

Library Council Minutes
September 20, 2018
Room 2902: 10:00am-11:25am

Present: Gwen MacNairn (Chair), Melissa Rothfus (Secretary), Carol Richardson (Recording Secretary), Allison Fulford, Anne Matthewman, Dominic Silvio, Donna Bourne-Tyson, Elaine MacInnis, Erin MacPherson, Gail Fraser, Hannah Steeves, Heather MacFadyen, Helen Wojcik, Jackie Phinney, Jan Pelley, Janet Hathaway, Joe Wickens, Julie Marcoux, Karen Chandler, Karen Smith, Lachlan MacLeod, Leah Unicomb, Linda Aiken, Linda Bedwell, Lindsay McNiff, Marc Comeau, Marlo MacKay, Melissa Helwig, Michael Moosberger, Michelle Paon, Roger Gillis, Sai Chua, Sandy Dwyer, Sarah Stevenson

Regrets: Alice Stover, Amanda Sparks, Ann Barrett, Brian Lesser, Creighton Barrett, David Michels, Geoff Brown, James Boxall, Joyline Makani, Margaret Vail, Mark Lewis, Mick Bottom, Robin Parker, Sarah Jane Dooley, Shelley McKibbin

Donna Bourne Tyson opened the meeting with the Territorial Acknowledgement.

1. Adoption of Agenda

The agenda was adopted as circulated.

2. Approval of the Minutes (from June 21, 2018)

The Minutes from the June 21, 2018 meeting were approved with corrections made prior to today's meeting.

Motion: To approve the Minutes of the June 21, 2018 meeting as amended.

M.Helwig/H. MacFadyen

Carried

3. Business Arising from the Minutes of June 21, 2018

3.1. Secretary – Melissa Rothfus

Our Library Council Secretary for 2018-19 is Melissa Rothfus. Thank you Melissa for agreeing to take on this role.

3.2. Libraries Org Chart – Donna Bourne-Tyson

This is the first level of the org chart (in draft format). It was noted that not everyone is listed in this high-level draft. For each member of the Senior Leadership Team (SLT), there will be another layer added with their whole team(s) displayed. Thanks to Marlo MacKay for preparing this draft of the chart.

3.3. Journal project update – Heather MacFadyen

Meetings have taken place with the Heads. The teams are wrapping up the review of the titles. Thanks to the members who were on those teams. Heather will assemble everything into one package and take it to the next Heads meeting to discuss the results. Feedback has been given about what people have been finding in the data. It was noted the embargo statement is out of date and the process of updating that data has started.

4. Council and Committee Activities

4.1. Library Council Annual Report– submitted by Mark Lewis

The Library Council Annual Report for 2017-18 was distributed in draft format.

Motion: To accept the Library Council Annual Report for 2017-18 as submitted.

K. Smith/L. McNiff

Carried

4.2. New member request – put forward by the University Librarian

A new member request was put forward by Donna for Courtney Baine to join Library Council. Courtney is the Records Manager for Dalhousie University. This position is a DPMG position.

Motion: To add the University Records Manager position to Library Council as a voting member.

D. Bourne-Tyson/S. Dwyer

Carried

Discussion:

How do we define voting members versus non-voting members in the Terms of Reference?

The University Librarian, Associate University Librarians, and Heads of Libraries are non-voting and all other members are voting. It was noted that all DPMG Managers are asked to join Library Council.

Gwen will invite Courtney to the next Library Council meeting.

4.3. Web Advisory Committee Annual Report – submitted by Margaret Vail

The Web Advisory Committee Annual Report was submitted after the May or June Council Meeting deadline to cover activities from Jul 1, 2017 to Jun 30, 2018. It was noted that Shelley McKibbin will replace Margaret as Chair of this Committee.

Motion: To accept the Web Advisory Committee Annual Report as submitted.

M. Helwig / J. Marcoux

Carried

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

This item will be deferred to the next Library Council meeting. There were very few changes but it was suggested to have the revisions in the document highlighted and then recirculated.

4.5. Overview all current committees

The Library Council website lists both the current Standing Committees and the Short-term Working Groups. We want to be more consistent in how we are collecting the annual reports, making sure the membership is kept up-to-date and the information is transparent. Of the Short-term Working Groups, two state that the mandate is completed. The third one, Electronic Access Fund Working Group in which Heather MacFadyen is Chair is wrapping up and documents will be submitted to Library Council soon. It was noted, the RefWorks Working Group is new and Shelley is the Chair.

There are 10 Standing Committees listed. Gwen will check with the Chairs of each Committee for the current membership. It was noted, the Assessment and User Experience Committee does not exist anymore and will be moved to the bottom of the page. The Strategic Plan Working Group is not a working group of Library Council. A final report will be submitted to Library Council and that will be an acknowledgement that the committee is finished its work.

Motion: To keep a record of the committees but identify them as previous committees of Library Council, move them to the bottom of the webpage and include the dates of when the committee(s) existed.

M. Helwig/J. Phinney
Carried

5. SLT Update – D. Bourne-Tyson

A presentation was given on succession planning. It featured an overview of the sources of information, opportunities for planning, decision points and at the end of the presentation, members of Library Council were given the opportunity for input.

6. Short Snappers – Gwen MacNairn

This section is new to Council. It will feature new things that have been observed when meeting with colleagues or students that are worth sharing. Gwen shared several recent observations.

