Minutes
Library Council Meeting
February 21, 2019
Room 2902, Killam Library
10:00am-12:00pm

Present: Gwen MacNairn (Chair), Melissa Rothfus (Secretary), Carol Richardson (Recording Secretary),
Alice Stover, Allison Fulford, Amanda Sparks, Brian Lesser, Courtney Bayne, Donna Bourne-Tyson,
Elaine MacInnis, Erin MacPherson, Geoff Brown, Heather MacFadyen, Helen Wojcik, Jackie Phinney,
Jan Pelley, Janet Hathaway, Janice Slauenwhite, Julie Marcoux, Karen Chandler, Karen Smith,
Kirsten Huhn, Leah Unicomb, Linda Bedwell, Lindsay McNiff, Mark Lewis, Marlo MacKay,
Melissa Helwig, Michael Moosberger, Michelle Paon, Morning Star Padilla, Robin Parker, Sandra Dwyer,
Sarah Jane Dooley, Sarah Stevenson, Shelley McKibbon, Guests: Michelle MacDonald, Mike Duggan

Regrets: Ann Barrett, Anne Matthewman, Creighton Barrett, David Michels, Dominic Silvio, Gail Fraser,
Hannah Steeves, James Boxall, Joe Wickens, Joyline Makani, Lachlan MacLeod, Linda Clark,
Marc Comeau, Margaret Vail, Mick Bottom, Roger Gillis, Sai Chua

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 to our newest member, Kirsten Huhn. Kirsten is the Collections Analyst Librarian for the Dalhousie Libraries.

1. Adoption of Agenda
   The agenda was adopted as presented.

2. Approval of the Minutes (from Dec 20, 2018 and Jan 17, 2019)
   The Minutes of the December 20, 2018 Library Council meeting were approved as presented.
   The Minutes of the January 17, 2019 meeting were approved with the following corrections:
   ▪ Robin Parker's name will be added to the list of attendees.
   ▪ Rocky the Ram was added under 3.1 Dal Libraries 2019 survey in version 2 of the minutes.
   ▪ Number 9 will be added to the date at the top of the minutes.

3. Business Arising from the Minutes of January 17, 2019

   3.1 Dal Libraries 2019 Survey – Linda Bedwell
   The Dal Libraries survey ended on February 17. Thank you to everyone who was involved in the success of this survey. There were 4,790 completed surveys. This number could increase due to the amount of incomplete surveys. Insync will count any surveys that are more than 50% complete. Compared to the LibQual survey in 2013, when there were 3,608 surveys completed. It was noted, more than three quarters of the respondents went through BrightSpace to do the survey. Thanks to Brian Lesser who came up with the idea to shorten the URLs in lieu of the long original link. By doing this, you can get an idea of where the respondents were encountering the survey link. The number of faculty respondents was roughly 200 that completed the survey. This number should also go up slightly. The reports from InSync will be delivered in about 4 weeks. Linda will share the results as soon as she receives them. It was noted, the Dalhousie Tiger was playacted by Sarah Stevenson, Stephen Murray and Roger Gillis, while Rocky the Ram was playacted by Jolene Reid.

4. Library Council – Terms of Reference – Voting on proposed revisions
   • a reminder that quorum = 50% +1 (the number needed for February is 22)
   • the current balance of voting members is 57% DFA librarians, 43% library staff members

4.1 Vote on Motions for 2.1 and 2.2 (tabled from January LC Meeting)

Terms of Reference 2.2.
The University Librarian and the Associate University Librarians are non-voting exofficio members of Council.

Discussion:
- It was felt that all members of the Senior Leadership Team (SLT), including Janice Slauenwhite, Marlo MacKay, Sandy Dwyer and Marc Comeau should be non-voting exofficio members of Library Council because they get a vote at the SLT level on any issues forwarded from Library Council.
- It was noted, exofficio does not have to mean non-voting.
- The Senior Leadership Team members are listed on the libraries website, but not defined in the Library Council's Terms of Reference.

Amendment to Motion 2.2: ~~The University Librarian and the Associate University Librarians~~ Members of the Dalhousie Libraries Senior Leadership Team are non-voting, exofficio members of Library Council.
Vote: 28 Approved, 0 Against, 0 Abstained
Motion: Carried

Terms of Reference 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 Leadership Team (SLT), excluding those noted in 2.2. At the recommendation of the University Librarian, 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, as long as the academic librarians are no less than fifty-five percent of the voting membership.

Discussion:
- It was suggested to put a period after the word part-time appointments and start the next sentence with "At the recommendations of…".
- It was noted, the percentages of the membership will change with the modification of 2.2.

Amendment to Motion 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 Leadership Team (SLT), excluding those noted in 2.2.~~ At the recommendation of the University Librarian, 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, as long as the academic librarians are no less than fifty-five percent of the voting membership.
Vote: 28 Approved, 0 Against, 0 Abstained
Motion: Carried

4.2 New proposal in Duties and Responsibilities

Terms of Reference 3.8.
Council may make submissions to Senate, the Vice-President Academic and other appropriate bodies upon invitation.

Discussion:
- The VP Academic role and title was previously expanded to include being our Provost.

Motion: to add "Provost" to the Vice President Academic.
Council may make submissions to Senate, the **Provost and** Vice-President Academic, and other appropriate bodies upon invitation.
D. Bourne-Tyson / J. Marcoux
Vote: 28 Approved, 0 Against, 0 Abstained
Motion: Carried

5. Highlights from the Senate Report – Jackie Phinney

Key Presentations
- Steps to Make Inclusion and Diversity a Reality – this is a standing agenda item
  - Islean Harris, a recent graduate of Saint Mary's University, summarized her Master's level work on black female faculty
  - Margot Latimer (Nursing) presented a video showcasing their creation of an interprofessional course on indigenous history and healthcare issues
- Budget Advisory Committee Report from Teri Balser
- Student Success Strategy
  - Susan Spence gave a presentation on strategic enrolment management at Dal
- Dalhousie's On Track Program from Anne Forrestall
- International University Rankings
  - Susan Spence gave a presentation regarding international rankings and where Dalhousie sits

Key Reports
- Dalhousie President Peter Mackinnon opened his report with a statement regarding the accusations against him and his book
- Teri Balser summarized some recent work she's been doing as she wraps up her first 100 days at Dalhousie

6. Reports to Library Council (all previously submitted)

- 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

Comments and questions have been added under 7. Announcements.

