to 1 million dollars. The major hiccup is the dollar and where the dollar will be, it's a gamble. Happy to say, we saved \$9,000.00 last year.

#### Sai Choi Chua

- Doing another round of software licensing renewal, update and deployment.
- Getting ready for summer classes.

#### Marc Comeau

- Reminder, LITS Open House will take place on April 12 from 1:00pm-3:00pm. Pop in to see what we are up to and see the space.

### Linda Bedwell

- Wrapping up the assessment of space in the CHEB. Thanks to Marlo for the 5 complicated arrangement of the question cards (they were all different). The next steps is to code the data.
- Assisted the Web Committee with their focus group questions.
- Rounded up some investigation that was started a year ago measuring the Libraries Impact Research output of the institution and presented at SMT. This will come back to a future Library Council meeting.
- Wrapping up the Research Assistance Program (DLRAP). Thanks to Roger, Dominic, Lindsay for helping with meetings with students this semester. Analytics are helping with the GPA analysis and comparing them to a control group. Also surveying students to get feedback from them. More meetings to come with Analytics to see if this program can be expanded.
- Working with Lindsay to hire a second intern for the summer at the Killam.

### Ann Barrett

- Had a webinar this week that was very well attended, entitled "Managing from the Middle: Balancing People, Projects, and Vision with Confidence". Received lots of positive feedback. Ann will share the link with the Dalhousie Libraries. The url is available until December 31, 2016.

### Shelley McKibbin

- On the Doodys Core Titles Selection Committee this year. They identify core textbooks in specific to medical and health related subjects. Work begins tomorrow on this.
- Did an online course from <http://libraryjuice.com/> on focus groups. The instructor was Jennifer Sweeney.

### Julie Marcoux

- One of two Atlantic Regional Coordinators for the Data Liberation Initiative (DLI) through Health Canada. Went to Ottawa for meetings on how to organize training. Organizing the next training for Memorial University on May 5 & 6. As Coordinator, all expenses are paid. Travel expenses are also paid for one other Dalhousie member to attend. Julie will send out the information to Library Council in case someone is interested in attending.
- Created a website on WordPress to hold conference information in one place.
- Was invited to the Corkum Labs (Psychology and Neuroscience group) to do a presentation and because of great feedback, have been invited back almost every month to do training.
- Gave a presentation at the Health Analytics workshop. Some researchers have contacted her for more information.
- Attended SPSS and SAS training (it's statistical software training).
- Had requests for Cephalonian presentations and PowerPoint mixes. Professors have contacted Julie for more information about these topics.

### Michael Moosberger

- Archives has received a cheque for \$25,000.00 from IBW1928 to process their papers. This money will cover the cost of hiring two contract workers and the archival supplies to house the materials.
- Archives will receive between \$11,000.00-\$12,000.00 to project manage the Dal Originals project for the pre and post production work involved with the development of the Dal originals. This started out as an oral history project but a lot of nominees are deceased.

### Linda Aiken

- Document Delivery across the system are working hard during this peak season
- Law Library is short staffed right now due to a number of staff who are sick, at conferences, or on vacation, etc.

### Karen Smith

- Consulting with students with term papers.
- Class presentation to History of Neuroscience students.
- ADC – Law and Society Program Concept Paper has gone through ADC. A few more levels before it's approved.
- Cinema and Media Studies has gone through ADC, SAPRC and Senate. Now waiting for the next level for approval.

### Jackie Phinney

- Seeing students as they get closer to their due date for their research in medicine project.
- Invited to be one of the judges for Research in Medicine presentation day which takes place on April 1.
- Selected to be a Doodys Core Titles Subject Selector.
- Working about a year on a Systematic Review looking at Scholarly Research components of programs similar to Research and Medicine program in undergrad medicine. Robin will be presenting a short segment on progress to date as part of a panel discussion at the Dalhousie Conference on Teaching and Learning.

### Elaine MacInnis

#### MacRae Library

- Campus master plan is in its final stages. There was a student life workshop held on March 16 with attendance from some staff from Halifax (Linda Bedwell, Marc Comeau & Donna Bourne-Tyson). The top floor of the library will become vacant this summer. Discussions focussed on what we can put in the top floor for student space and trying to make good use of that space and blend some components of a student centre in the top floor of the library. More discussions are needed. Elaine noted she appreciated having staff from Halifax attend.