- Crossref – has a new standard for recording a DOI
The new URL is more secure than the previous one. Instead of *http://* it is *https://* and goes right into the “*doi.org*” rather than the “*dx*”. This means all URLs are different and if you are citing anything using a “*doi*”, you should use the new format. Although it is recommended by APA Style to use the new format, the previous formats are acceptable because they are printed in the 6th edition of the *APA Style Manual*.
Old format (doi): doi:10.1108/EJIM-12-2014-0119
Old format (url): <http://dx.doi.org/10.1108/EJIM-12-2014-0119>
New format: <https://doi.org/10.1108/EJIM-12-2014-0119>
- Web of Science – has added new visualizations to their "Analyze Results"
If you do a search on one author, you can visualize the results as a tree map to see more quickly which disciplines they publish in. A comparison was done between two colleagues and the results showed that one colleague had more publications, but the other colleague published within more disciplines. Any Results set can be Analyzed. Gwen had a group of graduate students do this with their Supervisors, and then they discussed the results.
- Making Data comparisons – urban and rural
It is common to summarize data into these two distinct categories, but do you know where to draw the line between urban and rural data located in transition zones? If you look at Halifax County, various HRM documents describe transition areas as “suburbs” and “rural commuter sheds” but do not specify either one as being urban or rural. Statistics Canada provides definitions on this but they change over time and if you use STATCAN data, you have to look at their definitions. In 2006 STATCAN defined an “urban fringe” and a “rural fringe” between urban and rural zones but in 2011 it just became “fringe”. It was noted, there are 14 different methods in use to differentiate urban from rural data. Questions we receive about data are on the rise compared to regular reference questions (based on data in LibInsights).

- CANSIM table numbers – are now data table numbers
If you are searching for data on the STATCAN website, the CANSIM table numbers are gone, as of June. You will get a data table, but it will have a new data table number and right beside it will say formerly and then list the old CANSIM table number. It was noted, when you are citing data from STATCAN, you are supposed to use the new data table number in your citation.

Example: Table: 37-10-0003-01 (formerly: CANSIM 477-0021)

- How are students storing their citations?
There is an option in Web of Science to save your results to Endnote Online. If you click on this with some selected references, it will ask you to register and agree to the conditions of the license. Some of our students have started to do this. Gwen will pass this information on to the RefWorks Working Group. It was noted, this version is like a free version of the old RefWorks but it's finicky. For example, you can only import 500 references at a time.

If anyone would like to suggest short snapper(s) for the next meeting, please let Gwen know.

7. Senate Report (Jackie Phinney)

The first meeting of Senate was held on September 10. Jackie highlighted some of the items outlined in her report. The next Senate meeting will be held on September 24.

8. Senior Leadership Team Reports

Questions from reports or any other current activities

- | | |
|----------------------|----------------------|
| - Ann Barrett | - Marc Comeau |
| - Anne Matthewman | - Michael Moosberger |
| - Donna Bourne-Tyson | - Michelle Paon |
| - Elaine MacInnis | - Sandra Dwyer |
| - Janet Hathaway | - Sarah Stevenson |

Anne Matthewman's – one additional comment

The Learning and Teaching Team lost Michelle Paon when she moved to the Sexton Library and the team was left without a liaison for subject specialties. Thank you to Julie Marcoux for agreeing to take on this role. Anne will be meeting with each librarian on the team in the coming months to get an update on their role and how to move forward as a group.

Marc Comeau

From the report: *"As we work through solutions for expiring web spaces for research, I've spent some time discussing existing web hosting capabilities with ITS".*

This is a recurring issue from the Faculty of Arts and Social Sciences. They do their work on ITS server space. Every year an email is received to ask if they want to keep their space. Sometimes the email is not responded to in a timely manner and the space disappears and that creates a problem. The space is always brought back but it tends to be an annoyance for Faculties. A solution is being worked out for this issue.

Donna Bourne-Tyson

- A typo, with apologies, will be corrected for the minutes in the University Librarian's Library Council Report. "Michelle Paon has agreed to serve as Interim AUL Resources & Head of Killam Sexton.
- Donna will be sending around a new document featuring the Libraries from Advancement. This document may go to all donors so if you receive one in the mail this is an FYI.

Michael Moosberger

From the report:

Met with Margie Bohan of the Writing Centre for advice on the availability of writing improvement workshops”.

This note was related to staff who need upgrading of their writing skills. Met with Margie to see what was available.

When talking about different donations, assume will go to Archives rather than to the library for Resources to handle.

Technically these donations are archival donations, primarily manuscript donations and these are treated like gifts-in-kind. The process is different from donations made directly to the library (eg. books) because the Archives do not have a resource they go to, to assess the value and it's a different more complex process.

9. Roundtable

Be prepared to tell us about *one* activity you accomplished during the summer.

Let's try to keep this brief but interesting – share a highlight, rather than everything you worked on.

Gail Fraser

Implemented adding a level of access note to cataloguing records. The notes in the holdings record will say one user access available or three user access available or unlimited. You will see this note after the words: Access restricted to Dalhousie users only. The note applies to books only and will not be in every record at this time. It was noted, positive feedback has been received.

Roger Gillis

Finished a book chapter being published by the Association of College & Research Libraries on Copyright in Academic Integrity and Open Education Resources. Congratulations!

Karen Smith

Working closely with researchers accessing our special collections. Helped one professor in particular from Washington State University trying to develop an idea of what 19th century literary journals would look like in Canada.

Lindsay McNiff

The Killam Library was approached to set up activities and promotions in LeMarchant Place for upper year students who chose to stay in residence for a second time. Met with a number of staff to discuss and start up a partnership with Residence Life.

