

Library Council Meeting
April 23, 2020
10:00am-11:48am
Microsoft Teams

Present: Donna Bourne-Tyson (Chair), Linda Clark (Secretary), Carol Richardson (Recording Secretary), Allison Fulford, Ann Barrett, Anne Matthewman, Cassandra Larose, Courtney Bayne, David Michels, Deborah Hemming, Dominic Silvio, Elaine MacInnis, Erin MacPherson, Gail Fraser, Geoff Brown, Gwen MacNairn, Hannah Steeves, Jackie Phinney, Jan Pelley, Janet Hathaway, Janice Slauenwhite, Joyline Makani, Karen Smith, Kirstan Huhn, Lachlan MacLeod, Leah Unicomb, Linda Bedwell, Louise Gillis, Marc Comeau, Mark Lewis, Marlo MacKay, Melissa Helwig, Melissa Rothfus, Michael Moosberger, Michelle Paon, Robin Parker, Roger Gillis, Sai Chua, Sandy Dwyer, Sarah Stevenson, Sarah Jane Dooley, Shelley McKibbon

Regrets: Amanda Sparks, Creighton Barrett, Heather MacFadyen, Helen Wojcik, James Boxall, Joe Wickens, Julie Marcoux, Lindsay McNiff

Absent: Mick Bottom

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

Welcome to Cassandra Larose who will be joining us during Lachlan MacLeod's paternity leave.

1. Adoption of Agenda

The Agenda was adopted as circulated.

2. Approval of the Minutes (from February and March 2020)

File in Brightspace [February 27 2020] 20200227_LC_MIN_DRAFTv1; [March 26, 2020] 20200326_LC_MIN_DRAFTv1

The Minutes from the February 27, 2020 meeting were approved as circulated.

C. Bayne / S.J. Dooley

Carried

The Minutes from the March 26, 2020 meeting were approved with the following correction:

Linda Bedwell

- The online Library Assessment Committee Community will be meeting tomorrow.

M. Rothfus / S.J. Dooley

Carried

3. Business Arising (from the Minutes)

No business arising.

4. Dalhousie Libraries position on intellectual freedom – Further discussion and vote

<https://cfe.ryerson.ca/blog/2019/08/can-public-libraries-maintain-their-commitment-intellectual-freedom-face-outrage-over>

After much discussion, it was agreed to defer the vote on Dalhousie Libraries position on intellectual freedom until Council can meet in person and until a guest speaker, sociologist and socio-legal scholar, Timothy Bryan, can be invited to speak on the topic.

Thank you all for the excellent comments.

5. Dean of Libraries report: COVID 19 update and 2020-21 Libraries budget update

Some highlights from the PowerPoint slides that were shared at Senate from Dr. Teri Balser, Provost & Vice-President Academic.

- Context
 - There is still uncertainty about the impact of Covid 19 on the fall term.
 - Various options are being discussed.
 - Impact on enrollment, quality of courses and student experience are some of the top priorities to consider.
- Teaching
 - Prepare for the worst and hope for the best.
 - Need to start thinking about the various ways classes can be delivered eg. online, face to face. Delivery of courses can be changed as required.
 - Final decisions could be made before July.

The Libraries need to ensure all faculty are aware of the support the libraries can give them in a lot of areas such as Brightspace, Copyright, Document Delivery and much more.

- Enrolment Stabilization Plan – 6 Committees formed
 - Ensure quality of online delivery (Donna is part of this team).
 - Maintain incoming enrolment.
 - Enhance connections to Dalhousie University.
 - Support place-bound students.
 - Diversify student pipeline.
 - Incentivize completion.

The Committees are meeting weekly with an aggressive timeline to support faculty and students during this uncertain time.

- Longer term
 - Even if we have face to face classes in the fall, there will be financial impacts. International students will be affected eg. Covid 19, student visa renewals and online learning experiences are not options for some.
 - Starting to do budget modelling and it doesn't look good.
 - The strategic planning process is taking a pause and this will affect both the University and the Libraries. The process will start up again in the summer but will be in a different form.

The budget reduction principles for each faculty are in the Dean of Libraries Report below. These principles have been discussed at other Faculty Councils so any suggestions for the Libraries are welcome. It was noted, it is unclear if the Indigenous Services position will be affected. The

Libraries will be making a strong case for this position.

Questions and Comments:

- What is the time range that is being considered? Is this a multiyear possibility?
It has been a really interesting process. We are still talking about the 2020/21 budget cycle and there will be an announcement coming out in the next day or two about the very senior levels at the university and how they will be contributing to this process. It was noted, departments are being asked to find ways to make cuts but with no target of how much to cut at this point. We could be talking about a potential deficit of millions of dollars.
- It would have been helpful to have this tidbit earlier than we received it
Yes agree on this. The Dean of Libraries shares information with staff as soon as it can be shared.

Based on the information they have, the Senior Leadership Team starting looking at things that can be cut and money that will be saved including such things as travel costs, hospitality expenses and student assistant hours (we don't have any student assistants while we are closed). It was noted, we may want to consider exiting out of one of our big deals, just renew a core package.

- Can't do more with less.
- Should be promoting things like eReserves.
 - We can redeploy some staff to work in these areas.
 - There is money to hire graduate students for specific things to get everyone online for the fall.
- Licenses are expensive and there are concerns about losing access.
 - Encourage staff to read the article about the universities who have exited the Elsevier deal in the last year and gone with a smaller core package, even when the Document Delivery costs were unknown. What has happened, in these cases is that the costs were a fraction of what was anticipated and there was no or little faculty push back.
- Determining what core titles we would subscribe to and the amount of work that would be involved with our Resources Team, needs to be considered. They are already busy enough.
- Dialing back on monograph budgets.
 - Try not to purchase print for the next year unless absolutely needed and there is no alternative for a course. We may have to digitize part of it and get copyright clearance.
- We may want to consider doing a curbside pickup service at some point for print once staff are able to go back into the buildings (this will be a graduated process). It was noted, we are currently doing curbside laptop loans.
- The Libraries are practicing good hygiene when handling the books.
- Endowment funds are not affected and we can't use these funds for anything other than their stated purpose.
- We did a great job redeploying library staff to work from home and moving staff to work in other areas that they normally don't work in. It has been acknowledged that the libraries have been on board and have been very useful during the closure. Thank you to all staff.

6. Highlights from the Senate Report – Jackie Phinney

The Senate Report is available on BrightSpace [20200423_LC_RPT_SEN].

7. 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
- Elaine MacInnis

- Marc Comeau
- Marlo MacKay

- Sandra Dwyer
- Sarah Stevenson

No further questions.

8. Round table reports

Allison Fulford

- Working with EAP instructors putting together supports and resources.
- Wondering if any other librarians are offering classes via products like Zoom and if it would be available for international students who are spread around the world. It was noted, with Zoom there are security problems so trying to avoid this product but Collaborate works well for teaching within Brightspace. If you go to the remote teaching site (dal.ca/remoteteaching). Go to the faculty section and there is a link to live virtual drop-ins sessions.
 - David Michels will be teaching using Collaborate for Law students and stated you need to keep in mind the time zones.