### Erin MacPherson

- Asked to review the undergrad research paper for the Jerry Fryer Research Prize.

## 5. Strategic Plan – update on progress, confirmation of priorities (30 minutes) - Marc and Mike

### Marc

(at an interesting point with a couple of items roaring since the plan was received)

- 5.1.3 - Improve the effectiveness and efficiency of library operational processes
    - e) Increase use of Dalhousie resources (Employee and Organizational Development (EOD), Skillsoft) as training tools across the Libraries
      - Provided some of the Skillsoft training as soon as the Strategic Plan came out.
  - 1.4 - Play an active role in the development and deployment of the upcoming campus-wide Technology Enabled Learning strategy.
    - (a) - (d)
- BrightSpace Project is a huge project within LITS and is getting hit on all fronts.

- 1.1. Align teaching, research, technology and information resources to support academic innovation and curricular activities.

a - Build and execute a structured plan to assess and redesign our virtual branch (the Dal Libraries' website libraries.dal.ca

Margaret Vail is committing a huge amount of time to help this go forward.

As part of the work towards Achieve – LITS developed a departmental workplan for the Strategic plan. It's still in its early stages but one thing that emerged in their discussions was the need to redistribute the workload before they get started on anything, to get a more even load as well as the time frame. If anyone is interested about the process, contact Marc.

1.2. e) Assess whether the library is meeting the learning and research needs of remote and distance learners.

We are evaluating what we are doing for Distance Students. This is a multipart one involving other groups. LITS piece is being pushed towards the end because what they will be evaluating in terms of what they do involve Brightspace which is in the middle of implementation stage at this point.

Will bring the draft to SMT for support.

#### Michael

- 2.1 - Develop and foster support services for Dalhousie's research excellence
  - Portage has been unveiled and Erin MacPherson and Sarah Stevenson are continuing to do consultations with a variety of stakeholders, making them aware of its capabilities.
  - Still working on a Dalhousie brand for our version of Portage.
  - Hoping to meet with subject specialists in the summer so they have a good understanding of what the research data management planning tool can provide for the researchers and who to refer them to if they want to learn more.
  - Beginning to engage with specific faculty to get test beds to see how it will work.
  - Purchased a digital forensic computer to analyze data in old formats
  - Continuing to build out DataVerse, Archivematica, BitCurator. These should come online this summer.
  - Applied for a Young Canada Works intern who will work with Creighton when he returns in May.
  - Already have institutional repository DSpace, OJS and Archiv.at already underway. Still exploring what the capacity is, no structure around it yet. Also looking at other universities to see how they are using it as their data repository.
- 2.2 - Ensure Dalhousie Libraries information resources support priority research areas
  - Haven't established an internal priorities for the creation of digital collections as of yet but a lot of things are in the queue.
  - A lot of digitization has been ongoing with regard to materials that may be needed for the 200<sup>th</sup> anniversary.
  - We have Shirley Vail part-time helping digitize the photograph collection.
  - We are doing audio visual reformatting of materials.
  - We now have the proper equipment to get the Kipling Collection online.