Melissa Helwig

Worked with Dr. Shaun Boe, Acting Associate Dean (Research), to get 50-80 Faculty members in the Faculty of Health set up with ORCID. He also asked for help on how best to use SciVal to do the analysis and to train research assistants and research staff on how to help users clean up their Scopus profile, feed it into ORCID so they can more easily pop it in SciVal to create a publication set and then analyze those researchers using that particular tool.

Jan Pelley

The sub-basement was weeded and re-organized over the summer so items can be found more easily. Thanks to everyone who helped with this project.

Dominic Silvio

Worked with a professor from the University of Calgary who was looking for documents on Africville and the decisions that were made to relocate the people of that community. It was noted, had to go to Africville to do some of the research.

Sai Choi Chua

Worked on the newly released PCCF+ 7A that is based on the 2016 census geographic areas. Selected researchers were notified of the product availability.

Heather MacFadyen

After a long delay at Financial Services, the libraries received funds to offset the USD currency exchange rate. We can now buy books.

Hannah Steeves

Started working away at the digitization project in the rare book collection to make sure we have records for items that have accumulated over the years.

Karen Chandler

Almost completed cleaning up resources information that was on the S: drive. Now have three folders for the information in one location. Hoping to find copies of missing licenses within those folders. A draft template has been designed so staff can follow the same protocol when filing data.

Allison Fulford

Transitioned from the AUL and Head roles at the Sexton Library back to the engineering librarian role and providing student support. This has gone well.

Linda Aiken

Decided to follow a self-interest and took a professional development program "Grammar and Punctuation Bootcamp" through Saint Mary's University.

Joe Wickens

Rapid ILL is an important component of the Document Delivery Service and over the summer worked on mostly articles, but there is also a book chapter involved that he is looking to implement. This is another component that will automate a large portion of requests.

Lachlan MacLeod

Worked on copyright material, was a part of Copyright Committee and worked with Linda Bedwell on the Assessment Report.

Marlo MacKay

Enjoyed being in every library location at least once this summer, to take fresh photos with Nick Pearce from Communications and Marketing. Looking forward to seeing new photos on our website.

Linda Bedwell

Worked with Geoff Brown, Lachlan MacLeod and Carl Harvey to create the Killam Observation Report. A potential presentation at Library Council.

Jackie Phinney

Submitted a product review to the Journal of Canadian Health Library Association. Kicked off a project with Lucy Kiester and will be collecting data on this project in November.

Erin MacPherson

Summer of hiring at the MacRae; Chair of the Committee to hire the Indigenous Services Librarian who will be starting October 1. On the Committee who hired the evening supervisor and hired five student assistants for the Novanet Live Help Service.

Leah Unicomb

Opened the Student Learning Commons and moved the Library Service Point from the main level of the MacRae Library to the top floor.

Melissa Rothfus

Began working as the Scholarly Communication Librarian in July and is the Library Council Secretary.

Gwen MacNairn

Moved during the summer and now located in room 5104 on the 5th floor of the Killam Library (across from the elevators).

10. Any Other Business

- It was suggested to have the documents that go out to Library Council linked to one spot eg. SharePoint instead of the documents coming through in separate emails. It was next suggested to use BrightSpace because of its better security and there already exists a Library Council location in BrightSpace. It was also suggested to have a standard name for each document and to ask the Records Manager for suggestions. It was noted, there are tips on the Records Management website for naming conventions. For this year, a call for agenda items will take place the week before our next meeting. The agenda and all supporting documents received by Monday of the week of Library Council, will be sent out on Monday afternoon and any documents received after that time would be sent out on the Wednesday of the same week (the day before Library Council).
- It was suggested to have Announcements as a standing item in addition to the Round Table item.
 - New Announcement
 - There may be a postal strike next week so Document Delivery is putting heads together to see how to address this if it goes forward. Any suggestions, please send to Linda Aiken.
- We are beginning a new academic year, so we can do the same things or make changes. Please let Gwen know if there are things you particularly like, don't like, or want to start doing at Library Council. We want our meeting time to be time well spent. Thank you for your participation.

Meeting adjourned at 11:20am.

ATS Report

- Alex Wojcik has started with the team and is working on ATS and GIS projects.
- Truro fire required a lot of work at our end. It was very challenging as many of the AV processes are still emerging.
- However, Truro is up and running, it's not in ideal condition, but it is working while we continue to work out the permanent fixes.
- MacMechan auditorium AV project was completed and first floor of Rowe Common Pool classrooms were completed.
- Top Hat rollout has been a mixed bag. Faculty are interested and uptake seems to be good. Working with the vendor at the back-end has been a challenge in some cases.
- Working with Resources team on figuring out how to provide alumni remote access through proxy for resources that allow it through our license.
- We attempted to deploy automatic patron loading in Aleph, but had to abort late in the game due to an issue that came up in testing. It's a solvable problem, but needs a bit of thought and some additional testing. We're hoping to have this in place within the next few months.
- We swapped out all the Learning Commons PCs on Halifax campuses as they reached the end of their lease, Truro is on a separate lease through ITS. This is a tremendous amount of work and takes a lot of coordination and physical labour.
- We have been and will continue to be working with Archives on Archivematica contract and rollout.
- I presented a brief overview of Academic Technology Services at this year's Dean's orientation.
- As we work through solutions for expiring web spaces for research, I've spent some time discussing existing web hosting capabilities with ITS.