7. Announcements

- Bibliographic Management Tools - RefWorks will be renewed for only one more year. Patrons will be encouraged to select and use a tool that meets their needs (some are free, some cost money).
- There will be a Research Data Management workshop on Friday afternoon, February 22 from 1:00-4:00pm in Room 2130, McCain Building. Some of the topics covered will be: what is Data Management; how to create a RDM plan (tools and tips); resources for liaison librarians; how to help a faculty member; and official launch of the liaison toolkit. Also there will be basic PowerPoints and handouts made available to help when meeting with faculty.
- An Open Education Resources session will take place on February 25. The session will be recorded if you cannot attend.
- There will be a lecture on February 27 at 6pm in Room 1020, Kenneth C. Rowe Building with Ingrid Waldron discussing her book "There's something in the water".
- On March 1 from 2:00-3:30pm in Room 2902, Killam Library, there will be a liaisons meeting on Collection Assessments put on by the Resources Team. Please respond to the invitation if you haven't already done so.
- On March 7 at 7:00pm at the Cultural Federations Atrium, the Dalhousie Libraries are partnering with the Writer's Federation of Nova Scotia to present Oisin Curran (winner of the 2018 Thomas Raddall Atlantic Fiction Award).

8. Research Presentation – Sarah Jane Dooley
Designing a Reference Training Course and Cultivating a Community of Practice:
Utilizing the LMS for Staff Training and Development

Presentation highlights:

- Introduction
  - Sarah Jane coordinates Reference Services at the Sexton Library, facilitates reference training for all staff, this includes interns and staff who work on both the Access Services and Reference Service Points.

- o Chair of Libraries Internship Practicum Coordinating Committee
- o Interests include: leadership, staff development, training in libraries and mentorship
- Community of Practice (CoP)
  - o A group of people who have a common interest or passion (co-creating together as a group)
  - o Supports the culture of learning, thinking together in a more diverse and inclusive environment
  - o Opportunities for libraries
  - o University of Idaho, University of Ohio and University of Saskatchewan have been through this process
- Community of Practice Framework
  - o Can develop organically after formal training has taken place
  - o The design process suggests you create a pilot group and then once more interest, move forward with a launch and invite more membership
  - o Sarah Jane suggests creating a Reference Community of Practice, possibly expanding to other areas
  - o Created a LibGuide to support the design process
- Benefits of a Community of Practice
  - o Mutually agreed upon activities, knowledge sharing, individual commitment to the group
  - o Exploring own potential but also potential of the group through professional development and research projects to inspire innovation and change in our chosen area
  - o Life cycle of these groups depend on what the group decides, depending on the purpose of the group.
  - o The framework and structure can be informal as far as setup
  - o All knowledge levels are welcome. As your expertise grows, the expertise of the group grows
- Reference Trainers Community of Practice Potential Activities
  - o Repository of sharable modules and materials
  - o Orientation tool for new staff who are new to reference training
  - o Co-creating best practices, sharing training stories
  - o Creating shared competencies
- LMS for Staff Training and Development
  - o BrightSpace is the most logical technology to use internally for this type of activity. Will have to decide as a group on a different software if used externally.
  - o Created a reference training BrightSpace course to obtain expertise to bring back to the group. This is a way to test to see if this is appropriate for a Community of Practice group.
- Building a BrightSpace Course
  - o Some products are available to enhance the experience: Panopto for lecture and video streaming
  - o Collaborate for online meetings, discussion boards, quizzes and assignments
  - o Track individual progress
  - o Supports on-demand training
  - o Embeds valuable assets e.g. tutorials
  - o Record in-person training sessions, presentations, staff meetings
  - o Enhances in-person training time
  - o Created a BrightSpace Course Build toolkit with a 6-step process
- Course Preparation and Design
  - o Worked with ATS
  - o Worked with the Educational Developer at the Centre for Learning & Teaching to develop a CLT Course Plan template and a Reference Training Course Plan draft (available in report). This is a living document that is still under construction. Will evolve as feedback and training needs are received.
- Course launch
  - o Test Summer 2019 with the help of a SIM intern
  - o Launch September 2019

Please contact Sarah Jane if interested in viewing her course plan.

9. Visualization Wall – Mike Smit (in the LINC/Collider)
Library Council members, except our virtual attendees, moved from Killam Room 2902 to Room 2600
Focus: How a visualization wall differs from a big projector screen
Mike began his demonstration by displaying a low-resolution image on the wall (composed of 9 screens). Initially it looked good but as he zoomed in, individual pixels became visible. This was followed by several examples of high-resolution inputs that were enhanced by the large display (each zoom maintained visual clarity). Examples: Google Earth (for geography and environmental observations); a scanned document (with hand-written marginalia); and detailed software screens (charts and tables with text elements). After several questions and comments, a thank you was extended to Mike Smit for his presentation.

University Librarian Highlights for February 2019

Budget Update: Multi-year budget process is continuing, and a meeting that was scheduled for later today with the Provost and VP Admin and Finance has been rescheduled due to weather; there will also be a meeting next week to discuss enhancements for classroom technologies and related staffing.

Imhotep's Legacy Academy Opening: I was pleased to attend the opening of the new and expanded space for Imhotep's Legacy Academy (ILA), now based on the Sexton campus. A plaque has been installed in the Killam Learning Commons (now the Chanie Wenjack Legacy Space) marking the first location of ILA. Mick Bottom's office has been moved over to one of the two rooms previously occupied by ILA and the other one is being returned to the bookable group study space pool, along with Mick's old office location.

RDM: January 23-25th I attended the Research Data Canada Digital Research Infrastructure Summit as a member of the RDC Steering Committee and as CARL President. Discussions continue with ISED regarding the federal funding for RDM, as part of the $572M funding for digital research infrastructure.