- 2.3 - Enhance and assess the value of Dalhousie Libraries contribution to Faculty research
  - (b) - Measure the Libraries' impact on faculty research output, employing Ithaka survey and other best practices
    - Linda Bedwell gave a presentation at SMT. This issue will have to come back to the Research Committee of Library Council for further discussion and buildout.
- 3.1 - Coordinate, support and promote a program of unique and creative community engagements and collaborations
  - Archives are doing a lot of this already. Had a lot of direct engagement with donors. This is translating into both financial support and collaboration. Michael gave a tour and lengthy discussion with Vice President Atlantic of Labatt and they want to repurpose the brewery into a microbrewery. Very excited we can be a collaborator in this process.
  - Using social media to target special days both at Dalhousie, plus provincially. Had a huge up take in "likes" and "reposts" of the black history month exhibit. Our usage for the week was over 2,200% higher than the previous week and did one for International Women's day.
  - Continuing to add material to AtoM. Getting more engagement now that people know what is available. Post Doc student coming in April for about a week for consultation on one of the collections.
  - GIS Centre continues to play a leadership role in providing geography and geospatial, geographical education both on campus and out of province. James is very interested in engaging students at all levels of geography and its importance.
- 4.2 Ensure our unique local collections can be easily discovered by national and international researchers
  - We been asked to be a test institution for the CARL Directive Initiative, Student Voices, which is promoting greater accessibility to student newspapers of the CARL Universities. Because Dalhousie has already digitized their newspapers so was asked to be one of the test institutions. Also looking at digitizing the material out of the student radio stations. This will be a dedicated portal on Canada.org
  - Continuing to loan material. Creighton's Barrett's exhibit in the Dal Art Gallery promoted our collections of the Dalhousie Archives.
- 4.4 As a U15 research library, contribute to national and international library and archives organizations and initiatives
  - 200<sup>th</sup> Anniversary is consuming more and more time from Archives staff.
  - Dal Originals is in the preliminary stages.
  - Word on the Street approached Dalhousie to be part of the 200th anniversary celebrations.
  - Received a number of emails and meeting with Mike Schmitt about his proposal of GIS mapping of the campus.
  - Shirley Tillotson from the history department has agreed to write the 3rd volume of the Lives of Dalhousie.
- 5.3 - Improve the effectiveness and efficiency of library operational processes
  - e - Work with Provost's Committee and other administrative bodies to establish university-wide Records Management policy and supporting services based in the Libraries.
    - Revisiting the draft records management policy for the university.

Is the Strategic Plan going to be available in a digital format so we have a document that all the information is generated in and this will let us know what we have achieved as time goes on. This could be made available to all staff. Marlo will work on a spreadsheet for those staff who are

directly involved in the Strategic Plan initiatives to add material. It can eventually be made available to all staff.

6. Information Literacy Committee – update (5 minutes) – Melissa

**Motion:** To dissolve the Information Literacy Committee.

(M. Helwig/R. Parker)

Carried

Discussion:

The committee was created or recreated before the current AUL structure was created. The Terms of Reference can be found on S:\Library\Share\Library Council\Documents\_Presentations\Revised ToR

Once the Learning and Curriculum Support Team came in, there seemed to be an overlap of members between the two committees and most of the work was transferred to the Learning and Curriculum Support Team but the Team continued to partner with areas such as the Centre for Learning and Teaching. Anyone can join the group and participate in the activities. It was noted, the advantages for Library Council to have it be a committee of Library Council, is you are guaranteed to have an annual report and this body has an easier way to vote on decisions that might be made in that area. As long as this group is confident that they are being consulted and that AUL's and those other committees will bring back to Library Council but this should not be an issue. It was suggested that things come to Library Council for voting. The annual report has also changed because the Libanalytics and everyone has access to these statistics.

The Learning and Curriculum Support Team has gone through the Strategic Plan, selected a number of areas that the team would be good to address and then adding those things under the ones they've highlighted, what's being accomplished, what we need to get those done. Will be reaching out to people to take the next step. Please don't hesitate contact the group if you want to get involved.

7. Senate Report – Robin Parker (5 minutes)

One of the highlights of the report was the successful vote to increase the student representation on Senate from 7 to 22. The outcome of that was there is a task group to look at how that impacts the faculty representation. The ratios were 2/3 majority for faculty reps.

As a Strategic Initiative, SciVal subscription was listed, not widely advertised but it was mentioned as list of things to be addressed.

There will be a luncheon happening for Senate to discuss and brainstorm around the 200<sup>th</sup> Anniversary. If there is anything you want Robin to move forward, let her know.



8. Senior Management Reports – question period, written reports submitted in advance (15 minutes)

University Librarian Report - Donna Bourne-Tyson

#### Information Governance Steering Committee

This is a senior administrative body that has been created within the last year. The Committee is made up of Dwight Fisher the CIO & VP for ITS, VP Admin for Finance is the Chair, Susan Spence Wach, Associate Vice President Academic for Planning, Karen Crombie from Legal Council and three of Dwight Fisher's Senior Managers. This group oversees anything to do with technology or information policy. Final decisions are made by this committee but then goes back to the Provost. Donna presented a session on Data Management and the Committee seemed very interested.