Marc R. Comeau

Director, Academic Technology Services

Dalhousie Libraries

AUL Library Services & Head, MacRae Library

Highlights for Library Council September

2018

AUL Library Services

Alumni Benefits Card – These cards are now available through Alumni Services and library services is one of the many benefits available with the card. The card provides them with the same library borrowing privileges as OCBs. The next component is examining options for accessing the electronic resources that include alumni access and we are working with ATS and ITS on this. For further information on Library Services for Alumni please check out the following: <https://libraries.dal.ca/services/alumni-services.html>

Indigenous Services - The new Indigenous Services Librarian, Morning Star Padilla, will be starting on October 1st. She will be based in the MacRae Library but will work two days per week in Halifax with an office in the Killam Library. The NCTR Hub will now be located in the Multicultural Centre of the Student Learning Commons in the MacRae. The opening of the Hub will take place later in the Fall and we're looking forward to working with Morning Star in the planning of this event and its services.

International Student Services – Allie Fulford has taken on this new champion role in support of our International students. She has been working on a LibGuide and liaising with staff in the International Student Centre.

LIPCC – Please join us for Summer Shine, starting in the LINC today at 11:45 to hear about the great projects our interns having been working on.

Patron Loading – We are very close to finalizing the load of data from Banner into Aleph. Testing has been underway and we will be meeting with Novanet and ATS staff next week to discuss the next steps in resolving outstanding issues.

People Counters – This is now moving to a project phase as the installation of the unit will require electrical and networking, in addition to the purchase and installation of the counters. Remaining work to be done is identifying a third vendor with comparable products to the two we have been looking at in depth.

RefWorks - Shelley MacKibbon has formed a working group to investigate alternative bibliographic management tools and, if necessary, recommend a transition plan to a new product or products.

Members of the Library Services Team will provide further updates for their areas in the roundtable component of the meeting.

MacRae Library

- **New Evening Supervisor** - Daryl Atkinson joined the staff of Dalhousie Libraries on September 4 as the Evening Supervisor at the MacRae Library. Daryl comes to us from Mount Allison University where he has worked in Access Services in the university library.
- **Cox Building Fire** – On June 20th, a fire on the roof of one of our main academic buildings resulted in the loss of approximately two thirds of the offices, classrooms and laboratories in that building. The building will need to be gutted and rebuilt on the inside, which is expected to take approximately one year. Some of the faculty, staff and grad students from Cox building relocated to the Library for the summer, resulting in closer ties between the Library and the affected departments. ATS staffed worked tirelessly in conjunction with Facilities and ITS staff on the Agricultural campus to make sure that alternate spaces were ready for classes to start in September. Five rooms in the MacRae are temporarily being used for classes, including the two new Program Rooms in the Student Learning Commons. The former Sears store in the mall has also been retrofitted to accommodate offices, a lab and a large classroom. Bus service for registered students, staff and faculty is now available between the Campus and the Mall to accommodate th
- **Student Learning Commons** – We unlocked the doors to the Student Learning Commons on the top floor of the MacRae Library on August 22nd and celebrated its soft launch with the Campus’ annual Ice Cream Social in the new space. The space is in high demand for various events, particularly during this year’s Orientation. The Clubs & Societies Fair on September 3rd brought many students into the space for the first time. The Grand Opening will be held the evening of September 27th, in conjunction with the 200th Coast to Coast tour stop in Truro. It promises to be a big celebration and we’re looking forward to showing off this fabulous new space.

Report to Library Council

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

September 17, 2018

Associate University Librarian Resources

- I have been meeting with Resources staff (Halifax-based) throughout the system in small groups and individually to learn about the workings of the Resources portfolio and staff responsibilities. I'm hoping to meet with the MacRae Library's Resources staff in October.
- The Fair Price Journal Unbundling initiative is proceeding well. Many thanks to Heather MacFadyen for her continuing efforts and to the liaison librarians who are serving on the four review teams.
- The acquisitions budget arrived August 27th, and thankfully the US dollar reconciliation from the University arrived on September 11th.
- Monitored direct and consortial product deal information (eg. CRKN, COPPUL, CAUL lists) & Primo list.
- Attended presentations by the Collections Analysis Librarian candidates and met informally with them. The Search Committee has made a recommendation to KLAC.
- Meetings with Resources Management Librarian, Resources Managers Group, Web Advisory Committee, RefWorks Working Group. Communicated information from the Novanet Discovery Operations Group.

Head - Sexton Library

On Sept. 17th, the Sexton Library hosted an ice cream social to celebrate our newly refreshed mezzanine area! Following selective weeding of the Sexton's print journals, stacks were removed from the mezzanine to create an open area. During the summer the walls were painted and new carpet was installed to create additional student study space. With the addition of tables and chairs assembled from the Sexton's sister libraries, a much-needed 76 additional seats were added to the Sexton's capacity! Congratulations to former Sexton Head Allison Fulford who spearheaded this project, and to the Sexton librarians, interns, and staff who prepared extensive journal listings, weeded and discarded volumes, and dismantled shelving. Former interns Rebekah Prette & Lauren Bull were particularly dedicated in this initiative. Current interns Samantha Adema & Courtney Vienneau will discuss aspects of the project at the Summer Shine event.

