

Library Council Meeting

June 24, 2020

10:00am-11:41am

Microsoft Teams

Present: Donna Bourne-Tyson (Chair), Linda Clark (Secretary), Carol Richardson (Recording Secretary), Amanda Sparks, Anne Matthewman, Cassandra Larose, Courtney Bayne, Dominic Silvio, Elaine MacInnis, Erin MacPherson, Gwen MacNairn, Hannah Steeves, Heather MacFadyen, Helen Wojcik, Jackie Phinney, Janet Hathaway, Janice Slauenwhite, Karen Smith, Kirsten Huhn, Linda Bedwell, Louise Gillis, Marc Comeau, Mark Lewis, Marlo MacKay, Melissa Helwig, Melissa Rothfus, Michelle Paon, Robin Parker, Sandy Dwyer, Sarah Stevenson, Shelley McKibbin

Regrets: Allison Fulford, Ann Barrett, Creighton Barrett, David Michels, Deborah Hemming, Gail Fraser, Geoff Brown, Joe Wickens, Leah Unicomb, Michael Moosberger, Mick Bottom, Roger Gillis, Sai Chua, Sarah Jane Dooley

Guests: Janet Music, Sandra Toze

Absent: Jan Pelley, Joyline Makani

1. Adoption of Agenda

The Agenda was adopted as circulated.

2. School of Information Management (SIM): practicum presentation

Highlights of the presentation:

- Thank you to the Dalhousie Libraries for the continued support of the SIM students and the practicum program.
- The practicum program is a degree requirement of the Masters of Information Management and is a 100 hour program designed to get students experiential learning. Because of Covid 19, the program waived this requirement so the SIM students didn't have to make a decision between their health and the program. It was disappointing to the students since they wouldn't get the experience and exposure to the field of Librarianship.
- The practicum program allows the students to test and evaluate the course material they are learning in a library setting. It was noted, not all students want to work in a library setting.
- Practicums are project based and projects from the Dal Libraries tend to follow this model. The summer intern positions are a longer work experience but can be considered the students practicum if they want (the students still have to check in with the Program Coordinator and write a report).
- The Program Coordinator meets with the students every fall.
- The program is meant to give a breadth of experience, allowing the students to gain exposure to administrative context, structure and procedures. Twenty five percent of the practicum should allow the students to contribute to the mission and particular aspects of the placement and to be a valued member of the team.
- Having a timeline for the defined projects gives the students a meaning to their practicum and it helps them plan. We want the student's to be exposed to the inter-workings of the library as much as possible. It was noted, some students are very shy and their expectations are sometimes different than what they anticipated.
- Student responsibilities

- Professionalism – dress code, showing up on time, not looking at their phone.
- Engagement – be curious about the environment. It’s not a place to do homework, or read books that you want to check out (this is a job that will be going on their resume).
- Curiosity – be engaged and curious about the workplace.
- Feedback – students need to provide feedback to SIM on their experience. A 10 page report double-spaced is written tied to their experience and competencies so the course material and the work experience they are exposed to are aligned (the work and school meets the needs of a modern library).
- Supervisor Responsibilities
 - We recognize taking on a student volunteer can be a lot of work. We want the supervisor to see this as an opportunity to train the next librarian or archivist.
 - It’s important that the student receives good communication because they are looking for mentorships. This takes a lot of emotional labour but it is hoped the supervisor can see this as an opportunity to help someone who may be craving this kind of mentorship.
 - The Program needs honest feedback to be able to improve the program. SIM needs to know you are benefitting from this program. There is a one page form that needs to be filled out by the supervisor.
- SIM Responsibilities
 - Need a good fit for the placement and SIM is really cognizant of that and tries to fit the student with the placement as best they can.
 - Prepares the students for the first mechanics of the job. We don’t want the students unprepared.
 - Communication is important between SIM and the libraries and to have open and honest feedback. There is no judgement.
- Please send any questions to Jlmusic@dal.ca.

Comments:

- Thank you for this presentation to Council Members. The Dalhousie Libraries really value the relationship with SIM and the value of the practicum.
- It’s important for the libraries to know if things are not going as planned, they can reach out to SIM for a solution. Very disappointing that the practicum was cancelled.

It was noted, next year the practicums will go virtual or remote if not in-person.

3. Approval of the Minutes (from May 28 2020)

File in Brightspace [May 28 2020] 20200528_LC_MIN_DRAFTv1

The Minutes from the May 28, 2020 were approved with one correction, the addition of the word “look” in the Roundtable updates under Gwen MacNairn - It was a good experience and I look forward to working with the successful candidate.

M. Helwig / Erin MacPherson
Carried

4. Business Arising (from the Minutes) – Review of the timing and process for renewing Library Associate Dean positions

File in Brightspace [LC documents] Dalhousie Libraries Associate Dean Positions and Terms_revision_v2

Brief summary:

- The document reminds staff that the Associate Deans and the Dean of Libraries are appointed following the Senate process for Senior Administrative appointments.
- A snapshot of the different Associate Dean roles are included in this document (their portfolios, appointment dates, and the incumbent for each title). It was noted, the Associate Dean Archives was recently renewed for another term.
- There are quite a few terms that are ending at the same time. Generally these positions are a 5 year term unless this is discussed in advance. There is no requirement to fulfil the 5 year mandate and there is an option for the term to be truncated either by the Dean of Libraries or the incumbent.
- There is succession planning for Associate Deans and the Senior Leadership Team members but this is confidential and therefore difficult to share.

Comments/questions:

- Thank you very much for putting this together and hope it can be put in a location where staff can see this detail for librarians and knowing how the roles are split with the Head and the Associate Dean.
- Please revise the document to include Arabic numbers, not Roman numbers because this is what is used in the collective agreement. Put a “last revised date” on the bottom of the document and the date can be updated as the document is revised.
- The Dean of Libraries term ends the end of June, 2022. Originally the appointment ended in November, 2021 but the Dean was asked by the Provost, Dr. Teri Balsler to extend the date to conform with the other appointments. The current plan will be discussed with the new Provost.

5. Proposed revisions to Library Collection Assessment Guidelines and Template

The Scholarly Resources Management Group drafted these documents and keeps them up-to-date. These documents are used by subject liaisons as a guiding tool when faculty or a department propose a new program or course. The Dean of Libraries is the first point of contact when the libraries are asked to provide a collection assessment. It is then passed to the subject liaison to investigate if the library collection can support the course or program.

Minor revisions were made to the current Guidelines and the Template. For example, Dean of Libraries has been changed throughout to replace University Librarian and some other changes were made to reflect the moving to online teaching, or copyright concerns.

Comments Questions

- *In the template under Discussion: the part that was added “with respect to online teaching, will the readings and library resources cited in the course/program be accessible, and do they lend themselves to online teaching? Will remote students be able to access needed materials? Not sure if I understand that question about “do they lend themselves to online teaching”. Do you mean are they available electronically?*

Yes, we do have online resources that are not available for online teaching eg. DataStream (is only available to students on a limited number of computers eg. in the Killam). Although it’s an online resource, it doesn’t lend itself to online teaching or online learning purposes or for

research, unless the licenses can change. We also have other types of online resources that are limited to certain computer stations. This may be covered in “Note availability of electronic and multimedia resources” in section 3 under Single Courses.

- In the template the materials by type under monographs, all the reviews like this I’ve done and never renamed monographs to eBooks but only ever focused on eBooks and recommend that faculty come up with 3 alternatives to these print only items. By adding eBooks, it only sounds like we are doing something new but we are not changing anything. Using monograph as a synonym for print book needs to be changed.
- There are differences amongst the faculties and some disciplines are still very print heavy. Some materials are just not available as an eBook for some courses. We need to be respectful of those differences.
- Social work has distance courses that use textbooks. I don’t understand why we want to use different wording when this needs to be clear.

Motion: to approve the Library Collection Assessment Guidelines and Template.

M. Paon / K. Huhn

Carried

6. Naming of new Chair and Secretary for Library Council – suggestions and/or volunteers needed

Call for nominations from the floor for a new Library Council Chair and Secretary for 2020-2021.

A brief overview of the duties of the Secretary:

- Putting an agenda together.
- Double checking minutes for any corrections (The Recording Secretary (Carol) types a draft).
- Making sure reports and documents are in BrightSpace and on the NAS (The Recording Secretary (Carol) can and does this as well).

Thank you to Carol Richardson and Linda Clark for an exceptional job.

This item will have to be revisited before September if no volunteers come forward because new officers are needed.

Comments:

- Melissa Rothfus encourages everyone to think about taking on one of the positions. She is willing to step into the Secretary position if no one else comes on board.
- Previous Chairs and Secretaries mentioned the position does not create a lot of burden and can be quite interesting. Make it happen now rather than later. We should not have the Dean of Libraries chairing this Council.
- We want this process to be inclusive and as participatory and democratic as possible.

7. Dean of Libraries report: COVID 19 update and 2020-21 Libraries budget update (20 minutes)

The CHEB and Wallace McCain Learning Commons will open possibly as early as July 6. The Return to Campus Committee requested we open sooner to provide spaces for grad students and researchers who want to return to campus but their buildings remain closed (because of custodial obligations).

The Senior Leadership Team decided to open the two spaces because our users are wanting these spaces to do their work and have internet access. Thank you to Sandy and Janice for assessing these spaces. The spaces will offer strictly half-day appointments to book a room or a computer. There will be a cap of 20 people per Learning Commons space (which can be easily managed) and only one

person per study room. These spaces will be used strictly for work, not meeting spaces. Currently working on determining what booking system to use. Walk up's are welcome but they will only be allowed entry if there is space available. Hand sanitizer, disposable gloves and masks have been purchased. Wearing masks will be encouraged. It was noted, staff will be given reusable cloth masks, and hoping to source something with a Dal logo. We are not screening people for their temperature but there will be information statements to notify people that they should not be coming into our buildings if they are unwell.

Comments:

- You can't take a dog to the veterinarian unless you answer questions. It would be wise to ask questions because we know there have been people entering the province and not self isolating. We could have a tick box on the online form to acknowledge you are not sick and reconfirm with users when they arrive. These questions will be taken back to the Return to Campus Committee and we will investigate what other universities are doing.
- There are plans to open some of the food services in July and 50 grad students will be arriving on campus for medicine. This is a test run for these sites and hoping by September it won't be by appointment.
- You will have people's names as a result of the booking system in the unfortunate event that someone tests positive. This will allow us to release their names to Public Health. It was noted, we should put a note on the online form to alert users to this procedure. We will touch base with a number of units on contact tracing and purging the information.
- It's a public place and just being on campus is not private information. This is something we accept when being in a public place and data should be kept.
- 14 days isolation is not necessarily correct. It could be 14 days + depending on when someone was exposed and actually acquired the virus so we really need to think about the timeline of how long we keep the information.
- Swiping your DalCard when you enter the space would be good but not all of our spaces have the swiping feature. At the CHEB, there are users that enter the space that are not library users. It may be something to think about.
- Thank you to SLT for the planning that has taken place.

There is a new Vice President of Admin and Finance coming to us from the University of Alberta. There has also been a recrafting of one of the Vice President roles to include not only external government relations but now global relations (combining international and global in Matt Hebb's portfolio). There is no hiring anyone new in these positions, just replacing or adding a bit more responsibilities. There are five Vice Presidents plus the President.

8. Library Council Committee Annual Reports & Terms of Reference
 - 8.1 Libraries Internship/Practicum Coordinating Committee (LIPCC)
 - 8.2 Communications Team (CT) – no activity this year
 - 8.3 Dalhousie Libraries Service Point Committee (DLSPC)
 - 8.4 Preservation Committee (PC)
 - 8.5 Web Advisory Committee (WAC) – to be presented in September 2020
 - 8.6 Scholarly Resource Management Group (SRMG)

Three of these reports were submitted to the Secretary of Library Council for the June meeting and any remaining reports will be submitted for the September meeting.

9. Highlights from the Senate Report

The Senate Report is available on Brightspace [June 2020] 20200624_LC_RPT_SEN.

10. Reports to Library Council (10 minutes)

Questions or discussion topics from previously submitted reports:

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

Oral Reports:

Marc Comeau

- The Team has been working hard getting rooms in the Rowe Building ready for faculty to record lectures. Currently there are only three rooms available because of equipment limitations but will add more rooms as equipment is obtained. Planning has just begun to add rooms for the Sexton and MacRae campuses.
- Still doing virtual drop in sessions for support for faculty. There are 72 course builds in progress. Please reach out to the Centre for Learning and Teaching if help is needed.

11. Round table reports (15 minutes)

Linda Bedwell

- Reminder for any services starting up during this period of time where we are going to be doing some data gathering or request forms that people will be filling in, please include Linda in that process. There may be certain points to gather data that will be helpful as we go forward.
- There was a remote learning survey completed by Student Affairs in March and 2700 responses were received from students. There was one particular question where they asked if they had any additional tools or resources that they felt they needed for academic success; only 65 responded to this question and 33 responses were related to the libraries and that produced 37 coded comments and 16 comments were about the online learning experience and teaching skills. The loss of quiet or designated study space was mentioned by 7 respondents. Access to equipment (computers, headphones, HDMI) and also reliable Wifi by 4 respondents each and 2 wanted online textbooks and 2 wished for printing services. Keep in mind this is an open ended question but if you had these listed as multiple choice, you would have had a lot more responses. Just to highlight we need to continue to support these students as best we can because it impacts their grades.

Cassandra Larose

- We have seen a really high volume, higher than normal, with the shift to online teaching.
- Did a training session for current eReserve staff as well as those staff taking on this role as part of online delivery.
- There are a lot of new questions too so if you have faculty asking you about copyright eg. sharing videos and the impact it has on students who don't have access to the material in other parts of the world, please send these questions to the Copyright office.
- Getting a lot of early requests for the fall term and one for the winter term that will likely be online. Please get in touch but please note, the response may take a little longer than usual because of the high volume the office is experiencing.

Courtney Bayne

- Records Management office has started online training called, “How long do I keep this stuff? DalCLASS can help with that!” on July 7 and July 22. Please take a look and attend it possible.
- DalCLASS Financial section has done its first revamp and clean up and will be sent to the controller for its first review with Financial Services in July.

Dominic Silvio

- If a student is in need of talking to someone about the limited services (eg. spaces) we are currently providing during the Covid 19 closures, please send to the Dean of Libraries. Please give them the office phone number as well as the email address.
- In answer to a question, Elaine confirmed that curbside pickup is only for Dal print resources. Document Delivery is used for electronic resources from libraries elsewhere. At this point in time, we don't think any library is doing print for Document Delivery. The delivery of items will happen next week between Truro and Halifax campuses.

12. Other Business

With no other business, the meeting adjourned at 11:41am.

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

Kellogg Health Sciences Library:

- **Review of Online Anatomy Tools:** We've had a number of queries from anatomy professors and instructors in recent months related to our online anatomy instruction tools. We want to be sure we have an anatomy resource in place that meets their needs as we move to an intensive e-learning environment this fall. We are seeking input on a range of products.
- **Planning a Staged Reopening for CHEB:** The Dalhousie Libraries are developing a staged reopening of spaces of some spaces over the summer and WMLC and CHEB KLLC have been designated as the first two spaces to be opened. Plans are underway to establish safe opening and appropriate policy that complies with provincial and university regulations.
- **Curbside Delivery:** Curbside delivery has commenced at the Dalhousie Libraries including at the Kellogg.
- **E-Reserve Training:** Four staff members from the Kellogg participated in the recent E-Reserve training to increase capacity in this area.
- **Dalhousie Knowledge Mobilization (KMB) Section Submission** www.dal.ca/research: Information was sent in to this new initiative to include the Dalhousie Libraries partnership in the financial consortium providing access to **The Cochrane Library**. This resource is considered a gold-standard in evidence-based health information and all residents of the Atlantic Provinces have access through a GEOIP license. <https://blogs.dal.ca/libraries/2019/06/the-cochrane-library-access-for-all-throughregional-collaboration/>

Scholarly Communications:

- **New Journal Hosted on OJS:** a new OJS title has been added to our growing list of publications: *Allons-y: Journal of Children, Peace and Security*. Published since 2016, the Dallaire Initiative annual publication Allons-y, has a focus on supporting the implementation of the Vancouver Principles on Peacekeeping and the Prevention of the Recruitment and Use of Child Soldiers. Commentaries and peer-reviewed research and policy articles will provide guidance, policy recommendations, and new knowledge to support the international community's work to end the recruitment and use of child soldiers <https://ojs.library.dal.ca/allons-y/index>
- **Plans for Sabbatical Leave During Geoff Brown's sabbatical leave:** July – December 2020, please note these transitions in responsibilities and contacts:
 - DalSpace: Ann Barrett will be coordinating activities around DalSpace and she and Roger Gillis will be advising and supporting inquiries on dalspace@dal.ca
 - OJS will be coordinated by Roger Gillis,
 - Digitizing projects will be coordinated by Shirley Vail and Joan Chaisson,
 - History liaison responsibilities usually assigned to Roger will be assigned to Louise Gillis and Deborah Hemming providing teaching and consultation support, and Jennifer Lambert providing collections support,

- Government Documents responsibilities will be with Joan Chassion

- **Research Commons Planning:** an initial meeting of this planning group will take place this week. The goal of the initiative is to create a more cohesive presentation of resources and services provided by the Dalhousie Libraries and partners, that support students and faculty at all stages of the research lifecycle.

- **UNIWeb Activities:** This is a very busy time for the UNIWeb Team as we assist faculty populating their accounts in order to generate their annual reports in UNIWeb. The Faculty of Management is also in the testing phase of their new BETA report. The Team is also developing a data retention protocol that would apply to content of students and faculty who leave the university. Advice from Dalhousie Legal and from Records Management has been sought.

Respectfully submitted,

Ann Barrett

**Report to Library Council
Anne Matthewman – June 2020**

AD Learning and Teaching

ADAC

I continue to attend meetings of ADAC. There has been a lot of discussion about engaging students in the online classroom. Most recently, the special team on Recruitment presented a report to the committee. They outlined the amplified efforts for recruitment including virtual marketing efforts and virtual tours. Also, the new Acting Provost, Frank Harvey, spoke to the group. His presentation covered the points in his recent message to Dalhousie students, faculty, and staff about the fall term and online teaching.

Academic Integrity Week:

Congratulations to Allison Fulford, Deborah Hemming and Louise Gillis for their excellent module on library resources oriented to academic integrity held on June 11th. This was one of several modules during Academic Integrity Week. I was a panelist on the wrap-up Q&A session held on June 12th. There was good response to all of the sessions.

Team:

There are two weeks left in Research Bootcamp and the modules will be accessible until July 20th. Thank you to everyone who has been involved in producing modules and to Deborah Hemming who has steered the online Brightspace version of Research Bootcamp.

Other team activities including writing a blog post outlining online teaching and learning activities and services through the Libraries. Members of the team are also developing a guide on quick tips for teaching and learning in the online environment. Team members participated in the recent Librarians' Brightspace Show and Tell.

The team's next project is looking at designing a proposal for a research course on Dal Open. Dal Open is targeted at potential students and members of the community who wish to take a university course. It will be run through the College of Continuing Education.

Dunn Law Library

Anne-Marie White, our Circulation Supervisor, has announced her retirement effective August 31st. The whole Law School will miss Anne-Marie and her cheery presence in the Library. Library staff will miss her keenly as she holds a lot of "corporate knowledge" about the Law Library and the Law School. She has managed the circulation desk, hired and worked closely with our student staff and with the Law Students' Society, particularly for the Annual Food Drive. Anne-Marie has been the face of the Law Library for many years working here from 1977-1989 and 1997 to the present.

We have begun a project to review and update the reserve collection in the Law Library. This involves contacting each professor who has materials on reserve to determine what needs to be removed, updated or added. Darlene Taylor and Karen Tarum are working on this.

The Law School's team on instruction and technology has been holding regular sessions with faculty to discuss modes of online teaching. A number of Research Assistants have been hired to assist faculty in building online courses. On June 17th there was a session by CLT on using Collaborate.

Kelsey Jones is the new Director of the IB&M programme at the Law School and she will begin her duties on July 13th. Kelsey is a graduate of Schulich Law and she comes to Dalhousie from St. Francis Xavier University where she worked as the African Descent Student Affairs Coordinator.

AD Library Services & Head, MacRae Library Report for Library Council June 2020

NEW Service - Curbside Pickup – Our Curbside Pickup service launched the week of June 8th and the service has been very positively received. The statistics below show the activity for the first two weeks (ending June 19th).

| Library | # Requests | Items Loaned | Not Loaned |
|----------------|-------------------|---------------------|-------------------|
| Killam | 66 | 170 | 20 |
| Kellogg | 7 | 8 | 0 |
| MacRae | 0 | 0 | 0 |
| Sexton | 8 | 14 | 2 |
| Total | 81 | 192 | 22 |

Some of the early requests to the Killam that were not loaned were for items from other Novanet libraries. Since that initial few days the majority of requests have been for Dal Libraries' items.

We have had to bring in some additional staffing to cover the higher than expected load. A huge thank you to all of the Access Services Managers, Sandy, Marlo, John and the Access Services staff who have all helped make this service possible!

We hope to be able to offer delivery service between Truro and Halifax in the next phase (when regular mail service on campus resumes) as there has been some demand.

Assessment – Linda is almost finished assembling Insync reports for SLT members, and then will put together a "quick report" of results for under-represented student groups. She worked with Heather Doyle in Student Affairs to code Libraries-related responses to the Remote Learning Survey and is considering methods for assessing services in the fall as well as usage data gathering tools for COVID-related services.

Copyright – The Copyright Team held a training session for eReserves staff on June 18th. The session was well attended. This was a refresher for some of our eReserves staff but new training for staff who have been added to help out with the anticipated increase in eReserve requests. Thank you to Roger and Cassandra for developing and delivering this training session.

Document Delivery – Lending and borrowing activity continues to be steady and we are getting the occasional kudos via twitter and email, which is always appreciated. The Relais Users Group meeting for Eastern Canada was held earlier this month. There have been some occasional technical glitches with scanning or article attaching but nothing really disruptive. Staff are keen to work out an on-site schedule for those staff who wish to come in and help Joe but this will not include more than one extra person in DD at any one time. There are 3 volunteers to do this and Joe provided the information to Sandy for inclusion in the Return-to-Campus spreadsheet for HR.

GIS & Data Services – Our GIS summer student has started and will be working remotely for 3 hours per day, for 12 weeks. Her first project was to test concurrent remote use of ArcGIS Pro within a virtual environment, along with James and Jen. Alex attended a Geospatial Data breakout session at the virtual Dataverse Community Meeting

(DCM 2020). Jen was invited to present her GIS dashboard featuring provincial COVID data to the Geomatics Association of Nova Scotia (GANS). Gwen delivered the Dalhousie Updates at the national ECCE Meeting, hosted online by Esri Canada. Choi has been busy supporting research requests for the newly released COVID datasets from Statistics Canada. And Louise offered two data workshops: "Finding Canadian data and statistics" and "Easy Excel for beginners" as part of our Online Research Bootcamp series.

Indigenous Services – I'm pleased to announce that Samantha Adema will be our new Indigenous Services Librarian. Samantha (Sam) is a recent graduate of the MLIS program at Dalhousie and previously served as a SIM intern based at the Sexton Library. We look forward to welcoming Sam when she starts in September. The video we submitted for Indigenous Heritage Month at the request of the Downie-Wenjack Legacy Fund aired as part of the Halifax event on June 10th. More on this month's events can be found at: <https://www.downiewenjack.ca/indigenous-history-month-2020/>

The CAUL-CBUA Indigenous Knowledge Committee met on June 12th. We will be breaking for the summer months and resume monthly meetings in September. Samantha Adema will be invited to join this group. In addition to the Indigenous Canada MOOC (UofAlberta), one of the committee members mentioned the Aboriginal Worldviews and Education course (Uof T) as a very. Both are available through Coursera:

- <https://www.coursera.org/learn/indigenous-canada>
- <https://www.coursera.org/learn/aboriginal-education>

The [Decolonization Learning Journey](#) series is also highly recommended. There are 4 series (12 parts) and you need to register for each session. Access to the recording of the sessions is provided to those who register.

Learning Commons – I have been part of the team working on developing a plan for opening the WMLC and the CHEB Learning Commons. The spaces will be available by appointment only and for a limited number of individuals at a time (20). Appointment slots will be from 9:00 – 12:00 and 1:00 – 4:00. Patrons will have the option to select a group study room (limited supply) or a computer. All room bookings will be limited to 1 person at this time. The spaces will remain locked and access will be controlled by library staff. The ATS team is currently reviewing options for an appropriate booking system. We hope to be able to launch this service the week of July 6th.

Library Services Team Strategic Updates – The Library Services Team met on June 16th to review our components of the Bridge Strategic Plan as prioritized for COVID-19. Sarah Stevenson joined us for this meeting and it was very productive. We have scheduled a Part 2 for early July after which time we'll include our updates in the online version of the document.

LIPCC – The Committee met on June 23rd to finalize the content of this year's Intern Enrichment Program. Using a survey, the interns were given the opportunity to prioritize a list of proposed sessions to meet their interests/needs. The Committee will use the results of that survey to develop the Program. The Committee also reviewed a list of potential system-wide projects for the interns and started to identify which interns might be suited for the projects.

LiveHelp – Sarah Jane worked with Mike Duggan and Michelle McDonald to develop a LiveHelp widget that is now available for use in Brightspace.

Seed Library – The last of the Growing Together Apart seed packets were delivered to North Preston to contribute to a community initiative addressing food insecurity.

Other Meetings & Events

- Ann and I are co-chairing a planning group for a new Research Commons website aimed to bring together all the components of the research cycle. The group held its first meeting on the 23rd.

- In addition to weekly SLT meetings and my regular one-on-one meetings with members of my team, I also attended the following meetings:
 - Copyright Update on May 28th
 - GIS & Data Services Team on June 3rd.
 - MacRae Staff Meeting on June 3rd
 - Scholarly Resource Management Group on June 8th.
 - AD/Heads Meeting on June 9th (Chair)
 - DLSPC Meeting on June 18th
- I attended the Librarian Brightspace Show & Tell on June 5th.
- I am attending weekly meetings of the Faculty of Agriculture's Academic Leaders group. This group will be switching to bi-weekly meetings starting in July.
- As my schedule permits, I have been attending the bi-weekly meetings of Canadian AULs, and attended a dedicated CANAUL session on Curbside Pickup that was held on June 3rd.
- I attended the Self-Study Wrap Up & Celebration event on June 23rd.
- I am enrolled in the Academic Leadership Certificate being offered through Executive Education at Dal. The course runs from June – December, with one live lecture and a live discussion forum each week plus a Project Team meeting each week. The course is amazing but the workload is significant.

University of King's College Library and Archives

Dalhousie Library Council Report

June 2020

The Library remains closed, but a staff member is in a few days a week to check the building, empty the book return bin, pick up mail, respond to interlibrary loan requests, and retrieve books from the stacks to loan to King's and Dalhousie faculty, students or staff who have requested them.

When Dalhousie started its curbside pickup service on June 8, King's also started loaning books to Dalhousie borrowers. Requests are made through the Library's email address, library@ukings.ca.

I drafted a plan for reopening the Library using a template the Facilities Director provided, which is based on Dalhousie's CPVOD-19 Return to Campus Guidance. King's Occupational Health and Safety Committee is evaluating 23 plans this week from all administrative units on campus.

Faculty members have been asking about resources for films for their fall courses.

A contractor has started replacing the stone terrace and front steps of the Library, which has meant access to the Library by staff is now through an exit door on the south side.

Filming of some 50 fall lectures is taking place on campus in June and July. Several Foundation Year Program lectures have been filmed in the Reading Room.

- Janet Hathaway

Interim University Librarian & Archivist

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

Facilities

- Continue to make arrangements with staff to access their offices in the Killam
- Met with Patrick Greene (Procurement) and Mateo Yorke (Residences) to discuss extension of contract with NS Commissionaires
- With Sandy met with staff from Facilities Management to determine requirements for barriers at service points in each of our Halifax locations to prepare for opening
- Attending planning meetings for the “opening” (by appointment only) of CHEB and WMLC
- Working with Sandy to determine signage needs for CHEB and WMLC to prepare for appointment bookings in these spaces
- Working with Sandy to remove chairs from CHEB (with assistance from Jan Pelley) and WMLC to prepare for appointment bookings

Other

- Attending weekly town hall drop-in meetings

Report to Library Council from Marlo MacKay, Communications Coordinator
May 29–June 24, 2020

- Scheduled weekly town hall meetings with all staff for the coming year. Attended weekly meetings.
- Met weekly with the Senior Leadership Team.
- Attended weekly COVID-19 Comms Plan meetings.
- Met with Bill Slauenwhite and Corinne Gilroy to discuss Novanet promotions.
- Met with Heather Doyle and Pam Lovelace to discuss transitioning eLearning website to Student Affairs.
- Met weekly with the Academic Quality Team (AQT) communications sub-committee (related to online teaching website and newsletter I am working on).
- Met the Web Team twice to discuss building a new online teaching website/developing site stub/information architecture creation.
- Met with the Killam 50th anniversary steering committee to provide an update on the plans.
- Met with Elaine and Sandy on multiple occasions to work out Curbside Pickup service and communications details.
- Met with Lyle Quinn and Pam Lovelace to discuss the launch of the new Dal website and where online teaching will fit.
- Had multiple planning meetings with Pam Lovelace to work on the Connected Classrooms online teaching eNewsletter and the online teaching website.
- Joined two new Comms Planning work groups (that meet weekly): Academic Comms Working Group and Operational Comms Working Group
- Submitted my personal annual report to Donna.
- Along with Pam Lovelace, met with Brenda McPhee, in a new communications role in the Provost's Office, to discuss the online teaching communications.
- Developed site stub for online teaching site for presentations to AQT communications sub-committee and AQT.
- Presented the online teaching site stub at a CLT staff meeting and to some ATS staff for their feedback.
- Incorporated feedback from AQT, CLT and ATS into online teaching website.
- Regular social media updates as needed.
- Launched and co-produced a weekly eNewsletter about online teaching, Connected Classrooms, with Pam Lovelace, and now, Michelle Soucy.
- Met with Michelle Soucy to update her on the eNewsletter process/establish a weekly work flow as that responsibility changed hands on the CLT side.
- Created a style sheet for the eNewsletter and online teaching communications broadly.
- Met multiple times with some members of SLT to discuss reopening of some library spaces this summer.
- Provided substantive edits on the Fall 2020 Support Plan (for online teaching).
- Met with Linda Bedwell to discuss communications report from the Insync survey.
- Met with co-chair for Killam 50th anniversary, Sarah Stevenson, to discuss imminent next steps (C&M Creative Services support).
- Met with Courtney Bayne to discuss library events calendar and upcoming RM webinars.
- Met with Matt Reeder and Pam Lovelace to discuss online teaching communication in larger Dalhousie communications throughout the summer.

Report to Library Council

June 24, 2020

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

Associate Dean Resources

In the first week of June, the Resources team was delighted to welcome back Heather MacFadyen, as she returned early from sabbatical leave.

The Scholarly Resources Management Group met on June 8th to discuss two ebook offers:

EBooks from ProQuest Central - License upgrades to select high-use titles

To respond to the COVID-19 academic library closures, ProQuest temporarily upgraded 22,000+ ebooks to unlimited-user access. The free upgrades end on June 30th, but ProQuest has offered libraries the opportunity to purchase seat upgrades at a discount. Heather analysed the ebook usage by subject and in consultation with the Heads, drew up a list of titles that would provide the best upgrade options. Via this offer, Resources has upgraded the licenses to 158 high-usage ebooks; fortunately 97 of the titles were upgraded at no additional cost. Examples of ebooks with upgraded licenses include:

- Advanced Soil Mechanics
- Site Engineering for Landscape Architects
- Philosophies and Practices of Emancipatory Nursing
- Research Methods in Indigenous Contexts
- Queering Femininity: Sexuality, Feminism ...
- Early Modern Black Diaspora Studies
- Internet Memes and Society
- K-Pop Live: Fans, Idols, and Multimedia Performance
- The Politics of Sustainability in the Arctic
- Atlantic Cod: A Bio-Ecology
- Organizational Misbehaviour in the Workplace
- Youth Criminal Justice Policy in Canada
- Introduction to Algorithms
- Fundamentals of Vehicle Dynamics & Modelling

Potential for Print to eBook (P to E) Conversions

ProQuest provides a free service (Title Match Fast - TMF) that compares the print titles in a library collection to the titles available in Ebook Central. At the same time, ProQuest is also providing a "Print to Ebook" offer, by which a library can license ProQuest ebooks at discounted pricing until year-end. In consideration of the move to online teaching and the high circulation of Reserve items, SRMG agreed to request a TMF analysis of the Reserve collection across the Libraries system. This will allow us to identify print Reserve titles that we could purchase as ebooks within the ProQuest special offer. A potential second area for analysis is the Killam Reference collection, since it is currently the focus of a large-scale weeding project. The Resources team will be working on the TMF initiative over the coming weeks.

Responding to eBook Requests - Follow-up information

In early June, I sent to liaisons follow-up information on two topics:

- Prioritizing the purchase of ebooks that have DRM-free unlimited ebook licenses (when feasible), and
- directions with regard to how to check the number of ebook seats in Primo/Novanet (eg. 1-user, 3-user, unlimited users).

Streaming videos:

In consultation with the Heads, Sarah Stevenson compiled a list of more than 180+ films that are needed by faculty for summer and Fall term courses. Kirsten sent the list to Cynthia Holt at the Council of Atlantic University Libraries (CAUL) to ask whether streaming video companies could match the titles against their catalogues. Recently we received responses from a number of the vendors. We are also awaiting the details of an upcoming Consortia Canada / CAUL offer on the Kanopy streaming video service.

Head - Sexton Library

- The Sexton Library team has reviewed its print serial titles, with the goal of conversion to online, where possible. Sarah Davis has identified the serials that are available as online subscriptions, along with the pricing. We are finalizing decisions about the titles that can be converted to online.
- Amanda Sparks and Jason Lee have been providing the new curbside service to patrons on the Sexton campus, along with continuing to provide Document Delivery service.
- David Ryan continues to update the Free Resources libguide and recently has assisted Marlo by writing profiles for the Libraries blog.
- Allison Fulford was a co-presenter on the Dal Libraries panel “Troubleshooting Research: Tools & Tips from the Libraries” as part of the Academic Integrity Week virtual sessions.
- From June 22-26, Sarah Jane Dooley is attending the Engineering Libraries Division of the American Society for Engineering Education Virtual Conference. She will deliver a lightning talk on creating a virtual intern experience.
- The Sexton Library team is attending Unama’ki College’s *Decolonization Learning Journey* webinars and will share our learning experiences during our staff meetings in the coming weeks. There have been four sessions, whose content covered traditional knowledge and history; harvesting and sustainable ways of living; contact and conflict with settler populations; and treaties & reserves.

I attended the following meetings:

- Senior Leadership Team meetings (4); Heads (June 9th); Library Council; Libraries Town Hall (2)
- Regular update meetings with:
 - Dean of Libraries; Associate Dean Services
 - Resources colleagues K. Huhn, G. Fraser, and H. MacFadyen
 - Manager of Sexton Library Services
- Sexton Library staff meeting
- Faculty Council - Engineering
- Faculty of Graduate Studies Council; FGS Academic Programs & Curriculum Committee
- Council of Atlantic University Libraries (CAUL) Collections Committee meeting
- Canadian AULs/Associate Deans - HathiTrust discussion

Professional development

- Speak Truth to Power: Forum on Anti-Black Racism - June 5
- Brightspace for Librarians training
- BrightSpace Basics training
- Academic Integrity session presented by Dal librarians
- North American Serials Interest Group (NASIG) Virtual Conference (June 9-11) - I attended sessions on streaming videos; and open education resources (OERs).

Oceanography Liaison:

- Responded to research question - OCEA graduate student - environ. monitoring of fish - aquaculture.
- As NSIS Librarian, I submitted the Access Copyright repertoire request on behalf of the Institute.

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

Libraries HR Highlights

Krishna Sirivuri was the successful candidate for our Systems Developer position. Krishna holds a Bachelor's degree in Computer Science and from Dalhousie, a Master's degree in Engineering, Internetworking. He brings many skills to the position, including creating and implementing web applications, programming, and designing software. Krishna began in his new position on Monday, June 15, 2020.

The Instructional Support Technician SIT1 term position (12 months) was posted on June 18th and will close on June 25th.

Samantha Adema is the successful candidate for the Indigenous Services Librarian position. Samantha holds an MLIS degree from Dalhousie and is a former Sexton Library intern. She will begin in her new position on September 1, 2020 and will be based out of the Killam Library.

I am currently busy working with other members of SLT on the planning and organizing the reopening of the CHEB and Wallace McCain Learning Commons for July 6, 2020. Use of these spaces will be by appointment.

I have continued to attend Human Resources Integration Team meetings (every two weeks). Information from these meetings is shared with the Senior Leadership Team, Managers and staff as appropriate. I continue to provide HR support and answer HR related questions as they arise from members of the Dalhousie Libraries. Continue to participate in weekly meetings with SLT and with the Access Services Managers.

Library Council Report: 24 June 2020

AD Planning | Head of Killam: Sarah Stevenson

AD Planning

Bridge Strategic Plan – COVID revisions:

Thank you to everyone who provided input to the plan. It has been finalized and posted to the Libraries' website:

ISL Librarian: Elaine and I had an introductory meeting with Sam Adema. We are looking forward to her joining the Libraries on September 1, 2020.

Accessibility: The May meeting was cancelled, but the committee is meeting this morning at 11am.

Head of Killam

Virtual Coffee breaks: These are happening less frequently with the initiation of the Weekly Town Hall meetings. The attendance and questions at the weekly Town Hall meetings has been encouraging to the members of SLT.

Streaming Video: We have heard back from 3 of the vendors (AVON, Films on Demand and Criterion). We hope to make a decision on streaming packages very soon.

LibGuides: Last week, Springshare made security changes to the Canadian servers. This has had an impact on links going through the proxy server. In the absence of Lindsay, I have picked up this project. Between Friday and Saturday, the Resources team and I were able to check all of our databases and make updates. I am very grateful to Gail Fraser and David Miffen for their expertise with the proxy servers and related programming. Gail and David are addressing the items that were not able to be fixed on the weekend.

Meetings & Professional development

Faculty of Science Council: April 23, May 14

SLT: weekly

LIPCC: Intern Enrichment program June 23

Librarian Brightspace Show & tell June 5

Decolonization Learning Journey (Community Sector Council of NS)

June 2: [The Mi'kmaw Creation Story and Pre-Contact Way of Life](#)

June 9 [Netukulimk, Harvesting, Sustainable Ways of Living, and Seven Generations](#)

June 16 [Contact and Historical Conflicts, Treaties, and Significance of Indigenous People's Day](#)

June 23 [Indian Reserves, the Indian Act, and Confederation](#)

And various other discussions around LibGuides, Streaming Video, and Learning Commons openings for July.

Respectfully submitted,
Sarah Stevenson

Senate Representative Report to Library Council

June 2020

The most recent meeting of the Dalhousie University Senate took place on June 8th 2020 via Microsoft Teams. This report summarizes the events of that meeting:

Announcement

Senator Hewitt started the meeting by bringing our attention to the academic strike for the Black Lives Movement happening on June 10th in Halifax.

Presentation on EDI Initiatives in Departments Across Campus

Senator Bourne-Tyson opened the meeting officially with the land acknowledgement and details on how the libraries encourage diversity. She described how the libraries are committed to EDI and denounce racism. She described recent initiatives such as the new space in partnership with the National Centre for Truth and Reconciliation, as well as the Downie-Wenjack legacy space in the library. She also noted that we are finalizing the plans for our new indigenous services librarian, as well as decolonizing subject headings in the catalogue, preparing for the Dal reads program, and more.

Extensions to Senate motions regarding Covid-19

Presented by Senator Harvey (Acting Provost and VP Academic), this presentation described the need to extend previous motions put forth at Senate:

- Delegating authority to a Dean/Designate to waive requirements that impact admissions, courses, etc.
- Partially suspend academic calendar regulations regarding sick notes for the Fall semester
- Recognize that the semesters will be determined to be largely online through the university's academic continuity process.

Motion: THAT Senate approve the measures as a result of circumstances created by the Covid-19 pandemic

Motion Carried

Student Ratings of Instruction (SRI) Policy Suspension for Fall 2020 Term

Presented by Senator Wuetherick, he began by giving some background context:

The SRI suspension policy was in effect for winter 2020 due to extraordinary circumstances of switching to an online environment, now Senate must discuss suspending for Fall term as well. It was noted that it may be appropriate to suspend given the new online environment and the issues that may arise which are outside the instructor's control. To be clear, the SRI data will still be collected, but if the policy is suspended then department heads/deans do not receive the data, just instructors. Much discussion ensued, including having compassion for faculty members who are adjusting, and the need to take advantage of this opportunity to collect data that can be reviewed by administrators as we adapt to a new method of teaching.

The motion that Senate approve the suspension of the SRI policy for the Fall 2020 term was carried, with a close vote.

Senator Dryden presented the following two motions for Senate's consideration:

THAT Senate approve the following:

The Office of the Provost and VP Academic work with faculty-based leaders to establish a committee, appropriately resourced, to develop a proposal for an interdisciplinary major/honours program in Black and African diaspora studies; to be presented to Senate no later than April 30th, 2021 and;

The office of the VP Research and Innovation will work with faculty-based researchers to establish a committee, appropriately resourced, to develop a proposal for a research institute for Black studies in Canada; to be presented for consideration by Senate no later than April 30th 2021.

Both Motions Carried

Sexualized Violence Policy Report

Presented by Crystal Ragush (Sexual Violence Advisor), she gave an overview of some data points from the 2018-2019 academic year. She noted that the data reveals 95 complaints were made for that academic year, and that the Fall term when the sexual violence policy came in to effect saw an increase in reported cases.

The next Senate meeting will be held in September 2020

Respectfully submitted by Jackie Phinney