CARL/LAC/OLA: The CARL Board met in advance of OLA, and there was a one-day Library & Archives Canada Stakeholder's meeting as well. The LAC meeting included a presentation from *Marc Lefebvre Director, Content Management and Preservation - Production Service and Ann Cox Manager, Library Services, Content Management and Preservation; Lefebvre is* responsible for all information management for the corporation – libraries, subscriptions, media conversions, metadata production. It was interesting to see how vast volumes of information are managed in a real-time, time-sensitive environment, and the extent to which metadata and cataloguing are now focusing on non-human retrieval – the end-users are Alexa, Siri and other AI bots retrieving information for their humans. One of the speakers at OLA was Safiya Noble and we have her book *Algorithms of Oppression* in the Dal Libraries – very interesting and alarming potential for algorithms to include inherent biases.

National Centre for Truth & Reconciliation Hub Launch: On Tuesday, February 5, 2019, we launched our Indigenous Community Centre in the MacRae Library, which is the first East Coast Hub for the NCTR. "We are thrilled to see this partnership with Dalhousie University take this significant step forward," said Ry Moran, a member of the Red River Metis and director of the NCTR. "The NCTR was founded on the vision of a network of interconnected hubs working from coast to coast to coast, keeping the fire of Reconciliation lit in this country. Dalhousie, through this Centre, is helping advance this vision. "Highlights of the event included a welcome song performed by Catherine Martin, a member of the Millbrook First Nation and an independent, international award-winning film producer and director; and a recitation of Rita Joe's poem "I lost my talk," read by her daughter Francis Sylliboy. Joe was a residential school survivor and [Mi'kmaw](#) poet and songwriter. She was awarded the Order of Canada, and appointed to the Queen's Privy Council. Other speakers at the event including DSU President Aaron Prosper and Kji-Keptin of the Mi'kmaq Grand Council Antlé Denny, both from Eskasoni First Nation. The Grand Council is the traditional government of the Mi'kmaq nation. The Kji-Keptin is the political leader of the Grand Council. See more here: https://www.dal.ca/news/2019/02/08/dalhousie-launches-partnership-with-the-national-centre-for-trut.html . Thanks to the ad hoc committee which has been planning this new space and related services for several years now: Michelle Paon, Michelle MacDonald, Sarah Stevenson, Elaine MacInnis, Mick Bottom, Marlo MacKay, Michael Moosberger, Sandy Dwyer, Janice Slauenwhite, Julie Marcoux, Morning Star Padilla and Marc Comeau, and also to the staff at the MacRae Library. Special thanks to Elaine MacInnis, Marlo MacKay and Morning Star Padilla for the event planning; Kara Paul was instrumental in providing advice surrounding the event as well.

CAUL-CBUA: This has been a particularly busy time leading up to next week's OER Forum and CAUL-CBUA Board meeting. We have several staff participating in the OER Forum and Geoff Brown will be one of the speakers.

Milestone Celebration: On Tuesday of this week we celebrated staff who are marking between five and forty years of service, with our annual lunch at the University Club for these dedicated staff and their supervisors. The Dal Libraries are the heart of Dalhousie University, and our impressive staff are the heart of the Dal Libraries. It is a pleasure to honour these staff for their excellence and many contributions to Dalhousie. Thanks very much to Marlo MacKay for all of the planning for this.

Classroom Recording Protocol: I presented this protocol (attached), developed by Marc Comeau, Brian Lesser and others from ATS and CLT, at SLTC where it was approved. I will be discussing it at ADAC later this month and then presenting it for discussion and approval at Senate in March.

Classroom Recording Protocol

Classroom recording can be a valuable teaching and learning tool; however, it is important to protect intellectual property and maintain the privacy rights of individuals. The following protocol governs the use of recorded lectures by instructors and students. Classroom recordings are supported by Academic Technology Services within the Dalhousie Libraries.

Definitions
- Recorded lectures or lecture capture refers to the recording of live classroom activities.
- Recorded lectures may include capturing audio only, audio and data projected on the screen during the course or audio, data projected on the screen and video of the instructor or, in the case of assessments, students.

Overview
- Recordings may be directed by the instructor, or requested by a student.
- Permission to record classroom activities may form part of an approved accommodation, in accordance with Dalhousie's Student Accommodation Policy.
- All other student requests to record classroom activities are subject to the prior written consent of the instructor in their sole discretion.

Protocol for Instructors

Intellectual property and permissions

1. The recorded lecture is treated as the intellectual property of the instructor and other presenters including student presenters.
2. The instructor and other presenters must provide permission for the reuse or repurposing of a recorded lecture except where the instructor has given permission to the department or Faculty.
3. It is the instructor's responsibility to ensure that any third-party intellectual property is used in accordance with the terms of the license governing the use of such intellectual property and applicable intellectual property laws. To learn more, please consult the Dalhousie Library's Copyright Office website: https://libraries.dal.ca/services/copyright-office.html.
4. Guest instructors external to the University or within the University must sign a media release form before they are recorded. The completed forms should be collected by the instructor and sent to their Faculty's senior administrator who will be responsible, each term, for submitting the forms online to the Data Access Committee for retention.

Storage and distribution

5. Recorded lectures should be recorded and stored using a Dalhousie supported lecture capture system.
6. Recorded lectures should be stored in a password protected environment, accessed through Dalhousie's learning management system, accessible only by those students enrolled in the course and only for the duration of the course or future courses of the same subject.
7. The instructor (or designate), with the consent of other presenters, may share lectures outside the password-protected environment. Before sharing for other purposes, including purposes that could result in a profit for the presenter, all proprietary, confidential and personally identifiable information must be removed from the recorded lecture. To learn more about copyright compliance, please consult Dalhousie's Fair Dealing Guidelines: https://libraries.dal.ca/services/copyright-office/guidelines/fair-dealing-guidelines.html.Recorded lectures may be shared with other sections of the same course.

Student implications

8. Students must be notified in the course syllabus if lectures will be recorded, including recordings of students for learning or assessment purposes. For more details, please consult Dalhousie's Syllabus Policy:

9. Students shall be permitted to request that portions of the recording containing their voice or other identifiable information be edited out of the version loaded to the Learning Management System. This is the responsibility of the instructor. Assistance is available from Academic Technology Services.
10. Video recording devices should be directed toward the presenter, and not focused on students or other audience members, unless recording the entire learning space is required for the learning environment.
11. The instructor should be mindful of the recording while lecturing and discourage the verbal or visual disclosure of sensitive personal information such as full names, which might be captured unintentionally in the recorded lecture.