Cassandra Larose

- Will be starting on Monday, April 27, replacing Lachlan during his paternity leave. Looking forward to working with everyone.

Courtney Bayne

- Records Management resources on the website are being built for working remotely.
- Working a lot more with ITS in collaboration with their systems and communication with the end users with regards to records management and things to consider.
- Looking at moving records management training sessions online for June.
- Looking at dal.ca sites and events with communications and ITS.

David Michels

- Just wrapping up law exams.
- Gearing up and representing the library on the Law Schools Online Teaching Committee.
- Getting ready for the summer research assistant and scheduling training.

Deborah Hemming

- The Research Bootcamp will be going online with a series of modules available through Brightspace. The official launch will be May 25 and registration will start next week, April 27.
- Working with Marlo on the promotion of this event as well as a message that liaisons can use to send to their faculties and departments.

Dominic Silvio

- Working with faculty members who are struggling to teach courses online, giving them the resources they need for Sociology, Political Science and Sustainability.
- Meeting weekly with DFA and working with their budget.
- Applying for research grants.

Erin MacPherson

- Still focusing on Live Help as Chair for Novanet. Not as busy as anticipated for the evening shifts.
- Did a Research Data Management Planning session for the Scholarship@Dal series on Friday.

Gail Fraser

- Received a number of requests from liaison librarians for faculty who are planning to offer courses online and the book they need is only available in print. This tells us we need to encourage professors to get those readings to us as soon as possible so the necessary contacts or copyright arrangements can be made. Otherwise, they may have to think about a different title if they plan to use the whole book.

Geoff Brown

- Ramping up production of a textbook for first year psychology. The funding was provided by the Centre for Learning and Teaching and the Dalhousie Libraries. Aggressively bumped up the launch for this year. Good opportunity to see how open textbook goes.
- Thanks to those who have submitted ideas and url's for the Covid 19 webcrawl. It's been an interesting and busy project.

Gwen MacNairn

- There will be 3 candidate presentations and interviews for the Indigenous Services Librarian position. These will take place in the next 10 days. The Search Committee consists of Allison Fulford, Gwen MacNairn, Dominic Silvio, Karen Smith and Art Stevens. Please attend the presentations if you are able and send your feedback to Killam.Library@Dal.Ca and Carol will be collating the feedback for the Committee. Thank you for your support.

Hannah Steeves

- Ethics applications are coming in specific to Covid 19.
- Finishing up with online courses, one being for the ethics board.
- Prepping for online training eg. Bootcamp module.

Jackie Phinney

- Helping medical students with research projects.
- Doing literature searching for the medicine faculty development team.
- Access to resources for medical students is becoming an issue while studying for exams eg. print books not available electronically so helping to circumvent that issue to get them the help they need.
- Was elected as the Engagement Coordinator for the Maritime Health Libraries Association, a 2-year position. The role will be to foster communications within the group but also focus on recruitment and retention of members. If you know anyone who wants to be a member, let Jackie know.
- Video migration project is moving along. Thanks to all for the help with this project.

Jan Pelley

- Working on eReserve. A lot of lists have recently come in and getting them out as quickly as possible.

Janet Hathaway

- Library staff members are working from home. A few staff members come in singularly to check the building and empty the book bin.
- Handling Interlibrary Loan requests digitally.
- Answering some archive requests.
- Looking into eBooks to support online courses. This is a new area for Kings.
- Cleaning up records for the Alma migration and updating LibGuides.

Karen Smith

- At the recent ADC meeting, the most relevant information for the Libraries is the cancellation of the mandatory first year class. The course was to engage positively with the first-year class but it would be very difficult to do this online. The meeting then focused on assisting faculty with converting their classes online and figuring out ways to assist in a positive way. It was noted, if library staff have any ideas how we can assist faculty by promoting our services, please pass that information along.

Kirsten Huhn

- Busy with processes that come with the beginning of the fiscal year eg. resource budget, doing projections in regards to subscriptions and estimating increases. A lot of positive vendor communications.
- Usual renewals of invoices have been coming in.

Lachlan MacLeod

- York decision is one of many stages and both sides probably will appeal to the Supreme Court of Canada.
- Dealing with eReserve requests with Faculty trying to transition to an online environment.
- Providing text when we can't get a license is a real issue. Our own guidelines and most other institutions are not taking the same approach as some that say we should take the extreme approach eg. scan and upload the entire book. Doing what we can do within the normal restrictions. We have difficulty when there is an eBook option but the professor wants to assign 50% more of the text, usually the publishers won't provide a license or if they do, it would be so expensive that it's cheaper to buy the books.
- Starting to upload DVDs (without breaking the technological protection measure) where there is no easier alternative. There are still some issues to be worked out and this is not widely promoted. It was noted, this is for streaming only and not for download.

Linda Clark

- When cancelling big packages and relying on Document Delivery, the challenge is in finding other sources of electronic material. Please keep in mind, we may or may not be successful from the borrowing point of view.

Mark Lewis

- Busy with exams at the Law School and then pivoting to prepare to teach the pre-laws.

Melissa Helwig

- Helping faculty navigate and get ready for the fall term. A lot of conversations with faculty to get their syllabus titles into eReserves. It was noted, that chatting with liaisons means being able to make adjustments to the reading lists before submitting to eReserves.

Melissa Rothfus

- Getting prepared for a new cohort of nursing students who are starting in May.
- CAUL/COPPUL joint webinar will take place on May 7 at 2:00pm. This is based on the Bootcamp presentation on predatory publishing but targeted for librarians.

Michelle Paon

- The successful candidate for the Research Licensing Manager position has recently declined the position.

- Heather Macfadyen has volunteered to help with a couple of time limited tasks related to budget preparation and US dollar reconciliation calculations.
- Been the point person to put together a handout to send out to liaison and subject selectors on how to respond to eBook requests from faculty. Thanks to all the staff who have helped with this document.

Robin Parker

- Working on the Covid 19 Research LibGuide.
- Meeting with students regularly.
- Will be supporting the systematic review of a summer course taught online for Community Health and Epidemiology.
- Invited to take part in a library leadership webinar offered by Covidence around distance support for systematic reviews and systematic review education. Will be on a panel on May 7 at 2:00pm, leading the conversation on shifting support for systematic reviews to the online environment.

Roger Gillis

- The big copyright court case between York and Access Copyright came down late yesterday, leaving little time to process it. So just unpacking that and what the implications will be for copyright. It's a bit mixed but there are some positive things for the broader copyright community as well as some complications too. The Copyright Team will meet later today to discuss the implications.
- Welcome to Cassandra. Been working with Lachlan to get Cassandra up to speed with copyright issues.
- Hearing more from students and faculty about the transition to the online environment and the resources they need.

Sai Chua

- There will be two summer courses that require the use of stats software. Total enrolment in these courses are about 500 students.
- Now that the Atlantic Regional Data Centre is inaccessible, most people are now focusing on using other tools to do their modeling to get ready when the ARDC reopens.
- A lot of data questions are coming, in terms of using our datasets that we have supporting and using different software so they can model better.

Shelley McKibbon

- RefWorks is coming to an end and the last message was sent to users last night. It was noted, RefWorks does not allow for personal accounts (the LibGuide has been updated to reflect this). There may be some response from panicked users so please direct them to the LibGuide where there are instructions on how to migrate their information.

9. Any Other Business (15 minutes)

Library Council will need a new Chair as of July 1. Please get your nominations in soon. An election will need to take place no later than the June Library Council meeting.

We wish Lachlan well on his paternity leave and look forward to his return in the fall.

W.K. Kellogg Health Sciences Library | AUL Scholarly Communications
Highlights for Library Council, March-April 2020

Kellogg Health Sciences Library:

- **Closure of Kellogg in Tupper and CHEB:** The Kellogg in Tupper closed on March 18th as did all other library spaces except the Kellogg Learning Commons in CHEB which remained open Monday-Friday 7:30am-4:00pm. This space did not close until the State of Emergency was announced on March 22. Students were still using the space for access to computers, wifi, for printing and for study space. We already had student asking for extended laptop loans to allow them to continue to work in the evening and weekends. This service was expanded considerably through the Killam after the CHEB was closed.
- **Training Session on the New PubMed Interface:** With a new PubMed interface being rolled out this spring Jackie Phinney developed and led a training session for all Kellogg staff. The session was well received and there were requests for further training and refreshers on other health resources. Jackie and Melissa Helwig will be adapting her bootcamp session “Beyond PubMed” to meet this request.
- **E-Book Refresh on LibGuides:** Melissa Helwig is leading a project to refresh the ebook listings on Kellogg LibGuides. She has developed a plan and led staff training on finding appropriate new ebook content and best practice techniques for update LibGuides.
- **Dr. Murray Collection:** the *Classics of Medicine Library* donated by Dr. Murray is on display in the cabinet in the Kellogg Learning Commons in CHEB. Circulating copies are available in the Kellogg print collection in Tupper. Appraisal of materials donated by Dr. Murray is ongoing during the library closure.
- **Kellogg internships:** The start of internships has been delayed but will commence on July 6, either remotely or in person, depending on circumstances.
- **Activities during closure:** Librarians continue to be busy with consultations, systematic reviews, training and collections duties, among other things. Staff have been taking on new duties in a range of different areas, to name a few: DalSpace work with the Dalhousie Medical Bulletin, monograph appraisals, ebook refresh project, LibGuide updating, in addition to their other duties in document delivery and resources. Some staff will be soon working on some Archives projects.
- **A new COVID-19 resources:** Robin is developing a COVID-19 site for the Dalhousie Libraries and hopes have it published late this week: <https://dal.ca.libguides.com/Covid19Research>

Other local efforts on this front are notable: NSHA librarians and library staff have been working full and over time on their outstanding site: [COVID-19 Pandemic Subject Guide for Staff](#) which was profiled by [SpringShare in a recent blog](#). Also a site [from MSSU](#).

Scholarly Communications:

- **Open Educational Resources (OER) Grant:** Dr. Leanne Stevens is the recipient of this new grant which is being offered in partnership between the Dalhousie Libraries and CLT. The grant will provide support for creating an Open Educational Resource (OER) in Psychology to be hosted on the Dalhousie Libraries pressbooks site.
- **Scholarship@Dal Libraries series:** The sessions for this term are now complete [and recordings are available](#) for:

- **INTRODUCTION TO CITATION MANAGERS: BEYOND REWORKS**
 - **USING ZOTERO FOR CITATION MANAGEMENT**
 - **USING MENDELEY FOR CITATION MANAGEMENT**
 - **INTRODUCTION TO GIS**
 - **DATA MANAGEMENT: GETTING STARTED**
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- **Introduction to UNIWeb weekly sessions have resumed:** Melissa Rothfus and Carlye Stein are offering weekly sessions for faculty on UNIWeb.

 - **Completion of the Symbiosis project:** In partnership with Dr. David Richardson (Editor-in-Chief of Symbiosis) the Dalhousie Libraries have completed the Symbiosis Backfiles Digitization Project covering the date range from Vol.1, No.1 (1985)-Vol. 46, No. 3 (2008). These are now available in DalSpace <https://dalspace.library.dal.ca/handle/10222/76841> Geoff, Shirley and Joan did an amazing job and Dr. Richardson is announcing the collection to the scholarly community soon.

 - **Status of LAC and Dalhousie Thesis Harvesting:** Geoff and Jason Flynn will be working with LAC to address remaining technical issues regarding the harvesting of Dalhousie theses into the LAC interface.

Respectfully submitted,
Ann Barrett

Report to Library Council

Anne Matthewman – April 2020

AD Learning and Teaching

ADAC

ADAC has met frequently since March 16th. Initially the focus was on finishing the winter term with online classes and exams, which included dealing with proctoring and timing of exams. ATS was very involved in both these efforts. The focus then moved to grading and there was a long discussion of the pass/fail/ill method of grading. The next concern was the online operation of spring and summer courses and which courses would need to be cancelled. In several meetings there were expressions of thanks for the work being done by the libraries to provide assistance with e-resources. As planning starts for the fall, various scenarios are being addressed and members of ADAC are involved in University-wide teams looking at things like maintaining academic quality, virtual community building, curriculum development, incentivizing new enrollments and keeping current students, building DalOpen, and assessing the financial implications of offering classes online. CLT and ATS are offering assistance with online teaching and CLT also has a series of webinars planned. Another broad area of discussion has been student supports. The Bissett student centre has developed a Brightspace page for students seeking support.

OER Joint Committee

The group met in early April. It discussed the CAUL terms of reference and delivery model for an OER platform in the Atlantic provinces. The committee also discussed holding another focus group with faculty and also supporting another OER grant next year. The successful applicant for this year's joint CLT/Libraries grant will be announced shortly.

Team:

Members of the Learning and Teaching team have been busy as well. Unfortunately, WILU has been postponed until next year but as much of the groundwork has already been done by the planning committee, getting it back up and running should not be too difficult. Planning for Research Bootcamp is ongoing. Bootcamp will be offered in Brightspace this year in a phased schedule beginning toward the end of May.

I served on the reappointment committee for the AD Archives, Special Collections and Records Management.

Dunn Law Library

Since the lockdown, the Dunn Law Library staff have been working from home and meeting regularly via Teams. Their work includes financial and budget documentation, some ordering, ALMA coding, and attending access services and document delivery meetings. Additionally, Faculty Council has met via Zoom. The School has formed special teams for virtual community building and for using technology for teaching.

Our librarians were very involved with assisting with online teaching for the final three weeks of term, and with monitoring and plagiarism checking with online exams. Additionally, they maintained library services virtually. This included reference and research assistance and document delivery using e-

resources. Now we are beginning to plan for fall courses and for providing virtual assistance to students across several time zones. We may do some of this through building Teams sites for specific groups such as Research Assistants. We have been gathering information on free e-resources in the legal field as well as assessing our e-book collection. We do hope to have Proview up and running very soon.

Our summer student, Annalise Benoit will be starting in May. She will be working on a number of projects related to BePress and LibGuides.

Library Council Update – Dean of Libraries Selected Highlights

Starting my update with an acknowledgement of gratitude, to all of the Library Council members – everyone is making tremendous contributions while working in very fluid and challenging circumstances. I appreciate your dedication and the way you are using your expertise to best effect, in so many ways.

There has been so much pandemic-driven activity going on for everyone in the Dal Libraries, across the University, and across the country, it is difficult to choose a few things to highlight. However, budget is top of mind currently, as well as planning for the Fall and Winter terms.

Budget reduction principles for each faculty (proposed by Provost and VP Administration & Finance with input from Deans' Council)

1. Take any steps possible to avoid layoffs (i.e. temporary salary reductions, other cost cutting measures)
2. Target vertical, not horizontal, cuts (e.g. target things for reduction such as travel, new appointments, new programs)
3. Take from Central/Admin first: take a leading and proactive role to increase efficiencies and reduce costs
4. Recognize that Faculties differ in their ability to absorb cuts; do not apply a one-size fits all approach
5. Preserve “production capacity”
 - Protect teaching capacity, and student experience
 - Protect high impact research
 - Consider allowing deficit/suspending need for annual balance for 2-3 years
 - Consider long-term impact on program continuity (freezes not necessarily applicable for all hires)
6. Seek creative and innovative solutions; consider where strategic investment or restructuring might have long-term benefit

During Library Council, we can discuss potential areas of cost savings for the coming year. Attached to this report is a presentation by the Provost at Senate, and the Enrolment Stabilization Plan details are excerpted below.

Enrolment Stabilization Plan

1. **ENSURE QUALITY ONLINE DELIVERY.** Ensure academic quality and excellence in online offerings by building faculty capacity for online teaching. CLT and ATS are fully mobilized!
2. **MAINTAIN INCOMING ENROLMENT.** Implement an accelerated and deliberate recruitment strategy for each Faculty.
3. **ENHANCE CONNECTIONS TO DAL.** Create virtual community in order to ensure new students accept admissions offers, and continuing students return. (e.g. leverage global alumni.)
4. **SUPPORT PLACE-BOUND STUDENTS.** Ensure that new and continuing students unable to arrive in Fall have relevant and sufficient courses available online for them to enter Dal face to face in Jan 2021.
5. **DIVERSIFY STUDENT PIPELINE.** Expand our access to potential students by providing means for non-traditional and underrepresented learners to engage with Dal.
6. **INCENTIVIZE COMPLETION.** Decrease student attrition and recognize the challenging current situation by offering incentives for new and continuing students to stay with Dal.

Novanet: Just a reminder that the Novanet Board voted on January 23, 2020 to eliminate fines for overdue items, not including reserves, equipment, and a few special categories. There will still be charges for lost items. The Access Services Committee has developed criteria, soon to be implemented. In the meantime, due dates were extended to September 30th and libraries have been waiving fines informally. This is still confidential information until Novanet makes an announcement.

AD Library Services & Head, MacRae Library

Report for Library Council

March/April 2020

Library Services

This report is considerably lengthier than usual as I try to highlight the amazing work of all of my team members over the last couple of months – rather than just concentrating on a couple of areas as I normally do. Some of the content is supplied directly from team leads.

Access Services – There are a number of important services we have been working to support during our library closures. The biggest initiative has been the expansion of our laptop lending program to students on a monthly basis. We estimate that approximately 40 laptops have been loaned out. We were not able to meet the demand with our regular supply so additional laptops were purchased and laptops normally used for teaching in Truro were brought down to Halifax to meet the demand there. A special thank you to our “newest” members of the Access Services team – Janice and Donna – who were our first responders when we started the extended laptop loan program but my thanks extend to all others who have been involved, including Helen, Nancy and Jim, as well as Graham and Michelle from the ATS team.

Our Reserves staff were busy processing requests for course reserves when all courses moved online for the end of term. With the decision to move all Spring and Summer session courses online Reserves staff have now moved to working with an increased volume of requests for reserves.

Loan dates for all items coming due will automatically roll over to September 30th but our return bins are still open and we are seeing a fair number of books being returned to us – whether they be for Dalhousie libraries or other academic or public libraries in the province. Fines are not being charged during this time and I think we’ll probably see this naturally evolve into the planned elimination of fines for the regular loans at Novanet libraries.

Advanced Reference Services – Melissa reported that the Scholarship@Dal Libraries series is now complete for the winter term. Sessions in March and April included separate sessions on Zotero and Mendeley as well as an “Introduction to GIS” as well as “Getting Started with Data Management”.

Assessment – Linda continues to work with Insync data, producing reports for SLT. She will be speaking to SLT about the Indigenous Services Report at their meeting this coming Monday. She has recommended and is considering methods for assessing services in the summer and fall if operations continue as they are. She co-presented a CARL webinar about LibQual and Insync on Monday.

L. Bedwell

Citation Management – We are quickly approaching the end of our contract with RefWorks (April 30th). Shelley has been busy fielding a flurry of last minute questions from researchers looking to migrate their content. Shelley conducted a number of sessions on citation managers as part of the Scholarship@Dal Libraries series and these were well attended. She will be looking at the possibility of creating video tutorials of some of these sessions for future use.

Copyright – Lachlan will be starting his parental leave on Monday, April 27th and will be off until mid October. I’m pleased to announce that Cassandra Larose was the successful candidate for the temporary assignment position of Copyright Services Coordinator. Cassandra officially starts in the role on April 27th but has been training with Lachlan and Roger since accepting the offer. Cassandra is joining

us at Library Council this week as a non-voting member but will be a voting member for the meetings during her term as Copyright Services Coordinator.

The Copyright Team were scheduled to do a number of presentations in the winter term but contacted each of the departments or faculties and provided content for distribution. They also offered to present remotely if there was still interest in a presentation. The Team has been very busy with regular queries but a slight increase in queries related to providing content in Brightspace. Roger prepared a detailed draft document regarding copyright considerations for remote teaching. The team, along with Marlo, collaborated to make this resource available through the Remote Teaching and Learning website. The valuable resource can be found [here](#). Through collaboration with copyright staff at other institutions, as well as our local ATS folks, Lachlan has been able to launch a trial for legally digitizing DVDs for use in Brightspace. During his leave this process will be undertaken by Michelle McDonald.

Document Delivery – Joe has settled into a routine of doing scans at Killam in the morning (retrieval by Killam Access Service staff) and scans at Kellogg in the afternoon. The daily total of scans averages between 50-60 which is manageable, most days. Many of the Kellogg scans are only a couple of pages. Many of these requests originate from RapidILL and we have become a popular supplying location. Surprisingly, we seem to be receiving a higher number of requests from Harvard in the past few months.

We are also fortunate to have Daryl available to scan at the MacRae. At Sexton, either Amanda or Jason are in the library for some time each week and have been able to scan from that collection when necessary. The rest of the Killam staff are busy from home working on queue monitoring, statuses, cancelling print material requests, attaching electronic articles and numerous other Relais functions. We have been able to find some e-books through the enhanced access made available by some vendors and we have worked with Resources to acquire at least one e-book needed for Reserve.

Normally, May would be the time for our annual CAUL Document Delivery Group meeting as well as the Relais User Group (eastern Canada) meeting. Joe will contact Cynthia Holt to see whether these meetings will occur virtually or will be postponed to a later date.

L. Clark

GIS & Data Services – March and April have been busy months for GIS activities. Jen has been working with faculty members and students to support their end of term GIS projects. To do this remotely, she created a set of instructions on how to get ArcGIS help using Microsoft Teams. She sent copies to all students and we posted a copy on the GIS Centre homepage. James was supporting the App Challenge and the GIS Scholarship. The team of three students that won the App Challenge also won first prize at the Nova Scotia Open Data Competition. Both James and Louise were mentors for this weekend event that was organized by the School of Information Management. Gwen presented an Introduction to GIS webinar, on March 26. A recording is available as part of the Scholarship @ Dal Libraries Series: Winter 2020 [<http://dal.ca.libguides.com/ScholarshipSeries/Winter2020>]. March and April have also been busy months for data activities. Louise has been answering a few data questions (with assistance from Lachlan and Choi) and gave a presentation on data and statistics (in health and medical librarianship). Lachlan and Choi have successfully migrated several research datasets from the Dalhousie Dataverse to the Scholars Portal Dataverse – by creating a new secondary level called the Dalhousie University Libraries Dataverse. This was challenging because the purpose of a DOI is to provide a unique link to a specific resource and yet here we were, copying our datasets from one location to another while simultaneously trying to preserve the previously issued DOIs. We would like to thank Erin MacPherson and Ahmed Mahdy who helped us accomplish this important scholarly data activity. Two more notes, the Developer Summit that Alex was planning to attend went virtual and the Statistics Canada Atlantic DLI Meetings and Regional Professional Development have been postponed until 2021. *G. MacNairn*

Indigenous Services – Presentations for the candidates for the Indigenous Services Librarian position will be taking place over the next couple of weeks via Zoom. Gwen has circulated the information on the Library Council listserv and I encourage as many as possible to attend these presentations. As reported by Sarah, the North American Indigenous Games have been postponed, taking the pressure off the timeline for setting up the new Indigenous Community Room in Halifax. The Indigenous Access & Knowledge Symposium, originally slated for April 22nd has been postponed. We are looking to reschedule the event for the Fall and our next planning meeting is scheduled for April 23rd.

LIPCC – Practicum requirements have been waived for all programs so any of the practicums we had lined up have been cancelled. All of the SIM internships will continue but with modified timelines. The interns will be starting on July 6th and work for 6 weeks. Members of SLT, as well as the intern supervisors, have been compiling a list of projects that interns can work on remotely. Sarah Jane will be calling a meeting of LIPCC to reconfigure the planned Intern Enrichments sessions in light of the new schedule for the interns.

LiveHelp – Sarah Jane conducted a virtual LiveHelp training session on March 19th for new LiveHelpers and those requiring a refresher. A number of additional people have stepped up to help with the expectation there might be an increase in LiveHelp demand due to remote teaching. LiveHelp hours were also increased for the period of April 6 – May 1 in anticipation of increased demand. Regular spring hours will be in effect from May 4 – June 19th, at which point LiveHelp closes down until the Fall. Thank you to all those who have signed on to provide this essential service to our students!

MacRae Library

The majority of the MacRae staff have been working from home, with Daryl going into the Library daily to check on the building and ensure the return bin is emptied. He has also begun scanning articles for fulfilment of Document Delivery requests and we recently received our first request for a laptop loan, which Daryl will be coordinating. In addition to their regular work, other staff have been working on Alma migration tasks, as well as work on archival projects and responding to reference and archival queries.

Barley Ring's 10th Anniversary – Preparations were underway to celebrate the 10th anniversary of the DalAC Barley Ring. The in-person event had to be cancelled but a Facebook Live event was held on April 3rd and was very successful. Students and faculty were encouraged to dress up for the event and treat it the same as the usual in-person event. The Dean was dressed in his traditional kilt! Students, past and present, contributed photos and videos throughout the FB event. Jennifer had been working with the Alumni office to prepare a display for the cases in the Student Learning Commons to mark the anniversary. We hope to be able to mount this display after we reopen. The Faculty is looking to hold a similar type of event to honour this year's graduates.

Coffee Breaks – In addition to bi-weekly staff meetings, the MacRae staff meets in the alternate week for a virtual coffee break. It's a great opportunity to check in with everyone and I've met a lot of our extended family as various pets have been making appearances. I think my kitty thinks she's too old to join in and is quite content just to sleep through all of my meetings ☺.

Fall Classes @ MacRae – Due to construction delays related to COVID-19 the renovated Cox building will not be completed in time for Fall classes. It is expected that classes will continue to be held in the MacRae Library for the full duration of the Fall 2020 term.

Seed Library – please see a separate document, at the end of this report regarding our plans for the seed library this spring.

Other Meetings & Events

- I continue to have my regular meetings with both the Campus Principal & Dean and the Associate Dean Academic.
- I attended an AC Space Planning Committee meeting on April 16th.
- The April Faculty Council meeting of the Faculty of Agriculture was cancelled but an electronic vote took place to approve new Professor Emeritus Guidelines as well as updated Promotion & Tenure Guidelines. The next scheduled meeting is in May to approve the list of graduands.
- The in-person edition of the Spring Meeting of CNI (San Diego) was cancelled but it moved to a virtual format and various sessions have been available for registered participants throughout the month of April. Many of these sessions will be openly available

Spring 2020 Action Plan

In the report, [Food Counts: Halifax Food Assessment](#), the Food Policy Alliance indicates that seed libraries are not just an asset for seed food security but highlights the importance of the adequacy of food in a secure network. Through our work with the community, we recognize a population who experiences food insecurity, and this year with the socio-economic pressure of COVID-19, community gardening initiatives and other opportunities to purchase or acquire seeds will be limited. As a university seed library, whose campus borrowers are no longer on campus, and many of our community borrowers facing larger pandemic barriers to gardens due to social distancing and health risks, we have an opportunity to put our collection into action using our available supplies, knowledge and strengths and focus on nourishing our community in a brand new way. Through the creation of “*Growing Gardens Together Apart*” envelopes, we can curate a selection of seeds packets from Seeding Ideas that contain enough variation for a small home garden.

Each seed packet already contains growing instructions and seed saving instructions; by adding addition resources we can create a multidirectional learning experience. Inclusion of factsheets from Dalhousie’s Extended Learning Department allows those gardeners who may be familiar with gardening practices or “recipes” to learn the concepts behind the practice in accessible and accurate formats. In addition and in the spirit of Seeding Ideas, we will honour the value of cooperative learning experiences and community-based inquiry, by including a crop descriptor form appropriate for documenting the simple growth characteristics and traits of bean of the seed varieties included in the envelope. Crop descriptor forms help document open pollinated seed varieties attributes but also allow us to contribute these descriptions to a national database, to distinguish greater trends as the range of variations in which we are accustomed to harvesting and working with biodiverse varieties varies under changing weather and climate pressures. Promoting the gathering of key observational data in the “*Growing Gardens Together Apart*” envelopes with a bean observation form and an addressed, return envelope would allow us to nurture a relationship and, with our gardeners apart, contribute to the [national database initiative](#) describing open pollinated plants, hosted by Seeds of Diversity and the Bauta Family Initiative on Canadian Seed Security. We can also gain insights into the seeds in our own collection- what works and what doesn’t.

The *Growing Together Apart* envelopes could be shared with student food pantries, local family resource centres, and food banks.

J. Reid

Report to Library Council
Janice Slauenwhite
Manager, Financial & Physical Resources
February 2020

Financial

- Wrapped up year-end
- Provided information to the Budget Office on the known impact COVID-19 will have on our budget

Facilities

- Met with Sandy, Elaine, Sarah and Michelle to discuss plans for G69 as well as the music storage space just outside Bindery
- Arranged with Phillips Moving to clear G69
- Arranged to have G69 painted and for the flooring to be replaced
- Working with Hardware Services to have Libraries staff accept deliveries expected by Hardware Services
- Coordinated times with grad students to come into the Killam to retrieve materials from study carrels

Other

- Attended staff milestone lunch on March 3rd
- Attended Disaster Management Planning Team meeting
- Participated in COVID-19 planning meetings with SLT
- Retrieving mail from the Central Mail Room bringing back to Killam, sorting and in some cases opening mail to ensure invoices are being paid in a timely fashion.
- With Jim Kennedy and Nancy Melvin have been involved in loaning laptops to students

ATS Report

Marc Comeau – Director, Academic Technology Services

- We've spent the last several weeks focused on providing support for our instructional technologies in an effort to help faculty complete the winter term. This was a significant effort, involving many people from other departments around the university helping us out. On the evening of March 12th, the day before Dalhousie announced that in person classes would no longer continue, we were a team of 4. By Sunday evening, on the 14th, we had a team of 42 people trained to support various different parts of our infrastructure. I cannot thank all of those involved, those doing the training as well as the trainees, enough as it put us in a position to fully support faculty that Monday morning as we began our new adventure. We drew upon other members of the ATS team, other parts of the libraries, a team of talented graduate students from the CLT CUTL program, Dal Analytics and the College of Continuing Education.
- Aside from ramping up the team, we felt it critical that we provide face to face support, one on one as much as feasible. We planned to have Live Virtual Drop-In sessions through the working hours (and beyond). That required that we use Collaborate in a way we hadn't before, using sub-rooms. It was a situation where we knew it **should** work, but hadn't tested it and were going live in a big way a couple of days later. Not exactly how we like to roll out a new service model, but it was successful. The feedback has been overwhelmingly positive. You can see it for yourselves at <https://ca.bbcollab.com/collab/ui/session/guest/fc14f311a91f4a2091572388a4d281e7>
- There was extensive work done to put together <https://dal.ca/remoteteaching>, if people are looking for help, that's a great place to start and we've put the hours and link for the Live Virtual Drop-ins. Below the menu on the side in the faculty section.
- We helped Student Affairs create a space to provide virtual services within Brightspace. Along with that, we helped with a practice exam for students to try out given that many may not have taken a Brightspace exam before.
- Last week, we submitted a proposal discussing what the options were to cut down the summer Classroom Technologies Renewal project. It was originally going to be an \$850,000 project funded through a on-time allocation, but as with many things, this is being re-considered given our new reality.
- We've been working with ITS on getting students the software they need for their courses. There have been a variety of solutions worked out depending on the software. This has been a significant undertaking and has been very challenging.
- We spent time helping to prepare equipment for those needing to work from home and provided the laptop preparation for the student laptop loan program as well.
- We've moved both the Instructional Technologies and Help Desk phone systems to virtual systems to allow the shared-line functionality while people work from home.
- In the middle of all of this, we've welcomed two (mostly) new team members. Jason Flynn who's been with the team before has re-joined us as the Manager of Operations with his first day being March 2nd making him a solid two-week veteran in his new role before our great upheaval. James Wilson joins us as our new Video Conferencing Coordinator. He had a little less time to acclimatize with his first day being March 9th. Thankfully his experience with MedIT helped him land firmly on his feet.
- We've worked with the Centre for Learning and Teaching to prepare a plan to support faculty teaching online through the summer. It's a flexible plan that's adaptable to our various faculties, but essentially has CLT working with the faculty member to create a Course Development Strategy, that will then come to our team where our team of graduate students will build the courses.

- I've been added to the Associate Dean Academic Committee as the Academic Continuity Committee folded into ADAC.
- The Future of Teaching and Learning thought paper is winding up and should be submitted by Friday. That work was significantly disrupted by the COVID-19 events.
- We've also been interviewing for our developer position over the last few weeks.
- I'm certain that I'm missing some other important things and I apologise for that. But I do want to acknowledge that our unit has gone through an unprecedented transformation practically overnight. To that end, I want to state for record that I could not be more proud of how each and every member of Academic Technology Services has stepped up to deliver on timelines and production expectations that, at times, felt impossible. Everyone was called upon to pitch in and there was no hesitation from anyone, no matter how big the ask was. There were many, many very long days as we were called upon to pivot how we support the University within a week. I will never be able to say enough thanks to them all for what they've made possible since early March and continue to make possible as we head into uncharted, uncertain territory. I feel incredibly fortunate to work with such a committed team.

Report to Library Council from Marlo MacKay, Communications Coordinator
February 28–April 23, 2020

- Attended Milestone recognition luncheon
- Co-facilitated the Killam 50th anniversary brainstorm chat with staff and ongoing meetings with Sarah Stevenson, 50th anniversary co-chair.
- Met with Elaine MacInnis and Deborah Hemming to discuss establishing guidelines for future literary events.
- Attended the annual United Way volunteer appreciation luncheon
- Taking part in career development workshop with HR – ongoing sessions, March through April
- Communications planning for move to online learning
- Developed/led creation of the Remote Teaching website
- Contingency planning meetings with SLT for move to closure of Libraries’ physical spaces – ongoing
- Communications relating to closure of Libraries’ physical spaces – creating COVID-19 page on libraries.dal.ca, maintaining updates, keeping staff informed, social media promotions, writing feature stories about various services and departments, etc. -- ongoing
- Created Dal Libraries’ all-staff Team to provide an interactive space for all
- Met with Sandy Dwyer to discuss Alma implementation communications
- Met with Deborah Hemming to discuss Research Bootcamp promotions.
- Met with Web Advisory Committee
- Met with Health & Wellness Committee
- Met with Elaine MacInnis and Michelle Paon to discuss promotions related to electronic resources.

Michael Moosberger

Associate Dean - Archives, Special Collections and Records Management & University Archivist

2 March 2020 – 24 April 2020

Associate Dean - Archives, Special Collections and Records Management

- Attended regularly scheduled SLT and Heads meetings as well as my monthly meetings with Donna.
- Attended regularly scheduled Information Risk Management Working Group meetings.
- Continued to participate on conference calls for the DPWG and the NHDS and also with LAC on the Planning Committee for the Indigenous Access and Knowledge Symposium.
- Completed the YCW Post Graduate Internship grant application for a Records Appraisal Intern who would work on the implementation of archival appraisal techniques; the implementation of records management best practices; the organization, classification and preservation of university created information; and also provide research and reference service to the Archives clientele.
- Continued to meet with Creighton Barrett to discuss the progress of his sabbatical research its impact on the Libraries' digital preservation initiatives and the curtailment of his leave by 3 months and his return to full time work as a result of the COVID-19 pandemic.
- Worked with Courtney and the entire staff on the planning and implementation of staff work plans remote work during the pandemic including the moving of collections off site, the securing of required technology, and the scheduling of regular check-ins and one on one communication with staff to ensure that they have everything they need and to ensure that they dealing well with their self-isolation.
- Prepared a number of on-line projects that will be undertaken by support staff that they require additional work to do while working from home. The first project is the indexing of the members of the Dalhousie Board of Governors and Senate from 1865 to 1951 using the University Calendars that are digitized and sit in the Archives section of DalSpace.
- Responded to a number requests that involved consulting with the Legal Counsel's Office on issues related to materials held in the University Archives.
- Completed the 2020 Provincial Archival Development Program grant application. If successful, the grant will fund two 6 month contract positions to process the papers of former Dal faculty Eric Ricker, Gil Winham and Ronald MacDonald.
- Prepared a self-assessment and was interviewed as part of my application for my renewal of my term as Associate Dean Archives, Special Collections and Records Management.

University Archivist

- Continued to meet regularly with Courtney to discuss a number of records management related issues including the guidelines for managing the University's OneCard information; the

management and storage of university information while working remotely; the creation of a RM taxonomy for University SharePoint sites; e-mail management issues and most recently the retirement of public facing information from the dal.ca website.

- Continued to attend meetings and provide ongoing consultations with Jacquie Gahagan and the LGBTQ community in establishing an LGBTQ Seniors Archive as part of the Dal Archives' holdings. Will be hiring Lydia Hunsberger on a 4 month contract starting May 4th to continue processing the acquired collections and doing transcription work on some of the oral histories that have been done.
- Continue to meet regularly with the two contractors hired under the Provincial Archival Development Program to process the backlog in the Archives. The project is now nearing completion and will not only meet but exceed the amount of work outlined in the grant application.
- Continued to provide input on the planning for the celebration of the Killam Library's 50th anniversary this year.
- Attended the weekly Archives' Team Meetings.
- Cancelled the Archives' Summer Intern job posting and have offered the new abbreviated position to SIM student Kayleigh Penner who will start in the Archives on July 6th.
- Worked with Courtney on interview questions and conducted a test interview with one of our contractor workers for a full-time position he applied for at the MSVU Library.
- Responded to a number of enquiries related to the donation of private and university-related material to the Archives. These included:

Ian Glass - Hawker Siddeley and the Trenton Works records

David Bentley - Percy Jardine Bentley – 1921/22 NSTC notebooks on Theoretical Hydraulics and Water Power Engineering

Richard Brown – Psychology faculty

Robert Silver and Jane Buss – writers, playwrights and arts administrators

Arthur John Hanson – former faculty member and environmentalist

Report to Library Council

April 23, 2020 (covers March/April)

Submitted by Michelle Paon, Associate Dean Resources & Head of Sexton Library

Associate Dean Resources

Transition to remote work

The Resources team has transitioned relatively well to the remote work environment, continuing to work on online tasks and taking advantage of learning opportunities. Under very trying circumstances, Kirsten, Gail and the team have completed the fiscal year-end, paying final invoices, and performing closing functions, while at the same time ensuring the set-up of numerous “free” online resources recently made available by publishers and vendors. Preparations have now begun for the new fiscal year (eg. forecasting the cost of upcoming subscriptions, and setting up the monograph funds in Aleph). Many thanks to the Resources team for their extraordinary efforts in maintaining regular processes during this difficult period.

A small team consisting of Sarah Stevenson, Kirsten Huhn, Gail Fraser, and David Ryan spent a hectic couple of weeks checking publisher messages that offered temporary complimentary access to a myriad of electronic resources. These ebooks, etextbooks, ejournals and additional content serve to provide access to print resources that are currently inaccessible in our physical library spaces. The team compiled the listings on the [Temporary Free Resources to Additional Scholarly Resources libguide](#) that has been promoted via the Libraries COVID-19 webpage and communications to faculty and students. In addition to Dalhousie users, some of the guide’s resources will be of value to high school students (eg. students in the International Baccalaureate - IB program).

Alma migration

I participated in discussions with regard to identifying a Dal Libraries rep for the Alma Implementation Steering Committee. In addition, Elaine MacInnis and I worked together to recruit Dal Libraries staff for the Alma working groups. Thank you to everyone who expressed an interest and volunteered to serve on the various groups!

Resources Licensing Manager position

The successful candidate has accepted the offer and is slated to begin in the position on May 1st. An announcement will be released shortly.

Web Advisory Committee

In response to the campus shutdown, Alex Wojcik and Marlo MacKay worked together to create a COVID-19 banner for the Dal Libraries website and a new webpage that provides updates on the Libraries’ available services and resources. Many thanks to both for their dedication to completing this work under tight timelines.

Canadian Collective Print Preservation Strategy (national overlap study on government documents)

After receiving feedback from the pilot institutions, the project working group has revised its focus from developing a full retention commitment plan to identifying “at risk” titles (ie. titles available in limited quantities - three or fewer copies in pilot libraries). These titles would be flagged in OCLC holdings records, thereby allowing libraries to make decisions about whether to retain specific titles in their print Canadian federal government document collections.

Electronic Resources & Libraries (ER&L) Conference (March 8-11, 2020)

Resources and ATS team members were among those who attended the virtual ER&L Conference sessions in the Killam Library's Room G42. Dal Colleagues are invited to view the recorded [presentations](#) by logging in with their Dal NetID and password.

Recently I participated in the following meetings or sessions:

- Disaster Management Planning team (Mar. 5th); Web Advisory Committee (Apr. 20th); Scholarly Resources Management Group (Apr. 20)
- Meetings (3) with Kirsten Huhn and Gail Fraser (Mar. 5, 16, 26); with Kirsten (Apr. 8): to discuss staff transition to remote work; Alma working groups, or fiscal year-end / collections budgets. Meeting with full Resources group on Teams (Mar. 23rd).
- Faculty of Graduate Studies Academic Programs & Curriculum Committee.
- CAUL Collections Committee meetings (3): discussions re. renewals; impact of foreign exchange rate.

Head - Sexton Library

- Prepared the initial monograph allotments for Sexton Library Collections budget.
- In March, the Sexton Library celebrated National Science Engineering Month, International Women's Day, and GIS Day with book displays. Many thanks to Sarah Davis for sourcing posters and materials and preparing the displays.
- Congratulations to Cassandra Larose! She is the successful candidate who will step into the Copyright Coordinator role for a six-month period while Lachlan MacLeod is on parental leave. Although we will miss Cassandra over the coming months, we wish her every success in this new role.

I recently attended the following meetings or sessions:

- This is probably a record for a six-week period. I participated in 12 Senior Leadership Team meetings.
(Mar. 13, 16, 17, 18, 19, 23, 25, 30, April 2, 6, 16, 22)
- Library Heads (2)
- Library Council
- Sexton Library staff meetings (6)
- Dal Libraries' Milestone Luncheon
- Regular update meetings with:
 - University Librarian
 - Associate Dean Library Services
 - Library Services Manager Amanda Sparks
 - Allison Fulford
 - Sarah Jane Dooley
 - Assessment Coordinator

Oceanography Liaison:

- Completed ebook/book selection on Oceanography and Indigenous Studies monograph funds.
- Participated in Killam Library liaisons' meeting.
- As NSIS Librarian, I prepared the monthly report and participated in the March NSIS Council meeting and lecture. Participated in April 6th Council meeting via teleconference.

Report to Library Council
Sandy Dwyer
Director, Libraries HR & Access Services
April 2020

Shawna Gray is the successful candidate for the Resource Licensing Manager (ADM 5). She will begin in her new position with the Libraries on May 1, 2020. Shawna has a Bachelor of Commerce from St. Mary's University and has been working as Financial Assistant to the Comptroller in Dalhousie's Department of Anesthesia, Pain Management and Perioperative Medicine since 2011.

Interviews have been taking place over the past 3 weeks for the System Developer (SIT2) position with ATS. The search committee's next steps will be to decide on the top candidate and begin checking references.

Our own Mike Duggan was the successful candidate for the Instructional Technologies Architect (SIT3) position with ATS. Mike began in his new role on April 1st. Carlye Stein will be backfilling Mike's former SIT1 position until we are able to complete the hiring process to fill the position on a permanent basis.

Cassandra Larose was the successful candidate for the Copyright Coordinator position backfilling for Lachlan MacLeod's upcoming leave. Cassandra has begun training with Roger Gillis and Lachlan MacLeod and will be in this new role from April 27th – Oct. 12th.

I have been attending weekly Human Resources Integration Team meetings and sharing information from those meetings with the Senior Leadership Team, Managers and staff as appropriate as well as providing HR support and answering HR related questions as they arise from all members of the Dalhousie Libraries. I have also been busy participating in weekly meetings with SLT and with the Access Services Managers.

The Health & Wellness Committee has been busy preparing an edition of our "Be Well" Newsletter which will be out soon if it hasn't already been sent out to everyone by the time you read this report.

The annual Horizon's Spring into Action Challenge started on April 13th and we have 14 participants from across the Libraries this year.

Library Council Report: 23 April 2020

AD Planning | Head of Killam: Sarah Stevenson

AD Planning

Your Senior Leadership Team has been spending a lot of quality time together in meetings to respond to changes in the University with respect to COVID-19. Our concerns have been framed by the needs of the students & faculty, and for everyone who works in the Dalhousie Libraries. We want everyone to come through this in good physical and mental health.

I was able to join Michelle MacDonald and Marlo MacKay in testing out the All-Staff Teams site. We discovered several things – including that it is not possible to delete polls. I'm particularly enjoying the memes and seeing what everyone is growing this spring.

I attended the March meeting of Faculty of Science Council, held on Teams. The meeting was primarily focussed on discussions of fall class scenarios. All department chairs reported that there were no complaints about the move to remote teaching. Dean Chris Moore acknowledged the terrific work by the ATS to support that transition across the campus.

Head of Killam

Virtual Coffee breaks

The Killam Reference & Research librarians and Copyright Coordinator, have been having weekly drop-in virtual coffee breaks. Lindsay McNiff and Felix were able to join us at one break. We've met pets, exchanged recommendations on food & beverage delivery, Netflix, and books.

SIM Interns:

Along with SLT, the other Heads and with intern coordinators Louise Gillis and Deborah Hemming, difficulty decisions have been made with respect to our interns. The on-going state of emergency means that our interns need projects that can be done from a remote location. After looking at the projects across the Libraries, we determined that we did not have sufficient work to employ interns for the usual 15 weeks of full-time work. The Killam-based interns, Lauren Skabar and Alyssa Gallant, have both opted for 6 weeks of full-time work starting July 6th. A third intern had been hired in March. Unfortunately she had to be laid off because of the changes brought about by COVID-19.

Indigenous Community Space (Halifax):

The timeline for this project has been significantly extended because of COVID-related closures. The North American Indigenous Games have been postponed to 2021. The liaison librarians still have a goal of completing the selection/deselection process by the end of August. As you might expect, there are challenges to making selections without being able to see/handle the physical collection. We're making as many decisions as possible under remote conditions.

Killam 50th anniversary

Thank you to everyone who contributed to the Killam 50th brainstorming session on March 5th. (BCC – Before Covid Closure) We're adjusting our 50th timeline from the October 1969 open-for-use-date to the March 1970 official opening date. As with the Indigenous Community Room, we're doing as much as we can from off-site. Thank you to Andrew Wood who is sharing his expertise with the AToM catalogue to select materials that will be of use in displays and/or preparing a Killam historical timeline.

Respectfully submitted,

Sarah Stevenson

Senate Representative Report to Library Council

April 2020

The most recent meeting of the Dalhousie University Senate took place on April 13th 2020 via Microsoft Teams. This report summarizes the events of that meeting:

Senate's response to the Budget Advisory Committee Report

Teri Balser provided an update on this matter: They are now looking to revise the report since Covid-19 caused a change in university operations; running several scenarios including the financial impact on shutdown, enrolment, etc. They are now trying to decide what they want to focus on as they go into the future. Senators continued to express their concerns about the method of consultation from the last meeting. As a new budget is developed, it is still unclear if Senators will have a chance to weigh in again.

Ratification of a motion approved by the Senate Planning and Governance Committee at their March 18, 2020 meeting - Changes to Dalhousie Regulations due to COVID-19 pandemic

A section of the Senate constitution was invoked to consider matters on an urgent basis, related to the academic calendar, some admissions procedures, etc. The motion then required ratification by Senate. Motion carried.

Classroom Recording Protocol

Donna Bourne-Tyson presented the most recent draft of the classroom recording protocol. This draft has undergone a number of requested amendments, and therefore was being presented for a final motion. To clarify, students must ask permission before recording. Motion was modified to include:

...instructors may choose to record classroom activities, or students who have received prior written permission from the instructor or have an approved Accommodation Plan in place to record classroom activities." Motion carried, with amendments.

Grading Options re. COVID-19

Teri Balser presented this item for information, which is in reference to an email sent to the Dalhousie community on March 26th. One Senator presented a concern with this, but it was noted that students are being encouraged to meet with an advisor before making a decision on taking a PASS grade that may not be adequate for prerequisites or other requirements.

Provost's report

Presented by Teri Balser. She first discussed the upcoming Fall semester, and noted that things are still uncertain right now. Administration is looking at 3 possible scenarios, and all indicate the need to plan for substantial online delivery. The three scenarios they are considering are: Complete lockdown, partial lockdown (minimal face to face allowed/small gatherings/significant online e-delivery but some face to face for specific programs), or outbound to international students. There are major priorities that need to be addressed, including enrolment. Major preparations include planning to teach everything online as a precaution, though decisions could be made at a later date. They are also taking into consideration what certain programs cannot go fully online (i.e. Medicine, Nursing, etc). Decisions might be made in late May/early June so planning is not urgent. Teri praised certain departments (including the Libraries) for mobilizing during this crisis. In the short term, they are currently working on an enrolment plan related to recruitment strategies. In the long term, they are thinking of how we address the financial impacts from the Covid-19 situation, and consider how we plan for the future.

Respectfully submitted by Jackie Phinney

April 20, 2020