#### The E-Learning Working Committee

This working group is a subcommittee of the Senate Teaching and Learning Committee. Eventually we will have a coordinated eLearning strategy going up through SLTC and going to Senate that will affect what we do with Learning Management System. Questions that are being discussed are what is a credential at Dalhousie? What is a program at Dalhousie? What is a Dal student? Who owns intellectual property? This is all being reviewed. It is hoped a draft of the eLearning Strategy will come to Library Council for input.

#### Canadian Federation of Libraries Association Board

This group replaces CLA. Donna is on this group because she is the Vice President of CARL. This group gives us a coordinated national voice in Ottawa.

#### IATUL

The IATUL program has been set. Linda Bedwell, Elaine MacInnis and Donna are participating.

#### Fifth Estate

The Fifth Estate will be in the Killam to film for background probably on Tuesday March 22. They are very interested in the Tillman thefts. We won't be providing interviews. Marlo will touch base with Michael Moosberger.

#### Furniture in Room 2902

Some of the furniture (tables) in Room 2902 is being removed and moved to the Wallace McCain Learning Commons. This should create more space in this room. Donna would like feedback on the configuration for this room.

#### Retention Strategy

A whole lot of meetings have taken place and there is still 6 committees working hard. Also a number of Library staff have been involved in the subcommittees. There is a consolidated document with 70 recommendations that are moving forward. Fiona Black has an innovation fund. The \$500,000 in the budget is going to FASS. Fiona is making update presentations to Senate and various Subcommittees. Donna will try and get Fiona's slides and distribute to Council. The final report was never distributed widely. Maybe Fiona and Ann Forestall will come and give a presentation to Library Council.

9. Other Business (10 minutes)

Adjourned at 11:30am

## **Michael Moosberger**

### **AUL Research and Scholarly Communication & University Archivist LC Report**

#### **AUL Research and Scholarly Communication**

- The digital forensics computer or FRED machine has arrived and will be set up by LITS. This computer will provide the Libraries the capabilities to review old and obsolete digital files, allowing for their assessment and determining whether the information they contain should be migrated and preserved.
- Completed the CAUBO on-line course, "Fundamentals of the Research Enterprise".
- Attended Chuck Humphrey's presentation on the Portage Network and the research data management services that it will provide to all higher education institutions in Canada.
- Met with Sarah Stevenson and Erin MacPherson to discuss a number of RDM related issues.
- Prepared a Business Plan and Budget for the operational units in my areas of responsibility.

#### **University Archivist**

- Attended several meetings of the 200<sup>th</sup> Anniversary Planning Committee and the Dal Originals Advisory Committee for discussions on various 200<sup>th</sup> anniversary initiatives and provided information to the 200<sup>th</sup> Anniversary Project Manager related to the purchasing of audio recording equipment, digital cameras and the costs of hiring a project manager for the dal Originals initiative.
- Continued to work with University Librarian and with staff at Library Archives Canada on the hosting of a Recordkeeping Day at Dal which will now take place on March 22<sup>nd</sup> 2016 in University Hall.
- Responded to an enquiry from Professor Emeritus Paul Pross (Public Administration) concerning his possible donation of additional personal papers to the University Archives.
- Met with film producer Chris Zimmer about a new option license for Thomas Raddall's novel, The Nymph and the Lamp. The license would be for a possible theatrical production of the work as adapted by Mr. Zimmer.
- Participated on several conference calls with representatives from other CARL libraries related to CARL's "The Student Voice" DHCP grant funded project.
- Spoke with Corey Nelson from ESRI Canada to discuss the new billing structure and changes to the University's site license. The new pricing structure for the site license will see our costs reduced by over \$20,000 annually.
- Gave an overview and tour of the Olands Brewery Archive to Chad Patterson (VP Labatts), Gordon McQuat & Melanie Frappier (Kings), Josh Leon (Dal).
- Gave a presentation and tour of the University Archives to the SIM 6800 Archives class.
- Gave a presentation to the University Advancement Team on Dal Archival Resources that might find useful in preparations around the 200<sup>th</sup> anniversary.

