

Library Council Meeting  
December 12, 2019  
10:00am-12:00pm  
Room 2902, Killam Library

Present: Donna Bourne-Tyson (Chair), Linda Clark (Secretary), Carol Richardson (Recording Secretary), Ann Barrett, Anne Matthewman, Elaine MacInnis, Erin MacPherson, Geoff Brown, Gwen MacNairn, Helen Wojcik, Jackie Phinney, Jan Pelley, Janice Slauenwhite, Joe Wickens, Julie Marcoux, Kirsten Huhn, Lachlan MacLeod, Leah Unicomb, Marc Comeau, Mark Lewis, Marlo MacKay, Melissa Rothfus, Michael Moosberger, Michelle Paon, Roger Gillis, Sai Chua, Sandy Dwyer, Sarah Stevenson

Regrets: Allison Fulford, Amanda Sparks, Courtney Bayne, Creighton Barrett, David Michels, Dominic Silvio, Gail Fraser, Hannah Steeves, Heather MacFadyen, Janet Hathaway, Joyline Makani, Karen Smith, Linda Bedwell, Lindsay McNiff, Melissa Helwig, Mick Bottom, Robin Parker, Sarah Jane Dooley, Shelley McKibbon

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

1. Adoption of Agenda

The Agenda was approved as circulated.

2. Approval of the Minutes (from October and November 2019)

Files in Brightspace [October & November 2019] 20191024\_LC\_MIN\_DRAFT and 20191128\_LC\_MIN\_DRAFT

The Minutes from the October 24, 2019 meeting were approved as circulated.

G. MacNairn / L. MacLeod

Carried

The Minutes from the November 28, 2019 meeting were approved as circulated.

J. Marcoux / L. Clark

Carried

3. Business Arising (from the Minutes)

No business arising.

4. Highlights from the Senate Report – Jackie Phinney

The Senate Report can be found in BrightSpace [December 2019].

There were 3 Senate meetings since the last Library Council.

Question:

Is the Master in Digital Innovation program eventually replacing Master of Health Informatics?

This new program will replace Masters of Electronic Commerce and the Master of Health Informatics. It was noted, an umbrella is being created with different specialties under it with cross-listed courses to better deliver them more effectively.

5. Reports to Library Council

Questions or discussion topics from previously submitted reports:

- Ann Barrett

- Janet Hathaway

- Michael Moosberger

- Anne Matthewman

- Janice Slauenwhite

- Michelle Paon

- Donna Bourne-Tyson  
- Elaine MacInnis

- Marc Comeau  
- Marlo MacKay

- Sandra Dwyer  
- Sarah Stevenson

#### Donna Bourne-Tyson

- With apologies for not sending a written report, provided a verbal report.
- Involved in meetings about data governance for the university. Dalhousie is not as far along as some of our counterparts so there is work being done by various offices to try and formalize it.
- Involved in some of the PhD capacity meetings.
- Participated in Student Affairs' special strategic planning focus group session for Deans.
- Attended the Deans' meeting with the new President of Dalhousie.
- Attended the IATUL Board meeting in Gdansk. Now the treasurer for IATUL. It was noted, travel costs will be covered by the IATUL Board, not Dalhousie.
- There have been various Research Data Management meetings for the formation of the national Digital Research Infrastructure Organization.
- I presented the Classroom Recording Protocol to Senate. Questions were asked by DFA representatives at Senate about how it relates to the Accommodation Policy. They also wanted a consultation so Marc and Donna met with the DFA.
- Participating on Extended Learning Committee led by Brad Wuetherick, as part of the universities strategic enrollment management, to see how much more we can be doing in terms of online learning, learning at a distance, potential satellite campuses or blended learning. There will be a report submitted to the President as part of the strategic plan. It was noted, if we want to grow we need to consider other methods of delivery.
- I am part of a sustainability group that is part of the strategic planning group.
- Multi-year budget submissions are in.
- Will be purchasing NVivo. This is a qualitative software package. The license will cover 4000 seats for faculty and graduate students so it's not a university wide blanket license. The mechanism to keep track of the users is still being investigated. The license expires automatically and will need to be renewed if want to keep using it.
- The copyright tariff message that was recently announced should have no affect on Dalhousie. Dalhousie will continue under the Fair Dealing Policy and license permissions purchased through CRKN.

#### Question:

- How did you see some of Guylaine Beaudry's suggestions on how they made Concordia's plan more digital and how we could start ourselves becoming more digital.
  - There are a lot of similarities in what Dalhousie is doing and what Concordia is doing. They have done an excellent job with their consultations, more than we have done. This gives you a stronger foot to move forward. They spent the first year on consultations (so at a slow pace). You need to have an on-board senior admin to move forward at a slow pace. The comments about data governance were good. It was noted, Teri Balser is very interested in a digital strategy. Discussions have shown we need more support in areas like BrightSpace. There will be far more institutional support for online learning, extended learning, digital services in the future than there is now, given we are lagging behind.
  - Dalhousie is behind in online course delivery. The focus in the past was on-campus, residential experiences. We weren't putting a lot of resources into the development of online learning or blended learning (a few pockets were doing it - e.g. medicine). We don't have a full undergrad degree that you can get online. This was a choice that was made at the time but now it's not sustainable.

#### 6. Roundtable - *achievements this term and goals for the coming term* (30 minutes)

##### Marlo MacKay

- Lots of great events this term e.g. Oberlander and literary events. Need more events to recognize our donors.

##### Sarah Stevenson

- We welcomed our new and soon-to-be new family members of the Killam at a baby event in October.
- Limited Term librarian recruitment is complete.
- Look forward to getting more into the strategic planning process.

#### Melissa Rothfus

- Involved in research related projects for scoping reviews and these will continue into the winter term.
- Thinking about laying groundwork to bring about an Open Access policy and what needs to be put in place for that.

#### Jan Pelley

- Site running smoothly.
- Proud to hear Denise Irving was the successful candidate for the eResource & Metadata Specialist position. Happy to know staff are achieving their goals.

#### Helen Wojcik

- Good term with a full complement of staff. We are moving in the right direction.

#### Geoff Brown

- A couple of digital additions were added to the public catalogue with the help of Marlo. Hope this will help increase readership.
- CAUL Open Textbook Working Group report was well received within CAUL and are plans to set up an Atlantic Canadian textbook repository.

#### Roger Gillis

- Highlight of the term was the arrival of our daughter 😊.
- Historic NS project presented in September at Library Council had a fair bit of momentum; interest led to presentations at several conferences. Working with collaborators on a large scale SSHRC application.
- Quite a few course proposals this term.
- Parental leave in January and February.

#### Lachlan MacLeod

- Good learning and training semester in general.
- Learned a lot working on Choi's project, Fisherman's survey and DataVerse.
- Working on a stream of logic questions from Julie.
- Working with Linda B. on the library survey data.

#### Joe Wickens

- The ratification of the ILL agreement with academic library partners across Canada.
- The new CAUL Resource Sharing Committee has been struck and look forward to working with them.

#### Ann Barrett

- OA week/term – nice to see the outcome of one of those events: brought a faculty member forward who is keen on pursuing the adoption of one of the textbooks for first year undergrads.
- A lot more systematic reviews this term.
- Reviewing after hour's service.
- Pleased to be working with staff from ATS on UniWeb. It is great having their support.

#### Michael Moosberger

- Completed the installation of mobile shelving. Staff are in the process of changing location codes.
- Waiting on new furniture for the renovated space and have chosen art for the walls. The space will be completely finished early in the new year.
- Two individuals hired under the Provincial Archives Development grant are doing great work and have gone through more than 30% of the material for the project. This is reducing amount of material as well as making material readily available. It has been a real positive project. Hoping to continue in the new fiscal with another grant.

Mark Lewis

- Glad to be back from sick leave with a clean slate for the new year.

Gwen MacNairn

- Chaired two search committees for the Limited Term Appointments. It was noted, digital technology does not replicate the paper process any quicker. Trying to complete the process in less than 4 months is almost impossible. Thanks to those who were involved on these committees. Looking forward to working with the Limited Term Librarian who will be replacing Julie during her maternity leave.

Sai Choi Chua

- There are new versions of software coming. February and March will be the months for the refresh of images.
- Lachlan will be joining the new team.

Anne Matthewman

- The focus this term has been on WILU planning.
- Pleased with the results of the escape room. Thanks to Marlo for the promotion about the event.
- Pleased to see law school faculty relying on us more and more with class work and students doing research.
- Hannah has done a lot of work with Bepress.
- David has been working with Naiomi Metallic to create a database for Indigenous legal traditions that are not necessarily written down.
- Looking forward to Allie coming back and rejoining the AD Learning and Teaching Team.
- Currently working on a legal research course for the upcoming term.

Janice Slauenwhite

- The furniture order for the archives and special collections has been completed.
- Hoping to get the people counters sorted before the end of March.

Kirsten Huhn

- Keeping resources going even with the missing pieces of knowledge.
- The coming year, hope to have a new resources licencing manager in place.

Julie Marcoux

- Enjoyed the beta testing for the Killam Escape Room.
- Helped with the program for the Data Day that occurred on Friday.

Sandy Dwyer

- Keeping all the competitions straight and mastering the new People Admin system.
- There have been some internal promotions.
- Keeping appropriate staffing levels by hiring temps in order to keep front line services available to faculty and staff.
- Two failed searches needed reposting.

Marc Comeau

- AV renewals were completed during the summer. This was a large-scale project.
- Looking forward to next term with filling some of the department's vacancies.

Jackie Phinney

- Jumped in using technology to help people at different sites. Had consultations with medicine students in Halifax as well as residents.
- UNB rebranded to be resident and student affairs. Nice to be able to broaden outreach.
- In future, looking forward to moving projects along and will be the contact person for the video tutorial migration project while Lindsay is on leave.

Linda Clark

- Learned a lot about the Secretary's position for Library Council with the help from staff.
- Spent a lot of time with members of LSAC.

Erin MacPherson

- Working with Donna and others on the Data Management Strategy.
- Next semester will finish her term as Novanet Live Help Coordinator. Have moved to a dedicated Canadian server. All widgets for the libraries have been changed.
- Data management teaching requests in Halifax eg. Scholarship at Dal. CAUL looking for a roadshow for data management planning and repositories.

Elaine MacInnis

- Pleased to be involved with the Equity, Diversity and Inclusion strategy group and with moving forward on things there.
- Quite pleased with being involved with the CAUL Indigenous Knowledge Committee and the upcoming symposium.
- Still engaged at the MacRae Library with more students and faculty coming through the doors. A lot of events taking place in the library and this has revitalized the library. Looking forward to more events.
- Looking forward to a successful hiring process for an Indigenous Services Librarian.
- Excited to assist in supporting the interim Data Services Librarian.

Michelle Paon

- A lot of the fall was spent preparing the Oberlander collection. There were a lot of different moving parts to prepare for the event on November 21. The team worked together to create a wonderful event for the faculty and guests.
- Thank you to Kirsten and Gail for doing the job of five; great work!
- A lot of collection assessments for new courses from different subject areas.
- Looking forward to having a full resources team together in the new year.

Donna Bourne-Tyson

- Thanks to everyone for their hard work and many successes over the past year and looking for more of the same next term.
- Chris Moore and Vivian Howard will be sharing the role of Associate Vice President Academic and this will serve the Libraries well.

## 7. Announcements

Reminder: All-staff party from 1:00pm-3:00pm in the University Club today. Please join us and mingle with your colleagues.

## 8. Any Other Business

The meeting adjourned at 11:00am

## Senate Representative Report to Library Council

December 2019

The most recent meetings of the Dalhousie University Senate took place on October 28, November 25, and December 9 2019. The following is a report that summarizes the highlights of these three meetings:

### **The following motions were put forward for approval:**

THAT Senate approve the revised Senate Honorary Degree Committee and Procedures as presented

Background: The Senate Planning and Governance Committee asked the Senate Honorary Degree Committee to establish a protocol for revoking an honorary degree. This presented policy would encompass the time from when the degree was awarded to the time when revocation was pursued.

*Motion carried*

THAT Senate approve the program proposal for the PhD in psychiatric research in the Faculty of Medicine as presented

Background: This program would be a 3-5 year program with a required dissertation component. Residents and non-clinician researchers will be blended in the program (similar to U of Alberta). If carried, it would be 1 of only 3 programs across Canada. Questions ensued.

*Motion carried*

THAT Senate approve the program proposal for the Master in Digital Innovation, Faculty of Computer Sciences as presented

Background: This program idea has been built on a 20-year collaboration between Law, Management, Medicine, and Computer Sciences. Phasing in this degree will eventually replace the Masters of Electronic Commerce and the Master of Health Informatics. This degree is designed for responsiveness and allows for a refresh in academic vision.

*Motion carried*

THAT Senate approve the classroom recording protocol as presented

Background: Classroom recordings contribute to student success. The proposed protocol is intended to protect both instructor's intellectual property and student privacy. This fits within existing policies, guidelines, etc. Currently 49 classrooms have Panopto installed; data is stored in Panopto. Students can record lectures with their phones and instructors require support in their responses. Classroom recordings will never be used as instructor assessment. Discussion ensued.

*Motion was postponed, as Senators felt strongly that the DSU and DFA should be directly consulted on this matter*

### **Presentation: Emerging strategic themes**

Teri Balsler opened this presentation as a summary of the recent year of discussion across campus, and that this presentation is intended to highlight themes that have emerged. They began by covering the process of

listening/learning/self-studying/finalizing. They summarized multiple themes: teaching and learning theme encompasses multiple questions including what the learners' goals and needs are, as well as what are the needs of the future instructor. Another theme that emerged was what does success look like for students and the institution? Other questions included how do social aspects factor into the sustainability theme? In terms of culture, questions asked included are there any links between culture and health? On the theme of social responsibility, they noted that business as usual for universities is no longer an option and we must be willing to adapt. Discussion ensued about diversity, as well as how standard expectations for students cannot always apply to the different populations we serve, and we must be willing to recognize that to ensure the wellness of those groups.

**Presentation: Senate Planning and Governance Committee academic freedom working group recommendations for non-bargaining unit members**

This discussion was led by two faculty members from Law/Psychiatry and Dentistry. The presenters began by stating that this issue relates to a discussion at Senate that occurred years ago. They noted that the largest group currently outside any bargaining unit are clinical faculty in Dentistry and Medicine, and to explore this an ad hoc committee was composed of representatives from these faculties. A report of recommendations was drafted, and the group would like to see a coming together of various authoritative sources on the matter of academic freedom for non-bargaining members. A lengthily discussion ensued.

**Highlights from the December Chair of Senate's report:**

Gaps between equity-seeking groups numbers between labour market availability and Dalhousie are closing.

**Highlights from the Interim President's November Report**

- Overall enrolment is up 2.1% from last year
- International applications to Dalhousie have increased by 50% over the last 5 years
- By faculty, computer science enrolment is up 19.1% from last year; Management is up 4.3%, Science is up 3.2% and Engineering is up 1.7%

Respectfully submitted by Jackie Phinney

December 9, 2019

## W.K. Kellogg Health Sciences Library | AUL Scholarly Communications

### Highlights for Library Council, November-December 2019

#### Kellogg Health Sciences Library:

- **DOSS Review:** A review was sent to the Faculty of Dentistry and the decision was made to continue with DOSS for the coming year with the partnering arrangement. Thanks to Kirsten, Gail, Shelley, Echo, Denise and our Intern Conor for assistance with this project.  

There has been some discussion about formalizing these kinds of arrangements but designing an MOU that would define conditions such as: the original impetus for the partnership, expectations, financial commitments on both sides, exit criteria etc. As people come and go in faculties and in the Dal Libraries, the original arrangements are easily lost in personal emails. Ann and Sarah will work with SRMG to look into this possibility.
- **Environmental Scan of Library Service to Ministries of Health and Unaffiliated Health Practitioners:** YCW Intern Kristy Hancock is at the drafting stage of this report
- **YCW Intern:** YCW Intern Kristy Hancock is finishing her contract with us this month, and we are very sad to see her go. She has been a great asset during her time with us and we wish her all the best in future.
- **Review of Martindale's interfaces:** Melissa H is collecting input from faculty and students in the School of Pharmacy on their preference for two different platforms of Martindale: Complete Drug Reference. A decision on which platform to subscribe to for 2020 will be made soon.
- **OCAP training for REB members:** Melissa H. is registered for the OCAP training which must be completed in 3 months. OCAP stands for: Ownership, Control, Access, and Possession and the course will focus on how those principles pertain to research, data sovereignty, and information governance that respects First Nations.
- **MMI:** Jackie Phinney and Melissa H spent part of a weekend as interviewers in the Faculty of Medicine MMI (Multiple Mini Interviews), interviewing prospective new medical students.
- **JBI Systematic Searches:** Melissa R and Shelley M are both currently involved in JBI searches
- **Robin Parker:** Will be returning from sabbatical January 2020.

#### Scholarly Communications:

- [CAUL-CBUA Open Textbooks Roadmap Working Group](#): The Council of Atlantic University Libraries / Conseil des bibliothèques universitaires de l'Atlantique (CAUL-CBUA) is beginning work this Fall on developing an [open textbooks repository for the Atlantic region](#). The goal is to launch the repository as a pilot project in the summer of 2020. Geoff is on the CAUL-CBUA OTRWG and is co-author on the report.
- **OER other news:** Leanne Stevens from Psychology attended the OER workshop with Grant Potter UNBC (organized by CLT) a few weeks ago and she is keen to adapt an Introduction to Psychology textbook for use here. Geoff has had an initial meeting with her.
- **Digital Scholar Lab:** Geoff met with Salvy Trojman from Gale about a new digital humanities product called Digital Scholar Lab which is a text analysis tool that would allow researchers to run some higher level analysis on most of our subscribed Gale primary source collections. Roger and Geoff will be exploring a potential trial as well as potential use-cases for the Libraries' own digital collections in the new year.



- **Publications:** Roger recently had a book chapter published in [Copyright Conversations: Rights Literacy in a Digital World](#), published by the Association of College & Research Libraries (ACRL) and also had a book chapter proposal accepted for another book on Open Educational Resources and Information Literacy, also published by ACRL.
- **UNIWeb:** Carlye Stein, Support Specialist and Ahmed Mahdy, Technical Specialist have attended UNIWeb training. Carlye will be taking on this role in addition to Brightspace support now that Conor Falvey has accepted a full time position with the Faculty of Law Research Office. Carlye will focus on mapping of annual reports and troubleshooting initially.
- **ITS Project Website review:** A final report has been submitted to the University Librarian.

Respectfully submitted,

Ann Barrett

## **Report to Library Council**

**Anne Matthewman – December 2019**

### **AD Learning and Teaching**

#### ADAC:

ADAC met on November 20<sup>th</sup> and December 4<sup>th</sup>. A topic of discussion at both meetings was self studies for academic program reviews. There are differing criteria for program reviews vs degree or certificate reviews. There is a self study template which is being modified.

Brad Wuetherick presented on a recent Canadian report on the state of e-learning. He particularly mentioned the emphasis on OER and he pointed out the work done by CAUL as exemplary. The common issue with OER is lack of resources to develop a system. He also mentioned the importance of the libraries in supporting e-learning and LMSs such as Brightspace.

#### Future of Teaching and Learning Self-Study Group

I am a part of this group which has met twice. Marc Comeau is the staff lead for the group. It is one of the 8 study groups constituted to provide strategic information to the incoming President. The membership of the group is comprised of faculty, staff, and students across the university. The group is focussing on the institution, the learner, the instructor, and the curriculum of the future. The first two meetings have been informational in nature but the group will begin to consult across the campus to gain input for its report which is due mid-March.

### **Dunn Law Library**

The Law Library/LSS Food Drive for Feed Nova Scotia recently concluded. Students, faculty and staff collected 1300 items for Feed Nova Scotia and 97% of these items were on the 'most wanted' list. Library staff have also contributed to a family Christmas through Feed Nova Scotia.

The Law Library has been crowded with students studying for exams and extended hours have begun. They will continue until December 15<sup>th</sup>.

We have been working with the Law School on several projects including meeting sustainable development goals, research analytics, and Bepress. Conor Falvey, a former Kellogg Library intern, has been hired as Research Coordinator at the Law School. This is a new position which springs from the School's recent strategic plan.

**AD Library Services & Head, MacRae Library**  
**Highlights for Library Council**  
**December 2019**

**Library Services**

**Access Services** – The laptop lending pilot is now underway in the Killam and MacRae libraries, where they had not previously been available. The elimination of fines is being discussed amongst Novanet libraries at the Board level and recently at the Access Services Committee level. Elimination of fines would only apply to regular fines. Discussions are still underway but it is anticipated that fines for recalled and reserve items, as well as lost book charges, would still apply. U de Ste. Anne has recently announced that they have eliminated fines.

**Assessment** – During the month of November, Linda worked on brief reports from Insync for each of the AUL/Heads. She is currently working on the Sexton faculty interview report and Insync reports (with Lachlan's assistance).

**Copyright** – Roger and Lachlan continue to do presentations on copyright, including a recent presentation to the College of Sustainability. Lachlan recently attended the OLA Copyright Symposium on Traditional Knowledge & Traditional Culture Expression. On December 6<sup>th</sup> the Copyright Board announced its decision on the Access Copyright Tariffs for Post-Secondary Educational Institutions, 2011-2014 and 2015-2017. The rate for universities was approved at \$24.80 per student for the years 2011-2014 and \$14.31 per student for 2015 – 2017. The implications of this decision are still being discussed and information will be shared when more is known. The copyright team welcomed baby #2 with the birth of Roger and Darcy's daughter, Rose, on November 9<sup>th</sup>.

**GIS & Data Services** – For GIS, the Regional ESRI User Conference was held in Halifax, on Nov 5-6. The theme was *GIS: The Intelligent Nervous System, interconnecting people and technology to understand the world as it continually evolves*. This gave us and our ECCE Student Associates an opportunity to see new software features and research projects using spatial science. For Data, we hosted an inaugural regional event on December 6<sup>th</sup>, called the *Data Discussion and Discovery Day*. The primary audience was the DLI Contacts at local universities. We planned a full day of activities and discussions, with a focus on how we support the use of StatCan data within our different institutions. Attendees came from CBU, DAL, MSVU, SMU, and Mount A.

**Indigenous Services** – Donna and I met with Sandra Toze on November 19<sup>th</sup> to discuss collaboration on a MI internship for an indigenous student. The next stage is the preparation of a formal proposal, which Sandra will be preparing and Donna will provide a letter of support from the Dal Libraries. Thank you to the members of Library Council for your input on the latest draft of the posting for a new Indigenous Services Librarian. Your suggestions were incorporated into the latest draft. The next step is for the draft posting to be shared with the Indigenous Advisory Council and the DFA Aboriginal Caucus for their input.

**RefWorks** – Shelley organized three hands-on training sessions in Zotero and Mendeley for librarians and staff. Two of those training sessions have already taken place and the next one is scheduled for Friday, December 13<sup>th</sup>. In the winter term sessions will be offered for users.

## **MacRae Library**

**Art Show 2020** – For logistical reasons we are not able to hold the Art Show this year. In its place we are discussing mounting a digital exhibit of past entries and starting promotions early for next year so that it is on the radar of the artists earlier.

**Exam Stress Buster** – this year we put out a roll of paper and drawing tools to provide students with an opportunity to doodle/create to relieve some end of term stress.

**Government Documents** – MacRae staff continue to work through assessing and reclassifying the government documents collection.

**Zillig Digitization Project** – We will be meeting with Advancement in January to discuss a project to digitize content in the Edith Zillig Sheep Fonds using an endowment fund for the collection.

## **Other Notes**

- I was pleased to have my daughter, Sarah, along with me at the Killam for the national Grade 9 “Take your Kid to Work Day” on November 9<sup>th</sup>. Thank you to the staff in Archives and Access Services for the tours they provided and explanation of the work that they do. It made for a great experience for her.
- I attended the presentations of the candidates for the position of Interim Data Librarian.
- I attended the Data Discussion and Discovery Day that Dal Libraries hosted on December 6<sup>th</sup>. I gave the welcome on behalf of Donna and facilitated a discussion on key topics of interest to participants surrounding DLI and Statscan.
- I attended the most recent meeting of Faculty Council for the Faculty of Agriculture.
- I have been added to the Student Experience & Student Success Steering Committee as a representative from the Agricultural Campus. My first meeting with the Committee is scheduled for this Friday.

**University of King's College**  
**Library Council report**  
November-December 2019

## **Library**

The Library started extended hours on Nov. 24 and will remaining open every night until 2 a.m. through Friday night, Dec. 13. The Library is well used during these late openings, not only by King's students but also students from Dalhousie, SMU and AST.

Library usage during regular hours increased noticeably this month as many students work on term papers and projects. The four computer rooms on the lower floor are more often used by two or three students discussing academic work than for work on the desktop computers. Most students have their own laptops, so the eight desktop computers provided by the Library in those rooms are not used nearly as much as a few years ago.

The Library stayed open after closing time on a recent Friday afternoon so Registrar's office tour guides could bring 65 international high school students in to see the building.

The Library held its semi-annual Food for Fines campaign.

I completed library assessments for two proposed new courses.

The Archives' collection of Dr. Marc Ami's (1858-1931) paleolithic stone tools was the subject of presentations by six History of Science and Technology students at the Canadian Science and Technology Historical Association conference that was held at King's on Nov. 2-4. Under the guidance of Dr. Melanie Frappier, the students researched the history of the tools and discussed several issues relating to them.

One of the HOST students also presented a paper on a King's 1920 alumna who was one of the first women to study engineering in Canada, Llewellyn Mae Reece.

A Journalism student made extensive use of archival materials in a story he was writing about the 30<sup>th</sup> anniversary of *The Watch*, the student magazine.

## **Campus**

Dr. Thai Jones of Columbia University presented "The Columbia University and Slavery Project: Reflections After Five Years" on research into Columbia's historical connections with slavery, including during the years before the American Revolution when the institution was known as King's College (New York).

Dr. Lawrence Hill, author of *The Book of Negroes*, spoke at the Armbræ Dialogue symposium at King's on Nov. 13 on "The Stories of African-Canadians: Navigating Between Fiction and History in Exploring Slavery, Freedom and Contemporary Issues."

Faculty, students and community members held a 24-hour readathon of Marlowe's and Goethe's Faust to raise funds for Halifax Humanities.

- Janet Hathaway, Interim University Librarian & Archivist, University of King's College

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

#### Financial

- Submitted multi-year integrated plan

#### Facilities

- With Sandy, met with representative from Commissionaires Nova Scotia regarding Night Owls Programme
- Have started bi-weekly walk-throughs of the Killam building with the Custodial Supervisor
- Have attended various meetings with Security regarding procedures for power outages and general security issues
- With Donna, attended meeting initiated by Sustainability Office with several representatives from Facilities regarding reducing night time lighting
- Working with Ergoworks to conduct 5-year review of furniture in CHEB before warranty expires

#### Other

- Working on CARL stats (submission deadline December 15<sup>th</sup>)
- The Killam Library has been chosen to be part of a pilot for a new Banner Time Entry system (for our student assistants). I have been participating in the initial set-up meetings as well as testing of the system.
- Attended Academic HR Forum meeting
- Attended Oberlander donor event

Marc Comeau

- The new SAN has arrived, and we are working on implementation right now.
- We are working on a plan for another summer renewal of AV.
- I've attended CNI, attending many sessions on Artificial Intelligence and Machine Learning in libraries.
- The Future of Teaching and Learning self-study work is underway. We're spending the first few weeks gathering ideas and will be getting down to more concrete work in the new year.

Report to Library Council from Marlo MacKay, Communications Coordinator

October 25–December 12, 2019

- Arranged an EDI activity for staff for Mi'kmaq History Month, a demonstration of the game waltzes, led by Michelle McDonald and Kara Paul.
- Attended a social media PD session at Halifax Public Libraries.
- Met with Courtney Bayne to discuss social media opportunities for the Archives.
- Worked on Food for Fines promotions.
- Made arrangements for all-staff meeting.
- Made arrangements for entering a Dal libraries team in the United Way dodgeball tournament.
- Designed job posting for a Student Communications Assistant through the International Student Work Experience Program (ISWEP).
- Continued arrangements for Celebration of the Oberlander Donation event.
- Attended Oberlander event.
- Prepared promotions for Night Owls/Early Birds.
- Attended the Library Marketing & Communications Conference in St. Louis, Missouri.
- Met with United Way steering committee regarding follow-ups from this year's campaign.
- Met with Senior Leadership Team for monthly meeting.
- Met with Donna and Heather Sutherland and Tina Shannon to discuss ways to work with the bookstore (Dal Reads).
- Assisted with arrangements for staff holiday party.
- Attended Library Council meeting.
- Attended Health & Wellness Committee meeting.
- Assisted with arrangements for Guylaine Beaudry reception.
- Attended the EDI committee meeting.
- Screened applicants for Student Communications Advisor position.
- Met with Donna and Ann to discuss a future donor event.
- Met with Michael and Courtney to discuss promotions for the Archives.



Michael Moosberger

Associate Dean - Archives, Special Collections and Records Management & University Archivist

24 October – 12 December 2019

Associate Dean - Archives, Special Collections and Records Management

- The renovations to the Archives and Special Collections Reading Room and the installation of mobile shelving in the Archives storage area have now been completed with the doors into the old staff lounge and out of the Archives stacks on that end of the 5<sup>th</sup> floor having been removed and replaced with solid glass panels. The new furniture for the Reading Room has been ordered and should arrive just before or just after Christmas. We are now planning for what art and enlarged reproductions will be used to decorate the walls in the Reading Room.
- Attended SLT and Heads meetings as well as my monthly meeting with Donna.
- Attended Information Risk Management Working Group meetings.
- Continued to participate on conference calls for the DPWG and the NHDS and also with LAC on the annual review of the LAC/Dal Memorandum of Understanding.
- E-mailed the University Secretariat's regarding the proposed digitization of the Board of Governors and Senate minutes and received a positive response from the University Secretary that we will proceed with this project starting in the summer of 2020. The University Secretary is seeking baseline funding from the VP Administration and I will be applying for a YCW Summer position to match those funds.
- Responded to a request from Kim Pittaway, Consulting Editor on the Dal Magazine regarding the magazine's design refresh and the Dal Archives contributing to a new regular element. Recent reader research indicated an increase in interest in the university's history so the magazine would like to introduce a new element to the magazine where an item from the archive and the story behind it would be highlighted. Jennifer Lambert has agreed to work with the magazine, selecting items for possible use and writing the initial draft of the text.
- Responded to a number of research and operational related enquiries from Legal Counsel, Faculty of Engineering, Advancement, School of Sociology and Social Anthropology and the Nova Scotia Health Authority.
- Met with Creighton Barrett to discuss the progress of his sabbatical research and the impact he anticipates it will have on the Libraries' digital preservation initiatives.
- Attended digitization roundtable organized by Mitchell Jabalee as part of the reading course that I am supervising.
- Held meetings with Marlo concerning how featured collections (those from donors) and special collections are treated on our website and with Courtney to set up a clear direction and expectations of the communication plan to be created for the Archives and Special Collections.
- Met with Karen Smith to discuss potential digitization projects and other expenditures for the unspent funds in the Kipling Endowment.

University Archivist

- Prepared the agenda and minutes and undertook planning for the URC meeting which will take place on 12 December 2019.
- Continued to meet with Courtney to discuss a number of records management related issues including plans for a retention schedule for the records associated with OneCard; the management of faculty course syllabi, the disposition of legacy student records from the TYP and other records retention issues.

- Met along with Courtney members of the MedIT video production unit to discuss issues related to the ownership, retention and disposition of video productions produced on behalf of the Faculty of Medicine's administration and faculty and how to deal with the legacy items that remain in their custody.
- Continued to have discussions with individuals in Montreal on the proposed gifting of the papers of recently deceased black writer Frederick Ward. Mr. Ward's relatives in Kansas City have not responded to my communications so my contacts in Montreal have agreed to try and contact them.
- Continued to hold meetings and provide ongoing consultations with Jacquie Gahagan and the LGBTQ community in establishing an LGBTQ Seniors Archive as part of the Dal Archives' holdings. The Archives has already acquired four new collections under this initiative.
- Met regularly with the two contractors hired under the Provincial Archival Development Program to process the backlog in the Archives in order to monitor their progress which is on target to complete the work on time and on budget.
- Completed a number of university surveys (BAC, Your Voice Workplace, Dalhousie Census Be Counted) and a survey on the accessioning of archival records that is part of a research project being undertaken by Rosemary K. J. Davis at Yale's Beinecke Rare Book and Manuscript Library and Meaghan O'Riordan at Emory's Rose Library; and the Open Preservation Foundation's Digital Preservation Community Survey.
- Responded to a number of enquiries related to the donation of private and university-related archival material to the Archives. These included:
  - o The records of the Theatre Arts Guild – 20 year accrual of material
  - o Catherine Banks – Nova Scotia playwright
  - o Barbara Howatt – Robert Doyle Estate materials – theatre costume and set designs
  - o Jessica Scott Kerrin – Nova Scotia children's writer
  - o Michael Bradfield re: Pat Keran's faculty papers
  - o Craig Smith – Black Nova Scotia newspaper and other publications reference collection
  - o Project videotapes and related records from Psychology and Neuroscience
  - o Doug Chaytor – Dentistry Photograph Collection
  - o President's Office – Re: the status of the retired Mace - Response from Crystal Bona Assistant Registrar Convocation and Projects. "The mace is currently being stored under lock and key in the Gowns Room with our other Convocation Furniture. A Convocation Design Working Group has been struck to discuss all elements of Convocation, and we will bring forward this question at one of the upcoming meetings of the group for them to consider the best way to store and/or display the mace. I will ensure they are aware that the University Archives have reached out regarding the mace and will keep you updated as to the results of their discussions."

## Report to Library Council (November/December report)

December 12, 2019

Submitted by Michelle Paon, Associate Dean Resources & Head of Sexton Library

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### Associate Dean Resources

- On November 14<sup>th</sup>, the Dal Libraries All-staff meeting welcomed speakers from Dalhousie's Office for Human Rights and Equity Services. Amina Abawayj and April Delorme-Provo delivered a thought-provoking session on creating an inclusive and respectful workplace. At the same meeting, Dalhousie Disability Management Coordinator Justin Snow offered a presentation on sick leave and disability administration. Both were well-received and appreciated by Libraries' staff, managers and librarians.
- Elaine MacInnis and I are updating the Holiday Contingency Plan for the upcoming holiday break.
- Denise Irving was the successful candidate for the C6 eResources and Metadata Specialist posting. She will step into her new role in January 2020. Congratulations, Denise!
- The Resource Licensing Manager position has been reposted more broadly after the initial search was declared failed.
- Recently I participated in meetings of the Scholarly Resources Management Group, CAUL Collections Committee, Novanet roadshows (2 sessions); and Faculty of Graduate Studies Faculty Council.
- From January 29<sup>th</sup> - February 1<sup>st</sup>, I will be attending the Ontario Library Association Superconference.

### Head - Sexton Library

- On November 21<sup>st</sup>, the Dal Libraries hosted a [reception](#) to celebrate a wonderful gift - the donation by eminent Canadian landscape architect Cornelia Hahn Oberlander of her professional library! Housed primarily in Dalhousie's MacRae and Sexton Libraries, the [Oberlander collection](#) includes more than 500 books as well as numerous scholarly journal issues that expand the Libraries' landscape architecture resources and provide a glimpse into the sources that inspired Ms. Oberlander's professional projects. Many thanks to the Sexton Library team, who played a key role in preparing for the event, developing an Oberlander-themed slide show, book displays, and bibliographies. I congratulate Resources team members from across the system who contributed in many ways to making the collection available in the Dal Libraries.
- On December 6<sup>th</sup> on its Sexton campus, Dalhousie University commemorated the 30<sup>th</sup> anniversary of the École Polytechnique Massacre. Sexton Library SIM intern Molly Coyle was a ceremony participant at this very moving event.
- Despite significant promotional efforts, there was a very low turnout for the first three library student focus groups, and few registrations for the remaining sessions. As a result, the decision was made to cancel the remainder of the sessions. Thanks to Linda Bedwell who planned and coordinated the focus groups, and Sexton team members who helped to plan and promote the events.
- The Sexton Library is delighted that in the winter term, we will welcome back GIS Analyst Jen Strang to provide GIS support service for a half-day each week.
- The Sexton Library Team is planning a "Blind Date with a Book" event for the Winter term.
- Sexton Library staff recently attended "Achieving Added Value Customer Service" workshops and the Novanet Alma roadshows.
- From October to November, Sarah Jane Dooley participated in a series of workshops on the Scholarship of Teaching and Learning at the Dal Centre for Learning and Teaching.
- Library Services Manager Amanda Sparks participated in the Artful Dodgers Dal Libraries Dodgeball team!
- We are delighted that Cassandra Larose will be the recipient of the 2019 Dalhousie-Horrocks Award, that will be presented during the Dalhousie-Horrocks National Leadership Lecture in January 2020. Congratulations, Cassandra!
- In January 2020, librarian Allison Fulford will return to the Sexton Library following a six-month administrative leave.

I recently attended the following meetings or sessions:

- Senior Leadership Team; Library Council (2); Library Heads;
- Update meetings with: University Librarian; Associate Dean Library Services (2); ATS/Resources; Assessment Coordinator
- Sexton Library staff meetings (five - lots of planning for Oberlander event!)
- Faculty Council – Engineering; Faculty Council – Architecture & Planning
- Libraries' Staff Dodgeball game
- Dal SIM 50<sup>th</sup> Anniversary Celebration

**Liaison:**

- Selected Indigenous studies books from donation of retired SRES faculty member Dr. Fay Cohen.
- Prepared four library collection assessments for proposed Indigenous Studies courses.
- Participated in Killam liaison librarians' meeting.
- As NSIS Librarian, prepared two monthly reports, and participated in November & December NSIS Council meetings and December lecture.

## **Report to Library Council**

**Sandy Dwyer**

**Director, Libraries HR & Access Services**

**December 2019**

The competition for an Instructional Technologies Architect (SIT3) ended in a failed search. The position has since been reposted and we are in the process of reviewing applicants and creating a short-list. The search committee members will remain the same: Marc Comeau, Brian Lesser, Suzanne Sheffield and Sandy Dwyer.

The competition for a Resource Licensing Manager (ADM 5) ended in a failed search. The position has since been reposted and we are in the process of short-listing the applicants. The search committee members will remain the same: Michelle Paon, Kirsten Huhn, Joyline Makani and Sandy Dwyer. We will be interviewing after the holiday break.

Denise Irving from the Kellogg Library was the successful candidate for the eResource & Metadata Specialist (C6) position. Denise will start in this new position on January 2, 2020.

The System Developer (SIT2) posting closed on October 1, 2019 and we are still in the process of short-listing the candidates.

Interviews have taken place for the Manager, Academic Technologies Operations (ADM6) position. The search committee members were Marc Comeau, Sandy Dwyer, Ian Taylor, Director, MedIt and Les Johnson, CLT. A final decision on the top candidate has not yet been made.

The Video Conferencing Coordinator (SIT 1) position has been posted and closes on December 16, 2019. Search committee members still to be finalized.

The Library Services Assistant (C5) position closed on November 11, 2019. The search committee members are Gail Fraser, Helen Wojcik, Amanda Sparks and Sandy Dwyer. Interviews will take place between December 11<sup>th</sup> and 16<sup>th</sup>.

Interviews have taken place for both of the limited term librarian positions (Learning & Teaching Librarian and Data Librarian).

## **AD Planning**

### Accessibility 2030:

A follow-up to my proposal to have a student undertake a practicum focussed on the topic of sensory-friendly library spaces. The proposal was accepted, and first year MLIS student Theresa Boulos will be work on this project in April 2020. Donna Bourne-Tyson has arranged for me to be the Libraries representative on the University-wide Accessibility Advisory Committee. This committee is chaired by Susan Spence. My first meeting will be on January 9<sup>th</sup>, 2020.

## **Head of Killam**

Interns: We have hired an additional intern, Alyssa Gallant. Alyssa has worked as a professional archivist for several years. She has returned home to Nova Scotia for the MLIS program. She is work at the KLSP, assisting with some collections assessments and working with Geoff Brown on a digital scholarship project.

Renovations to Killam office: The Reference and Research Services office now has new flooring and newly painted wall through all of the public areas. It's amazing the difference those small changes can make to a space. Carol Richardson and Janice Slauenwhite provided valuable assistance with communications to get the work done well and on-time.

Interviews for Limited Term Appointments: I attended the candidate presentations, as well as having an opportunity to chat informally with the candidates in tandem with the ADs (Anne Matthewman, Elaine MacInnis) for the system-wide responsibilities in the positions. Many thanks to the search committees for their efforts. I am confident that we will have excellent colleagues in these positions.

### Selected meetings & events:

- 25 Oct Waltes Mi'kmaq History Month Activity
- 28 Oct Heads meeting
- 29 Oct Facilitation skills workshop (led by Scott Comber)
- 1 Nov Meeting with Senate review committee for the Faculty of Management
- 4 Nov Alma Roadshow (led by Bill Slauenwhite)
- 6 Nov Killam Subject liaison meeting
- 14 Nov Faculty of Science Council; Libraries Fall All-Staff meeting
- 19 Nov Senior Leadership Team
- 25 Nov SRMG
- 27 Nov SIM guest lecture (Guylaine Beaudry)
- 29 Nov National Overlap Study consultation webinar (government document national strategy)
- 5 Dec Staff training for Zotero & Mendeley (led by Shelley McKibbon)
- 10 Dec FASS Council

Respectfully submitted,  
Sarah Stevenson