

Minutes  
Library Council Meeting  
October 18, 2018  
Room 2902: 10:00am-11:25am

Present: Gwen MacNairn (Chair), Melissa Rothfus (Secretary), Ann Barrett, Anne Matthewman, Brian Lesser, Courtney Bayne, Creighton Barrett, Elaine MacInnis, Erin MacPherson, Geoff Brown, Helen Wojcik, Jackie Phinney, Janet Hathaway, Janice Slauenwhite, Joyline Makani, Karen Chandler, Karen Smith, Lachlan MacLeod, Leah Unicom, Linda Bedwell, Marc Comeau, Melissa Helwig, Michael Moosberger, Morning Star Padilla, Sandy Dwyer, Sarah Stevenson, Shelley McKibbon

Regrets: Alice Stover, Allison Fulford, Amanda Sparks, Carol Richardson, David Michels, Dominic Silvio, Donna Bourne-Tyson, Gail Fraser, Hannah Steeves, Heather MacFadyen, James Boxall, Jan Pelley, Joe Wickens, Julie Marcoux, Linda Aiken, Lindsay McNiff, Margaret Vail, Mark Lewis, Marlo MacKay, Michelle Paon, Mick Bottom, Robin Parker, Roger Gillis, Sai Chua, Sarah Jane Dooley

Treaty acknowledgment was read: "Dalhousie University is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq. We are all Treaty people".

1. Introductions

Welcome to new members, Courtney Bayne and Morning Star Padilla. The Council introduced themselves to the new members.

2. Adoption of Agenda

The Agenda was adopted as presented.

3. Approval of the Minutes from September 20, 2018

The Minutes of the September 20, 2018 meeting were approved.

4. Business Arising from the Minutes of September 20, 2018

Discuss new location for Library Council Documents:

- Brightspace - Online Community - Library Council - October 2018.
  - Better organization and consistency of Library Council documents was proposed in September.
  - This is an opportunity for council members to use Brightspace and find out what it is all about. Using our own tools, will give us the experience of being users similar to what our students experience.
- It was noted, few members tried to get into Brightspace to access the documents.
- If you cannot access our Online Community, the person to contact for Brightspace access is Carol Richardson ([clrichar@dal.ca](mailto:clrichar@dal.ca)).
- Library Council will use this tool for the current year, from September 2018 until June 2019. Future use can be discussed at the June Library Council Meeting.

## 5. Council and Committee Activities

### 5.1. Web Advisory Committee – Terms of Reference (ToR) revised - submitted by Margaret Vail

- Highlights presented by Shelley, the new Chair of the Web Advisory Committee.
  - A new version was distributed (with track changes included).
  - The date will be revised to 2018 once the ToR are approved.
  - 1.2 The Committee shall be:
    - 1.2.2 “ATS Director (ex-officio)”. The change reflects the new name of the department and that position has been made ex-officio.
    - 1.2.3 – ATS Systems Developer change reflects the new name of the department.
    - 1.2.6 – Communications Coordinator has been made a standing member.
    - 1.2.8 – Remove “as needed” and take out the list of examples to avoid confusion.
  - 1.3 The AUL Discovery (ex-officio)
    - Changes mirror 1.2, “ATS Director”, etc.
    - AUL Resources & Discovery (ex-officio) in 1.2.1 and 1.3 should be changed to AUL Resources (ex-officio).
  - 1.6.2 Web Publisher
    - A previously appointed position, the Committee is unsure if this needs to be spelled out in the ToR (how the Web Publisher gets to be a member of the Committee). This is open for discussion.

#### Discussion

- The Web Publisher is an editorial in chief position, and needs to be at the librarian level. The web publisher is responsible for maintaining campus wide web standards and the style guide for the Dalhousie Libraries.
- Any changes made now are more focused on content.
- The look and feel of our webpages has to go through the Web Committee but a discussion with the editor of the page could take place, to make sure it fits with the style guide. The content would depend on the nature of the changes. The Web Committee can be the resource group but the changes can be done through the editor of the webpage. The editors are overseen by the publisher.
  - The current Web Publisher is Shelley McKibbin as well as the local editor at Kellogg.
  - The changes to the library webpages go into a workflow and these changes need to be approved and then released before it is available to the public. Both Alex Wojcik and Shelley are alerted to the changes so they can ensure that no functionality is lost and the appearance conforms to campus standards.
  - Is the word “invited” to committee an appropriate verb in 1.6.2 and should ToR state that the Publisher is a Librarian? This hasn’t been defined previously in the ToR. It was suggested to have a ToR created for the Web Publisher but it was felt a document is probably available from the Campus Web Team. The ToR get reviewed annually and the next time they get revised, this can be clarified.

**Motion:** To approve the Web Advisory Committee Terms of Reference (ToR) as amended.

S.McKibbon/L. MacLeod

Carried

## 5.2. Library Council – Terms of Reference (ToR) – to be reviewed annually

Senate requested current copies of our governance documents. Gwen distributed a copy of the Library Council ToR that were last revised copy in 2014.

- Donna Bourne-Tyson could not attend today's meeting but reported that a more recent copy existed.
- **Action:** The Library Council ToR will be put on the agenda for the November Library Council meeting when Donna Bourne-Tyson can be present.
- **Action:** A more recent document will be put in Brightspace under the November 2018 folder.

## 6. File Naming Conventions – Courtney Bayne

Presentation featured recommendations that align with best practices from the perspective of university records management.

- Changes to the current naming structure of Library Council documents will make managing the files more standardized and consistent.
- Organization of the naming structure:
  - If the full date is significant, name the file: YYYYMMDD\_LC\_unique code  
eg. Today's Agenda: 20181018\_LC\_Agenda.doc
  - If just the year and month are significant, name the file: YYYYMM\_LC\_unique code  
eg. Report on Human Resources: 201810\_LC\_RPT\_HR (which may be .doc or .pdf)
    - The Library Council minutes and agendas reference the day but the reports are for the month.
    - LC stands for Library Council.
    - It was noted, more unique codes are needed for Janice Slauenwhite and Marlo MacKay since they are part of the Senior Leadership Team (SLT) and will start submitting reports next month.
    - Courtney, Gwen and Melissa R. developed this first set of file naming conventions. More conventions will arise, as needed.
  - Once the reports and minutes are approved they will be combined into one document with a Dal Class code of GV13 (GV=Governance and the number 13 corresponds to Faculty Councils). This number will be used to identify its retention period.
    - e.g. September Draft Minutes: 20180920\_LC\_MIN\_DRAFTv2.doc
    - e.g. September Final Minutes: 20180920\_LC\_MIN\_GV13.pdf
  - Report files will be deleted once they are added into the final minutes.
  - Brightspace is a transitory collaborative environment for the current year of documents. The long term storage will be in DalSpace.
  - It was agreed that the agenda will be sent as an email to serve as a reminder of the upcoming meeting. A copy will also be put in Brightspace.
  - The goal is to have the submitters put their reports directly into Brightspace.

- A document describing this process and these file naming conventions will be written and made available in Brightspace. The LC Chair and Secretary will keep it current.
- Carol Richardson has authority to remove documents and correct names.
- Michael Moosberger reminded people, once this is all in place, to purge old drafts off of wherever you are storing them because those become transitory records. The official record will be in Brightspace or DalSpace.
- It was pointed out, Brightspace generates data - so where is the data stored or how long is it available?
  - You can only see the completion summary if you are the owner of the course but the data still exists.
  - In Brightspace the completion tracking is automatically the default, but can be made manual or no tracking.
  - **Action item:** Brightspace be made a no tracking site by Carol, who will contact Brian if needed.
- Carol, Gwen and Melissa R have an instructor type role in Brightspace and everyone else has a student type role. If we want the submitters to upload their own reports, they would need instructor type access. For November, the reports will still have to be sent to Carol, Melissa R or Gwen, who will put them into our Brightspace - Online Community - Library Council - November 2018.

#### 7. Short Snappers – Gwen MacNairn

A common exercise for students and researchers is to find a specific article.

- Which tool would you use to do this: Libraries Website, Google or Novanet?
  - All of these options will work, if we have a digital copy of the article.
  - This snapper was inspired by the prospective break up of big packages.
  - If we no longer have a digital copy available, the Document Delivery link as an Access Option on the SFX screen – is not easy to find.
    - Should the Document Delivery link be more visible?

Discussion:

- SIFT reports suggest that Document Delivery is not widely known to exist and it was suggested in the report that the Document Delivery service should be more recognizable to raise awareness with our users.
- There was a Resources Working Group created to review the SFX screen and one of the recommendations was to make it more user friendly but there was no implementation of any changes. It was suggested to have this as a future agenda item.

#### 8. Senate Report – Jackie Phinney

- Last meeting September 24.
- Report is in Brightspace.
- President Florizone opened the meeting with a question period, where he discussed the successful partnership with MIT REAP (Massachusetts Institute of Technology Regional Entrepreneurship Accelerator Program) and that the university will be continuing to work with REAP partners around the world. He also suggested Senate needs to refocus on academic matters.
- Several presentations.

- Steps to make diversity and inclusion a reality by Tereigh Ewart-Bauer.
- Senate Planning and Governance Committee gave a review of the Faculty of Architecture and Planning. Three major takeaways are: the facilities are atrocious, the students are not staying more than 3 years and they feel underserved on the Sexton campus. Christine Macy, the Dean, gave a followup.
- Academic innovation by Pemberton Cyrus. It focused on retention. He noted, active learning correlated with student retention. There is active learning grants available at Dalhousie.
- Presidential Search Committee update by Senators, Kevin Hewitt and Louise Spiteri.

#### 9. Senior Leadership Team Reports

- Ann Barrett

Robin Parker's name should be added in her previously submitted report, under item 5 - Information in Action lecture series. Jackie Phinney should also be added to the report for the number of presentations she has done in the public libraries and with undergraduate students going into health professions in partnership with the UNB Library.

#### 10. Roundtable

Melissa Rothfus

- Attended the FORCE 2018 Conference in Montreal in her role as the Scholarly Communications Librarian.

Courtney Bayne

- Currently working on getting the finance section and the HR section approved for DalCLASS, hoping to have it up and approved online by November as well as the Reference Management toolkit to help implement DalCLASS.

Lachlan MacLeod

- Copyright presentations done for a few departments in the Faculty of Science and up next will be the Faculty of Computer Science.

Linda Bedwell

- Investigated various options for alternate library assessment surveys and one option would be Insync from Australia. This will begin at the end of January once all the legalities are completed.

Karen Chandler

- There were some glitches in Banner around checking the status of invoices for various accounts but all have been resolved.

Karen Smith

- Working on new courses and library assessments.

Joyline Makani

- Received money from the Department of Education to do research for the Tri-County Regional School Board on Data Management Systems. It was noted, there were lots of participants.

Creighton Barrett

- First conference call with Artefactual Systems Inc., the external vendor, who we are working with to build a digital preservation environment for libraries. They are currently working on building a testing environment.

Helen Wojcik

- There are two new staff in Killam Access Services, Guy Lelievre and Nellie Clyde.

Anne Matthewman

- The Open Educational Resources Working Group have sent a request for faculty members who are working on open education resources to let the group know this because the response rate has been low. If you are aware of any faculties who are doing work on projects regarding educational resources, let Ann Barrett or Anne Matthewman know.

Elaine MacInnis

- Very close to doing a patron load from Aleph into Banner (hope to have it running next week). Updates will not be done because often the libraries have the most up-to-date data and Banner would override good data into Aleph. Will continue to deal with expired accounts. It was noted, some students will not have to register to become library users.

Melissa Helwig

- Scholarship @Dal series is kicking off next week. Please send details to your departments.

Shelley McKibbin

- Attended the Faculty of Health, Healthy Living, Healthy Life conference. A number of librarians participated in a session called, peer reviewing abstracts for presentations and posters.

Jackie Phinney

- Co-teaching a workshop on research skills next Tuesday with Alex, the Nursing and Health Sciences Librarian at UNB-Saint John. It's an elective course for undergraduate students who want to go into professional health programs.

Erin MacPherson

- Preparing some data management presentations with colleagues to take place in the next few months.

Leah Unicomb

- Settling into the new workspaces on the top floor of the MacRae.

Gwen MacNairn

- Reached out to the instructors in Biology and discovered they have a regular meeting to share professional development ideas and they have invited Gwen to a future meeting.

## 11. Announcements

Ann Barrett

Open Access Week is next week. The event will include a screening of *PayWall*, the Movie (Thursday, November 1). It will take place in the Rowe Building, Room 1011.

- o Geoff Brown will be presenting as part of the Scholarship series.

Joyline Makani

Will be posting a Research Assistant position for her research grant. She encourages any students who are good at research and with SPSS to apply - especially PhD and Masters students. This posting will be shared with SIM.

## 12. Any Other Business

The meeting adjourned at 11:25am. Next meeting will be on November 22.

## **AUL RESEARCH/HEAD OF KILLAM: Report for Library Council, 18 October 2018 AUL Research Activities**

September 20: Attended Summer Shine presentations by our MLIS interns

September 24-25: I attended the Canadian AUL Day in St John's Newfoundland. The first afternoon was devoted to a workshop Professional Development

Opportunities for AULs for our own group feedback as well as for the CARL Strengthening Capacity Committee. Our perceived needs were discussed along with existing programmes. Day two was set aside for a series of presentations from members:

New Ways of Working: How We Do It

- Empowering Staff using Appreciative inquiry and Human-Centred Design ○ Dianne Cmor, Concordia University
- Creating TALint: Internship program in partnership with University of Toronto iSchool ○ Julie Hannaford and Caitlin Tillman, University of Toronto
- When McGill Library Decided to 'ROAAr' – and How: Change management decisions in bringing together four rare and special collections units ○ Nathalie Cooke and Diane Koen, McGill University
- Come work for us! It's (not) that cold, expensive, small, isolated, or far from your family, etc.: recruitment and retention challenges of Canadian Academic Libraries ○ Vera Keown and Christine Shaw, University of Manitoba

New Services: What We Do

- Building a Research Impact Service at the University of Alberta Libraries. What could go wrong? ○ Sharon Murphy, University of Alberta
- Print Stewardship / Digitization: Bringing in Regional, Canadian and North American perspectives and ideas stemming from our Downsview partnership with Toronto, Ottawa, McMaster and Western ○ Heather McMullen, Queen's University
- Embracing the Challenge of the Truth & Reconciliation Report at Dalhousie Libraries: a learning journey ○ Sarah Stevenson, Dalhousie University

September 29: President's Fun Run/Walk

September 26: Participated in a planning meeting with Erin MacPherson, Mike Smit (SIM) and his research group to put together a joint article for a special issues of *Collection and Curation* on the topic of Data as collections.

October 1: participated in the Scholarly Communications meeting to finalize plans for Open Access Week and dates for the Scholarship@Dal Libraries series this semester.

October 11: CAUL Digital Preservation & Stewardship Committee monthly meeting. Two items of interest – CAUL-wide implementation of the Portage Data Management needs survey and how we might do this as a consortial effort; and item 2.4 of the CAUL strategic plan “Foster the indigenization of collection development across CAUL-CBUA member institutions - Facilitate the preservation of oral history - work with communities and experts across CAUL-CBUA, following Indigenous cultural protocols to offer expertise in preservation and access, where appropriate, within the Atlantic region.” A working group is being set up for this, and will include a Dalhousie member to tie in to the National Centre for Truth and Reconciliation Hub.

## **Killam Library**

September 27: I participated in the Heads meeting to discuss the outcomes of the Fair Price Journals project teams (Arts & Humanities, Business & Social Sciences, BioMedical, Natural Sciences & Engineering). A tremendous amount of work has been done to date.

October 2: Strategic Resources Management Group meeting – primary item for discussion was a review of the System-Wide Electronic Access Fund (SW-EAF) and potential for a streamlined renewal process.

October 3: I attended the first half of the Bicentennial Commons Design Input consultation, before leaving for another meeting.

We welcomed Morning Star Padilla to the Killam on October 4<sup>th</sup> & 5<sup>th</sup>. She has been working with Michelle to get acquainted with the liaison duties associated with the Indigenous Studies minor. She has also seen much of the building, some of the campus and has met a lot of people.

The Legacy Space opening took place with an overflow crowd on October 11<sup>th</sup>. Since the weather did not accommodate an outdoor event, there were some late-breaking plans to set up the event in the JJ Stewart (Reference Room) of the Killam South Learning Commons. The South Learning Commons is now known as the Gord Downie-Chenie Wenjack Legacy Space. It was a moving, and informative event. The commemorative storyboards are now hanging in the Legacy Space, with more art to be added later.

October 12: Participated in the planning meeting for the official opening of the NCTR Hub at the MacRae Library on November 19<sup>th</sup>.

Other duties:

- Posting for 3<sup>rd</sup> MLIS intern (closing Wed October 24)
- Posting for 2 collections assistants to help unpack/sort the 1100 volume Embree donation. (closing Wed October 17)
- Donation coordination for R. Soucy (selectors L McNiff & D Silvio), M. Holmund (selector R Gillis)   
Participated in Safari e-books decision discussions and consultations.

## **Liaison activities**

- Attended Environmental Science unit meeting (October 3);
- Led seminar session "Preparing your literature review" seminar for the Environmental Science honours class (October 3)
- Currently working on two collection assessments for 5000-level classes in Environmental Science as well as the French Department Unit Review. The French review deadline was extended because of an emergency medical leave within the department.

## Report to Library Council

Submitted by: Michelle Paon, Interim Associate University Librarian Resources & Head of Sexton Library  
October 12, 2018

### Associate University Librarian Resources

- My meetings with individual Resources staff are ongoing. I met with the MacRae Library's Resources staff on Oct. 12th.
- The Safari Tech ebooks package (computer science-related ebook package) - Due to an upcoming change in the package, the price will be increasing dramatically over several years. After consultation with faculty members in Computer Science, Internetworking, and several other engineering departments, the decision was made to cancel the package. Faculty members were asked to recommend ebook titles from the package for individual purchase. The Killam and Sexton Libraries will order the recommended books as ebooks or print titles.
- The Fair Price Journal Unbundling initiative:  
Four review teams of liaison librarians (Arts & Humanities, Social Sciences, Natural Sciences & Engineering, and BioMedical) reviewed the Oxford and Cambridge journal data related to the recent Fair Price faculty survey, article downloads, and citation data, and made recommendations regarding the priority journals. Heather has consolidated the revised spreadsheets and recommendations. The next step is a meeting on October 22<sup>nd</sup> between the review teams, the Heads of Libraries, and Heather MacFadyen to discuss the findings.
- Meetings:
  - Chaired Scholarly Resources Management Group meeting
  - Attended meeting of Library Heads re. Fair Price Initiative
  - Met with Resources Management Librarian
- Viewed:
  - ACRL webinar: Case Studies on the Impact of Ebook Archives at North American Libraries - Sept. 25, 2018.
  - CAUL Forum on Accessibility (web conference - first half) – Oct. 2, 2018.

### Head - Sexton Library

- I'm pleased to report that as of Wednesday, September 26th, we welcomed the return of David Ryan to the Sexton Library. You may remember that David worked at the Sexton from Jan-April 2018. He will be with us for an 8-week period (Sept. 26 to Nov. 20th) to provide us with assistance during Sarah Jane Dooley's sabbatical.
- Thanks to Sarah Davis who prepared a Mi'kmaw History Month display in the Sexton Library.
- I have attended meetings with: Senior Leadership Team; Sexton Library Services Manager; Sexton staff; Allison Fulford re. monograph fund allocation.

I have attended:

- Fall Convocation for Engineering, Architecture & Planning; Dalhousie Ignite Dinner;
- Launch of Downie-Wenjack Legacy Space & Mawi'omi.
- Nova Scotian Institute of Science Council meeting;
- SIM Panel: "Science and the Public Sphere" – Oct. 11, 2018
- School of Information Management Associated Alumni Award Ceremony

### Indigenous Services Librarian Orientation

- Arranged two meetings with new librarian Morning Star Padilla to discuss liaison role, past collections purchases, etc
- Arranged two meetings to introduce Morning Star to Indigenous Studies program faculty members Dr. Margaret Robinson and Patti Doyle-Bedwell.

Instruction: Taught PLAN 5000 class in Allison Fulford's absence; assisted Allie during PLAN 1001 class.

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

**Kellogg Health Sciences Library:**

- 1) **Opening of the Institute of Genetics (one of 13 CIHR Canadian Institutes of Health Research sites):** The launch was held this month for what is the only CIHR Institute in Atlantic Canada.
- 2) **Faculty of Medicine 150<sup>th</sup> Alumni Tours:** The Faculty of Medicine are organizing tours for Alumni and have 100 people registered for tours on Friday November 2, 3:00 – 5:00. The Kellogg Library spaces will be on the tour route along with the Anatomy Lab, the Brain Tissue Bank and Simulation Spaces in CHEB.
- 3) **Branding and Welcome signs:** Marlo has been working with Kellogg staff and Facilities to design branding and welcome signs for library spaces in the CHEB and Tupper.
- 4) **MHLA-ABSM fall meeting and CE event** – Health librarians from across NS and NB will be meeting in Halifax for this event on Friday October 19th
- 5) **Information in Action lecture series:** Melissa M, Melissa H, Robin and Jackie are partnering with health librarians in the area and participating in this lecture series that started up last spring.  
<http://libcal.nshealth.ca/calendar?cid=5104&t=d&d=0000-00-00&cal=5104&ct=33176>
- 6) **Cochrane Colloquium:** Robin Parker attended and had several posters accepted to the Cochrane Colloquium this year in Edinburgh.
- 7) **Caul negotiations for Cochrane Library:** Cynthia Hold is investigating an Atlantic licence for the Cochrane Library. We have great hopes that will work out.
- 8) **Displays:** Displays were posted for *Mi'kmaq History Month* and *Health Literacy Month*

**Scholarly Communications:**

- 1) **OA Week Events:** Full details will be coming out shortly
  - Session by Geoff on Open Access: Tips for Planning. Oct 24
  - Screening and facilitated discussion (partnership with SIM): Paywall: The Movie. Oct 25
  - Announcement of refreshed DalSpace landing page (blog during that week)
  - Wikipedia edit-a-thon November 7 (this one is a bit late but included anyway)
- 2) **Committees:**
  - Melissa Rothfus is now on the *CAUL Scholarly Communications Committee*
  - Geoff Brown is on the OER sub-committee of the *CAUL Scholarly Communications Committee*
  - Melissa Rothfus is a new member of the *RDM Working Group*
- 3) **Bill Freedman Book Project:** An event to launch the Bill Freedman text is scheduled for Thursday November 29 3:00-4:00. More details to follow.  
<https://digitaleditions.library.dal.ca/environmentalscience/>

- 4) **ORCID/SCIVAL:** The Library was approached by the Faculty of Medicine to provide training similar to that done for the Faculty of Health over the summer. This includes information on managing research identity and advice on how to populate and clean up citations from Scopus to ORCID with a view to analyzing data in tools like SciVal.
- 5) **Liaison development morning:** A liaison development morning is being planned for Friday November 16. The topics covered will be advising researchers on managing their research identity using a variety of research metric tools including ORCID, Scopus, SciVal, & Dimensions. All liaisons and those interested are encouraged to attend.
- 6) **DalSpace:** A DalSpace refresh is underway and we hope to release it during OA week.
- 7) **Libraries Workshop Series:** a series of workshops targeted at faculty and graduate students is in development and will be named Scholarship@Dal Libraries. Topics and dates will be announced soon.
- 8) **FORCE2018:** Melissa Rothfus is attending this conference as we speak in Montreal.

Respectfully submitted,  
Ann Barrett

**Michael Moosberger**  
**AUL Archives, Special Collections and Records Management & University Archivist Report**  
**18 September – 17 October 2018**

AUL Archives, Special Collections and Records Management

- Participated in a conference call with LAC staff related to the planning of the Indigenous Access and Knowledge Day to be held on 15 November.
- Participated in conference calls for the NHDS Steering Committee on 10 and 16 October and the CARL DPWG on 4 October.
- Reviewed and provided comments on Courtney's revised job description as University Records Manager.
- Attended Scholarly Communications Committee meeting to discuss book launch event for Bill Freedman e-textbook.
- Attended the iPRES Digital Preservation Conference in Boston from 24-28 September.
- Reviewed the Opinio survey results on monetary appraisal and preservation issues received from a number of CARL libraries.
- Attended 200th Anniversary Steering Committee meeting on 3 October and special Wrap Up Event meeting on 4 October. I have agreed to participate in the planning and creation of a time capsule that

will be built by Facilities Management and eventually placed in the Bi-Centennial Commons when it is constructed.

- Hired Met with Susan Mansour, Pharmacy to discuss the digitization of historic Pharmacy journals from the Apothecary Shop museum using some of the Gordon Duff bequest.

#### University Archivist

- Responded to a number of enquiries related to the donation of Dalhousie related archival material and historical questions about the University.
- Started research on Waldren Photograph Collection for a presentation that I will be giving in Pictou in November.
- Continued discussions with Halifax producer Chris Zimmer on licensing issues related to CBC production based on Thomas Raddall's novel, *The Nymph and the Lamp* with a draft license agreement now being prepared by his lawyers.
- Met with Martha Casey, Erin Stewart, and Robin Beaton from the President's Office to discuss the process for the transfer of President Florizone's and other legacy presidential records to the University Archives.
- Continued to work with Janice and the Archives staff on the planning for the replacement of half of the Archives' existing static library shelving with compact shelving on the east side of the Archives' storage area on the 5<sup>th</sup> floor of the Killam.
- Attended meetings with Archives' senior staff as well as the entire Archives' staff on 16 October.
- Worked with Courtney, Gwendolyn and Melissa on the development of naming conventions for use with Library Council documents.
- Reviewed and provided comments on the new E-Mail Management video prepared by Courtney, Marlo and Lindsay.

**Report to Library Council**  
**Sandy Dwyer**  
**Director, Libraries HR**  
**October 2018**

Guy Lelievre began in the split position, between Killam Access Services and the Archives, on October 1, 2018.

The posting for the SIT-2 Systems Administrator closed on June 4<sup>th</sup>. Interviews have taken place and we are in the process of checking references on the top candidate.

The System Developer posting, for a backfill to cover Margaret Vail's leave, closed on Monday. This is a 12 (temporary) month position.

Norbert Addo and I represented the Libraries at the "Discover Jobs on Campus" and networking event that took place on September 19, 2018 in Student Council Chambers (2<sup>nd</sup> floor SUB). Roughly 98-105 students attended the event and engaged with all of the on campus employers that participated. Norbert and I both thoroughly enjoyed meeting the students and telling them about student positions at the libraries.

**Report to Library Council**

**Marc Comeau – October 2018**

- I was at the Access Conference last week and there were many interesting talks. There were a couple that were of particular interest regarding Proxy tools that we're going to be exploring. One that's still in development is intended to support config file management and the other which is complete and in production at SFU helps with identifying breach patterns in log files. Both of these are existing challenges for us today.
- We've begun working with Archivematica in a more hands-on manner as we plan our way towards our own installation. We're working very closely with Creighton on this project.
- There's been continued development work on the DalClass document classification system.
- We've been working closely with MedIT for the past couple of months as we help to pilot some new Video Conference infrastructure. This new infrastructure helps to bring modern interoperability to VC rooms, allowing them to more easily connect to things like Skype and web clients. The licenses are limited through the pilot so we're only using it in certain circumstances at the moment.
- This past month has involved a lot of operational work for our team. Lots and lots of support work that keeps our services running well.

## **Report to Library Council**

**Anne Matthewman – October 2018**

### **AUL Learning and Teaching**

The team met in early October to discuss activities for the upcoming year. These include various half-day sessions for librarians and staff like the Tools and Trends Workshop held in the summer. Interns are continuing work on the Online Tutorials using YouTube. Julie Marcoux is stepping into her role as Liaison Librarian and Allison Fulford will join the team in her role as Liaison to the International Centre. Allie has already started to provide services to the Centre and has developed an International Students LibGuide.

I attended the Canadian AUL meetings in St. John's September 24-25<sup>th</sup>. There was discussion of new types of services such as building a Research Impact Service, digitization projects working with Rare and Special Collections. Sarah Stevenson gave an excellent overview of how Dalhousie Libraries are embracing the Truth and Reconciliation Project. There will also be discussion on professional development opportunities for AULs. There was also discussion on development opportunities for AULs generally.

### **ADAC:**

ADAC has not met since the last Library Council meeting. However, I have worked with the Chair to send out a message to Associate Deans regarding development of Open Education Resources in their respective faculties. This is part of the joint Libraries/CLT Working Group on OER. To date there has been limited response.

### **Dunn Law Library**

The Law Library is busy with students completing the first round of assignments. Additionally, staff have given several tours to internal and external groups. There was a series of seminars for graduate students as well. Hannah, David and I have been busy with teaching Legal Research and Writing to the first-year class. We each have approximately 60 students. We are continuing with the flipped classroom method and trying to use as much active learning in the classroom as we can.

Linda Aiken and I have been consulting with faculty on resources to be perhaps be discontinued and on new titles which they have requested.

The Library will open the "Legal Research Escape Room" for APLA Games Week. Additionally, first-year students will try the room so that we can test retention of legal research skills.

The Law School is once again sponsoring its mini-law sessions for the public. On October 17<sup>th</sup> Professor Faye Woodman will discuss several areas surrounding wills. One of these areas will be what happens to one's digital assets, eg. Facebook or LinkedIn, after death.

## Senate Representative Report to Library Council

October 2018

The most recent Dalhousie Senate meeting for the 2018-2019 year took place on September 24<sup>th</sup>, 2018 in Theatre A of the Tupper Medical Building (with videoconference attendees in Truro and Saint John). The following report summarizes the major items discussed at the meeting.

The meeting opened with a question period, where Senator Florizone discussed the successful partnership with MIT REAP (Massachusetts Institute of Technology Regional Entrepreneurship Accelerator Program) and that the university will be continuing to work with REAP partners around the world. He continued on to express that he feels that senate needs to re-shift its focus back to academic matters as opposed to issues that could be handled at the Board level.

Tereigh Ewert-Bauer gave a presentation on steps to make diversity and inclusion a reality, and she started by discussing universal design for learning guidelines (aka what is motivating the student to want to succeed in class and why they're learning). She also noted that a professor's passion about what they're teaching transfers to their students. She went onto discuss the WHAT and HOW of learning, and she demonstrated an inclusive teaching assessment that focused on the 'assessment of' and 'assessment for' of learning.

This was followed shortly after by a report from the Senate Planning and Governance Committee on their review of the Faculty of Architecture and Planning. There were two major takeaways from this review (among many other points made): The facilities are atrocious and students aren't staying more than approximately 3 years. It was also noted that students feel underserviced at the Sexton campus. This presentation was followed by a reply from Christine Macy, Dean of the Faculty of Architecture and Planning.

Next on the agenda was a presentation from Pemberton Cyrus on Academic Innovation, and he started by giving details on retention at Dalhousie. The first year retention rate in 2016-2017 was 83.4 %, and enrolment grew by 258 this year. He noted that if we were to keep half of the students we lost, we'd have a retention rate of 91.7%. Senator Cyrus continued to discuss why students are leaving (low SRI scores, high DFW rates, low GPA). He noted that active learning has a strong affect on student retention, and then discussed various active learning methods that can be used (group quizzes are very helpful in giving students higher course scores). He wrapped up by discussing that active learning grants are available, and that Dal recently held an active learning symposium.

Senators Kevin Hewitt and Louise Spiteri gave an update on the Presidential search committee, and put a question period out to the rest of Senate asking for issues that they feel should be addressed when searching for a new President.

The Senate meeting finished with brief reports from the Dalhousie Student Union as well as the Provost.

Respectfully submitted by:

Jackie Phinney  
Instruction/Liaison Librarian

October 12th, 2018

# SLT report

Marlo MacKay

September 21–October 18

- Engaged in ongoing meetings with LAC and SIM in preparation for Access to Indigenous Knowledge symposium to be held at Dal on November 15.
- Prepared annual Mi'kmaq History Month display in Killam lobby with artifacts from Kara Paul's and Michelle McDonald's personal collections.
- Attended and introduced Janet Burt-Gerrans at a SIM lecture that was presented in partnership with the Libraries on the topic of right to know.
- Completed original design on a donor bookplate for an upcoming donation to Sexton and Killam Libraries.
- Designed branding of study rooms in the CHEB.
- With Heather MacFadyen, engaged in communications planning for journal unbundling messaging.
- Finalized design and text for a new seed library brochure.
- Attended the Belong Forum with Temple Grandin at the Agricultural Campus.
- Attended the launch of the Student Learning Commons in the MacRae.
- Met with Marilyn Smulders, Director of the Writers' Federation of Nova Scotia, to do a site visit of the Victorian Lounge in Shirreff Hall for scary stories event presented by Dal Libraries and WFNS on Oct 25.
- Hosted Linda Bedwell at a Dal Reads meeting as we begin to assess the program.
- Prepared communications for Dalhousie's United Way campaign as the communications contact for Dal's steering committee.
- Organized the delivery of hundreds of (and personally delivered some) Dal Reads books to residences in Halifax in Truro.
- Engaged in ongoing meetings, preparation for, and execution of Gord Downie & Chanie Wenjack Legacy Space launch event, in co-operation with the President's office.
- Coordinated and attended the first Dal Reads event of the year, a video conference in-class session with Nalo Hopkinson in Shauntay Grant's Creative Process class (CRWR 2001)
- Engaged in ongoing meeting and planning for events for Open Access Week.
- Attended some of the on campus Mawio'mi.
- Met with Indigo Christ (Residence Education Administrator) and Lindsay McNiff to discuss ResLife programming.
- Attended the DPMG general meeting.
- Attended the Dal Libraries' Health & Wellness Committee meeting.
- Engaged in planning, with co-chair Linda Bedwell, of this year's Student Input & Feedback Team meetings.
- With Courtney Bayne, completed a soon-to-be released video for the Dalhousie community on the topic of email management.
- Extracurricular: Provided media training workshop to the APLA executive and committee members.

## AUL Library Services & Head, MacRae Library

### Highlights for Library Council October 2018

#### Library Services

**Bicentennial Commons Design Input Session** – I participated in a session with the firm currently working on the design for the Bicentennial Commons. Feedback from previous sessions was shared with the group. A large contingent of students and faculty from the Landscape Architecture program in Truro were in attendance, bringing lots of ideas to the discussion. The table groups discussed the project from various angles such as circulation, seasonal programming and culture.

**CAUL Forum on Accessibility** – I, along with other members of the Dal Libraries, participated in the online CAUL Forum on Accessibility. The in-person session was held at Cape Breton University. Lots of very useful and timely information and experiences were shared by the speakers. Topics ranged from accommodations and physical accessibility to assistive technologies, and useful features of common software (Microsoft and Adobe) .

**Document Delivery** – Linda, Joe and I met with Marc Comeau to discuss various technical issues around Document Delivery and Relais. The next step will be to arrange a meeting with ATS staff involved with Relais and the Relais technical staff in hopes of resolving some issues unique to Dalhousie.

**Indigenous Services** - We are welcoming our new Indigenous Services Librarian, Morning Star Padilla, to her first Library Council meeting this week. She has made contact with many of the key individuals that she will be working with in her new position. The opening of the Gord Downie & Cheyne Wendjack Legacy Space in the Killam Library took place on Thursday, October 11<sup>th</sup> and was well attended. Morning Star and I also attended the Mawio'mi held later that day. The opening of the NCTR Hub has been set for November 19<sup>th</sup> at 1:00 p.m. at the MacRae Library. A planning meeting for the event was held late last week. The Ad Hoc Committee will be re-assembled to develop the service model for the Hub.

**LIPCC** – The interns did a fantastic job highlighting their projects at this year's Summer Shine, that was held on October 20<sup>th</sup>.

**Patron Loading** – We have entered the final week of testing for the Patron Load from Banner to Aleph. As soon as any final issues are addressed, we will begin regular loading of the data for Dalhousie and King's. Loads will be limited to new patrons only and includes students, faculty and staff.

**People Counters** – A third people counter vendor has been identified and we have reached out to them for information on their system and pricing. Once that is in hand we can begin the process of finalizing the vendor and coordinating with Facility Management regarding the installation and configuration of the units.

#### MacRae Library

- **Student Learning Commons** – The final deficiencies list is in the process of being addressed but the space has been open and operational since late August. The Grand Opening was held the evening of September 27<sup>th</sup>, in conjunction with the 200<sup>th</sup> Coast to Coast tour stop in Truro. The evening started with a smudging in the Multicultural Centre, led by Elder Jane Abram. The Library team was acknowledged by the Dean of the

Faculty of Agriculture for the work that had gone into making the new Student Learning Commons a success. We continue to work on defining the intended uses of the various spaces, which are in high demand for bookings from many varied groups. The self-serve café is a popular component of the SLC and is well used and working well.

- **CIBC Multicultural Centre** – A meeting was held to discuss how the CIBC Multicultural Centre might be used and what would be needed to encourage people to use it. It is currently an unfurnished space. In addition to Erin, Marlo and myself, the group included Art Stevens, Manager of Indigenous Students for the DalAC, as well as representatives from the International office (AC) and Student Success. A list of items suggested for the space is being compiled and priced.
- **Art Show** – planning is underway for this winter's DalAC Student, Staff, Faculty and Alumni Art Show. The new curator this year is also an alumnus of the Faculty, Stephanie Peach. The opening date for this year's show is February 28<sup>th</sup>.

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## Report to Library Council

Janice Slauenwhite

Manager, Financial & Physical Resources

October 2018

### Financial

- Multi-year integrated planning process (preliminary meeting with Financial Services to discuss process). Plan to be submitted by November 14<sup>th</sup>
- Mid-year variance reports due by November 9<sup>th</sup>
- Have been ordering items identified for purchase with equipment & furniture allocation funds (e.g. electric height adjustable tables, task chairs)

### Facilities

- Attended various meetings with Facilities Management related to projects such as the installation of compact shelving in Archives, status of staff elevator upgrade in Killam
- Attended grand opening of the Student Learning Commons – MacRae Library  Attended the Legacy Space launch