## **Sandy Dwyer**

### **Director, Libraries HR**

Help Desk Technician T7 position interviews have ended. The successful candidate was Norbert Addo. Norbert began in this position on March 1, 2016.

Saira Akhtar-Alwazeer was the successful candidate for the term Instructional Technologies Trainer position (SIT 1) 14 month term position. Saira began in this position on March 7, 2-16.

A job classification and job evaluation session for NSGEU staff has been organized for March 9, 2016 from 9 am – 10:30 am. Sundari Pashupathinathan will do a repeat of the session she offered for us this past December.

Elaine MacInnis and I have written a job description for a Manager of Library Services position at MacRae and it will soon be posted. This position will fill a vacancy that was created by a retirement.

The webinar, “Managing from the Middle: Balancing People, Projects and Vision with Confidence” is to be held in the CHEB on March 15. There were 13 people from across the Libraries signed up to attend at the time these highlights were distributed.

I am attending the 9 session workshop, “Getting to the Heart of the Matter: Having Non-Defensive Conversations”, that is being offered through EOD. The facilitator/instructor is Leanne Whiting and participants receive a certificate of completion at the end.

### **Resources Team Report - Patrick Ellis - AUL Resources**

#### 1. Scholarly Resources Management Group (SRMG)

New Reps:

Law: Linda Aiken  
Kellogg: Ann Barrett  
MacRae: Verna Mingo  
Killam: tba  
Sexton: tba

#### 2. EAF Working Group (EAFWG)

The EAFWG has completed a first pass through the EAF list and is now starting work on the journal packages. The group has identified 36 items to retain, 2 items to cancel, and 2 items to move to the Killam budget.

The following items have been recommended for cancellation due to low use:

- SpringShare’s Mobile Site Builder (\$ 392)
- DeGruyter’s Research Now (\$16,029 – 2014 cost/article \$39.24)

The following items will be moving to the Killam budget in 2016/17 (funds will be provided from System wide Fund to cover the cost of these for one year)

- Early English Books Online ( \$ 6,535)
- MathSciNet (\$7,382)

The EAF Working Group also met with Vincent Larivière and Stephanie Haustein during their recent visit to Dal to discuss the work Larivière has done to assist several Quebec universities to break Big Deal package. His method combines analysis of usage data, bibliometric data, and faculty and graduate student survey data to identify core journals.

3. Some highlights of other initiatives, projects etc:
  - a. Shelf ready acquisition project
  - b. CRKN Foreign Exchange project
  - c. NS Cochrane subscription
  - d. Training plan, following from missive sent by Heather to Resources and Access staff: We're working toward building a Training plan and need your help. Please take a few minutes to fill out this super short survey: <http://goo.gl/forms/N1eaSzVzcE> We'd like to hear from you by March 11.
  - e. Revised our calculations re Kellogg holdings to meet American Appraisal requirements.
  - f. Assessed Ebsco University Press package, determined not to subscribe

### **Kellogg Report - Patrick Ellis - Health Sciences Librarian**

1. Collections: Revisiting our most recent cancellations communication, since there is often a lag time when materials have been cancelled, but the effective date is some distance from the original announcement. Proquest Nursing and Allied Health database is our current concern
2. Collaborative Health Education Bldg (CHEB)
  - a. Shakedown issues with the building continue to be resolved, these include:
  - b. Assessment project underway to better quantify space needs and hours
3. Hours—we are hearing a rising tide of advocacy from our students for more extensive hours. This will be hashed out with Access Services
4. Health Sciences Library Advisory C'ttee:
  - a. Met Mar 12
  - b. Library Hours: (see 3 above)
  - c. Need for library staff (Librarian, clerk, navigator) for all open hours was questioned
  - d. Document Delivery:
    - i. It was noted by a faculty member that:
      1. Document delivery for journal articles excellent
      2. The excellence of Doc Del service mitigated the loss of subscriptions
      3. It was clear from discussions with students that how to use Doc Del is not reaching many students

### **AUL Access Services & Head, MacRae & Killam Libraries - Elaine MacInnis**

#### **MacRae**

1. **Access Services position** – Sandy and I have been working on the position description. We have been successful in getting it classified as DPMG ADM04 (Provisional). We are waiting for the draft posting from HR and hopefully it will be posted within a week or two for a 2-week period. The position will be Manager of Library Services as it is a bit broader in scope than the Access Services managers/supervisors at the other libraries.
2. **High School Practicum Student** – Starting next Thursday we will have a Grade 12 student from CEC working with us for a 100 hr. practicum. She is in the Co-Op program at her school and has decided to explore the field of librarianship through this placement. She will be working with us on a part-time basis through to mid-June.