- Allison Fulford and I attended the Engineering Orientation session; Sexton staff participated in the Engineers Information Fair that took place in the new IDEAS building on the Sexton campus.
- Thanks to Sarah Davis who prepared a Science Literacy Week display in the Sexton Library.
- Completed individual meetings with Sexton staff to learn about their responsibilities.
- Meetings with: Senior Leadership Team; Assessment Librarian; SIFT team; Sexton Manager of Library Services; Sexton staff meeting; the Fair Price Journal Unbundling Arts & Humanities review team, and the Fair Price Journal Unbundling Natural Sciences & Engineering review team.
- I participated in external meetings with: Dr. John Newhook, Dean of Engineering, and the University Librarian; and with Christine Macy, Dean of Architecture & Planning, and the University Librarian.
- Introduced authors Steven Mannell and El Jones at the Dal Libraries Word on the Street event.
- Participated in a day-long Academic Leaders Workshop for new Deans, Heads, AULs.
- Attended Dal Libraries' Information Literacy Instructional Technology refresher.
- Attended lectures/talks by: Senator Murray Sinclair (Belong Forum); Dr. Joseli Macedo (School of Planning); Dr. Daniel Heath Justice (ACRL webinar – Indigenous Literatures).

Liaison Librarian – Oceanography; Indigenous Studies

- Provided four instructional workshops: OCEA 1001 (2 sessions); OCEA 4370; and OCEA Honours.
- Selected books from marine science donation (Dr. John Roff) & Indigenous Studies donation (R. Soucy).

Report to Library Council

Sandy Dwyer

Director, Libraries HR

September 2018

Interviews for the C5 position split between Killam Access Services and the Archives have taken place. An offer will be made to our top candidate very soon.

Alexander Wojcik was the successful candidate for the Library & GIS Developer position (SIT2). He began in the position on July 30, 2018.

The posting for the SIT-2 Systems Administrator closed on June 4th. Applicants have been short listed and the interviews will take place the week of September 24 – 28, 2018. Members of the search committee are Marc Comeau (ATS), Robert Harrie (ITS) and Sandy Dwyer (Libraries HR).

The successful candidate for the position of Digital Coordinator was Shirley Vail. Shirley began permanently in this role on August 1, 2018.

Daryl Atkinson was the successful candidate for the Evening Supervisor position at the MacRae Library. Daryl started in this role on September 4, 2018.

Melissa Rothfus is our new Scholarly Communications Librarian. Melissa joined the Dalhousie Libraries on July 30, 2018.

Morning Star Padilla is our new Indigenous Services Librarian. Morning Star will join the Dalhousie Libraries on October 1, 2018.

On June 20, 2018 I attended the Legacy Awards and on behalf of the Dalhousie Libraries I accepted the Legacy Award for Healthy Workplace. In addition the Healthy Workplace Award will be presented to the Dalhousie Libraries, by Janice MacInnis, at our all staff meeting on November 14, 2018.

On June 28, 2018 I participated as a volunteer for the University's Day of Active Learning. In partnership with the United Way Halifax, Dalhousie Human Resources and the Dalhousie Professional Managerial Group hosted a *Day of Active Learning* event for Halifax Youth. The event provided fun, accessible, educational opportunities to youth between the ages of 9 -15 from five local organizations – Boys and Girls Club of Greater Halifax, Family SOS, the Take Action Society, Bayers Westwood Family Resource Centre and Veith House.

On July 24th and 25th Robin Parker, Dominic Silvio and I participated in two full days of training for our roles as Internal Investigators for the University.

There were 4 Libraries' staff members who participated in the 6 week Skillssoft Summer Competency Camp.

W.K. Kellogg Health Sciences Library | AUL Scholarly Communications
Highlights for Library Council
July - September 2018

Kellogg Health Sciences Library:

- 1) **Staffing:**
 - Melissa Rothfus began work July 30 as Scholarly Communication Librarian with liaison responsibility in Nursing.
 - Resources staff at the Kellogg will start training for work in Access Services on a pilot basis this coming fall to allow for more staffing flexibility in the early morning hours at Tupper and CHEB.
- 2) **Collections:**
 - JAMA Evidence Book suite has been added to the collection
 - Biomedical Journal Review Team has been working on the Big Deal titles from two publisher currently under review.
- 3) **Sub-basement collection reorganization and integration:** This major project has been completed over the summer. While many hands chipped in to get this job done a special thanks has to go to Echo Dyan for her amazing organizational skills and to our student assistants Lisa Engio for her accuracy and diligence. They both did an outstanding job.
- 4) **Door Issues at Kellogg in Tupper:** Continue
- 5) **Branding:** Marlo has been working with Kellogg staff and Library Administration to design branding for library spaces in the CHEB and Tupper.
- 6) **Committees:**
 - Jackie Phinney is the Dalhousie Libraries Senate Representative and is also now a member on the *Senate Learning and Teaching Committee (SLTC)*.
 - Robin Parker has been re-elected to the *Senate Discipline Committee (SDC)*

Scholarly Communications:

- 1) **Committees:** Melissa Rothfus is now on the *CAUL Scholarly Communications Committee* and Geoff Brown will be stepping down after two terms served.
- 2) **OER Open Education Resources:** Anne Matthewman, Ann Barrett, Geoff Brown and Suzanne Sheffield from CLT met for a first meeting of how this initiative will take shape at Dalhousie.
- 3) **Bill Freedman Book Project:** Geoff has the Bill Freedman book *Environmental Science: A Canadian Perspective* (6th ed.) almost completed and ready for promotion. It is hosted on the PressBooks platform.
<https://digitaleditions.library.dal.ca/environmentalscience/>
- 4) **Barbara Hinds project:** A new digital initiative is being explored - an unpublished manuscript that Barbara wrote of her trip to the Arctic in 1960's including images (taken by Rosemary Gilliat) from the trip and some audio files. Barbara Hinds was a long time employee of Dalhousie both on the Studley and Carleton campus with the Faculty of Medicine.

