

Library Council Meeting
Minutes
May 16, 2019
Room 2902, Killam Library
10:00am – 11:36am

Present: Gwen MacNairn (Chair), Carol Richardson (Recording Secretary), Allison Fulford, Anne Matthewman, Creighton Barrett, Courtney Bayne, Donna Bourne-Tyson, Elaine MacInnis, Erin MacPherson, Geoff Brown, Hannah Steeves, Helen Wojcik, Jackie Phinney, Jan Pelley, Janet Hathaway, Janice Slauenwhite, Julie Marcoux, Karen Chandler, Karen Smith, Kirsten Huhn, Lachlan MacLeod, Linda Clark, Marc Comeau, Marlo MacKay, Michael Moosberger, Michelle Paon, Sandy Dwyer, Sarah Jane Dooley, Sarah Stevenson; Library Intern Guests: Annalise Benoit (Sexton Library Intern), Becky Morrell (Kellogg Library Intern), Conor Falvey (Kellogg Library Intern), Elizabeth McElroy (Sexton Library Intern), Mitchell Jabalee (University Archives Intern), Nicole Marcoux (Killam Library Intern), Nicole Slipp (Killam Library Intern)

Regrets: Alice Stover, Amanda Sparks, Ann Barrett, Brian Lesser, David Michels, Dominic Silvio, Gail Fraser, Heather MacFadyen, James Boxall, Joe Wickens, Joyline Makani, Leah Unicomb, Linda Bedwell, Lindsay McNiff, Mark Lewis, Melissa Helwig, Melissa Rothfus, Mick Bottom, Morning Star Padilla, Robin Parker, Roger Gillis, Sai Chua, Shelley McKibbon

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

Welcome to our new Dalhousie Libraries Interns. They will introduce themselves during the roundtable.

1. Adoption of Agenda

The agenda was adopted as circulated.

2. Approval of the Minutes (from April 25, 2019)

File in Brightspace: 20190425_LC_MIN_DRAFTv2

Approval of the Minutes from the April 25, 2019 meeting has been deferred to June's Library Council meeting because we need quorum.

3. Business Arising (from the Minutes)

3.1 LC Membership document LC_Membership_201905

There has been a recent change in the Library Council Membership. This change is reflected in the LC Membership document located in the [LC documents] section within BrightSpace.

The final meeting for 2018/2019 Library Council year will take place on June 20. At this meeting, the new Chair and Secretary of Library Council will be elected for 2019/2020. It was noted, the Library Council Membership document highlights who has previously served (in yellow) or is not available to serve (in green). For those not highlighted, please consider offering to take one of these positions for the 2019/2020 Library Council year.

To confirm the best day for our monthly meetings when they resume in September, an email will be sent to all council members. Most recently, it has been the 3rd Thursday of the month. We want to hear back from members who were not able to attend today's meeting.

4. DDA 2018/19 Summary Report – Kirsten Huhn

Highlights of the presentation:

DDA stands for Demand Driven Acquisitions. This pool of ebooks is discoverable using the Primo interface or the Discovery interface. All Novanet Libraries participate. When a user discovers a title of interest, their click triggers a short term loan. The library that the borrower comes from then pays a small fee. For Dalhousie, two previous short term loans of the same title will trigger a purchase.

- This is a Novanet program and the Dalhousie Libraries purchase these titles through YBP. These ebooks are accessible on the ProQuest Ebook Central platform (listed in the A-Z databases).
- For the past fiscal year (2018/19), we spent over \$40,000 CAD for both short term loans and autopurchases. A total of 924 titles were triggered during this period. It was noted, 15.5% of all access times were between midnight and 5:00am.
- Fewer short term loans were triggered this year, compared to the previous years. Although the number of short term loans has gone down it follows a similar trend line, with ups and downs based on the time of year.
- The autopurchases trend is the opposite and has gone up. This could be due to the nature of the program because there is no annual reset. It was noted, short term loans are cumulative. So two short term loans of the same title in 2017 and 2018 would become autopurchases in 2019.
- This is a multi-publisher program so the pool of ebooks come from many different publishers. Each publisher sets their own prices and the prices vary widely. The average cost for a short term loan for the Dalhousie Libraries was \$23.70 and an autopurchase was \$122.45. The average cost for a DDA ownership is \$169.85. This is calculated by adding up the two short term loans which take place before triggering the autopurchase.
- Top publishers include McGill-Queen's University Press, Duke University Press and Wiley. These three publishers were in our Top Ten for both the number of titles purchased and for the amount of money spent.
- Borrowers triggered titles from as far back as 2012/13 so it is not always new titles being selected. The subject areas are also across the board, so no preference for a particular area.
- If we look for triggers by year then by the month, there isn't a big drop in the summer/spring months, as you might expect.
- The highest number of unique titles by subject (LC) are Sociology, Medicine, and History. The highest number by cost per title are the same three subjects. It was noted the average cost for a book in Medicine is \$40.
- Our most highly used ebook titles include the *DSM-5* (Diagnostic and Statistical Manual of Mental Disorders, 5th ed.) and *Decolonizing Methodologies* by Linda Tuhiwai Smith.

5. Scholarly Resources Management Group (SRMG) - Michelle Paon

Draft copies previously distributed: Annual Report & Terms of Reference (proposed revisions)

- Discussion: Annual Report

The Annual Report indicates types of discussions and decisions made. Michelle noted, she includes bullet points in her monthly Library Council Reports of any work that is being done through SRMG. The committee has representatives from each of the Libraries. Some members may be the Heads of each library but others may be members designated by the Head. The Committee met five times in the last year and another meeting is scheduled for late May.

Motion: To accept the Scholarly Resources Management Group (SRMG) Annual Report as submitted.

L. Clark / K. Huhn

Carried

- Discussion: Revisions to the Terms of Reference (ToR).

The Committee identified several items that needed to be updated.

One of the changes was to eliminate the words “his” or “her” because the university now uses the word “their” instead.

The Committee is adding the Collections Analysis Librarian as a new member. It was noted, Kirsten Huhn has been attending meetings as a guest.