Analytics

12. The content of the recorded lectures, including their viewing statistics and ratings, cannot be required to be used as a tool for formal evaluation of the instructor.
13. Data about student use of the recorded lectures collected through the lecture capture system should be accessed and used only by authorized users, in connection with assigned duties and consistent with the course syllabus and other applicable Dalhousie policies. This does not preclude the use of this data by the instructor for research within the Scholarship of Teaching and Learning. Ethics approval must be obtained in advance if there is a possibility the recorded data will be used for research.

Protocol for Students

1. If a course's lectures are not being recorded centrally by the instructor, and if the University has approved recording lectures as an accommodation for a student, the University will notify the instructor of this accommodation. All accommodations will be administered in accordance with Dalhousie's Student Accommodation Policy.
2. All other student use of personal recording devices of any type during lectures or other classroom learning activities requires the prior written consent of the instructor and any other presenters. This is governed by the Syllabus Policy and described in the syllabus template. Such consent will be granted or withheld in the instructor's sole discretion. A copy of the authorization or permission-related communication should be retained by the instructor.
3. Where a student is permitted to record a lecture, course discussion or course-related learning activity pursuant to an approved accommodation or with permission of the instructor, then:
   a. the instructor must notify all other students and guests in the course (preferably well before the recorded course) that the event is being recorded for personal uses only;
   b. the instructor should not disclose for whom the recording is being made in order to protect the privacy of the individual for whom the recording is being made;
   c. if a student or guest wants to take steps to protect their privacy, and does not want to be recorded, the instructor must provide the individual(s) with an alternate means of participating and asking questions (e.g. by email, during office hours, or passing written notes with questions);
   d. instructors must make all reasonable efforts to provide students with alternative means of participating.
4. All permitted recordings made by students are for personal academic use only. Students may not distribute or display recorded lectures, in full or in part, to anyone inside or outside of the course (including other students) without additional permission from the instructor and any other presenters. Students shall not be permitted to make copies of the stored recorded lectures for any purpose. This includes posting to the internet or any social media or other location or on any device to which electronic/digital access can be obtained by any other person.
5. Students engaging in such conduct contrary to this protocol may have the matter referred for consideration of discipline under the Dalhousie Code of Student Conduct.

Please direct any questions to:
Donna Bourne-Tyson
    University Librarian
    Dalhousie University Libraries
    Halifax, Nova Scotia, Canada
    Donna.Bourne-Tyson@dal.ca

Report to Library Council

Sandy Dwyer

Director, Libraries HR & Access Services

February 2019

We are currently in the process of short-listing the candidates for the SIT2 Systems Administrator position that closed on January 17, 2019.

The posting for the Manager, Academic Technology Operations closed on Monday, November 19, 2018. Search Committee Members Marc Comeau, Director ATS, Ian Taylor, Director, MedIT Technology Services, Suzanne Le-May Sheffield, Director, Centre for Learning and Teaching and Sandra Dwyer, Director Libraries HR have completed the first round of interviews and we are now moving on to second interviews. The second interviews will be taking place the week of February 25th – March 1st. Mitchell Breau from Talent Management will be joining Marc and me in this round of interviews.

Interviews have taken place for the Instructional Support Technician (SIT1) position in the Academic Technology Department. We are in the process of acquiring references on our top candidate.

The successful candidate for the C5 position at Sexton was Gina Coates. This was a lateral transfer for Gina. We are now in the process of filling the C5 Library Services Supervisor position that Gina had been in. An employment requisition has been submitted and once that is approved we will move to the posting stage.

A six month temporary position for a Research Information Systems Coordinator was posted and closed on February 13th. Reporting to the AUL, Scholarly Communications & Head, Kellogg Library and under the auspices of the Research Information System (RIS) Team the incumbent will coordinate the implementation of Dalhousie's Research information System (UNIWEB) to enable the University to effectively build research networks and reflect academic output more effectively.

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

Financial

- Prepared and submitted the 3rd quarter budget report to the Budget Office
- With Donna, will be meeting with various members of Financial Services and Senior Admin on February 21st regarding our multi-year plan

Facilities

- 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.
- Met with representatives from Facilities Management and Suzanne Sheffield to review the furniture in room 2600.

Other

- Attended the final session of the Inclusivity Short Program

Report to Library Council from Marlo MacKay, Communications Coordinator
From January 17 to February 20, 2019

- Assisted with promotions for MacRae-hosted Ag Campus art show.
- Attended Dalhousie's African Heritage Month launch event.
- Planning for and execution of NCTR Hub launch event on Feb. 5.
- Blind Date with a Book promotions.
- Insync survey promotions.
- Submitted quarterly Dal Libraries updates to APLA newsletter.
- Met with Disaster Management Planning Team.
- Met with some SLT members and Gwen to discuss a new GIS initiative.
- Preparations for (test calls) and execution of call via Collaborate with author Nalo Hopkinson with Tom Ue's ENGL 1040 class of 90 students for a Dal Reads event on Jan. 23. Special thanks to Michelle McDonald and Graham Denman for their technical assistance and expertise.
- Met with Sarah Jane to work on/do planning for various social media platforms.
- Promotions for lecture with Ingrid Waldron about environmental racism on Feb. 27.
- Met with Diversity & Inclusion Committee.
- Met with Health & Wellness Committee.
- Made arrangements for Milestone Luncheon.
- Arranged and assisted with Tiger promotions of the Insync survey on Carleton, Sexton and Studley campuses. Special thanks to Guy LeLievre for stepping in for me during the Carleton promos on February 5 when I was in Truro for the NCTR launch.
- Met with Assessment Coordinator for updates on communications and assessment initiatives.
- Coordinated responses to seven media inquiries including requests related to the NCTR Hub, Blind Date with a Book, and the lecture with Ingrid Waldron.
- Met with colleagues to prepare for two upcoming Student Input & Feedback Team meetings with a focus on services for Indigenous students.
- Interviewed three candidates (and hired one) from the NSCC Public Relations program for a work term position starting on April 29.
- Coordinated planning meetings for upcoming publications celebration.
- Assisted with preparation/distribution of UNIWeb memo for Dalhousie community signed by the Provost & Vice-President Academic and the Vice-President Research & Innovation.
- Assisted with preparations for the all-staff meeting.
- Met with the Senior Leadership Team.
- Preparations for a Dal Reads call with Nalo Hopkinson to Holly Morgan's class on Feb 28. Special thanks to Roger Brush and Michelle McDonald for their technical expertise.
- Worked on promotions for upcoming author reading with Oisín Curran, winner of the Raddall award, on March 7.
- Worked on promotions for upcoming panel on Afrofuturism with Dr. Asha Jeffers and Dr. Isaac Saney on March 18 during Jason Haslam's ENGL 4885 Afrofuturism class (but also open to the public).
- Worked on a story about the University Librarian for Dalhousie's Leadership & Vision site at the request of Communications & Marketing.

Library Council Report: 21 February 2019
AUL Reseach | Head of Killam: Sarah Stevenson

AUL Research

Research Data Management Dalhousie Team:

Last minute promotion: *RDM: What every liaison librarian needs to know* orientation/training session scheduled for Friday February 22, 1-4pm in Room 2130 of Marion McCain building. This workshop is intended to familiarize liaison librarians with RDM and equip them to be able at answer basic research data management questions as well as where to refer more complex queries. Workshop includes an overview of why research data management is important, a hands on exercise to create a data management plan, and the formal 'release' of the Dal subject liaison toolkit for RDM.

Bridge Strategic Plan: The almost-final (minor adjustments) version of the Bridge Strategic Plan will be presented at the All-Staff meeting February 21st. The review will include what has been accomplished in the previous plan, what is continuing into the Bridge Plan, what is not carrying on in the Bridge plan, and a number of new items for new areas.

I attended the OLA Superconference in Toronto which included a number of terrific sessions on a variety of topics. One session, "The Predatory Publisher always emails twice" led to the presenters sharing their materials with Dalhousie Libraries to re-brand for our use.

I was delighted to attend the official opening of our NCTR Hub/Community room at the MacRae Library on February 5th. The event was well-attended and included members of the local Indigenous communities. One of the highlights for me was Rita Joe's daughter, Frances, reading her mother's poem "*I Lost My Talk*".

Head of Killam:

Welcome to Kirsten Huhn! Kirsten's Killam liaison roles will be Environmental & Earth Sciences and the School of Resource and Environmental Studies, starting with the new fiscal year on April 1, 2019. Julie Marcoux and I have been interviewing candidates for the Killam MLIS internship position this summer. The quality of the applicants is very high and each of the candidates interviewed thus far would be strong additions to the team.

Report to Library Council
Anne Matthewman – February 2019

AUL Learning and Teaching

OER meetings:

The OER Working Group Co-Chairs and Donna Bourne-Tyson met with the Provost on January 18th. She expressed support for the concepts of OER and concern for education of students and faculty about OER. The Working Group then met on January 23rd. We are working toward providing educational sessions for both librarians and faculty to promote awareness of and adoption of OER resources.

I attended the CARL Jumpstart program on January 29th via Zoom.

Working Group members will also be attending the CAUL Forum on OER on February 25th.

ADAC:

ADAC met on January 23rd and February 6th. On January 23rd, there was discussion regarding the Conditional Enrolment Policy for students needing to take academic success and skills training to bring up their grade point average to an acceptable level. The policy is undergoing revision. The CLT gave an update on services offered to faculty members. Services for faculty include the faculty certificate in teaching and learning, various courses, workshops, and symposia on teaching and learning as well as the Dalhousie Conference on University Teaching and Learning. CLT also offers curriculum renewal and development support, classroom planning support, and graduate student development. Many of the services of CLT are available to librarians as well. There was also a meeting on February 6th which I was unable to attend. It dealt with classroom planning.

Dunn Law Library

Stephen Murray has created an African Heritage Month display in the Law Library.

I am currently working with co-author Philip Whitehead to write the 8th edition of *The Legal Research and Writing Manual.* We published the previous edition in 2012.

Hannah and Mark have been hosting library tours for external students and teaching in-class sessions on subject-based research for several law school classes.

The Law School is hosting a display of Indigenous art work in conjunctions with Indigenous law classes taught by Professor Naiomi Metallic.

Michael Moosberger

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

21 December 2018 – 20 February 2019

AUL Archives, Special Collections and Records Management
- Participated in a conference call with LAC staff on a review of the LAC-Dal Memorandum of Understanding and future initiatives that could come out of it.
- Completed work related to the 200th anniversary time capsule.
- Asked for and received from Lyle Quinn from Communications and Marketing, statistics related to the Archives' daily 200th Anniversary historical moments posts on Facebook and Twitter during 2018. For the Facebook posts the total reach was 1,331,293 or 3,793 per day and for Twitter the total reach was 7,239,990 or 22,073 per post.
- Discussed with Shirley the time requirements for the digitization of the Thomas Raddall diaries which are coming out of restriction and the Raddall Photographic Scrapbooks.
- Attended SLT and Heads meetings as well as my monthly meeting with Donna.
- Continues to discuss issues related to the renovations to the Archives and Special Collections Reading Room and the installation of mobile shelving in the Archives storage area.
- Participated on conference calls for the DPWG and the NHDS.
- Prepared a draft memo for Donna on the history of the creation and use of the archival deeds for the donation of private records to the Archives; which was followed up by discussions with Legal Counsel which has resulted in a current review of the current deed of gift template.
- Constituted a new Libraries working group that will consider the issue of digital records storage for the records created by the Libraries and librarians across the system. The hope is to provide guidance to the Libraries on where staff should best store specific types of records to ensure both security and accessibility.
- Prepared a proposal for the University Secretariat on the time and costs associated with the digitization of the Board of Governors and Senate minutes.
- Responded to a number of research related enquiries from Legal Counsel, Advancement, CBC, Parks Canada, DXX Media, and Stephen Kimber.
- Dealt with the media requests received related to the news coverage of the death of John Tillmann.

University Archivist
- Completed the minutes for the URC meeting which took place on 14 December 2018.
- Responded to a number of enquiries related to the donation of Dalhousie related archival material and historical questions about the University.
- Completed work on the licensing extension with Halifax producer Chris Zimmer and Dal Legal Counsel for film production based of Thomas Raddall's novel, The Nymph and the Lamp and accepted the initial payment for the extension.
- Continues to correspond with Professor Marlene Goldman from the Department of English, University of Toronto for a license to adapt Thomas Raddall's story "The Wedding Gift" into a short film. Revised license agreement is back with Legal Counsel for review.
- Met with Courtney to discuss the issue and formulate a plan to deal with the legacy administrative paper records that are scattered across the University.
- Met with and gave a tour to Neil Rogers, a NSCC Library Technician student who will be doing his work practicum in the Archives starting May 16th.
- Organized the visit of the ScanMaster Technician on February 7th and 8th. Book scanner was cleaned and received software updates; and staff received additional training and advice on how to deal with the digitization of a number of unique items.
- Began discussions with individuals in Montreal on the proposed gifting of the papers of recently deceased black writer Frederick Ward, who received an honourary degree form Dalhousie in 1992.
- Prepared the job advertisement for the Archives Summer Intern posting.
- Received the monetary appraisals done by John Townsend, Schooner Books for the manuscript collections acquired by the Archives this past year and forwarded these to Advancement.
- Corresponded with the Dean of Dentistry regarding the "orphaned" photographs and audio-visual material from the closed Dentistry Instructional Resources unit.

AUL Library Services & Head, MacRae Library

Highlights for Library Council

February 2019

Assessment – The InSync survey started and wrapped up since my last report to Library Council.   The energy put into promoting this survey by Linda, Marlo and the team has been awesome. A special thank you to those who took turns playing the Dal Tiger and Rocky the Ram to assist with promotions. The number of survey responses has exceeded our 2013 LibQual responses. Preparations and planning are also continuing for the space assessment at the Sexton Library.

Bibliographic Management Tools – Shelley and I met last week to discuss communications surrounding our transition from RefWorks to alternate bibliographic management tools. Initial communications will be with our current users to give them sufficient notice to prepare their data for transitioning to an alternate product. The BMT team will be meeting within the next couple of weeks to discuss the alternatives in more detail. Our subscription to RefWorks wil expire the end of April 2020.

Document Delivery – The Document Delivery team continues to provide excellent service to our patrons. They've been working on a very special project this month and I encourage everyone to come to the All Staff meeting to check out what they've been up to! You won't want to miss it!!

GIS & Data Services – This year's Esri Canada Centre of Excellence (ECCE) App Challenge will be taking place in conjunction with the NS Open Data Contest.   The ECCE App Challenge runs for a week and will begin on Friday, March 1 and the NS Open Data Contest is being held March 2 and 3.

We are excited to announce that we will soon be launching a collection of Colonel Chris

Hadfield's space photograph collection.   This project includes more than 200 Hadfield images and 19 NASA videos in a Story Map format. The Story Map was created by our GIS intern, Caitlin Cunningham and was recently shared with Col. Hadfield for his feedback. Look for more information on this exciting project soon.

Indigenous Services – The highlight of this past month was the launch of our partnership with the National Centre for Truth and Reconciliation. This event was hosted in the MacRae Library on Tuesday, February 5th and we received very positive feedback from those who attended. The event opened with a prayer by Elder Jane Abram and a welcome song performed by Cathy

Martin. Speakers at the event included the Provost, Grand Captin, Antlé Denny (Mi'kmaw Grand Council), DSU President, Aaron Prosper, Director of the NCTR, Ry Moran and Morning Star.

Francis Sylliboy, daughter of Rita Joe, spoke about her mother and read her mother's poem "I lost my talk". Media interest in this event was received from APTN as well as CBC Radio and Truro News.

LibCal – In response to a request from Melissa Helwig, I arranged for a trial of Springshare's LibCal product during the month of January to see how its appointment scheduling and event functions might be of benefit to us. Linda Bedwell facilitated the inquiries re pricing and package options and made the arrangements for the trial. A small team, consisting of Melissa Helwig, Julie Marcoux, Marlo MacKay, Shelley McKibbon and I, trialed the product. The results of the trial were very positive. We are now in the process of adding this to our Springshare offerings. The

product also comes with a room booking feature and equipment booking can be added for an additional cost. Our initial focus, however, will be on the appointment scheduler and event functions.

LIPCC – We welcome Sarah Jane back from her special leave and thank Melissa and Lindsay for doing an excellent job in leading the LIPCC group in her absence. Most of the summer intern positions have now been posted and interviews are underway for some of them. The LIPCC group will be meeting soon to plan for this year's Intern Enrichment Program and proposals for CoLab projects (shared projects for all interns) from intern supervisors are being accepted until March 1st.

Patron Load – I'm pleased to announce that we are now regularly loading the patron data from Banner into Aleph! Sandy worked closely with Dave Mifflen to iron out the last of the issues and the load has been running smoothly. Starting during a quieter period for new registrations will ensure we are ready to handle the larger loads as we approach the Fall term. This has been a very long time in coming (decades, perhaps?) so it is something to celebrate!

MACRAE LIBRARY

- **Art Exhibit** – Submissions have now closed for and we are making final preparations for the Exhibit. The opening reception will be held on Thursday, February 28th from 7:00 – 9:00. Everyone is welcome to attend the opening reception. This year's Exhibit will run from February 28 – March 21. We decided on a longer run for the Exhibit this year based on feedback received last year.

- **Night Owls –** The MacRae Library will be offering Night Owls for the first time this term. Night Owls will run from March 17 – April 17, based on the exam schedule in Truro and access will be limited to the Student Learning Commons on the top floor of the Library. Since there are only a few computers on that floor we are working with Marlo to promote wireless printing, as most students are unaware of this ITS service.

- **Summer Hours –** We will be opening until 6:00 p.m. Monday – Thursday this summer. Previously the library has closed at 4:30 p.m. during the summer months, which has been fairly restrictive for our patrons.

- **Conferences** – I attended this year's Information Without Borders conference on February 12th. I was originally scheduled to attend OLA but had to cancel my plans due to family illness.

Report to Library Council

February 21, 2019

Michelle Paon, Interim AUL Resources & Head of Sexton Library

Associate University Librarian Resources

- On February 4th, we welcomed Collections Analysis Librarian Kirsten Huhn to the Dalhousie Libraries! She'll be working closely with Heather MacFadyen and the Resources team, as well as providing liaison services to Environmental Science faculty and students. Over the past two weeks, Heather and I, as well as colleagues from Resources and the Killam Reference & Resources Department have provided orientations to Kirsten.
- Oxford University Press journal package decision - In early January, based on our review of both the data and the newly-released 2019 consortial pricing for the Oxford journal package we decided to renew the Oxford package. The announcement is now on the Libraries blog:

  https://blogs.dal.ca/libraries/2019/02/journal-assessment-update-oxford-package/
- The Scholarly Resources Management Group (SRMG) met once in a regular meeting and twice to discuss potential year-end purchases on the Systemwide Electronic Access Fund (EAF).
- During the coming year, SRMG will trial a new renewal process for the majority of the 60+ subscriptions on the Systemwide EAF. (This fund includes products such as ABI Inform Global, Factiva, Nature Online, etc). When the vendor renewals meets specific pricing criteria and the terms are similar to that of the previous year, the Resources Manager will submit the renewals to SRMG for pre-approval. This will occur in spring, September, and December, in advance of renewal deadlines. The intention is to achieve timely approvals for systemwide EAF renewals, while minimizing workload for the Resources team and subject specialists/liaisons.
- The Disaster Management Plan team met on Jan. 21st. Work has begun to adapt the *Killam Disaster Plan Handbook* into a systemwide plan with the "Flooding" segment being addressed first.
- I researched and prepared a brief bibliography related to academic libraries that coordinate celebrations of faculty publications.
- On March 13th, I will join several colleagues representing the Dal Libraries in Ottawa at the Library & Archives Canada Partners Forum on Disruptive Technologies.
- Attended EBSCO vendor meeting (Jan. 24th).

Head - Sexton Library

- In late January, Sexton Library received a significant gift of monographs and serials (30+ boxes), from the working collection of well-known Canadian landscape architect Cornelia Oberlander. Following appraisal training by Heather MacFadyen, Sexton staff under the leadership of Allison Fulford are diligently identifying and appraising books to be added to the collection.
- Insync team: The Sexton Library team distributed posters and table tents throughout campus buildings, and encouraged patrons to take the Libraries survey by giving them bookmarks. On February 6th, we introduced the Dal Tiger to students in the Sexton Alumni Lounge cafe area, the IDEA building atrium, and the Design Building study spaces. Students and staff loved meeting the Tiger and having their photo taken with him/her/them.
- In consultation with A. Fulford and S. Dooley, I identified 34 monograph titles related to Indigenous studies topics to order and add to the Sexton Library collection.
- Sexton Library staff have prepared displays related to African History Month, Food for Fines, and new books. In partnership with a recent Dal Student Union initiative, the library has also displayed free menstrual products for those in need.
- Michele Gallant from the Dal Art Gallery visited the library to install several new pieces of artwork in the refreshed mezzanine area and the upstairs study area.

- Sexton Library will welcome an NSCC work term student during the month of May and a SIM intern for the summer period. Thanks to Sarah Jane Dooley and Amanda Sparks for their recruitment efforts in these areas.
- Prepared Sexton Librarian reports for Faculty Council - Engineering and Faculty Council - Architecture & Planning.
- Participated in Faculty Council – Architecture & Planning.
- Attended Faculty of Engineering faculty meeting with Provost & VP Academic Teri Balser.
- Attended opening of Imhotep's Legacy Academy on Sexton campus.
- Along with Sarah Jane Dooley, toured six floors of O'Brien Hall, Sexton campus to view the renovated areas for Faculty of Architecture and Planning group study rooms and work spaces, and Faculty of Engineering offices and meeting rooms.
- Participated in two Sexton staff meetings.
- Provided three Sexton Reference shifts (6 hrs).
- Acting University Librarian (Feb. 11-15) in the absence of Donna Bourne-Tyson.

I attended the following meetings or sessions:

o   Libraries' Senior Leadership Team o Library Heads Meeting o Library Council

o   Regular updates (2) with AUL Services

o Update meeting with Assessment Librarian o Reception for Interim President MacKinnon o NSIS Council (Feb. 4th); strategy meeting (Feb.17)

Liaison role:
- Selected monograph titles worth $300 to complete orders on Oceanography fund.
- In consultation with G. MacNairn, selected titles worth approx. CDN$5000 on Biology monograph fund.
- Selected monograph titles worth approx. CDN$1400 on the Sustainability (ESS) monograph fund.

<div align="center">

University of King's College

Library Council report

February 2019

</div>

Library

The Library is busy with students and faculty members engaged in their work.

The Library is discussing with the Registrar's office the possibility of offering borrowing privileges to International Baccalaureate students.

The Library's book displays have featured African Heritage Month titles and Blind Date with a Book wrapped packages.

Large tour groups of prospective students have visited the Library this week.

The Library was closed on George III Day (Friday, Feb. 1) and Heritage Day (Monday, Feb. 18). It is open 9 am to 5 pm during winter study break, Feb. 19-22, and will resume full hours on Saturday, Feb. 23.

Archives

The Archives has responded to routine queries from students, administrators, and genealogists.

University

Dr. John Godfrey, King's president from 1977-1987 and advocate for "a true, integrated intellectual community," has been named to the Order of Canada.

Four of Journalism professor Pauline Dakin's students from her audio workshop had their radio piece "Kosovo Project" aired on CBC's Atlantic Voice on Feb. 17.

The History of Science and Technology Program and the Evolution Study Group had a presentation about James Lovelock's Gaia Hypothesis and recent approaches in the philosophy of evolution and results of computational modeling, which suggest that Gaia can be integrated into Darwinian theory. Ford Doolittle and Joe Bielawski of Dalhousie participated in the discussion, along with Frederic Bouchard (Université de Montreal) and Tim Lenton (Exeter).

- Janet Hathaway

Senate Representative Report to Library Council

February 2019

This report covers two Dalhousie Senate meetings that took place on January 28, 2019 and February 11, 2019. Both occurred in Theatre A of the Tupper Medical Building, with videoconferencing to Saint John and Truro. In light of the fact that two Senate meetings have taken place since the last Library Council meeting, this report will summarize the major highlights from both of those meetings.

Key Presentations:

Steps to Make Inclusion and Diversity a Reality (standing agenda item)

In January, Islean Harris (a recent graduate of SMU) summarized her Master's level work on black female faculty. She did two case studies (Dal and SMU) using a mixed methods approach, looking specifically at university texts combined with interviews of three tenured black women scholars from institutions across the country. After performing her analysis, she concluded that institutional whiteness is prevalent among Canadian universities.

Under this standing agenda item, Margot Latimer (Nursing) presented a video at February's Senate meeting showcasing their creation of an interprofessional course on indigenous history and healthcare issues.

Budget Advisory Committee Report

Teri Balser presented on the Budget Advisory Committee's work to date during the January Senate meeting. She noted the following: universities are being challenged to do things we've never before been asked to do. This, in turn, creates budget pressures such as competing demands, regulation, etc. Canadian post-secondary context plays into this (including changed expectations surrounding being job ready). Operating costs are increasing faster than anticipated revenues. At present, 50% of our revenue is coming from government grant(s). Salaries and benefits take up approximately 74% of expenditure. She finished her presentation by explaining that a number of questions still remain moving forward (such as is there an upper limit to enrolment, who should be responsible for administrative tasks, etc).

Student Success Strategy

In February, Susan Spence gave a presentation on strategic enrolment management at Dal. She noted that there are guiding principles when developing such a strategy, including academic vision and mission alignment, shared responsibility and involvement, evidence-based decisions, sustainability, and university-wide impact. This work has been building over the past 18 months to develop a multifaceted strategy that includes academic achievement, life-long learning (includes inclusivity), and more. Focus moving forward includes ensuring a sustainable approach to student enrollment, mapping the student learning journey, and more.

Dalhousie's On Track Program

Also in February, Anne Forrestall gave a presentation on the Start On Track Program. She began by discussing the background, including the 100 days of listening and Dalhousie's strategic direction (including an increase in retention and degree completion). She noted that students define success in many ways and our job is to support those varying ways. She explained that videos have been launched to help students with registration issues and noted that the Start on Track program starts the day before O Week for students and families. The Start on Track Program also comes in online module format (includes video on using the Dalhousie Libraries). She wrapped up by

noting that the fall GPA is a strong indicator of how they will do overall that year, and this program is also open to international students.

International University Rankings

Susan Spence gave a presentation in February regarding international rankings and where Dalhousie sits. She explained that they undertook a detailed analysis of rankings, and findings showed that we do lag behind peers in reputation surveys, our status as an effective publisher, and more. She disclosed that a recent Times ranking submission showed about 47% of Dal's publications have international collaborators. Dalhousie's PhD numbers are among the lowest in the U15. Research is a key component of ranking systems, and the target would be to increase publications at Dal by 8.5%, or 1 additional publication per faculty member over a 5-year period. She ended by saying that her team will continue to look at various impact factors going forward.

Key Reports:

In January, Dalhousie President Peter Mackinnon opened his report with a statement regarding the accusations against him and his book. This statement, which was circulated afterwards to the Dalhousie community, was met with criticism from some Senators who probed for explanations regarding key pieces of his book that have come under scrutiny. During the February Senate meeting, it was requested that the January minutes be modified to show that concerns were raised, and these minutes have been tabled pending an official motion.

February's Provost report, presented by Teri Balser, summarized some recent work she's been doing as she wraps up her first 100 days at Dalhousie. She noted that she's just finished work on creating an academic leadership certificate, which is intended to build capacity internally. She and others are looking at exploring a racialized violence policy at Dalhousie, and this is still in the very early stages. She also noted that Dal is moving ahead with an indigenous strategy and creating a new Director position for that.

Respectfully submitted by Jackie Phinney

February 19, 2019

Kellogg Health Sciences Library:

1) **Cochrane Library - This just in from Cynthia Holt Caul Manager:** **"**It's my pleasure to announce that regional access to [The Cochrane Library](#) is now active. This barrier-free access provides direct access to The Cochrane Library for anyone physically located in the Atlantic Region without the need to login. Access is based on their IP address being authenticated as coming from the Atlantic Region (IP geo-location). If residents wish to access The Cochrane Library while outside of the region, they need to authenticate through their home organization (CAUL-CBUA member institution, provincial health authority, or hospital) or through their public library."

2) **Collections:** Final selections and decisions are being made on collection funds and endowments prior to the end of the budget year.

3) **Blind Date With a Book:** The Kellogg is again participating in *Blind Date With a Book* along with the Killam and MacRae Libraries.

4) **Interns 2019-20:** The applicants have been received and interviews are being scheduled for hiring the 2019-20 student interns.

5) **IWB:** A number of Kellogg staff attended IWB Conference this year. Melissa H. and Robin contributed to the IWB panel session on health information access and Robin presented on the panel with our hospital librarian colleagues.

6) **Introduction to Digital Accessibility**: Shelley, Gail and Jackie attended a half-day workshop in Halifax and Amherst, hosted by Access Changes Everything.

Scholarly Communications:

1) **OER:** The CAUL OER Forum is scheduled for Monday February 25, 2019 CAUL. Geoff Brown will be presenting on OER initiatives at Dalhousie with focus on the Bill Freedman project.

2) **UNIWeb:** Setup and configuration continues with UNIWeb. Faculties of Health, FASS, CS, Medicine, Engineering and Agriculture are all at various stages of review and consultation. The LibGuide is at: https://dal.ca.libguides.com/UNIWeb and an email for queries uniweb.support@dal.ca . The 6 month UNIWeb position has been posted, closing date 13 February.

3) **Open Repositories Working Group (ORWG - CARL)** Planning is under way with the ORWG Community & Engagement Team for a workshop for Scholarly Communications practitioners this spring called **Advancing Open** May 6-7, 2019. A save the date has gone out and a reminder and registration will follow soon. This event precedes the Library Publishing Forum in Vancouver.

4) **ITS Project Website review:** A list of 600+ project websites are being reviewed for content that may be appropriate for preservation or transition from a webpage to a more appropriate format. The preliminary work on this project is the result of a partnership of the Digital Initiatives group and the Access Services team.

Respectfully submitted,
Ann Barrett