- 5) **IHRIS and ORCID/SCIVAL:** The Library was approached by Shaun Boe, Acting Associate Dean (Research) and representing the Integrated Health Research Innovation Strategy (IHRIS) to assist with a project to assess current research strength and gaps in the Faculty of Health using metrics. The library was asked to provide training (3 one hour sessions –Melissa H and Melissa R) and support (3 one hour drop-in session for faculty – Melissa R and Shelley) with the necessary tools for population and clean up of citations from Scopus to ORCID with a view to analyze in SciVal
- 6) **Liaison development morning:** A liaison development morning is being planned for the fall mid term break. The topics covered will be advising researchers on managing their research identity using a variety of research metric tools including ORCID, Scopus, SciVal, & Dimensions.
- 7) **Digital Initiative Project Template:** Roger and the Scholarly Communications Team have drafted a form that can be sent to faculty when they are requesting a new digital initiative. The form will be added to the “Work with us” page that is part of the digital initiatives site:<https://libraries.dal.ca/research/digital-initiatives/services.html>
- 8) **DalSpace:** A DalSpace refresh is underway and should be ready this term. The DalSpace Working Group is also doing an end of year report including recommendations for future actions.
- 9) **Dal 200 project:** Eric Rapaport, School of Planning approached the Libraries for assistance with aerial photos and maps over the campus. Roger worked with the student assistants on the project with him and recommended linking through the finding aids website and the HRM Archives website (if HRM archives makes them available), in order to integrate with Arc GIS story maps.
- 10) **OJS:** A new journal is now available on OJS: Journal of Undergraduate Ethnography
- 11) **OA Week planning:** An initial planning meeting took place and the lineup of events will be finalized soon.
- 12) **Libraries Workshop Series:** The Scholarly Communications Team are working with Advanced Reference Champion Melissa Helwig to develop a series of workshops targeted at faculty and graduate students. A series name and content of the first sessions are in development.

Respectfully submitted,
Ann Barrett

Library Council June – August 2018: University Librarian’s Selected Updates

Senior Administrative Searches: The search for a President is going very well, and I believe an Interim President will be announced shortly. Delighted to note the appointment of Teresa Balser as our new Provost & VP Academic, beginning in late October.

https://www.dal.ca/dept/senior-administration/provost-vp-academic/provost-news/2018/08/01/appointment_of_dr_teresa_c_balser_as_provost_and_vice_president_academic.html and <https://www.dal.ca/news/2018/07/30/dr--teresa-c-balser-to-become-dalhousie-universitys-next-provost.html>

AUL/Head Resources & Sexton Library: This is no longer recent news but I am delighted that Michelle Paon as agreed to serve as Interim AUL Resources & Head of Killam, and she began her term officially on August 1st. Thanks again to Allison Fulford for a successful five years in the role previously, and congratulations to her for a smooth transition at the Sexton Library.

“Where Do I Put My Stuff?” Guidelines: The Information Governance Steering Committee has approved a document that advises the University on where to store information, based on levels of sensitivity; thanks to Michael Moosberger, Marc Comeau and Courtney Bayne for their input into the twelve drafts that were reviewed. This document should be released shortly.

External Committees: I am now serving on the Research Data Canada Steering Committee for a two-year term, in part as CARL president and in part as Dal UL and someone interested in RDM. In related RDM roles, I continue to serve as a member of the Leadership Council for Digital Research Infrastructure as CARL president, and chair the CARL Directors’ Portage Steering Committee. I am joining the Board of the International Association of Library Associations (IATUL) as the Canadian rep in January for a three-year term, and have been attending Board meetings since June during the transition phase. My term on the National Heritage Digitization Committee is coming to an end and we may be looking for representation from Atlantic Canada.

Library Council Report – AUL Research/Head of Killam

Head of Killam:

One of the primary concerns since the last Council meeting has been the transition of most of Michelle Paon's liaison roles. Michelle is keeping Oceanography. Gwen has taken on Biology. Dominic Silvio and I are sharing the liaison roles for Marine Affairs and the School of Resource and Environmental Studies. Dominic will handle the policy/management/social science areas and I will look after the science components of the programs. I have also taken on Environmental Science for the time being.

I attended presentations and met with the Indigenous Services and Collections Analysis candidates. The successful candidates for both positions will have some liaison responsibilities with the Killam in addition to their primary duties in Indigenous Services and Resources.

Changes have been made to our Reference & Research Assistance hours based on the evidence of usage of that service at the Killam Library Service Point in LibInsight. Killam Research Assistance will be provided Monday-Friday from 10am to 6pm. We will not have evening or weekend hours this year.

I've spent a great deal of time with Annual Report meetings and follow-up letters. The meetings are always instructive for me. Our librarians are doing fine work in many areas.

Lindsay McNiff and I met with Marc Comeau and Mick Bottom to discuss improvements to make Killam 2902 a better teaching space. Marc & Mick are investigating several of the items we discussed. At this point, there is no timeline for potential changes.

AUL Research:

The RDM committee met over the summer to finalize our portion of the draft institutional policy for research data at Dalhousie. Many thanks to Erin MacPherson for keeping our documentation updated and getting it sent on to Donna this week. Erin and I met with the Meridian group lead in Computer Science and are working with them on the metadata schema. We also had an excellent and very encouraging meeting with new AVP-Research Graham Gagnon over the summer. Thanks to Ann Barrett and Melissa Helwig, we are looking at having RDM content as part of Open Access Week in October.