3. **Campus Master Plan** – talks are continuing regarding the Learning Commons/Student Centre component of the Campus Master Plan. On the 16<sup>th</sup> and 17<sup>th</sup> there are workshops on campus. One of the key ones related to the Library is the Student Life Workshop that Donna and I will be attending.
4. **Summer Intern** – we posted our Summer Intern position on March 10 and the application deadline is Monday, March 21<sup>st</sup>.
5. **Extended Hours Expanded** – in response to an inquiry from a student we reviewed library traffic during the month of March last year and the numbers supported expanding our period of extended hours. We have decided that extended hours will now start on March 14<sup>th</sup> rather than March 28<sup>th</sup> and will continue to April 17<sup>th</sup>.

### **Killam**

1. **WMLC Open House** – Michelle Paon in her Liaison Services role organized an Open House in the WMLC on February 25<sup>th</sup> to highlight to students, staff and faculty all the various services available in the facility. There were representatives from the Libraries, Writing Centre, Academic Advising, Student Success and the Help Desk.
2. **New Intern Co-Supervisors** – Linda Bedwell & Lindsay McNiff have taken on the role of co-supervisors for the Killam Interns for 2016-2017. Jacob, who started in September, will be continuing on for the summer and then into the next academic year so we will just be hiring one new intern. They held interviews with candidates on the 10<sup>th</sup> and will hopefully have an intern hired by the time Library Council meets.
3. **Book Displays** – There has been more great work happening with displays in the Killam. In the last couple of weeks Marlo, Dominic and Michelle have worked on a display for International Women's Week.
4. **Co-ordination of Shared Staff** – We held another meeting of Killam managers and supervisors in DocDel, Access Services, Resources & LITS to discuss any upcoming staffing needs. We have agreed that we will meet again after the end of March when most vacation requests have been submitted.
5. **Critical Incident Response Plan Info Sessions** – Helen and Charles held 3 sessions for Killam-based staff to inform them about the plan. A copy of the Plan is now on the shared drive and all staff are encouraged to review the plan. Coming out of the sessions was a request for a tour of the building, highlighting locations referenced in the plan. Helen and Charles will work on coordinating a tour or tours.

### **Access Services:**

The Food for Fines campaign wrapped up on February 28<sup>th</sup>. The stats from Killam and MacRae are as follows:

#### **Killam Library**

Number of Donors: 69  
 Total Amount Waived: \$880.30  
 Total Cash Collected: \$175.00  
 Total Items Donated: 293

#### **MacRae Library**

Number of Donors: 24

Total Amount Waived: \$138.41  
Total Cash Collected: \$84.30  
Total Items Donated: 59 (65.4lbs)

Will try to consolidate the figures for all libraries for the next report. The removal of the fine limit that you could clear with food really helped boost contributions this year and we are quite pleased with the response.

The Access Services team members have some great initiatives in the works that may, or may not, get mentioned in their updates so I've highlighted them here:

- **Sandy, Service Points** – currently working on the emailing of loan receipts to replace date due slips and stamps. This will hopefully be ready to roll out at all of our libraries in the spring. Also working on the coordinating the shared staffing of the new C5 positions.
- **Sarah Jane, LIPPC** – called a meeting of Intern supervisors. Reviewing the past experience with Intern Training Day and taking a new approach this year that we hope the interns will find valuable. Sarah Jane will expand on this in her update. They are also going to be working on a best practices documents as well as streamlining the various Guides for Interns.
- **Linda A, Document Delivery** – Denise Irving, a graduate of NSCC, has been hired to fill the remainder of Claire's maternity leave. Jo is working with John Miffen on the installation of the locally hosted version of Relais on all docdel workstations. Linda is also reviewing the document delivery web content as part of the web re-design.
- **Linda B, Assessment** - many projects in the works and focusing on the Assessment Priorities. Working with the Web Committee regarding the Focus Groups, seeking input for the web re-design. Conducted guerilla assessment for the CHEB. Results are in the process of being coded. Working on a report to give to SMT on MINES and Impact on Research.
- **Michelle, Liaison Services** – planned the WMLC Open House. Working with me and Patrick to coordinate a workshop on course and program assessments for liaisons.
- **Ann, Advanced Reference Services** – has drafted a reference training plan for staff (including new C5 positions). The plan is currently with me for review.
- **Erin, LiveHelp** – has recently conducted a series of LiveHelp training sessions. The LiveHelp team has expanded with two new LiveHelpers at Sexton and 2 at the MacRae.
- **Shelley, Research Tools** – working on the roll-out of RefWorks 3.0. She has been involved in some of the beta testing. Hoping for a soft launch in May.
- **Roger, Copyright** – John and Roger are continuing to provide information sessions to departments but this is winding down. Current work in this area is focusing on the Brightspace implementation and messaging to faculty regarding uploaded course materials in Brightspace.

#### **Director, Library IT - Marc Comeau**

- We have chosen April 12 as the date for the LITS Open House. It will be from 1:00 - 3:00, more details will come via email. We hope to see as many of you as can attend.

- Norbert Addo has joined the team as a member of the Help Desk staff. He is a former Navigator and has done excellent work for us in the past so we are happy to have him as a full-time member of the team. This vacancy was the one vacated by Graham when he took on the Desktop Technician role.
- Saira Akhtar-Alwazeer has also joined the team on a 14 month term position in a training position to support the Brightspace Migration Project. This position is funded through the Brightspace project fund. **Supports 1.4.a, 1.4.b and 1.4.c**
- Significant work continues on the web renewal. **Supports 1.1.a**
- Members of the team have been trained on the new scanner in Archives. We have also purchased and set up a FRED machine for them as well. This is a digital forensics device that will help the Archives safely deal with the digital media they are now taking in. **Supports 2.2.b**
- ACHIEVE is getting off to a late start, but the first meetings will happen later this month. You can see the departmental goals at [https://dal-my.sharepoint.com/personal/comeaum\\_dal\\_ca/\\_layouts/15/guestaccess.aspx?guestaccesstoken=bgSac8oax21NrU06u2Ho3%2fJqeO9iuUCEBHZ%2fykv3PDM%3d&docid=2\\_018c0708482c14b93bb5d6004124dac04](https://dal-my.sharepoint.com/personal/comeaum_dal_ca/_layouts/15/guestaccess.aspx?guestaccesstoken=bgSac8oax21NrU06u2Ho3%2fJqeO9iuUCEBHZ%2fykv3PDM%3d&docid=2_018c0708482c14b93bb5d6004124dac04). The exercise to revise our goals brought us full circle as we started to develop a work plan for the libraries strategic plan instead with the intent to develop new goals from that. As it turns out, our original goals from last year were in close alignment with our work plan so we've stuck with a minor revision of our goals.
- We've been putting time into Relais, setting up a centralized server for Dalhousie in response to changes in the delivery model that Relais is using.
- We made some changes to the backend of the FIPAT site to better allow them to self-manage their content. It can be seen at <http://fipat.library.dal.ca>
- We've expanded the SAN a little to accommodate another significant data ingest for Archives. We will be working out our long-term storage strategy in the coming months as Research Data Management efforts ramp up. There has been a shift in the local infrastructure landscape that's caused us to reconsider some of our plans. **Supports 2.2.b and 2.1.a**
- We will be wrapping up the summer course conversions within days and will begin to focus our efforts to the fall. There have been 27 Brightspace training sessions with 82 attendees since the last Library Council Meeting. **Supports 1.4.a, 1.4.b and 1.4.c**

#### **Senate report to Library Council - Robin Parker**

Refers to Senate meeting 22 Feb 2016 (3+ hour meeting to cover cancelled meeting due to storm)

#### **Senate Chair reports**

- Faculty led initiative to establish scholarships and bursaries via direct payroll payments for Black/African Canadian and Aboriginal Students Initiative
- Roberts rule of order clarification – Senate structure is that an abstention is basically a vote against. Votes are counted in proportion of members present, not as a proportion of those voting.

#### **President reports**

- New Vice-Provost Student Affairs

#### **Senate business**

- Appointment of Senator Hewitt as the Chair of the Senate for the next 3 years until June 30, 2019.
- Passed motions:

- Establish a rapid task force to look at the ratios of students to admin to faculty on senate
- Increase the representation of students on Senate from 7 to 22; includes representation from each of the 13 faculties and from equity-seeking groups.
- Senate Academic Programs and Research Committee: New Program Proposal: Master of Science, Psychiatry;
  - Significant research commitment by about 20/100 psychiatrists;
  - Department supports 3 research admin staff (plus staff for research chairs)
- Update from the Task Force on Misogyny, Sexism and Homophobia in the Faculty of Dentistry – Update #2 on Dentistry Recommendations.
  - Changes to Dentistry website – including faculty and staff page – link to workplace concerns – makes clear the senior admin responsibilities, etc.
  - Clarify reporting and lines of decision making
  - Cross-cutting teams – across DDS and DH years – with faculty mentors – with patient focus
  - Daily feedback, huddles, etc.
  - 2 new scholarships from Dentistry for students of African Canadian or Aboriginal descent
  - Questions about the RJ process – when will it being reviewed and how are concerns addressed regarding participation.

### **Provost Report**

BAC

52.5% from gvt and 37.8% from tuition

Expenditures up

4 additional expenditures:

FASS

Facilities

Network – IT

Strategic initiatives fund (to replace for hiring done this year)

2.5% budget reduction (mention of exception for library acquisitions and the USD offset)

FASS – strategic initiatives

Strategic initiatives – instructional designers, ombudsperson, retention, FASS marketing; Research core funding; SciVal subscription; New HRE&HP staff; Disability manager; equity executive director

Calculated resets for tuitions based on market value for Pharmacy, engineering, and agriculture

Phased in over 3 years; 3% increase still applies

BAC consultation upcoming

Florizone on Report of the Independent Inquiry: Into the Situations of Drs. Gabrielle Horne, Michael Goodyear & Bassam A. Nassar at the Capital District Health Authority & Dalhousie University, January 2016\*

Events happened a decade ago, but took a long time to resolve – one still remains to be resolved (before provincial court)

Comments on Academic Freedom; Policies and Processes (fair process and natural justice); and third thing (?).

Shifting environment



Asking Dean Anderson (FoMed) to review report and bring back to Senate once the current litigation is complete.

Questions: Issue came before Senate in 2005 and 2007 – was there a Senate committee? Never fully constituted (Hewitt); Chair at the time commented the issue had been resolved to Dr. Horne's perspective

There is a pilot grievance policy – Anderson (conflict of interest noted)

2013 grievance policy – put forward to faculty of Med as pilot; no case has gone through the process

Allen Finley comments on lack of following policy at the health authority level – interested in what level of support can be expected from Dalhousie in those instances.

Issue of the relationship of the health authorities and Dalhousie on common goals of teaching and research. Impacts retention when the follow-through on agreement on common goals is inconsistent.

Affiliation agreement needs work.

## **AUL Discovery | Head Sexton Library | Allison Fulford**

### **AUL Discovery**

1. Website Assessment Project: A number of focus groups have been held (in Halifax and Truro) to aid in the assessment process. A huge thank you to David Michels for facilitating some of these sessions and to Marc Comeau for funding. We have received valuable feedback. Sessions on the Sexton and Carleton campuses for faculty and students will be rescheduled, as there was insufficient participation.
2. Attended AEM Basic Content Author Training, February 18.
3. Attended Basics of Web Writing workshop, March 2.
4. Attended webinar with Ruth Wolfish of IEEE, March 14.

### **Sexton Library**

1. Sexton Library is working with the NSCC Library Technician program again this year to host a practicum student. Our student will begin late April and complete 175 hours of work experience.