



Committee Annual Report to Library Council Dalhousie University Libraries

Period Covered: July 1, 2022 to June 30, 2023

Committee: Libraries Internship/Practicum Coordinating Committee (LIPCC)

Co-Chair(s): Jackie Phinney (W.K. Kellogg Health Science Library) and Courtney Bayne (Archives and Records Management)

Current Membership:

Carol Richardson (Recording Secretary)
Courtney Bayne (Archives and Records Management)
Creighton Barrett (Archives)
David Michels (Law)
Jackie Phinney (Kellogg)
Jaclyn Chambers Page (MacRae)
Melissa Rothfus (Kellogg)
Michael Vandenburg (Dean of Libraries)
Samantha Adema (Killam/MacRae)
Sandy Dwyer (Director, Libraries HR & NSCC Practicums)
Sarah Jane Dooley (Sexton)

Summary of the 2022-2023 Reporting Year

- LIPCC met five times over the course of this reporting year
- The Co-Chairs of LIPCC maintained regular check-ins throughout the year
 - The current Co-Chairs are finalizing their terms in November 2023, and a call for new Chair(s) has gone out amongst the committee
- The committee underwent a leadership change as of July 1st, 2023, with the retirement of the Associate Dean of Archives, Records Management and Special Collections
 - Dean Michael Vandenburg now oversees the committee until further notice
- The Master of Information (MI) internship program saw the reduction in one position from the multidisciplinary stream due to funding
- Discussions with the Department of Information Science (Formerly the School of Information Management) took place in conjunction with discussions amongst the

committee and the Dean of Libraries to determine if our MI internships are meeting student needs, and how these internships operate within the Dalhousie Libraries

- We anticipate these discussions will continue for the foreseeable future
- Committee documents were migrated from the OneDrive to Microsoft Teams and the NAS, under the supervision of Courtney Bayne
 - This was to ensure the NAS was used to store official records, and Teams would be used for its collaborative functionality within the committee, supervisor group, and for student interns
- Once again, LIPCC collaborated with Janet Music at the Department of Information Science to hold a Q&A session on February 9th, 2023 to first-year MI students interested in pursuing an internship

Membership Changes

Departed the committee

- Elaine MacInnis (MacRae)
- Hannah Steeves (Law)
- Lindsay McNiff (Killam)
- Sarah Stevenson (Associate Dean overseeing committee)

Additions

- Michael Vandenburg (Dean of Libraries)
- David Michels (Law)
- Jaclyn Chambers Page (MacRae)

Master of Information Internships

Internship Program Overview

- Position breakdown:
 - Archives (Fluctuating terms due to different position scope and desired skill sets)
 - 1 Position during the Summer 2022 hiring cycle
 - 2 Positions during the Fall 2022/Winter 2023 hiring cycle
 - 1 Position during the Summer 2023 hiring cycle
 - Kellogg
 - 2 Positions during the 2022-2023 hiring cycle
 - 2 Positions during the 2023-2024 hiring cycle
 - Law
 - 1 Position during the 2022-2023 hiring cycle
 - 0 Positions during the 2023-2024 hiring cycle
 - Multidisciplinary Internship
 - 3 Positions during the 2022-2023 hiring cycle
 - 2 Positions during the 2023-2024 hiring cycle
- Hourly wage remained the same as the previous reporting year (\$18.50/hour)
- Internship program maintained a single job advertisement for the Multidisciplinary and Kellogg internship streams

- Archives maintained a separate job advertisement; Law opted not to hire an intern for the 2023-2024 hiring cycle

Internship Summer Shine

The Summer Shine event held online via Teams on September 9th, 2022 was well-received, with approximately 50 students and employees from the Faculty of Management and the Dalhousie Libraries in attendance. Interns enjoyed presenting their work and it was a nice time had by all!

Intern Enrichment

Due to a lack of responses, there is no data to provide feedback on the 2022 enrichment program. However, narrative feedback was positive, and the 2023 program has been designed with these same events in mind as well as an additional session that the committee thought would be of use to interns and practicum students alike. Feedback data from the 2023 enrichment program has been received and will be included in next year's LIPCC annual report.

The following is the list of events that have been included in the 2023 intern enrichment program:

May 24: Resume/CV Workshop with Courtney Bayne (new this cycle)

May 29: LibGuides Training with Lindsay McNiff

June 15: Scholarly Communications with Melissa Rothfus

June 22: Library Council meeting

July 6: Research Data Management Basics with Louise Gillis

Aug 18: Academic Career Planning Panel

In addition to the sessions listed above, interns were given an opportunity to attend a meet and greet with our recently appointed Dean of Libraries, Michael Vandenburg, in October 2022. Due to staff turnover within the Senior Leadership Team (SLT), the LIPCC Co-Chairs opted not to plan the regular 'coffee with SLT' event for the summer 2023 intern cohort, but recommend it be reinstated moving forward.

Practicums

5 Practicum placements took place during this reporting cycle:

- Nova Scotia Community College Students
 - 1 Placement at the Sexton Library
 - 1 Placement at the Killam Library (Access Services)
 - 1 Placement at the Killam Library (Resources)
 - 1 Placement at the Archives
- Master of Information Students
 - 1 Placement in Records Management

Challenges, Lessons Learned, and Next Steps for the Committee

- The major challenge faced by the committee involves delivering an internship experience that evolves with the profession and the needs of Dalhousie Libraries
- Lessons learned from this reporting cycle include the importance of mindful evaluation of our internship programs, and the need to regularly review what we offer and who it benefits
 - This will continue to be explored through ongoing consultation amongst the committee and the Dean of Libraries
- Next steps for the committee will include appointing a new Chair (or Co-Chairs), delivering the upcoming Summer Shine presentations in September 2023, and determining if current supervisors desire any continuing education

Respectfully submitted by:

Jackie Phinney and Courtney Bayne (LIPCC Co-Chairs)

September 8, 2023