

## MINUTES

**Library Council Meeting**  
**MCCAIN Bldg. ROOM 1116**  
**May 13, 2014**  
**9:30 – 11:00**



Present: Ann Barrett, Creighton Barrett, Linda Bedwell, Geoff Brown, Marc Comeau, Sandy Dwyer, Patrick Ellis, Allison Fulford, Elaine MacInnis, Marlo MacKay, Gwendolyn MacNairn, Lindsay McNiff (Chair), Gwyn Pace, Michelle Paon, Robin Parker, Phyllis Ross, Karen Smith, Sarah Stevenson

Regrets: Jennifer Adams, Linda Aiken, Donna Bourne-Tyson, Ian Colford, Mark Lewis, Jason MacDonald, Heather MacFadyen, Oriel MacLennan, Joyline Makani, Anne Matthewman, David Michels, Janice Slauenwhite, Margaret Vail

Absent: James Boxall, Sarah Jane Dooley, Melissa Helwig, Shelley McKibbon, Michael Moosberger, Dominic Silvio

1. Adoption of the Agenda  
The adoption of the agenda could not be approved due to a lack of quorum.
2. Approval of the Minutes of the April 8, 2014 meeting (attached)  
Approval of the Minutes was postponed until the June meeting due to a lack of quorum.
3. *Welcome to Dalhousie Libraries* video - Andrea Kampen (guest)

Lindsay introduced MLIS practicum student Andrea Kampen who had prepared a new *Welcome to Dalhousie Libraries* video for her practicum project. Andrea had no previous experience with producing videos but learnt the required software including Adobe Premiere, use of a Panasonic GH@ camera, and Camtasia Studio; she visited each Dalhousie library to get up-to-date footage and accurate information. After the viewing members commented that the video was “great” and would be “good for new students as it covered more collections and services than previous tours”. A couple of people commented on the choice of music.

4. Business arising
  - a. Special Meeting re: Library Council Committees: Lindsay McNiff reminded members that there was a Special LC meeting scheduled for the next day, May 14<sup>th</sup> at 9:30 in Rm 2616 in the Killam. The purpose of the meeting is to discuss

the role & model of LC and the establishment of LC committees and their structures. All members are welcome.

- b. Dalhousie Libraries Research Advisory Committee Terms of Reference  
Approval of the terms of reference was postponed until the June meeting due to a lack of quorum
- c. Discover Layer Team Terms of Reference  
Approval of the terms of reference was postponed until the June meeting due to a lack of quorum

5. Assessment Priorities

Linda Bedwell reviewed the assessment priorities document distributed with the agenda. The document outlines assessment priorities that the User Experience & Assessment Committee thinks need attention up to the end of 2015. The priorities highlighted included: library space; expectations & needs of faculty; the library website; impact of collections and services on research output; information literacy; first year retention of students including international students; user awareness of library services and changes which have already been introduced like the single service desks. The priorities are aligned with the University's strategic objectives. Linda indicated that there are some large projects which may extend beyond 2015 and that the User Experience & Assessment Committee would not be conducting all of the areas earmarked for assessment. They would assist other areas with assessments of their own areas of responsibility. All areas listed in the document have the support of SMT. Linda asked for feedback from Library Council and will send an email to members asking for their input.

6. Equinox (formerly IDLS- Internet Data Delivery System) subscription announcement  
Patrick introduced the subscription announcement as a substantial change. Phyllis Ross explained that although we subscribe to Equinox there are other products which we may want to consider instead ie. Odyssey. Gwendolyn indicated that there will be a meeting of people involved in DLI before the next LC meeting. She will collect information about the various options at that meeting and update members at the next LC meeting.

7. Proposed Dalhousie Libraries Gift Policy

Due to the lack of quorum the decision to accept the policy will be postponed until the next meeting. Patrick did indicate that the policy has been approved at various levels. The issues include whether our space restrictions will allow us to accept the multitude of gift items which arrive; the limits set for providing tax receipts; who does the appraisals for tax receipts Phyllis indicated that it would be helpful if there were

weeding and collections policies to go hand in hand with the gift policy. Patrick indicated that those policies are needed but asks that the Gift Policy not be delayed until the other policies are available. Michelle noted that Biological Sciences appear to be missing from the policy. They will be added. Members are asked to review the policy and send comments to Patrick. An edited version will be circulated prior to the next LC meeting.

#### 8. Community Update

Marc Comeau reported that due to vendor issues Systems staff have needed to take on a short, intense migration project of moving the Agriculture faculty and staff from the use of Moodle to BB Learn. All staff are pitching in but a lot of staff effort is needed, within a short time frame. The change needs to be completed by the beginning of September.

Patrick Ellis reported that Doctors Nova Scotia's long standing, effective library services have been shut down and the library closed. Services will be managed by the Canadian Medical Association in Ottawa. It is not yet known what effect this change may have on the Dalhousie Libraries. Patrick is meeting with the CEO later today.

Robin Parker reminded members that it is "intern season" at the libraries and many staff are involved in their training. "Intern Day" is scheduled for Thursday, May 13<sup>th</sup>. The day includes many information sessions and a "Workstyle" activity for the interns.

#### 9. Other Business - None

10. Next Meeting – June 10, 2014 9:30-11am **MCCAIN Bldg. ROOM 1130**