I attended the First-Year Welcome event for the Faculty of Science in the Wallace McCain Learning Commons last week. This is an opportunity for students to sign up for a First Year Interest Group, meet faculty and society representatives in an informal setting as well as getting a snack or two.

I also attended FASS Council last week which featured encouraging news about enrolments and appointments.

I will be attending the Canadian AUL days at Memorial University on Monday and Tuesday of next week. I have been asked to give a 10 minute lightning talk on our Indigenous initiatives including the Legacy room, NCTR Hub and the hiring of our Indigenous Services librarian. *Embracing the challenge of the Truth and Reconciliation Report at Dalhousie Libraries: a learning journey*. Michelle Paon has kindly shared her slides from her June presentation in Fredericton.

Finally, under both roles, the Fair Price Journals evaluations for the Cambridge and Oxford packages. I have been involved with the Natural Sciences and Engineering working group for the Fair Price Journals Project. I have also met with the Arts & Humanities group and heard from the Social Sciences and Biomedical group.

Michael Moosberger

AUL Archives, Special Collections and Records Management & University Archivist Report

21 June – 17 September 2018

AUL Archives, Special Collections and Records Management

- Participated in a number of conference calls with LAC staff related to the planning of the Indigenous Access and Knowledge Day to be held on 15 November.
- Continued to review documentation related to the RFP for the Archivematica digital preservation system which we have now secured. The contract will start 1 October with the service level agreement costs shared between the Archives and ATS.
- Attended SLT and Preservation Committee meetings.
- Participated in conference call for the NHDS Steering Committee on 6 September and have agreed to a second term on the Committee.
- Began the process for Courtney's six-month review as University Records Manager.
- Continued to provide input and feedback to Donna and Jim Farmer on the University's INFORMATION SECURITY CLASSIFICATION STANDARD, which has now been approved by IGSC.
- Attended and took minutes for the University Records Committee meeting on 27 June.
- Met with Margie Bohan of the Writing Centre for advice on the availability of writing improvement workshops.
- Undertook HR meetings related to job evaluations, job evaluation appeals, and probationary appointments for all of the NSGEU and DPMG staff in the Archives.
- Attended Scholarly Communications Committee meeting and proposed new e-book project (Barbara Hinds 1960 Arctic Travels).
- Met with both Karen and Creighton related to their Annual Reports.
- Prepared Opinion survey for Donna on monetary appraisal and preservation issues to be sent to CARL libraries.
- Prepared mid-year report on the Libraries' 200th Anniversary activities for Communications and Marketing.
- Met with Susan Mansour, Pharmacy to discuss the digitization of historic Pharmacy journals from the Apothecary Shop museum using some of the Gordon Duff bequest.

University Archivist

- Responded to a number of enquiries related to the donation of Dalhousie related archival material and historical questions about the University.
- Started research on another historical piece related to the archival collection and Dal history that will appear in Dal News some time this fall.
- Had numerous communications with a variety of donors leading to the following significant new acquisitions and accruals: Francoise Baylis (Bioethics), John MacLatchey (Father an Alumni), Budge Wilson (Writer), Harry Thurston (Writer), Lesley Choyce (Writer).
- Continued discussions with Halifax producer Chris Zimmer on licensing issues related to CBC production based on Thomas Raddall's novel, The Nymph and the Lamp. It appears now that initially it will be a four-hour limited series possibly co-produced with BBC UK with the option of extending it into a regular series.
- Continued to provide support to Roger and Creighton related to their provincial Cultural Infrastructure Fund grants.
- Gave a tour of the Archives to the Canadian Parliamentary Librarians Association on 10 September.
- With Creighton interviewed SIM students for the Archives intern position.
- Worked with Lori Ward, Donna, Sarah and Creighton on the Sheila Piercey music collection donation.

Senate Representative Report to Library Council

September 2018

The first Dalhousie Senate meeting for the 2018-2019 year took place on September 10th, 2018 in Theatre A of the Tupper Medical Building (with videoconference attendees in Truro and Saint John).

The following report summarizes the major items discussed at the meeting.

1) President's Report

President Florizone updated senators on the current status on Saudi students being recalled. He shared that trainees who are in residency programs are permitted to stay until they find admission elsewhere, and that those who take a leave of absence will be allowed to resume their position later on. On the topic of enrolment, President Florizone shared that enrolment is up 1.5% this year, with particular growth happening in the Liberal Arts.

2) Chair of Senate's Report

Chairman Kevin Hewitt noted that there is a Senate forum coming up mid-November that will focus on the following priorities: Academic innovation, equitable admissions policies, strategic enrolment management, and engaging the provost office to see how Senate can better integrate.

Also happening this Fall, Senate is working with Human Resources and the Dalhousie Faculty Association to plan a forum in early November that will focus on tenure and promotion standards and inclusivity. This will highlight non-traditional forms of scholarship within the new collective agreement. Senate will also be looking to finalize the approval of their academic programs policy, and looking closely at the definition of academic freedom for non-bargaining unit members.

Over the past 3 years Senate has been working to diversify its membership, and as of this year there are a larger number of members from equity-seeking groups than what is outlined in the labour market availability data. Senate is currently seeking suggestions for speakers to talk about diversifying the curriculum (as per a standing item in the Senate agenda), and suggestions can be sent to senate@dal.ca.

3) Presentation: Steps to Increase Student Retention

Leanne Stevens (Faculty of Science) gave an engaging presentation on how she and other faculty members from the Faculty of Science are getting creative in support of student retention. She noted that many advisors were giving students the same information, and that needed to be unified into a single message. This led to the creation of a first year science committee, where they decided to start offering guidebooks for students, and they also send welcome emails with video content (before class even starts), personalized emails, and Brightspace quick links to various campus resources.

4) Senate Members on the Presidential Search Committee

Four members of Senate were elected to serve on the Presidential search committee, after submitting application packages in advance of the meeting.

5) Report from Dentistry

The Dean of Dentistry updated Senate on initiatives they have undertaken to improve their culture post-crisis in 2014. Various new programs were noted, including working groups that focus on creating a positive workplace, striving to increase student and employee diversity, eliminating isolation by working with other faculties (Medicine and Health Professions as examples), hoping to initiate a Dental Therapy program, improving internal communications, quarterly lunch and learn sessions, and further community outreach.

Dentistry has also undergone a clinic and curriculum renewal, and instituted a student group practice model to cut down on competition between students)

6) Research and Innovation Strategic Direction

Alice Aiken spoke to the work being done to create the strategic direction, and how they decided to frame Dalhousie's work within the United Nations' Sustainable Development Goals. She noted that the main supports that are in place for researchers fall into the following categories: Office of the Vice President, deans, innovation and entrepreneurship, research technical and administrative staff, and institutes and centres. She noted that Dalhousie already has a local advantage being situated in Halifax, as well as regional leadership and global impact. Alice noted that Dalhousie is already excelling at health research, supporting immigrant communities, contributing to food security research, big data, and innovation and entrepreneurship.

Goals for the future include: Attracting and retaining the best people through the increase of research funding by 5% every year, and doubling the number of Ph.D students over the next 5 year.

Also worth noting from this presentation is that Dalhousie will be going fully automated with the ROMEO software come November.

7) Gender Affirmation Policy

Jasmine Walsh and Karin McLay gave an update on Dal's Gender Affirmation Policy, noting that they have previously completed the employment equity policy, the sexualized violence policy, and this is the next priority. This policy was created in consultation with various groups, and the current draft is undergoing the approval process. They noted that a noteworthy goal at this point is to have a Trans Day of Remembrance on November 20th, 2018.

Respectfully submitted by:

Jackie Phinney

Instruction/Liaison Librarian

September 17th, 2018

Report to Library Council

Anne Matthewman – September 2018

AUL Learning and Teaching

Team members have been busy over the summer and I would like to particularly mention their work on the “Instruction Refresher” held in August, for the upcoming TA Day, and, the new format for tutorials. In June, Linda Bedwell met with us to demonstrate the information literacy data visualizations. The team will have its first meeting of the term on October 4th.

I will be attending the Canadian AUL meetings in St. John’s September 24-25th. The focus of the meeting will be on new services being developed by academic libraries across the country. There will also be discussion on professional development opportunities for AULs.

ADAC:

The first ADAC meeting of the term took place on September 12th. Although it was not specifically on the agenda, there was discussion about the University’s Accommodation Policy. New University policies are also being drafted on privacy and on confidentiality. The group also discussed its own terms of reference, the MPHEC’s Framework for Certificates and Diplomas, and reviewed the Academic Program Review Policy. ADAC is now chaired by Pemberton Cyrus.

Dunn Law Library

We now have a full roster of students for the service desk for evenings and weekends. Additionally, Nancy Li, a joint JD/MLS student will work some reference hours to provide coverage during Mark and David’s sabbaticals.

David Michels, Hannah Steeves, and I are teaching the research portion of Legal Research and Writing this year. We each have a section of about 60 students. David and Hannah have also been involved in teaching seminars for incoming graduate students and exchange students.

David and Linda have been working hard on the Journals Project. We have also been looking at subscriptions within the Law Library. One of the subscriptions we are examining is *Halsbury’s Laws of England*. Although a foundational common law resource, it is rarely used now that we have *Halsbury’s Laws of Canada*. There is a clear need to buy materials in new research and teaching areas and we are determining whether the funds used to maintain *Halsbury’s England* should be redirected.

Library staff participated in orientation for the first-year law students and we held the Amazing Library Race once again.

University of King's College

Library Council report

September 2018

Library

The major summer project, the replacement of the wooden flooring in the Reading Room and elsewhere on the main floor of the Library, was completed by the end of July. The Library was closed a total of 12 days during the two months of construction work.

Staff reshelved the 187 linear metres of reference and art books in the Reading Room, and artworks were restored to their former locations in the Reading Room in time for the Matriculation ceremony for the Master of Journalism and Master of Fine Arts in Creative Writing degree students, which was held in the Reading Room on August 17.

The Weldon China Collection pieces that were taken off display during the flooring project were replaced in the six display cases in the Library foyer, a painstaking process accomplished without incident.

The Library was the venue for the fall Matriculation of the 2018 incoming first-year students on September 11.

Updating of the Circulation manual and LibGuides is in progress. Sessions on using library resources and databases have been given to Journalism students. Books are being ordered to support the curriculum.

Campus

Humanities for Young People for high school students was held in July on the theme of Migration.

King's Students' Union held a poetry night in the Library Reading Room on Sept 5 with poets Paisley Conrad, Dr. Afua Cooper, and Dierdre Lee.

- Janet Hathaway