

## **Dalhousie Libraries Preservation Committee Annual Report to Library Council 2020-2021**

**Membership:** Creighton Barrett (Chair), Heather MacFadyen, Jennifer MacIsaac, Shelley McKibbin, Michael Moosberger (*ex-officio*), Michelle Paon (*ex-officio*), Karen Smith

The committee met four times during the 2020-2021 year:

- November 17, 2020
- January 25, 2021
- February 11, 2021
- April 28, 2021

In accordance with the Committee's terms of reference, the recording secretary rotated amongst voting members.

Summary for 2020-2021

- **Terms of Reference**

The Committee reviewed and revised its Terms of Reference. Library Council approved the original Terms of Reference in September 2017. The Committee reviewed its mandate, duties and responsibilities, membership, and operating procedures and prepared a revised Terms of Reference. Library Council approved the revised terms in February 2021.

- **Environmental Monitoring**

The Committee continued its planning conversations around monitoring the environmental conditions of storage environments across the Libraries facilities. The Libraries purchased data loggers in 2019 and deployed some loggers as a pilot project.

The COVID-19 pandemic made it difficult to carry on with environmental monitoring planning. During the Winter 2021 term, the Archives moved some of its collections from one Killam basement location to another space vacated by Information Technology Services (ITS). