

Minutes

Library Council Meeting

January 17, 2019

Room 2902: 10:00am-12:00pm

Present: Gwen MacNairn (Chair), Melissa Rothfus (Secretary), Carol Richardson (Recording Secretary), Ann Barrett, Anne Matthewman, Brian Lesser, Donna Bourne-Tyson, Erin MacPherson, Gail Fraser, Geoff Brown, Hannah Steeves, Heather MacFadyen, Helen Wojcik, Jackie Phinney, Jan Pelley, Janet Hathaway, Janice Slauenwhite, Joe Wickens, Joyline Makani, Julie Marcoux, Karen Chandler, Karen Smith, Lachlan MacLeod, Linda Bedwell, Linda Clark, Mark Lewis, Michelle Paon, Robin Parker, Roger Gillis, Sandra Dwyer, Sarah Jane Dooley, Sarah Stevenson,

Regrets: Alice Stover, Allison Fulford, Amanda Sparks, Courtney Bayne, Creighton Barrett, David Michels, Dominic Silvio, Elaine MacInnis, James Boxall, Leah Unicom, Lindsay McNiff, Marc Comeau, Margaret Vail, Marlo MacKay, Melissa Helwig, Michael Moosberger, Mick Bottom, Morning Star Padilla, Sai Choi Chua, Shelley McKibbon

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

Welcome back from sabbatical Sarah Jane Dooley and Mark Lewis.

1. Adoption of Agenda

The agenda is adopted with the note there will be no Senate Report because the January Senate meeting was cancelled.

2. Approval of the Minutes (from November 22 and December 20, 2018)

The November 22, 2018 Minutes were approved as presented.

Approval of the December 20, 2018 Minutes was deferred until the February 2019 meeting.

It was commented, having the documents in BrightSpace rather than email is very convenient.

3. Business Arising (from the Minutes)

3.1 Dal Libraries 2019 survey reminder

Testing of the Dal Libraries 2019 survey is going well. Thanks to those who have helped with the testing and if you haven't completed a test run, please do so by 3pm today and send Linda your feedback. It was noted, the survey is a standardized survey and not all suggestions can be implemented. The survey goes live on January 28 and runs until February 17.

- Email invitations will be sent to faculty, students and staff.
- Invitations will be put in BrightSpace.
- There will be a link on the libraries homepage.
- Pop-up invitations on the Learning Commons computers.

- Book slips will be distributed at the Service Points.
- Rocky the Ram will make appearances at the MacRae Library on January 28 and 29.
- The Dalhousie Tiger will make appearances at the Kellogg Library on February 5, the Sexton Library on February 6 and the Killam Library on February 7. Linda will be sending out updates on the responses during the 3 week time period of the survey.
- Thank you to the team and everyone for moving this forward.

3.2 Terms of reference and connection to Senate

Overview of the Terms of Reference and Governance:

- Library Council reports to Senate through the University Librarian and the elected Senate Library rep. This year it is Jackie Phinney. A copy of our Terms of Reference goes to Senate.
- Library Council was first setup in 2012 by the University Librarian and the Terms of Reference were established and a copy sent to Senate in 2014. In 2015 and in 2017 the Terms of Reference were revised and voted on but no further action was taken.

Moving forward:

- Finish the revision process, get approval and then submit to Senate the current Terms of Reference.

4. Library Council Terms of Reference

There are 4 sections to the Terms of Reference: the Mandate; the Membership; Duties and Responsibilities; and Operating Procedures. The current membership which indicates who are the voting members is in BrightSpace under LC documents\LC_Membership_201901.

- Currently we have 56% in the DFA category and 44% in NSGEU/DPMG positions. This balance does not match the membership definition described in the Terms of Reference (see 2.1 under Membership).

Discussion:

- Library Council is a collaborative body to inform our planning and decision making. Decisions are not always made at this table but the input is important to make good decisions for our users.
- May want to say “up to a maximum of” or “having a minimum of” to provide some flexibility since the number could change during any given year (eg. a new DFA Librarian will be joining the council in February).
- We may want to propose a motion but delay the vote so Council has time to review it.
- Changes need a robust discussion.
- Until this document is submitted to Senate, it’s still a flexible document.
- If we cap the number at a percentage this will give us some flexibility.
- What are the membership of other Faculty Councils? It depends from faculty to faculty but most Faculty Councils are composed of faculty members. Library Council seems to be unique in that way. It was noted, the Law Faculty Council are strict on who can attend their meetings but are probably more strict than others.
- Why does it refer to Non-DFA members as Administrative or Management? There are many different hats that people wear on Library Council. This is not an accurate way to describe non-DFA members.

- On the Truro campus, anyone can attend Faculty Council meetings but the majority of voting members are faculty. It was noted, Library Council is not a closed meeting anyone can attend (see 4.14 under Operating Procedures).
- Why are some Senior Administration positions (eg. Janice, Sandy, Marlo and Marc) listed under voting DPMG and not under non-voting Administration? This seems to throw off the ratios a bit.
- The only non-voting members are the University Librarian and the Associate University Librarians (see 2.2 under Membership). Being a member of SLT does not necessarily remove your right to vote.
- It was suggested to consider adding a formal description of what the Senior Leadership Team is, including how many are in this group.
- One DFA member was concerned that when we have contractual issues which relate to Management, we don't have a means to address them during Library Council. It was noted, a special meeting of Library Council is set up when DFA issues need to be addressed.
- Library Council is often described as representing an Academic Support Unit. In reality, we have 130 staff and only 31 are librarians. About 90% or more of most faculty budgets are salaries for DFA members. At the library, we are much lower, 51% is salaries. Unlike other Councils we are not tied to DFA members, so this is why we are more of a blended model.
- It was stated, a motion can be made in between meetings and then voted on at the next meeting.

Membership 2.1 & 2.2:

Motion: to replace "Management" with the word "Leadership" and remove "up to twelve" and "to the maximum of one third of the voting membership" and replace with "as long as the academic librarians are no less than fifty-five percent of the voting membership" under 2.1 in Membership.

2.1 Library Council shall include as voting members all those holding appointments as academic librarians in the Dalhousie Libraries System, including limited term and part-time appointments and all members of the Senior ~~Management~~ Leadership Team (SMLT), excluding those noted in 2.2. At the recommendation of the University Librarian, ~~up to twelve~~ individuals in administrative or management positions in areas such as copyright, systems development, learning management systems, GIS, resource management and other areas of the Libraries will also be voting members of Council: at the September meeting individuals in relevant new positions will be named members of Council, ~~to the maximum of one third of the voting membership~~ as long as the academic librarians are no less than fifty-five percent of the voting membership.

M. Lewis/H. MacFadyen

Motion: To table Motion 2.1 until the February Library Council meeting and have the words for the above motion sent to the members prior to the February meeting.

J. Marcoux/M. Lewis

Carried

Motion: To remove the entire phrase “members of the Dalhousie Libraries’ Senior Management Team (SMT)” from 2.2 under Membership.

2.2. The University Librarian, and the Associate University Librarians ~~members of the Dalhousie Libraries’ Senior Management Team (SMT)~~, are non-voting ex-officio members of Council.

R. Parker/J. Marcoux

It was noted, this motion wouldn’t change the effect, it just simplifies the description.

Motion: To postpone the vote on Motion 2.2 until the February Library Council meeting.

J. Marcoux/R. Parker

Carried

It was mentioned, non-voting members are able to put motions forward but they cannot vote on them. It was mentioned, Council needs 2/3 of the vote (rather than 50% + 1) to change the Terms of Reference.

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	-Marc Comeau
-Sandra Dwyer	-Elaine MacInnis	-Marlo MacKay	-Sarah Stevenson

Donna Bourne-Tyson

Activities for the UL this month are well reflected in the reports of other SLT members — UNIWeb, OER, budget, sustainable collections, assessment, communications, HR initiatives.

A few additional notes

- Working on various Senate committee initiatives, privacy and student data, centres and institutes policy.
- As CARL president, working on CARL files including Portage and ongoing discussions with the government regarding long term Digital Research Infrastructure funding. Will be attending next weeks’ RDC national DRI summit in Ottawa. Upcoming CARL Board meeting, LAC Stakeholders Forum, and OLA.
- CAUL executive has been busy, support for various committees, lots of Dal participation on those, great progress on various regional initiatives.
- University Club president’s duties, busy updating the strategic plan and consulting with peer institutions.

6. Roundtable

If Dalhousie were to be successful in doubling our number of PhD students, can you anticipate how this might change what you are currently doing? Let’s focus on this new initiative and share an insight or a recommendation from the perspective of your current role(s) within the Dal Libraries.

- Pricing for a lot of our licenses will be affected if our PhD student numbers go up and we will continue to have seating capacity issues.
- Number of consultations and systematic reviews would increase.

- Anticipate more GIS and data questions and these questions will be more complex.
- More copyright questions but most of the PhD-related questions are straight forward.
- PhD students have special requests for primary source material and these digital collections can be expensive.
- Hope the University bears in mind the current realities of the academic labour market and accepts the need to prepare these students for jobs outside of Academia.
- More demand for one-on-one research assistance, at least one hour is spent with individual PhD students now. The liaison role may change.
- Need for more quiet study spaces and a need for longer library hours/after hours access.
- Specialized research needing more resources.
- Extra funding for Document Delivery may be needed.
- There may need to be new hires for faculty supervisors.
- An increase of several thousand students to our FTE would cause concerns around resources management and system wide budgets. License pricing is connected to FTE (a common threshold for this is 20,000).
- Ideal if the relationships with the supervisors in the PhD programs increase with the collections development so a more responsive building of the collection.
- Instruction for research focused information literacy will increase. Committee work and supervising for PhD students. It will be great for research because research grants would help advance their careers.
- Accreditation may be affected and the expectation of the libraries supporting the programs.
- Scholarly Communications – greater demand and advanced support for PhD students.
- Changes the landscape of assessment. Retention was the focus in the past, but this may move from retention to attraction.
- A lot more thesis in DalSpace.
- May put extra pressures on some disciplines more than others.
- Anticipate more requests for course assessments if there are more PhD students and there may also be more courses introduced. This may happen before the PhD compliment arrives.
- Pressure on our network depending on what type of resources are needed. May need different kinds of databases or supplement with different databases.
- May have more requests for what we can or cannot do text data mining on.
- Increasing costs of software licenses. Some costs may decrease, the larger the account gets. Training and support will increase with the teaching of BrightSpace.
- More traffic at the KLSP.
- King's does not have PhD program but the King's Library may have more requests for special collection materials.
- More group sessions and group study facility expectations.
- Would boost international ratings.
- Opportunities to attract more grant money.
- Librarian compliment may need to increase.
- Faculties may need to accommodate more ethics reviews and lab space.
- Faculties should provide alternate career pathways for graduates.
- International students are asking for international resources.
- Nice to have more bodies, to do more work.
- Medical students in New Brunswick are benefiting when meeting with current graduate students.

- PhD students have unique research areas and there will be a need for more unique research focused journals. More pressure to have these journals online for the PhD students.
- The embargo time periods were considered when assessing the big package deals for ejournals. Knowing that PhD students need access to the most current literature, we will need to monitor the balance between saving subscription fees and the cost of increased doc delivery requests.
- Rare books and special collections are strong enough to support PhD programs which leads to working with more students, on a one-on-one basis.
- Pressure to assist with publishing charges may increase with more open access demands.
- We have a reference service that is mediated at the moment but may need a less mediated service in the future.
- Pressure to deliver more services to distance students.

7. Announcements

No announcements

8. Any Other Business

No other business

Meeting adjourned at 11:38am

W.K. Kellogg Health Sciences Library | AUL Scholarly Communications
Highlights for Library Council
January 2019

Kellogg Health Sciences Library:

- 1) **Site visit to the Dalhousie School of Nursing, Yarmouth Campus:** Melissa R went on a site visit to the Yarmouth Campus of the Dalhousie School of Nursing to meet with students and faculty. While there she presented an Evidence Based Resources class for the students, met with the Hospital Librarian Susan Morton and had a tour of the library on site.
- 2) **Research project:** Library Research Consultation Study is now under way and is expected to run from January to December, 2019 Objective: Determine if users derive benefit from individual consultations with librarians regarding their research projects, and how these interactions impact users and the outcome of their work.
- 3) **Graphic medicine collection:** There is growing interest in graphic medicine which is an interaction of comics and healthcare topics. Using our Fingard endowment which has a focus on humanities we have a small collection on order. Discussion are underway as to options that might be available for display.
- 4) **CHLA 2022:** MHLA will be hosting the CHLA conference here in Halifax in 2022. Robin Parker has volunteered to be co-chair of the planning committee along with Alison Manley (former Kellogg Intern).

Scholarly Communications:

- 1) **Thesis file name correction project:** Progress has been made on filename corrections and a plan is in place to maintain the proper naming convention. Further harvest testing will take place in the coming months.
- 2) **Bill Freedman Book Project:** The event to launch the Bill Freedman Open Textbook was held January 10, 2019 3:00-4:00 in the Biology Lounge of LSC <https://digitaleditions.library.dal.ca/environmentalscience/> Speakers were Bill's wife George Anne, Provost Teresa Balsler, Dr. David Patriquin and Geoff Brown. Donna acted as MC. The event was very well attended and the results much appreciated by the family and the faculty in Biology.
- 3) **OER:** In addition to the OER Forum planned for Monday February 25, 2019 CAUL has also established an Open Textbook Working Group to develop a specific work plan for supporting OER in the region, a toolkit to support faculty "champions", and a proposal to incentivize OER activities through grants or awards. They have set an ambitious timeline and we look forward to the outcome.
- 4) **UNIWeb:** Setup and configuration continues with UNIWeb. A new LibGuide has been created with UNIWeb information created <https://dal.ca.libguides.com/UNIWeb> and an email for queries uniweb.support@dal.ca
- 5) **Working Group for Institutional Repositories (ORWG - CARL)** Planning is under way with the Working Group for Institutional Repositories (CARL) for a workshop next spring called Advancing Open. A save the date has gone out and a reminder will follow. This event precedes the Library Publishing Forum in Vancouver.

Respectfully submitted,
Ann Barrett

Report to Library Council

Anne Matthewman – January 2019

AUL Learning and Teaching

OER meetings:

The OER Working Group has been planning for a meeting to be held with the Provost regarding Open Education Resources and her thoughts for Dalhousie. I have been working with Julie Marcoux to look at ways to inform liaison librarians about OER. She has sent a “heads-up” email to all liaisons and we are also hoping to have a half-day session for liaison librarians. Additionally, CAUL is hosting an event on February 25th about OERs.

ADAC:

ADAC has not met since early December and will resume on January 23rd. Upcoming agenda items for ADAC include classroom planning, further work on the definition of a student, and academic dates.

For those who are not aware, the Associate Dean’s Council meets regularly throughout the academic year to discuss, share and propose changes or new approaches to issues, processes and policies that impact academic programs across the University. I serve as an advisory member to represent the interests of Dalhousie Libraries as they relate to teaching and learning.

Dunn Law Library

Our librarians are busy working with faculty on in-class research sessions and one-on-one sessions with students. I am teaching Advanced Legal Research again this term. While David Michels is on sabbatical, our student Nancy Li is assisting on the reference desk.

The Law School recently hired three tenure track professors. Both Maria Dugas and Nayha Acharya completed their graduate work at the Law School and we are pleased to work with them in their new capacity.

We recently cancelled our subscription to *Halsbury’s Laws of England* which is a major encyclopedic resource. Its cost had become unsupportable. Additionally, there is now a Canadian version which we have in both print and online. We also recently cancelled the *Ontario Reports* due to cost and the fact that everything in it is available online. We now have very few subscriptions to print case report series anymore. These series have all been overtaken by online reports in both free and subscription databases.

Library Council Report: 17 January 2019
AUL Research | Head of Killam: Sarah Stevenson

AUL Research

Research Data Management Dalhousie Team:

RDM: What every liaison librarian needs to know orientation/training session scheduled for Friday February 22nd in Room 2130 of Marion McCain building. The session is booked as 1-4pm. We will start at 1pm, but may not run until 4. The agenda is still being finalized. This workshop is intended to familiarize liaison librarians with RDM and equip them to be able to answer basic research data management questions as well as where to refer more complex queries.

In progress: - MOU for St Mary's University for the use of our instance of Dataverse, Planning for the Canadian RDM Survey Consortium needs assessment survey at Dalhousie. This is tentatively scheduled for March & April, 2019. For more information about the Canadian RDM Survey Consortium, check the Portage website under "Work with Portage" <https://portagenetwork.ca/working-with-portage/network-of-expertise/rdm-survey-consortium/>

I attended the launch of Dalhousie Libraries' first open textbook: *Environmental Science: a Canadian Perspective* by renowned conservation biologist Bill Freedman (1950–2015).

Head of Killam:

Budget analysis for the 3rd quarter variance report is complete.

Planning for Killam MLIS interns is in the early stages.

Along with the other Killam liaison librarians, I've been engaged with managing my collections budgets and Head of Killam endowment funds.

With Michelle Paon, Heather MacFadyen and others – preparing for the arrival of Kirsten Huhn, our new Collections Analysis Librarian.

Library Council Report

Marlo MacKay, Communications Coordinator

December 19 2018–January 17 2019

- Met with Design Services to work on annual report.
- Met with Linda Bedwell to work on Insync survey promotions.
- Moved offices following renovation of the Office of the UL.
- As a member of the Health & Wellness Committee, assisted with chair massage initiative for staff.
- Made arrangements for Open Textbook launch event.
- Met with Blind Date with a Book committee and began promotional work for this year.
- Assisted with promotions and other aspects of MacRae-hosted Agricultural Campus Fine Arts & Crafts Exhibit.
- Worked on promotions for new GIS & Data services on Sexton Campus.
- Designed a new university-wide copyright poster.
- Along with Student Input & Feedback Team co-chair Linda Bedwell and Morning Star Padilla, met with Indigenous Student Coordinators Art Stevens and Michele Graveline and Ag campus student Aiden to plan SIFT sessions for Indigenous students.
- Wrote a “Top Ten Things You Didn’t Know about the Dal Libraries” feature for *Dal News*.
- Made arrangements for staff milestone event.
- Met with NCTR Hub committee to plan launch event on Feb 5.
- Submitted winter update to APLA newsletter.
- Attended monthly SLT meeting.
- During Library Council time, attended Communication & Marketing’s Workshop: IT Collaboration & Team Productivity Tools.

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

Financial

- Multi-year plan submitted January 11th
- With Donna, will be meeting with various members of Financial Services and Senior Admin on February 21st regarding our multi-year plan
- Working on third quarter variance report which is due January 18th
- Prepared an employment requisition to replace Carolyn Liggins and submitted to Budget Office for approval

Facilities

- Coordinated the move of the Office of the University Librarian back to our newly refreshed space.
- Coordinated the receipt and disbursement of several new chairs for various staff as well as for G12
- Coordinated the disposal of several old/broken chairs from the Learning Commons
- Continue to work with Elaine MacInnis and Facilities Management on the purchase and install of people counters for the WMLC, CHEB, Kellogg Library and Law Library.

Other

- CARL statistics for 2017-18 have been submitted.
- Participated in a planning meeting for the opening of the NCTR Hub
- Participated in meetings regarding printing at the MacRae Library

Report to Library Council

Submitted by: Michelle Paon, Interim Associate University Librarian Resources & Head of Sexton Library
for the meeting of January 17, 2019

Associate University Librarian Resources

- The Disaster Management Plan team prepared a system-wide Holiday Contingency Plan, that lists key contacts and identifies the location of supplies in each library. Many thanks to team members who worked under a tight timeline, confirming contacts, and preparing the disaster response bins before the December break.
- I communicated with Marc Comeau, Geoff Brown, and Allison Fulford to resume work on revisions to the disaster response screen. Margaret Vail will work remotely on revisions, with Allie as the contact person at the Dal Libraries.
- We expect to make a decision about the Oxford journal package in January. We will continue analysis of the remaining four packages during 2019 with updates to follow.
- H. MacFadyen and I are planning an upcoming subject liaison meeting, in which we'll revisit and discuss the library collection assessment guidelines and template that were approved by Library Council on June 15, 2018. The meeting is tentatively scheduled for March 1st from 2:00-3:30pm.
- I'm continuing work on the orientation schedule and preparations to welcome our new Collections Analysis Librarian, Kirsten Huhn, who will begin work on February 4, 2019.
- Regular update meeting with Resources Management Librarian (Jan. 7).

Head - Sexton Library

- Coordinated preparations for the Sexton Library's GIS Services Winter term pilot (Jan. 9 - Apr. 3rd). We're delighted to welcome Jenn Strang to our midst once a week! She provides GIS assistance to students and faculty at the Sexton Library on Wednesdays from 1:00-4:00pm.
- Insync team member: Meeting on Jan. 8th; coordinated poster distribution for Sexton campus; tested Insync survey on several devices.
- Sexton Library space assessment: I'm preparing to contact Heads of comparator Engineering/Architecture and Planning libraries across Canada to survey them about their library spaces.
- In consultation with Amanda Sparks, I completed the Sexton Library's third-quarter budget variance report and submitted to Janice Slauenwhite.
- During the late summer/fall, Allison Fulford completed library collection assessments for nine courses:
 - CIVL 4542: Applications of Finite Element Method in Structural Engineering
 - ECED 6410: Integration of Renewable Energy in Electric Power Systems
 - ECED 6815: Smart Grid and Renewable Energy Resources
 - ENVE 6XXX: Restoration Practice and Policy
 - MATL 4014 / MATL 6014: Welding Metallurgy
 - MECH 3400: Material Engineering, Controlling Properties
 - MECH 3405: Material Engineering, Structure and Properties
 - MECH 4XXX: Introduction to Additive Manufacturing
 - MINE 6XXX: Applied Numerical Modelling in Geomechanics
- Met with Sarah Jane Dooley to discuss intern supervision & review outcomes of her sabbatical leave.
- Met with Sarah Jane Dooley and Amanda Sparks to discuss Reference & Research service hours.

I attended the following meetings or sessions:

- Libraries' Senior Leadership Team
- Library Council
- Regular update meeting - AUL Services
- NCTR Hub - launch meeting
- Bill Freedman Open Textbook Launch
- Dalhousie Holiday Carol Sing
- Engineering Faculty/Staff Holiday Party
- NSIS Council meeting & lecture (Jan.)

Library Council
ATS Report – Marc Comeau

- We are working on long range storage planning with Creighton. As mentioned last month, our SAN is half-filled with disk and we're going to fill it up as a stopgap, but we need to work out a plan beyond that. There are various options primarily split between local storage and cloud, both bringing strengths and weaknesses depending on what we're storing. The need for backups are a major driver for decisions but that need varies depending on data so we're likely to end up with a hybrid solution of sorts.
- We are refining a budget proposal for long term funding of the Audio Visual services to bring back to the senior administration.
- We're working with ITS now on creating a private network to shelter the equipment from the open Internet. There's been a minor situation with a few pieces of equipment that have pushed up the timeline for this work to be done.
- We've started working with Sara Davis who's going to help us with communications. Special thanks to Michelle Paon and Amanda Sparks for the additional help and to Marlo for coordinating efforts.
- The System Administrator position and the term developer positions resulted in failed searches. The System Administrator position has been reposted.

AUL Library Services & Head, MacRae Library
Highlights for Library Council
January 2019

Library Services

Assessment – Linda has been busy with many assessment projects, with Insync survey preparations taking up the bulk of her time at the moment. Work on the survey has included promos, deployment prep, admin prep, selecting and editing questions and testing. Thank you to everyone on Library Council who has participated in that testing so far. Your feedback is vital. Other projects in the works includes preparations and planning for a space assessment at the Sexton Library, Service Point data analysis (with Lachlan and Sarah Davis). She and Marlo have also been working with Morning Star on planning the Indigenous SIFT. Linda also attended the Library Assessment Conference in Houston in early December.

GIS & Data Services – We have launched a new pilot service for GIS & Spatial Data support at the Sexton Library. Jen will be working in the Library at Sexton on Wednesday afternoons for this term to provide onsite support to students on that campus. Her first shift was last week and she assisted three students so it's off to a successful start!

Indigenous Services - Over the last few weeks we've been discussing renaming the NCTR Hub to reflect the broader range of services that will be provided in the space. At our most recent meeting we settled on "Indigenous Community Room" as the base name for the space. We are hoping to add a Mi'kmaq component to the name and are working with Art Stevens and the Indigenous Advisory Committee to select something appropriate. The official opening of the Indigenous Community Room is slated for Tuesday, February 5th at 2:30 p.m. and the ad hoc committee met last week to finalize the details for the event. Morning Star met with the MacRae staff on Wednesday to provide an update on the space and to outline the range of services. Morning Star will give a similar presentation for everyone at the All Staff meeting in February.

Patron Load – We are running some final tests this week, working with a more current data set. Most issues have been resolved. Here's hoping that in February's report I will be indicating we're off and running!

People Counters – We are in the final stages of selecting the vendor for the people counters. All the systems we're reviewing have lots of flexibility with the software and should provide us with really useful data for the spaces where they will be installed (WMLC, KLLC, Kellogg Library & Law Library).

Support for High School students – Anne, Ann, Sandy and I met with Erica Smith, the new librarian at J.L. Ilsley High School, at her request. In addition to providing services for International Baccalaureate students they would like us to consider services for Advance Placement students. This led to a larger discussion on expanding the same service to all of the high schools in HRM. We will be reviewing the agreement in place with the schools and work with the librarian and the IB Coordinator to review how we can work with the school librarians to better prepare students for university research.

MacRae Library

- **Art Exhibit** – our annual student, staff, faculty and alumni Art Exhibit will be taking place in February/March this year. The opening reception will be held on Thursday, February 28th from 7:00 – 9:00. Marlo has been working with us this year to develop promotions and is working with John Miffen to create an online submission from that we hope will go live on the 17th. The Curator this year is Stephanie Peach, an alumnus of the Faculty, who has participated in the show each year as an artist as well as assisted with the mounting of the Exhibits.
- **Cox Fire Update** – In late December it was confirmed that the refurbished Cox Institute building would not be completed until 2020. This means that we will continue to hold classes in the library spaces for the next academic year. We will also be vacating the mall annex by the end of August and relocating everyone back onto the campus. As a result of this, the graduate student office cubicles will be moved into the Cobequid Gallery space until Cox renovations are completed. The move is expected to take place in late spring or early summer.
- **Room bookings** – Since the opening of the Student Learning Commons we have been inundated with requests from quite a varied array of groups wanting to book spaces in the Student Learning Commons for meetings and events. In order to better manage the requests, Leah and I are working with Janice to draw up guidelines for use and will be creating an online form for requests since they need to go through an approval process. In the end we hope to have a webpage which contains the details regarding the various rooms (including photos), the guidelines for booking and a link to the form for placing a request.
- **YCW Grant Application** – We have applied for our first Young Canada Works grant. If the application is successful the student will enter fonds level descriptions of processed collections into the archives catalogue, using the AtoM platform. They will also participate in the appraisal of these collections to ensure they are aligned with our collections mandate. If time allows, they will create a finding aid for a previously unprocessed collection. Thank you to Jennifer MacIsaac for preparing the application.

Report to Library Council
Sandy Dwyer
Director, Libraries HR & Access Services
January 2019

The SIT2 Systems Administrator position is posted and closes on January 17, 2019.

Our search for the System Developer (SIT2) temporary position to backfill Margaret Vail has resulted in a failed search. It has been decided at this point to not continue to try to back fill Margaret's position.

The posting for the Manager, Academic Technology Operations closed on Monday, November 19, 2018. Search Committee Members are Marc Comeau, Director ATS, Ian Taylor, Director, MedIT Technology Services, Suzanne Sheffield, Director, Centre for Learning and Teaching and Sandra Dwyer, Director Libraries HR. We have shortlisted and the interviews are taking place from January 14th – January 24th.

An Instructional Support Technician (SIT1) position in the Academic Technology Department was posted after the holidays when we returned in the New Year. It closes on January 15th. Once the search committee members have been determined we will begin reviewing applicants and creating a short-list for interviews.

Carolyn Liggins will be retiring from the Libraries as of February 19th. She is currently off until then using up vacation. I have revised the position and had it reclassified to a Library Services Assistant C5 position. We have submitted an employment requisition and once the ER is approved the position will be posted.

The Health & Wellness Committee organized massage therapy sessions on January 10th from 2 – 4 pm. Student massage therapists from ICT Northumberland College were on site at the Killam and Kellogg Libraries. The students were professional and skilled and those staff that took part were pleased with the experience and appreciated having the opportunity to take part during their work day.

University of King's College

Library Council report

January 2019

Library

The Library reopened after the holidays on January 2 and resumed full academic year hours on Monday, January 7, the first day of classes.

Several tutorial groups from the Foundation Year Programme will visit the Library this month for one-hour tutorials using rare books from Special Collections, presented by Patricia Chalmers.

The History of Science and Technology HSTC 2400 Science and the Media class will also hear a talk about rare books.

Prof. Jennifer Grek Martin's INFO 6150 History of the Book class will come on a field trip to the Library to tour the Treasure Room and see a display of rare books.

A writing coach for Foundation Year Students has "office hours" in the Library three afternoons a week. Several first-year students consult him for assistance with their biweekly essays.

A staff member covers a LiveHelp shift on Thursday afternoons.

Archives

The Archives has responded to queries about the University's traditions, early financial records, and an early 20th-century student, and has supplied photographs to the Advancement office for posting on social media.

University

Professor Harvey Amani Whitfield spoke on "Slave Lives Matter" to a large audience on Jan. 10. His talk examined stories of enslaved people in the Maritimes. He is involved in King's Scholarly Inquiry into Slavery.

Dr. Jacalyn Duffin, a medical historian at Queen's University, will present the 2019 Oriel MacLennan Lecture in the History of Science and Technology on Jan. 16, speaking on will speak on her new book project, *Stanley's Dream: The Canadian Medical Expedition to Easter Island*, about an international scientific team that set sail from Halifax in 1964 with a plan to document the biosphere of the world's most remote community. The expedition, which had been hastily organized, did not go exactly as planned and a final report was never written.

King's Master of Fine Arts in Creative Nonfiction students have spent a week-long residency in New York as part of their two-year program.

- Janet Hathaway