

Minutes

Library Council

February 13, 2018

Room 2902: 10:00am-10:39am

Present: Mark Lewis (Chair), Karen Smith (Secretary), Carol Richardson (Recording Secretary), Alice Stover, Allison Fulford, Ann Barrett, Anne Matthewman, Courtney Boudreau, Donna Bourne-Tyson, Erin MacPherson, Gwen MacNairn, Hannah Steeves, Heather MacFadyen, Janice Slauenwhite, Joyline Makani, Julie Marcoux, Karen Chandler, Lucy Kiester, Marc Comeau, Marlo MacKay, Melissa Helwig, Michael Moosberger, Michelle Paon, Robin Parker, Sai Choi Chua, Sandy Dwyer, Sarah Stevenson, Shelley McKibbon

Regrets: Amanda Sparks, Brian Lesser, Creighton Barrett, David Michels, Dominic Silvio, Elaine MacInnis, Gail Fraser, Geoff Brown, Helen Wojcik, James Boxall, Jan Pelley, Jennifer Adams, Joe Wickens, Lachlan MacLeod, Leah Unicomb, Linda Aiken, Linda Bedwell, Lindsay McNiff, Margaret Vail, Mick Bottom, Roger Gillis, Sarah Jane Dooley

1. Adoption of Agenda

The agenda was adopted as presented.

H. MacFadyen / S. McKibbon

2. Approval of the Minutes from January 18, 2018

The Minutes from the January 18, 2018 meeting were approved as circulated.

J. Marcoux / H. MacFadyen

Carried

3. Business Arising from the Minutes of January 18, 2018

Librarian Job Description update

Elaine MacInnis and Donna Bourne-Tyson updated the librarian job descriptions making the three of descriptions more consistent. It was noted, there were no significant changes to the main part of the descriptions, just some tidying up. In future, the postings will be shorter and the position description will be linked to a shorter version of the job description. The next step in the process will be to pick the three Search Committees and send in Form B. It was noted, the "s" is missing in the word communication in the first paragraph of the Scholarly Communications Librarian position description.

4. Update on Faculty Visits re: Journal Packages

Heather MacFadyen, Allison Fulford, Marlo MacKay and the Head(s) have visited six Faculties since the last Library Council meeting. A list of the faculties visited and the upcoming visit dates were displayed for Council Members including some upcoming Open Forum dates and a Deans Council visit. It was noted, the conversations have been very positive with similar questions at each event. It was felt the people attending the presentations have a better understanding of what the problem is the libraries are facing.

Summary:

- The Journal Assessment Database is now live until May 18.
- The communications are now on the collection page and Marlo will update the blog.
- The Heads have an updated copy of the presentation (with speaking notes) that can be used in conversations with faculty and students.
- You'll start to see a Handbill advertising four open sessions appearing at various Service Points.

- Messaging and materials that you may want to draw from has been sent in an email to Library Council Members.
- It's time for the librarians to talk to their faculties.
- Heather will distribute her PowerPoint presentation to Library Council Members via email. A copy will be put on O:\Libraries - Committees\Library Council\Documents & Presentations\Presentations\library council feb 13.pptx and Marlo will share a link to the blog post as well as a pdf version of the handbill.

5. Senior Management Reports

- Covidence License Announcement

Covidence is live and usable. It is used mainly for literature reviews and systematic or scoping reviews. It allows you to upload citations from various databases as well as allowing users to do citation screening. Melissa Helwig and Robin Parker are willing to do a presentation at a future Library Council meeting. A blog is being drafted this week and a landing page will be created for new users, with a link to a knowledge base with background information for existing users who may want to transfer their account over to a Dalhousie account. For more information, please go to the Systematic Review LibGuide (<http://dal.ca.libguides.com/systematicreviews/covidence>). It was noted, Covidence is good for research data management to consolidate documentation of the process and data that is used for reviews. It helps facilitate the whole process for teams. Melissa and Robin have been using the product for roughly 2 years and are very happy with it.

- Strategic Planning process update

There is no planning discussion underway about when we may be moving to the next phase of the Strategic plan since both plans, the Presidents and the libraries, end in 2018. Usually the Libraries wait for the Strategic Plan to come down from the Presidents office before the Libraries move on any initiatives and that plan is probably at least a year away.

- Irwin Electronic eBook Collection

The Irwin Electronic eBook collection was recently added and is part of the Canadian Electronic Library. If you have users coming to you asking about contract law or tort law, please point them to one of the titles from the Irwin Essential series or send them to the Law Library.

6. Senate Report (Robin Parker)

The last Senate meeting was on February 11. In late January there was a training session on equity, diversity and inclusion that Robin and Donna both attended. The session was presented by Arig al Shaibah and was really interesting. This topic is particularly important to the libraries since we have three hiring processes moving forward. Robin encourages the three hiring committees to consider having a special session with Human Rights and Equity Services before the hiring process begins.

At the last meeting, Senate approved a new policy around the process for nominating candidates for Senate. Formalized into the language, trying to get recognition of diversity and inclusion, in order to get representation on Senate. The Secretary of Senate will contact the Deans to help with the balance and to encourage nominations and applications from unrepresented groups.

Robin's term as the Libraries Senate representative is up at the end of June and she encourages members to start to consider who you want to nominate or volunteer. It was noted, the Chair of Senate writes to the Dean and then the University Librarian converses with the Faculty Council Chair and then there is a call for nominations/volunteers. Robin is happy to speak with anyone who is interested in being on Senate.

There was also a presentation from the Employment equity office and more information can be found on the BE COUNTED webpage (<https://www.dal.ca/dept/hres/equity--inclusion/be-counted.html>).

Kevin Hewitt, the Chair of Senate, will be attending the April Library Council meeting as a follow-up from his last visit.

Reminder - next week there will be two all staff meetings on the topic diversity and inclusion. The second day will be the Elephant in the Room presentation by Shakira Weatherdon. There will be a facilitator on the Truro campus for these meetings.

7. Roundtable

Donna Bourne-Tyson

- Carolyn Watters, Provost & Vice-President, Academic is stepping down after 8 years. A national search will be done. A search company has been engaged and it is hoped to have someone in the role by July 1 but if not, an interim will be appointed.
- The Vice-Provost Student Affairs, Arig al Shaibah, is leaving Dalhousie before April. There will be someone appointed as interim until her role is filled. This will be a designated hire.

Lucy Kiester

- Last Library Council meeting. Lucy will be leaving Dalhousie Libraries next Wednesday to take a new position at the McGill Health Sciences Library as liaison librarian for undergraduate medicine. Congratulations!

Shelley McKibbin

- Excited about Covidence but not so much about Lucy leaving.

Julie Marcoux

- Submitted a workshop proposal for IASSIST 2018 and it was accepted. This is an international data organization which includes Libraries, Archives and IT.

Michelle Paon

- CAUL is looking at creating a new set of strategic priorities and there is a subgroup to the TRC that Michelle offered to go on. They are in the final stages of getting that portion of the strategic priorities together related to responding to the CFLA –TRC directions.

Marlo MacKay

- Blind Date with a Book is tomorrow at the Killam Library. This initiative is also being done at the Kellogg and MacRae Libraries. Thanks to all who have helped with this initiative.

Gwen MacNairn

- Received \$2,000.00 from ESRI Canada to promote GIS excellence. We do GIS in multidisciplinary ways across campus and it's done differently every year. This year money will be put into the App Challenge (which is done as a team activity) and also the GIS scholarship. The money will be dispersed, giving the winning team of the App Challenge \$1500.00 and \$500.00, along with a large package of software and books, will go to the winner of the GIS scholarship.
- Gwen has been working with Julie Marcoux and Sai Choi Chua to look at how we present data sources on Julie's LibGuide and the webpages. On the Data webpage, we are looking to be more informative and less text oriented. Between now and September there will be a new look and the page(s) will be organized differently, the language and some definitions will be changed to be more user centric. It will be easier for the user to help themselves or they will know easily who to go to for help when it comes to things like microdata or aggregate data. It was noted, the DLI program is going through changes so we are working to support, connect and to build different strengths in all of the Dalhousie Libraries.

Karen Smith

- Doing ordering with the deadline approaching.
- On the Faculty Unit Review for Political Science.

Melissa Helwig

- In January hired a research assistant with Dr. Sketris doing bibliometrics on various studies.

Mark Lewis

- Buried under marking.

Joyline Makani

- Appointed by the Senate Planning and Governance Committee to be the Senate representative on the James R. Johnston Advisory Committee for a two year renewable term.
- On the Search Committee as a faculty representative for the Director for Student Information Insistence to inform about the job description and job ad. The job ad will be going out this week.

Sai Choi Chua

- Response rate for surveys has been going down and Choi is looking at using administrative data sources in conjunction with surveys. If staff hear anything about anyone using administrative data sources in conjunction with surveys, please let Choi know.

8. Any Other Business.

Meeting adjourned at 10:39am.

W.K. Kellogg Health Sciences Library | AUL Scholarly Communications
Highlights for Library Council
February 2018

Kellogg Health Sciences Library:

1) **Staffing:**

Lucy Kiester will be ending her contract early at the end of February. She has been offered a probationary tenure track position at the McGill Health Sciences Library as liaison librarian for undergraduate medicine.

Interviews will be taking place for student Interns 2018/19 shortly. We have had applications from four students.

Cindy Miller will be retiring from her position at the Kellogg Library effective February 28, 2018. Cindy began her career at the Kellogg in 1978 and has worked in a variety of roles, mostly as a Document Delivery clerk.

- 2) **Collections:** An announcement will be going out soon regarding a new licence for **Covidence**. **Covidence** is a productivity tool designed to make systematic reviewing faster, easier and efficient. In 2015, **Covidence** was selected by Cochrane Library to become the standard production platform for Cochrane Reviews, but it is an excellent any review even if it is not Cochrane.



more

tool for

- 3) **Fair Price project:** Presentations have taken place for Faculty of Health - January 25th, Health Sciences Library Committee - February 5th, Faculty of Medicine - February 6th. The final presentation will be Faculty of Dentistry - February 14th. Information Sessions are also being scheduled.
- 4) **Blind Date with a Book:** The Kellogg will be participating in this initiative for the first time this year. It will be interesting to see if there is uptake as in the other libraries.
- 5) **Assessment:**
- a) **SIFT Session at Kellogg:** Took place the afternoon of Monday January 22 in CHEB 268 – 11 students attended
 - b) **Poster report on Kellogg Space Assessment from winter 2017:** Under development
- 6) **NS Culture Innovation Fund:** Kellogg is exploring the possibility of submitting an application for a Tier 1 grant to support a diversity and health initiative.

Scholarly Communications:

- 1) **ORCID Working Group:** The OWG drafted an ORCID announcement which was posted on LibVine and also the Research Services Newsletter. An ORCID primer for librarians and administrators was developed and circulated to Library Council.

Brian has met with ITS and ORCID about the Dalhousie login and there is a good chance this can be developed by mid-February. It runs on similar configuration to EduRoam.

- 2) **DalSpace Working Group:** The DSWG had their second meeting. A DalSpace upgrade took place and Atmire was installed but a harvesting problem still exists that Margaret must investigate. A considerable amount of clean up of DalSpace has taken place by Margaret and Geoff. The group discussed the development of a new Splash Page and once Margaret has the harvesting issue resolved she will start on a draft. Metrics for DalSpace is another outstanding issue that is on the horizon for the group but it is acknowledged this will be a big undertaking to get it working as we would like.
- 3) **SPARC:** Upcoming sessions: Webcast: **Combating "Predatory" Publishers** (March 1st at 2pm EST); Webcast: **Collaborating Across Institutions to Advance Open Education** (March 7th at 2pm EST)
- 4) **NS Culture Innovation Fund:** Roger has an application in draft to support the *Historic Nova Scotia* project (<http://historicnovascotia.ca>) which is a website and free mobile app (currently under development) that allows

users to explore Nova Scotia's rich history. This is a partnership project with Nova Scotia Archives, Nova Scotia Museum, Beaton Institute, as well as several Nova Scotia historians, with Dalhousie acting as "home base".

- 5) **Scholarly Communications web page:** a major refresh of this page is being drafted and should be ready for release by the end of this month. Here is a sneak peek:
<https://web1-preview.cms.dal.ca/libraries/services/scholarly-communications.html>
- 6) **APC Discounts:** Dalhousie has APC discounts through a variety of memberships and subscriptions and we hope to add to this list soon. They are compiled and posted on the OA LibGuide by Geoff:
<http://dal.ca.libguides.com/c.php?g=257122&p=4974747>.

An interesting article from University of Ottawa on APCs for anyone interested: Library Consortia and Article Processing Charges: An International Survey. Tony Horava & Monica Ward. *Serials Review*. 42(4) 2016.
<https://doi.org/10.1080/00987913.2016.1237928>

Respectfully submitted,
Ann Barrett

Report to Library Council

**Sandy Dwyer
Director, Libraries HR
February 2018**

Natasha Andrews began in the position of Video Conferencing Coordinator on February 1, 2018.

Courtney Bayne will begin in the position of Records Manager on February 20, 2018.

Members of the Libraries' Diversity and Inclusion Committee have set up displays in each of our libraries for African Heritage Month. A number of staff also attended the African Heritage Month kick off and raising of the Pan-African flag on Thursday, February 1, 2018.

The Libraries' Diversity and Inclusion Committee will be hosting the February all staff meetings. On February 21st from 10 am – 1 pm (CHEB 140 & 150) members of the committee will be leading us in the cultural simulation experience, BaFa BaFa and on February 22nd Shakira Weatherdon, (Human Rights & Equity services), and members of her team will lead the workshop, "Elephant in the Room" (10 am – 1 pm CHEB 140 & 150). A Session of "Elephant in the Room" will take place on the Agricultural Campus, for our MacRae Library Colleagues, on the same date and time.

February 13, 2018

AUL Resources & Discovery

1. Journal Unbundling/Big Deal presentations to Faculty Councils across Dalhousie are well underway. Eight presentations have been made, with the rest scheduled into February and early March. Heather is giving fabulous presentations, introduced by the relevant Head. Marlo records notes and questions/answers. Four Open Forums are scheduled for early March on each campus. Planning for the format of the Open Forums is underway. Communications materials are ready to roll out, including Marlo's terrific "What's the Big Deal" video, and the Journal Assessment Database is also ready, with great thanks to Marc, Margaret, Jason and John.
2. The Dal Libraries are participating in winter-term Primo usability testing. Dalhousie's reps are two SIM interns based at the Sexton Library: Rebekha Prette and Courtney Vienneau. This testing is a follow up to testing done last summer, and will involve more libraries across Novanet and more testers.
3. SRMG is having a special meeting February 14 to talk about options for spending the surplus in the EAF.

Sexton Library

1. All is well at Sexton Library – everybody is pitching in, in Ian's and Sarah Jane's absences. Our SIM interns are excellent. David Ryan is holding a RefWorks session for engineering graduate students, February 28, 1-2 pm in Lab B316. If you have any graduate students you think might like to attend, they can email David at dpryan@dal.ca, to register.

Report to Library Council

Anne Matthewman – February 2018

AUL Team

Tereigh Ewart-Bauer, the new Senior Educational Developer for Diversity and Inclusivity will attend our meeting this week. She will talk to us about one of our concerns, forging better communications for Dalhousie Libraries with groups such as the International Centre.

ADAC: The primary focus at the last ADAC meeting was a presentation by Judy MacDonald, Interim Director, School of Social Work on Leadership (dis)Abilities. Her focus was on assisting students with disabilities excel at university and in the job world. She referred to the Libraries' subject guides as good sources of information.

Dunn Law Library

We have been focusing on end-of-year ordering and using endowment funds to bolster our textbook collection. Specifically, we have been able to purchase the Irwin Law eBook collection. It includes the Irwin Essentials publications as well as other texts. The Essentials are heavily used in print and we have been asked for the ebook version many times so this will be a popular addition to the collection.

We have entered the next level of working on our strategic initiatives in conjunction with the Law School. These initiatives are to be fashioned as suitable for donor funding opportunities for the Law Library. Although the reference librarians will still be key players in the Legal Research and Writing course, responsibility for that initiative has been moved to the Writing Instructor. Currently we are focussing on:

David and Mark – Investigating BEPress as a repository for legal scholarship at the school with DalSpace as the long-term archive. BePress is used by many law schools.

David – should the Law Library manage a year-round research assistants' pool.

Anne and Linda – Examining the text book collection and focussing on what is needed to update it as it is getting out-of-date. Consider Institute focussed collections as well.

Hannah – Can we create a portal giving access to and raising the profile of our rare book collection

Michelle Williams, Director of the IB&M programme, and I have submitted a summer grant request for a Research Assistant to compile an annotated bibliography of research resources and teaching materials related to African Nova Scotian legal issues. This will assist in my Advanced Legal Research course and in Professor Williams' course, African Nova Scotians and the Law.

Report to Library Council – February 2018

AUL Research:

- I attended the *Portage and RDM in Canada* event in Toronto on January 30. There have been a number of important and hopeful developments with respect to a national data repository. The morning presentation was a good preview of the Tri-Agency consultation on a data management policy, taking place at Dalhousie this Thursday afternoon. Registration for this event is required. Marlo sent a reminder email yesterday (Monday Feb 12)
- There will be a CAUL Forum on RDM hosted by Dal on Monday February 26. In-person attendance is limited. Virtual attendance is possible through Collaborate (registration required – see notice from Cynthia Holt)
- Erin MacPherson's title has been changed to Research Data Management Librarian to more accurately reflect her work. She remains the librarian for Agriculture subjects as well. It is expected that the new Indigenous Services librarian appointed through MacRae will take on some of the Agriculture liaison work. Erin held her first Dataverse training session with members of the Faculty of Health last Friday (February 9th)
- I also attended the Ontario Library Association Conference Jan 31 – Feb 2, taking in a variety of sessions. The highlights were the Disaster Recovery session (Toronto Public Libraries), a session on liaison models (Ryerson, Western, Regina), Communicating Big Deal changes (MacEwan, USaskatchewan) and Jesse Wenté's (CBC) keynote speech.

Head of Killam:

- Collections:
 - 3rd quarter variance report showed a surplus which was redistributed among subject funds with adjustments to address particular needs.
 - Music collection – planning for cataloging backlog and intern/student work is coming along well.
 - Meeting with Lori Ward, Advancement, to discuss endowment spending, particularly with respect to some funds that have accumulated large balances.
- Anti-theft blitz campaign underway. Staff & librarians are being more vigilant about using dropcards to notify students their laptop could be stolen (place card on open laptop, close lid). A follow-up meeting with Security is scheduled for March 7th.
- Killam intern interviews are being held today and tomorrow.
- Looking forward to the results of work of Killam Space Assessment team to inform space plans for Killam.
- Working with Sandy and two staff going through job evaluation/job evaluation appeal processes.
- Congratulations to librarians Lindsay McNiff (5 years) and Michelle Paon (15 years) who are among the 22 honourees from across the Libraries at next week's Milestone lunch event.

Michael Moosberger

AUL Archives, Special Collections and Records Management & University Archivist Report

17 January - 12 February 2018

AUL Archives, Special Collections and Records Management

- Participated in conference calls of the Portage Preservation Experts Group and CARL Digital Preservation Working Group.
- Continued to provide input to ITS on the development of the University's INFORMATION SECURITY CLASSIFICATION STANDARD.
- Met with Ann Barrett to discuss possible YCW Internship grant funding for the next phase of the Kipling Digitization Project.
- Met with Ann Barrett, Geoff Brown and Michele Paon to plan for the next steps in the Freedman Environmental Science E-textbook project.
- Met with Roger Gillis and Ann Barrett to discuss Roger's Cultural Infrastructure Fund project and then provided input into his draft application.
- Reviewed and provided input on Creighton's Cultural Infrastructure Fund project.
- Attended a variety of 200th Anniversary meetings and events and responded to a number of 200th anniversary enquiries related to both internal Libraries and university-wide projects.
- Met with Marc to discuss a number of IT related issues including the RFP for the Digital Preservation Platform, our broken FRED machine and the movement of digital content from DIGI to cloud-based storage and to make him aware of potential projects that will have implications for his team.

University Archivist

- Continued to respond to enquiries related to the University Records Management Program.
- Undertook a variety of preparations for the arrival of the University Records Manager on 20 February.
- Responded to a number of enquiries related to the donation of Dalhousie related archival material and historical questions about the University.
- Met with Creighton and Suzanne Sheffield to look at the CLT videotape collection and to discuss strategies for the development of a plan to inventory, appraised, catalogue and reformat the important components of the collection.
- Along with Creighton provided an orientation to the Archives for SOSA 3403 Qualitative Methods class.
- Gave a presentation on Dalhousie's 200th anniversary celebration with an emphasis on Thomas McCulloch at the Hector Centre in Pictou on January 28th.
- Prepared for and was interviewed for a story on Dalhousie University's origins for the Canadian Press.
- Was interviewed by C & M for a Dal News story on the contributions of the Archives to the 200th anniversary celebrations.
- Met with Britney Sears from HR to discuss Job Evaluation Fact Sheets for a number of Archives staff members.
- Attended the George Elliot reading at City Hall and the Bi-Centennial Launch.

The Academic Technology Services Report

- There have been some staffing changes in ATS.
- Craig is no longer working with us. Margaret, John and Jason have all jumped in to help get the Fair Price project he had been working on underway. The system is now in action.
- Natasha Andrews is our new Video Conferencing Coordinator and started February 1st. We're bringing her up to speed on the state of Video Conferencing at Dalhousie as we start to develop the support model that will roll out in the coming many months.
- We had a DalSpace upgrade which was mostly successful. There was one back-end item that we're working on resolving but it doesn't affect anything for anyone using the system.
- I've been attending some meetings with Facilities Management in an effort to better coordinate the efforts of the classroom technologies team with FM's efforts. We're already finding small ways where we can operate more efficiently by getting into classrooms at the same time while we work on the bigger plans that will see that happen more by design than by luck.
- The classroom technologies team have gotten some training manuals so that they can begin studying towards some of their certifications in Audio Visual technologies. This is an important component to the efforts that are underway to improve the overall service.
- We are going to be renewing all seven Common Pool classrooms in the Rowe building early this summer. This is a significant change from previous approaches. We're looking to have the work completed by early July which will leave time for proper testing and commissioning of those rooms. In the past most work was done in August which led to very limited testing timelines. This change is requiring a lot of coordination with the Registrar's office but they have been very supportive and helpful.

Marc R. Comeau
Director, Academic Technology Services
Dalhousie Libraries

University Librarian Report

First I want to commend everyone who has been involved in our Fair Price journal consultation, starting with Heather's tremendous contributions, Allie's leadership and support, the work that all of the AUL/Heads have done, along with Marlo, Heather and Allie, at the various faculty council presentations, the work of the ATS team building the database, everyone involved with testing it, and the efforts of the liaison librarians and subject selectors getting the word out to the departments. This is a huge undertaking with many moving pieces, and the results will provide us with enough data to make informed, deliberate decisions. Thank you very much to all involved.

Related to our Fair Price initiative, I was asked by our Provost to participate in a U15 working group looking at sustainable journal pricing, with the ULs from Western, Montreal and Laval. Our brief is to prepare a document for the U15 Provosts to present to the U15 Presidents, by the end of April.

This month was also quite taken up with CARL and CAUL-related activities including participating on the working group for the next CAUL strategic plan, ably led by CAUL's Manager Cynthia Holt, along with Michele Paon and Joe Wickens and others from across the region. While in Toronto at the end of January, there was a CARL Board meeting, a LAC Strategic Partners meeting, a Portage RDM Day, a GLAM meeting organized by LAC, and then the OLA conference, at which I took part in a panel on consortia in Canada. During OLA there were several meetings including the CFLA AGM, a meeting of the CARL directors with the Library School Deans, and the CFLA Copyright Committee. As you may have read, hearings have started to review the Copyright Act this week.

If you can, please attend the Tri-Agency consultation session on Thursday at 10:30 with Library Council members, to discuss the upcoming RDM policy, requiring an institutional RDM strategy and data deposits. This is a special meeting for Library Council members, as part of a full day of consultations taking place on campus and involving stakeholders from the Atlantic region.

Also, a reminder that Guy Berthiaume, National Librarian and Archivist is delivering the Norman Horrocks Lecture on Tuesday, February 27th at 4:00 p.m. in University Hall. One of our SIM interns who has worked in the Archives, Rebecca Shaw, will be receiving the Norman Horrocks Award at this event as well.

Donna Bourne-Tyson
University Librarian