The primary responsibilities section had changes to the language to clarify the role of the Committee because some decision’s need to go to and be made by the Senior Leadership Team.

2.2 - indicates that the Committee consults the Senior Leadership Team regarding the spending of one time funds.

2.3 - clarifies the connection with the Disaster Management Team.
SRMG provides support to this Team.

Replaced the word “Chairperson” with “Chair.”

Motion: To accept revisions to the Scholarly Resources Management Group (SRMG) Terms of Reference as submitted.

A. Fulford / K. Huhn

Carried

It was noted, Annual Reports from our other Standing Committees will be coming to the June Library Council meeting.

6. Highlights from the Senate Report – Jackie Phinney

Only one Senate meeting held since the last Library Council meeting.

The full Senate Report is attached.

Question: Jackie asked Council Members if this reporting style was working well for them?

Responses: Members find it very helpful to have verbal highlights with more detailed information in the Senate Report.

7. Reports to Library Council (previously submitted):

- | | | |
|----------------------|----------------------|-------------------|
| - Ann Matthewman | - Janice Slauenwhite | - Sandra Dwyer |
| - Donna Bourne-Tyson | - Marc Comeau | - Sarah Stevenson |
| - Elaine MacInnis | - Marlo MacKay | |
| - Janet Hathaway | - Michelle Paon | |

Questions and Discussions:

Marc Comeau

- *You brought forward proposals for Panopto and Brightspace. Are you asking for new bids?*

No, this is being done to maintain what we have. The Brightspace proposal has a shift in packaging so we need to extend our contract by a year. Once this is sorted out, we should have a learning object repository. That tool allows you to share Brightspace objects within Brightspace. This tool will not be good for all departments. We hope it can be pulled together this summer. Panopto was originally a 3 year pilot. We have asked for 2 more years of funding to do a review of it. It was noted, Panopto is being rolled out to more rooms to be more widely available.

- *Between SharePoint/One Drive and NAS, if you are going to be doing some file “cleaning up” over the summer, what would you suggest for long term/short term or medium term storage?*

There is a document called “Information Security Classification Standards and Guidelines” provided by the Information Governance Steering Committee. Depending on whether or not it is for archival retention or if its just destruction that would be the first question due to the fact that it’s easier for the archives to capture documents that are stored in NAS as opposed to any other platform right now. When it comes to storage of records in general, consider the use of SharePoint or NAS as the two best suggestions. The “Information Security Classification Standards and Guidelines” document is available on the records management website. There is a table outlining approved repositories based on the level of security classification. Once you determine if the file is public, internal, confidential or sensitive, this document will guide you through the process. <https://dalu.sharepoint.com/sites/mydal/dc/ITS/Documents/info-security-classification-standard.pdf> Please send Courtney any questions you may have.

Standing Committees and other groups and committees were encouraged to support the process by looking at file naming conventions and trying to be more consistent with their own files. There will be a training session this summer on how to implement these guidelines. A lot of time was spent on this document so thanks to Marc Comeau’s team and Michael Moosberger’s team. Also because of the cost associated with NAS, we are looking at a strategy to move us off NAS and make SharePoint the primary platform for the libraries. This will require some consultation. It was noted, there is no additional cost for SharePoint or One Drive but there is for NAS.

Donna Bourne Tyson

Donna’s monthly report (attached) provides additional comments on the roundtable from the March Library Council Meeting. In a couple of cases, she couldn’t tell exactly what was meant by specific comments. For example, expanding our PhD enrollment was linked to students encountering racism issues. It was noted, this comment may have come from a panel discussion that was held on campus from graduate students talking about their experiences either on campus or in the HRM community? Someone may have heard or read the write up about this. Also a comment about one Chair not being enough. Not sure if it meant a CRC Chair or what Chair. In general, when you get a chance to read through Donna’s responses, please contact her so these comments can be clarified. Donna would like more information so she can add to her comments and/or address the issue if necessary. It was noted, there is also literature saying how we our burning out our Indigenous scholars.

Our Interim Strategic Plan was presented to the Senate Planning and Governance Committee (SPGC) and was accompanied by a distribution of our Annual Report. The Committee was delighted with everything we are doing and thanked us for the impressive work.

8. Library Council Committee Discussion

Current Standing Committees: Communications Team (CT); Libraries Internship/Practicum Coordinating Committee (LIPCC); Preservation Committee (PC); Scholarly Resources Management Group (SRMG); Service Point Committee (DLSPC); Web Advisory Committee (WAC).

There are three things the current and past Chair want accomplished before the end of the 2018/19 Library Council term.

- Better organization for distributing and storing our documents.
We are now doing this with Brightspace (for short term) and DalSpace (for medium term).
- Finalize revisions to the Library Council Terms of Reference and submit to Senate.
This has also been accomplished.
- Clarify our committee structure.
This needs to be more transparent and easier to understand.
 - AULs have Leadership Teams/Groups/Committees and Heads have Management Teams/Groups/Committees. Activities should be reported in their monthly reports.
 - Library Council has Standing Committees and Short-Term Working Groups. These are defined by their Terms of Reference and reporting is done with annual reports.

The Committees of Library Council webpage <https://libraries.dal.ca/about/office-of-the-university-librarian/library-council/committees-of-library-council.html> has been updated and lists only the active committees. A list of previous committees and working groups that have finished their mandate will be recorded in the history document that was created to identify our past Chairs and Secretaries.

Discussion:

- Is there a comprehensive list of all the committees, teams and working groups? We don't know which AUL has which groups and what projects they are working on. It would be really nice to become aware when a new group is formed just in case it ties into your job and then you can talk to someone who is on the group so you know what is going on or just know what great work is being done by the group or other people in the libraries.
- Marlo previously created a circular organizational chart featuring the Senior Leadership Team (SLT). The intention was for each member of SLT to be featured in a similar circular chart showing a visual representation of their teams, working groups and committees. This next level is still a work in progress.
- It was suggested to create a list under the Senior Leadership Team on the libraries website and break out the details from there. Right now the Standing Committees of Library Council are on the Dal Libraries website and are linked to Library Council. Each Standing Committee has links to their Terms of Reference (stored in DalSpace). It was noted, a link to each other (SLT and Library Council) would also benefit staff.
- There are team meetings and ad hoc meetings that should be listed somewhere (on the Libraries website rather than Brightspace) for all staff to access.
- If any standing committee does not meet at least once in an academic year, it becomes a dormant committee (it has a past but not necessarily a future).

- It was noted, there can be a communication gap between a committee being mentioned and someone looking for it from the outside, e.g. hiring committees.
- It is sometimes hard to figure out the reporting structure because that information is no where to be found.
- Any lists would become living documents and need to be maintained once created.
- It was suggested to create more links under the University Librarian to list the teams, groups and committees associated with each member of the Senior Leadership Team.
- It was suggested to keep it simple. For example, if you have a project and need to get a few people together to work on it, having some consulting librarians may be simpler than making everyone a committee member.

9. Roundtable

Tell us about your committee experiences.

Janet Hathaway

Interim University Librarian at King's College

Serve on some campus committees such as the Sexualized Violence Policy Implementation Committee, Faculty Committee, Senior Administrative Team, take notes for the Board of Governors, Academic Integrity Officer, in addition to the library and archives work.

Donna Bourne Tyson

University Librarian

On too many committees to name.

Sarah Jane Dooley

Chair the Libraries Internship Practicum Coordinating Committee – which works really well but is a different kind of committee. The membership is made up of whoever is supervising an intern that year so there is a lot of turn over. The majority of the work provides the Enrichment Program for the interns. Sarah Jane is working on the LIPCC Annual Report and will update the LIPCC Terms of Reference to reflect the his/her/their language modification and submit them to Library Council in June. She agreed that it would be helpful to have an overall list of working groups and advisory committees to go to, especially if there is an area of interest you would like to pursue. Plus it is nice to know what else is going on.

Helen Wojcik

Manager of Killam Access Services

Chair of the Killam Library Safety Committee – which is used to organize fire drills.

Jan Pelley

Manager of Access Services at the Kellogg Health Sciences Library

Sits on a number of committees and finds them to be a very positive experience.

Elaine MacInnis

Associate University Librarian for Library Services and Head, MacRae Library

- Sits on a number of committees.

- Having a place to go and know about the various committees would be very useful.

- Supports a consultation model as a way to represent a small library. We can't sit on every committee but would like to be invited when our role or library needs to be consulted.

Otherwise we can keep up to date through reading minutes.

Karen Smith

Special Collections Librarian

Sits on many committees within the libraries and faculty departments including the Disaster Management Plan Committee, Preservation Committee and the Academic Development Committee.

Lachlan MacLeod

Copyright Services Coordinator

Sits on the Copyright Team, Copyright Advisory Committee, the Data Team, the Web Committee and several project groups.

Courtney Bayne

University Records Manager

Not on any particular committee, more on working groups and receive guest invitations to attend other committee meetings.

Linda Clark

Law Librarian

On a few committees regarding resources and services.

Am happy to serve on other committees where a law representative is needed.

Hannah Steeves

Instruction and Reference Librarian at the Law Library

On a number of committees that are both internal and external to the libraries.

Karen Chandler

Manager of System Wide Resources based in the Killam Library

Served on many working groups and teams.

Internally: Resources Group - the managers meet on a regular basis

Externally: Novanet Acquisitions/Serials Committee - as a long serving member

Like the idea of keeping a list that is organized, aligned and easily accessible.

Would love to have the acronyms associated with these groups available somewhere.

Geoff Brown

Killam Librarian

I think there is probably a third category of committees.

The librarians have a contract with the university that requires them to sit on specific committees such as the Killam Library Appointments Committee (KLAC). There is also the Killam Library Travel Committee which sits under the Head of Killam.

Janice Slauenwhite

Manager of Financial and Physical Resources

On the Senior Leadership Team, Disaster Management Plan Team, Records Storage Team plus a few more external to the libraries groups.

Sandy Dwyer

Director of HR for the Libraries and Access Services

Besides Co-chairing the DLSPC, I sit on a few internal groups such as the Dalhousie Libraries Health and Wellness Committee, the Diversity & Inclusion Committee, the Disaster Management Plan Committee, the Training and Development Working Group plus various other working groups external to the libraries.

Allison Fulford

Librarian at the Sexton Library

One of my best committee experiences so far was working with the Web Committee when we were designing a new website for the Dalhousie Libraries.

Anne Matthewman

Chief Law Librarian and the Associate University Librarian for Learning and Teaching

Sit on a number of committees within the roles of Law Librarian and AUL, such as Associate Dean's Academic Council which relates to academic issues in the university. Can highlight relationships with the library by providing information to those committees along with Library Council.

Endorse the previous comment about keeping it simple.

Sarah Stevenson

Associate University Librarian Research and Head, Killam Library

Sit on various committees both local, university, regional and national.

Found this discussion interesting and helpful. Having a list would be helpful.

Kirsten Huhn

Collections Analysis Librarian based in the Killam Library

Sit on two committees right now including the Travel Committee and SRMG as a guest.

Attend the Resources Management Group meetings. Experience so far has been good.

Marlo MacKay

Communications Coordinator

Chair the Dal Reads Committee and Co-chair the Dal Libraries Literary Committee.

Also a member of a few internal committees and committees external to the Libraries.

Marc Comeau

Director Academic Technology Services (ATS)

Internally involved in teams within the ATS unit.

Also sit on various committees external to the libraries.

Erin MacPherson

Research Data Management Librarian and the Liaison Librarian for Agriculture

On a number of committees in the library as well as in the Faculty of Agriculture. Also the Live Help Coordinator for Dalhousie and the Chair of Live Help for Novanet, until September.

Jackie Phinney

Librarian with the Kellogg Library based on the Dalhousie Medical campus in New Brunswick

No experience with Library Council Committees but have been asked to be on working groups and join discussions by faculty and teams internally. The working group experience has been great.

Gwen MacNairn

Current Chair of Library Council, the Coordinator for GIS and Data Services plus the Liaison Librarian for Medical Sciences and Biology. My connection to two Heads is through the KLMG and KLSP management groups. Members of the GIS & Data Team provide a library service which reports to Elaine MacInnis, and our information is mentioned by individual members or listed in Elaine's monthly reports. Am also elected to serve on KLAC or LSAC.

Michelle Paon

Interim Associate University Librarian for Resources and Head, Sexton Library

Been on a lot of committees and with the new role, many more committees. As a liaison librarian, was very involved with the instruction and information related committees and was on a few space planning committees. Most interesting were committees external to the libraries, e.g. curriculum committees. It has been a good experience to be on these various committees.

Michael Moosberger

Associated University Librarian for Archives, Special Collections, and Records Management and the University Archivist

Currently on the Senior Leadership Team for the Libraries and the Secretary of the University Records Committee which is a university wide committee to oversee the implementation of the records management policy. Sit on the Preservation Committee within the libraries and on two national committees. Have sat on a lot of external and internal committees over the years.

Creighton Barrett

Digital Archivist based in the Killam Library plus Liaison Librarian for Music
Chair the Preservation Committee.

Rather than a list of all of these committees, let's think about how they fit into the governance of the libraries and the structure of the university. Also what they do and how they report. What things sanction or create them. The committees that are in the collective agreement are contractual requirements that have to exist. Library Council is not actually one of those committees and is set up under a different authority. AUL Teams that come and go are less concerning than the governance and clarity around what the roles and responsibilities are for each senior leadership member and their various management committees.

Julie Marcoux

Data Librarian, Psychology & Neuroscience Librarian
Current Supervisor for the Killam Interns

Interested in the AUL Groups and Teams and would like to get more updates of what is going on from colleagues.

Two wish list items:

- 1) It feels like some AUL Teams, Groups and Committees do a lot of direct recruitment when a new idea is created rather than having an open invitation to join the group. This means staff may not know the group has been created. An open invitation makes it more transparent and shows the existence of the group.
- 2) When a new working group or team is formed it would be nice for the AUL / Head to put it in their monthly report.

Additional comment

It was suggested for members of the Senior Leadership Team to put a current list of groups, teams, and committees connected to their roles but internal to the libraries in their next monthly report to Library Council.

10. Announcements

The Libraries Internship and Practicum Coordinating Committee (LIPCC) wants to thank everyone who is assisting with the delivery of this year's intern programs. Many events take place in May. The Research Bootcamp is going really well. It was noted, greater participation in Truro this year and a Bootcamp Day is taking place in Saint John, New Brunswick, with Lachlan, Julie and Jackie participating.

11. Any Other Business

Thank you to everyone who has been helping Courtney identify the SharePoint 2010 issues.

Please RSVP to the All Staff BBQ taking place on May 30th.

Meeting adjourned at 11:36am.

Senate Representative Report to Library Council

May 2019

This report covers the Dalhousie Senate meeting that took place on May 13, 2019. It occurred in Theatre A of the Tupper Medical Building, with videoconferencing to Saint John and Truro.

Presentation: Steps to make diversity and inclusion a reality

Art Stevens (Manager Indigenous students, NS Agricultural campus) presented to Senate, and began by giving some background information on himself and his position. He noted that indigenous people are not an equity seeking group like others because they have constitutional rights. He discussed that Universities Canada has established 13 principals on barriers for access to university education in indigenous communities. Art reiterated the idea of “nothing about us without us”. He noted that under a recent strategy at Dal, there are three actions that are required including establishing an advisory board (already happening at Dal but want to go broader), establishing more indigenous community engagement, and allocating new/continuing funding to office of indigenous relations.

Items for approval:

THAT Senate approve the amendments made to the Senate Reviews of Faculties: Policy and Procedures as presented

Background: The current policy considers a program relative to the faculty’s and the university’s strategic goals. Program portfolio rationale is a factor, and the question is: Is there a clear rationale for the current portfolio of programs offered entirely within the faculty or in collaboration with others?

Motion carried

THAT the Senate approve the amendments made to the academic appointments policy as presented.

Background: Current guidelines require two changes to the policy that oversees Professor Emeritus status being granted: Section C3’s description of Emeritus appointment (change: need to remove minority language so it’s open to more people), and section F5 which speaks to the process of Emeritus appointment (change: suggesting the President has the ultimate authority to grant this without recommendation from the Department Chair/Dean first). The question was raised if this would mean a guarantee of resources for the faculty member (such as library resources), and the answer was that it would be based on discussion between faculty member and their Dean at the time of retirement. Issues noted included that most professors would automatically become Emeritus instead of it remaining a specialized process, and another member of Senate asked if this would mean the dissolution of faculty-level guidelines for emeritus appointments. The answer to this question was yes, meaning that the university’s new policy would replace any faculty-level policies.

Motion defeated

Report: Provost report to Senate

Senator Balsler noted that convocations are underway. She discussed the establishment of an International rapid task force to look at allocation of funding for international student support. In achievements, she noted that various Dal athletics will be represented at the world university games this summer, and other student sports accomplishments are going on. The code of student conduct review is currently underway, and Senator Balsler indicated that they are in the final stages of the search for assist Vice Provost and Registrar. She gave an update in the approach, process, and timing of Dal Planning 2019. In this she covered some of the major themes that have been emerging, along with critical questions that have been asked during consultations. Senator Balsler discussed the upcoming planning retreat and end of year gathering for faculty/staff on May 22 from 1-5pm in the CHEB.

Respectfully submitted by Jackie Phinney

Report to Library Council

Anne Matthewman – May 2019

AUL Learning and Teaching

Team members participated in the CLT conference and have also been busy with the Research Bootcamp. The team will meet in early June.

The OER working group has put together a Dalhousie specific survey regarding awareness and adoption of open educational resources. The survey will be released at the end of May. We hope that the survey answers will help steer our future plans.

ADAC:

ADAC has met infrequently over the past two months. The recent focus has been on Early Assessment results and whether they predict a student's overall performance. For first-year engineering students particularly analysis of marks shows that assessment can predict poor academic performance later in the term. Early assessment considers reading speed, comprehension, and vocabulary.

Dunn Law Library

We are pleased with the publicity our Legal Research Escape Room is getting. Thanks to Marlo for the promotion. On May 14th, the Dal News article was tweeted by the American Association of Law Libraries.

The Law School Professional Development Day will be held on May 21st. The focus of the day will be curriculum reform. It is important for our librarians to participate so that we can anticipate future collection and research requirements in the Library.

Our summer student, Annaliese Benoit has started and is busy getting up to speed on a number of projects and with assisting at the circulation desk.

Mark and Hannah have been busy teaching in the IB&M pre-law programme and with the Law Research Assistants. Additionally, Hannah participated in the Research Bootcamp. Finally, Hannah and David presented on the Legal Research Escape Room at the CLT conference.

I have submitted my chapters for the 8th edition of the *Legal Writing and research Manual*. Publication of the book is planned for the end of the summer.

University Librarian Update May 2019

Convocation Changes -- The unveiling of the *New Dawn Staff of Place and Belonging* took place during the Faculty of Agriculture Convocation ceremony, on May 10th. The ceremony included a retirement of the University mace and an historic unveiling of the new ceremonial object.

This Spring, with an eye to length of program and consistency in approach, they will announce only the names of individuals who play a role onstage (e.g. Chancellor, President, Chair of Senate, Provost, Dean(s), Elder(s), honorary degree recipient(s) and/or Convocation speakers). This means the University Librarian won't be introduced at each convocation with means a loss of visibility for the Libraries, but the decision is under review and may be temporary.

In an effort to encourage more faculty to join the procession and sit onstage, faculty members with graduating Master's students are encouraged to join the platform party and stand beside the President to present parchments.

The Arts Centre will undergo significant renovations over the next year and beyond, so the Convocation Steering Committee has begun exploring other venues off campus.

National Organization for Digital Research Infrastructure – during March and April as things were wrapping up for my term as CARL president, the CARL Office and Portage Team were extremely busy working on a proposal for ISED, for a new organization to deliver research data management services, advanced research computing, and research software support. The proposal writing was steered by a group of VPRs appointed by ISED, with Portage, CUCCIO, RDC and LCDRI colleagues working in the background. There were many short deadlines and conference calls, and hopefully something will be announced before the election is called in June. Both CARL/Portage and CAUL-CBUA are involved to various extents and have a great interest in the outcome.

Brief Responses to Library Council Notes from March Minutes, During Preparation for Provost's Visit –

As I mentioned at the April meeting, here are some responses that I hope help to shed more light on various questions or comments that LC members mentioned during the March meeting, which I was not able to attend.

- Dr. Balsler met with the Law Faculty and talked about putting money into research labs. It was mentioned to her at the time that libraries are the labs for people doing research and need to be funded in the same way as other labs. It was noted she does have the libraries on her radar.
The Provost did hear this from both Law and FASS and \$200,000 has been added as a one-time addition, to address gaps in the collection in the areas covered by FASS. This is unofficial news until the Board of Governors approves the budget in late June.
- Support the programs the university offers with budgets that actually allow us to improve, grow and expand. We provide safe spaces that are welcoming for work and study. Where do students go when these spaces are at capacity? If we increase the FTE, where is everyone going to be housed?
What in particular the concern is here? We can discuss this further in LC? In comparison to quite a few CARL libraries, we are well-funded, particularly for collections, with our USD reconciliation fund and the 2-3% indexing on our Acquisitions line, which is a protected line. None of this exists at several other U15 institutions. We do not have as many librarians as our benchmark comparators, but we do have more student seats than some – we are in the middle of the pack for that. If there is interest, various SLT members and I can provide some benchmark figures, which we maintain, working with Linda Bedwell and others.
- What do they mean by growth? Do they mean overall more numbers or are they looking at growing particular areas. Do we focus on being more specialized and pay attention to unique things. Are we going to reduce enrollment in other areas to grow PhD?
Nothing has been decided yet, and this is one of the areas where the Provost is seeking input. There has been some work done on what effect there would be on the Libraries if enrolment

grows significantly, overall in general, or with PhD students in particular. We have provided information to the Provost's Office and Grad Studies about license cost increases, student study space requirements, and the need for additional staffing. We also request funding for additional staff each year during the annual budget meeting, and have been successful in several cases, in obtaining new positions.

- How do we grow a PhD program when we currently have students dealing with racism issues? We cannot support our PhD students appropriately right now.
Could we have a further conversation about this at Library Council? I would like to know more about this concern, and will be happy to take it to the Provost's Team meetings or Deans' Council, as appropriate.
- One Chair cannot support all the work that is needed.
I am hoping someone can provide more details regarding this comment, for context? To what Chair are we referring? Thanks!
- Students talk about getting push back from professors on certain topics. This deals with research and ties into what we do as libraries.
Could someone please provide more details regarding this comment as well, for context? Thanks!
- The greatest library asset is staff itself. This comes directly from the survey results so we need financial protection put in place to keep our staff.
Please see comment above, and this year we did state in the annual budget meeting that we will not be able to leave any additional vacancies unfilled, and will be filling vacancies immediately.
- We look at the budget each year and try not to cut positions. How do we keep the services we have if we are faced with another budget cut e.g. extended hours. It was noted there is no place to cut within our operating budget. It was mentioned the library ensures the collections budget is maintained.
Excellent points, and we won't be eliminating any positions or reducing hours.
- The same number of people are staffing more and more new spaces and the volume of stuff the libraries deal with because of the new spaces.
Just a reminder, there was some additional funding for student Navigators or student assistants provided when the CHEB and Wallace McCain opened, and the expectation is to staff those areas lightly. Most services are not delivered at the Learning Commons locations, though it is important that the students who staff those locations are trained to provide referrals to the rest of the Libraries' system.
- Money for books. Students still read books.
As noted above, we are reasonably well-resourced for Acquisitions. How we allocate the funding is up to us, and the Resources team, in collaboration with liaison librarians, AUL/Heads, and our users, make decisions regarding the allocation. If we choose to cancel something like Web of Science or one of the 'Big Deals' we will have more funding for books, but there are winners and losers for any decision like this. The Provost, the VP Admin and Finance have demonstrated their support to the Libraries and for our users, and they know students still read books.
- Physically protecting our library spaces e.g. Room 2616. Reclaim some of what we used to have.
Just to remind everyone, the decision to loan Room 2616 to the College of Continuing Education (CCE) for ESL classes, each week day from 8:00 to 4:00 was made by the University Librarian. We have a Memorandum of Understanding with CCE, which we can rescind at any time. The space

was not being used by Libraries staff, and the offer was made proactively, to ensure the space remained under the jurisdiction of the Libraries. Better teaching space with new technology and new furniture was created for the Libraries in Killam 2902 at the same time, so there is no net loss of space for librarian instruction. But in Killam 2616 and the 5th Floor Program Room, we now bring in over 60 students each day, who become library users, and go on to become Dalhousie students, which contributes to healthy enrolment, which we need in order to avoid budget cuts.

- When talking about spaces and the budget, it has to be tied to a student benefit but we need to do something for our staff spaces (new working conditions in the work areas eg. paint, flooring). We need to put renewal money into the people that give the services. Students also need nice spaces when meeting with faculty.

As you've no doubt noticed, we do renovations to various Libraries spaces each year, as funding allows. The Senior Leadership Team gathers all suggestions for renovations, and then assess them to assign priorities. Janice submits a prioritized list of requests each year. Please ensure that your requests have been sent in via your SLT member, and that Janice has them on her master list. There have been recent refurbishments of staff spaces in the Kellogg and the MacRae; clearly there are spaces in Sexton and the Killam that need attention (and possibly the Dunn), and more discussion on what is required would be welcome.

- Academic Technology needs investment if we are going to do it well. Many new initiatives coming.

Agreed and this was reflected in this year's budget meeting requests. More details on this comment would be useful?

- Open textbook launch. We need incentives to work on these initiatives and no one has stepped up at the university to help with production costs. We won't get anyone to take this on unless we have funding to help. Is there a way to connect with retired faculty who may be willing to help with these initiatives?

The suggestion regarding retired faculty of those who have achieved the rank of full professor is very useful. However, simply providing funding for course release has not proven to be effective in motivating faculty; more awareness of the benefits of OER may help, and more requests from students for OER materials could be motivating factors? The Provost is very supportive of OER initiatives, which are often funded by provincial governments, as well as universities.

- Can we get innovation support. It's a brand new area. It's the human support that goes behind new initiatives. We need to be relevant. We are trying to innovate using the existing staff and resources. Anytime there is a big or small initiative, there needs to be supports in place. *Could someone please provide more details regarding this comment, for context? Thanks! There is an Innovation Fund available through both the Provost's and VPR's offices, and the Libraries have received funding through this, for SciVal, Panopto, UNIWeb, for license costs and temporary staffing, etc. We can ask for more, if someone has a proposal in mind?*

- Maintain support of our academic software for teaching and research. It was noted, budget for most academic software comes from ITS.

This is not entirely the case; it depends on what is being defined as academic software. ITS receives a larger GST rebate, so it is advantageous for us to purchase some things through ITS rather than ATS. Marc Comeau notes that "now that Brian's in his new role, we can start looking at packaging those things up and making another budget move. This is all part of a broader issue -- that we're handling our software licenses in different ways depending on its origin. Brian and I have already had some preliminary discussions as to how we can improve and streamline this."

- Working more closely with the VP Research and the Research office. We seem to be working in silos. Research Data Management group also has experience with this. Has had great conversations with the VP Research but libraries are a small part of the bigger picture and sometimes fall off the radar. If we have support from the VP of Research on the Research Data Management survey, that would help tremendously.

Things have improved significantly with the current VPR and Associate VPR and support is there for the asking. I am happy to ask for support on the RDM survey, just need details.
- Being at a table more often, involved in discussions about learning outside of the classroom. The libraries play a huge role with our spaces and our services. We need funding to support it. Students need group spaces and quiet individual spaces to work.

I wonder if the University Librarian and members of SLT are not sharing enough information about how many discussions we are involved in (ADAC, Provost's Team, Classroom Planning, eLearning Working Group, SLTC, SAPRC, Senate, DELG, Academic IT Steering Committee, space planning committees) – or is there more context someone can provide regarding this comment? We are frequently involved in discussions such as this. What is the funding request being mentioned here – what is the purpose of the funding? SLT members request additional space for group study and quiet study for students frequently and energetically, particularly for Sexton campus.
- A librarian sits on the board as a permanent member of the Research Ethics Board at the University of Alberta. There is everyone but libraries on the Dalhousie Board. It was noted the University Librarian is now on DRAC.

Great suggestion for a librarian to be a member of REB. This is a fairly time-intensive committee and the REB has difficulty finding enough members – do we have a volunteer, before I begin asking for representation on the committee?
- Does the Provost envision some sort of system where faculty publications are communicated with us? Maybe as a partnership with the Research Office? When purchasing monographs create a system that is directly communicated with the libraries so we can work with the faculty members.

Could someone please provide more details regarding this comment, for context? We have more capacity to monitor faculty publications with our various bibliometric tools, than the Provost or VPR. Other universities have set up programs that trigger e-mail messages to a faculty member and the relevant liaison librarian when the faculty member has a new publication, congratulating the faculty member and asking for a donated copy for the library.
- Understand the relationship between Dalhousie and the University of Kings College. Good opportunity for this to be expressed.

Worth more discussion at Library Council and an invitation for a speaker?

AUL Library Services & Head, MacRae Library Highlights for Library Council

May 2019

Library Services

Access Services – Sandy and I met with Marlo and her intern, Morgan, to begin working on a communications plan for promoting various Library Services.

Assessment – Data analysis is underway for a number of assessment projects, including the InSync survey, the Indigenous SIFT, the Killam Questionnaires and the Killam Touchstone Tours. Faculty interviews are also ongoing as part of the the Sexton Library Space Assessment Project. Linda will be serving on the CARL Library Impact Toolkit Project Team.

GIS & Data Services – Marc, Brian and I have begun a series of discussion with the Data Services Team, working towards developing a long-term vision and some strategic objectives for data services.

LibCal Appointments – Work is underway on the Appointments component of LibCal. This particular module is being led by Julie Marcoux. The goal is to have it available for all those who wish to make use of it in time for the fall.

LIPCC – There have been a number of practicums taking place throughout the libraries over the past month and new interns have been hired in most of our libraries. In addition to the various projects, the interns will be partaking in our Intern Enrichment program as well as Research Bootcamp sessions. Summershine 2019 will be held on Tuesday, September 3rd at 1:15 so mark the date in your calendars!

MacRae Library

Grad Student Cubicles – The grad student cubicles that had been in the Sears location during the past year, have been moved into the Cobequid Gallery area outside of my office. These cubicles and lockers will be assigned to grad students as office spaces until the renovations of Old Cox are complete.

LibCal Spaces – Leah, Daryl and I have been working on the Spaces (Rooms) component of LibCal. We are trialing it at the MacRae due to the types of rooms we have available in the

Student Learning Commons for events, etc. There are a number of room booking policies/guidelines that we are working through in consultation with Janice as part of the process.

Presentation to CCRCE Librarians – Erin and I presented on the topic of “The Research Skills Students Entering College Need” at the PD day for librarians of Chignecto Central Regional Centre for Education on Friday, April 26th. Our presentation was well received and it was a great opportunity to network with the school librarians and see how we may be able to work with them more closely.

Young Canada Works Student – Kalana Rupasinghe, a student of the Faculty of Agriculture, has been hired as the Young Canada Works student for the summer (16 weeks) and will be working in the archives at the MacRae.

Other Notes:

- I attended the Convocation for the Faculty of Agriculture on May 10th where the [New Dawn Staff of Place & Belonging](#) was unveiled.
- I attended the presentation of Faculty Awards for the Faculty of Agriculture on May 3rd.
- I am currently sitting on the Selection Committee for the AUL Resources & Head of Sexton.
- I attended the Liaisons Consultation session on April 29th.
- I chaired a Heads meeting on May 14th.
- I attended a meeting on the renovation of the Archives & Special Collections Reading Room.
- I continue to work with the team writing the mold section of the Disaster Management Plan.
- I will be attending Atlantic AUL Day & APLA in St. John’s, NL. I will be away from June 4th – 8th.

University of King's College

Library Council report

May 13, 2019

Library

The Library is on summer hours (9 a.m. to 5 p.m. Monday through Friday) and has been relatively quiet since classes ended, providing an opportunity for staff to catch up on projects.

A student has been hired to work 30 hours per week as the Summer Student Assistant, covering the Circulation desk during staff vacation days and working on special projects.

Archives

The Archives has handled queries from King's faculty, administrators, and external researchers relating to former students, faculty members and administrators.

University

The University grounds are being readied for King's 230th Encaenia on May 23.

Fourth-year History of Science and Technology student Cédric Blais will be presenting papers at professional conferences in Massachusetts, Vancouver and Norway this spring.

Dr. Chris Elson, a King's faculty member and chair of Dalhousie's French Department, was invested into the Ordre des Palmes Academique by the French Ambassador to Canada

The School of Journalism has joined the National Student Investigative Reporting Network (NSIRN), Concordia University-based collaborative comprising journalism schools across Canada.

- Janet Hathaway

Report to Library Council
Janice Slauenwhite
Manager, Financial & Physical Resources
May 2019

Financial

- Attended a consultation session related to the Student Employment Program funding received through the VP Student Services Office

Facilities

- Met with Facilities and Safety Office staff regarding the door from the main floor of Killam to the basement
- Organized dates for fire panel safety inspections in Killam and CHEB
- Met with Facilities and Archives staff to discuss schedule for installation of compact shelving

Other

- Attended Disaster Management Plan Team meeting
- Attended an Aramark Open House lunch

- Ahmed Mahdy has started in his new role as Systems Administrator at the end of April
- We brought proposals for consideration to the Provost's Committee regarding Panopto and Brightspace
- We are participating in early discussions that will help to shape data services for the Libraries going forward
- ITS has been setting some new directions. The one that's most notable for us is a large network refresh project. It is extremely early in the process right now so there is not much to report, but we will be hearing more over the coming year as details are worked out and the implementation begins.
- The large classroom technology renewal RFP we have will be closing on the 16th. There will be a lot of work still to come, but things are on track so far.
- There is extensive classroom technology work going on as the design for the Cox rebuild in Truro continues at a rapid pace.

Report to Library Council from Marlo MacKay, Communications Coordinator

April 25–May 16 2019

- Participated in meetings to assist with Halifax sessions of the Reconciliation Barometer Project, along with Elaine MacInnis, Morning Star Padilla, Art Stevens, and Kara Paul.
- Trained NSCC PR intern, Morgan Fleet. Started April 29 and here until June 7.
- Wrote (or edited intern-written) profiles of new staff for the blog and graduating student assistants for the Dal News convocation series.
- Attending a meeting of the Health & Wellness Committee to discuss summer wellness initiatives.
- Attended The Irving and Jeanne Glovin Award presentation.
- Attended PD session hosted by Facebook at the Cunard Centre.
- Prepared communications for fifth floor renovations in Killam.
- Met with Dan MacKay of the LGBT Seniors Archive project.
- Published story in Dal News about escape room in the Sir James Dunn Law Library.
- Along with Literary Events Committee Co-chair Lindsay McNiff, met with Executive Director of the Writers' Federation of Nova Scotia to plan upcoming literary partnerships for 2019/20 year.
- Assisted with preparations for Europe Day display.
- Met with Brian Lesser, Michelle McDonald and Sarah Stevenson to discuss comms for upcoming RFP process for new software.
- Met with Sarah David to further communications initiatives for ATS.
- Worked on promotions on Research Bootcamp.
- Worked on preparations for staff event on May 30.
- Met with Disaster Management team.
- Attended Dalhousie C&M's PD session on digital social marketing and PR

Report to Library Council

May 16, 2019

Submitted by Michelle Paon, Interim AUL Resources & Head of Sexton Library

Associate University Librarian Resources

- Disaster Management Plan team - The “Mould” module team presented its initial draft and will be meeting again to continue to work on this section of the plan. A small team has been assigned to draft the section related to insect infestation.
- Due to the upcoming transition period for the Resources team, it's expected that large-scale analysis of the remaining four Big Deal journal packages will be put on hold for the time-being.

Head - Sexton Library

- In the past few weeks, Evening & Weekend Supervisor Cassandra Larose and MLIS intern Liz McElroy joined the Sexton team. Welcome Cassandra and Liz! Amanda and Sarah Jane have been providing orientation and training for our new team members.
- Sexton Library Space Assessment - As of May 8th, we had conducted eleven faculty interviews. We hope to recruit additional faculty members during the coming weeks.
- Allison Fulford attended NSLA's “Building Intercultural Competence” workshop in Windsor.
- Team members Amanda, Cassandra, Gina, Jason, and Sarah participated in the recent Access Services All-staff meeting.
- Allie, Cassandra, Gina, and Jason attended the recent GOBI training session.
- Alice Stover trained Allie, Cassandra, Gina and Jason in the preparation of donor notes for the Oberlander gift items. Alice also provided Aleph Cataloguing module training for Cassandra.
- Creighton Barrett dropped in to provide archival training and guidance to Jason and Sarah.
- Sarah Davis prepared a book display to highlight sustainable gardens and Canada's Food Guide.
- As of late April, the Sexton Library has new front door signage!



I attended the following meetings or sessions:

- Library Council
- Disaster Management Plan team
- Update with Resources Management Librarian
- Update with Collections Analysis Librarian

Nova Scotian Institute of Science - NSIS Librarian:

- Prepared the NSIS Librarian annual report, participated in the society's Annual General Meeting and attended the lecture "Ecosystem Research in the Bras d'Or Lakes" by Dr. Bruce Hatcher.
- Provided complimentary copies of NSIS *Proceedings* at public lecture ("How to Raise a Wild Child") co-sponsored by NSIS, Museum of Natural History, Dalhousie University and the Atlantic Geoscience Society.

Vacation: 7 days

Report to Library Council

Sandy Dwyer

Director, Libraries HR & Access Services

May 2019

The Help Desk Technician T7 posting closed on April 15, 2019. The search committee members are Mick Bottom, Marc Comeau, Norbert Addo and Sandy Dwyer. We are in the process of setting up interviews.

The System Developer SIT2 position to replace Margaret Vail was posted and closed on April 22, 2019. We are currently interviewing for this position. Search committee members are Brian Lesser, Marc Comeau, Natalie Murray, Assistant Director & Technical Lead, Dalhousie Web Team and Sandy Dwyer.

I neglected to mention in April's highlights that Brian Lesser was the successful candidate for the position of Manager, Academic Technology Operations. Michelle McDonald has been temporarily assigned to Brian's former position, Instructional Technologies Systems Architect, and we have submitted an employment requisition to backfill Michelle's former position, Instructional Support Technician. This will give the ATS department time to assess needs and determine how to best replace the vacancy on a full time basis.

The appointment process for the AUL Resources & Head of Sexton is well underway. Michelle Paon will deliver a 20-minute presentation to interested Dal Libraries staff at **1 p.m. on Thursday, May 23rd** in **Killam 2902**, followed by questions and discussion from the attendees.

MacRae Library has hired Kalana Rupasinghe for 16 weeks through the Young Canada Works Program. He will be working with us from May 13, 2019 – Aug 30, 2019. His primary responsibilities will be to enhance and make accessible 115 years of Atlantic Canada agricultural history and provide library services in an academic setting.

The W. K. Kellogg Health Sciences Library, through the Young Canada Works Program, is seeking an enthusiastic and focused individual to work full-time for 30 weeks in a range of identified library areas. A primary area of focus will include reference and research services for students and faculty in the health disciplines. The position will also include the development and production of a range of online instructional videos requiring creativity and technical skills. Additional projects will include the execution of an environmental scan of the national landscape to determine the levels and models of access to scholarly content for health professionals in the community. The posting will close on May 22, 2019.

I will be participating, along with Dominic Silvio, Asmeret Gheabreab and Morning Star Padilla, in a panel discussion at APLA in June, on the topic of achieving equity, diversity and inclusion in the Dalhousie Libraries.

Library Council Report: 25 April 2019

AUL Research | Head of Killam: Sarah Stevenson

AUL Research

Research Data Management Dalhousie Team welcomes Ahmed Mahdy to the team. He has already accomplished upgrades to our installation of Dataverse so that we are on the same version as Scholar's Portal, and made helpful suggestions towards a protocol for testing upgrades. His previous experience in corporate computing is already a benefit to the team.

There will be two Research Bootcamp sessions for RDM related topics this year, both taking place next Tuesday: Introduction to Research data management (Erin MacPherson and Sarah Stevenson) and Managing Human Subject Data (Erin MacPherson and Angela Hersey)

I am part of a group investigating a site licence purchase of qualitative analysis software for Dalhousie. We are developing the requirements for an RFP. It is hoped that the RFP will be ready to go out by the end of June.

Head of Killam

Killam MLIS interns:

Nicole Marcoux and Nicole Slipp started their internships on May 6th. For the most part they have been engaged with training activities. They have started on some assessment work for the Killam Library space assessment feedback forms as well as being introduced to some of the other projects. The range of projects this summer will see them working with Killam liaison librarians, the GIS Centre, the Resources Team, Copyright and Indigenous Services.

Selected meetings & events:

Monthly CAUL-DPSC meeting (substitute Chair for this month)

Faculty consultations (2) about qualitative analysis software

RDM-Dataverse introduction for Ahmed Mahdy and Brian Lesser

Space planning project with SIM student

Killam Intern orientation, LIPCC tour of Killam for all interns.

Research Bootcamp – the Research Process with Robin Parker

And some really interesting research consultations with graduate students in SRES and Marine Affairs.

Respectfully submitted,

Sarah Stevenson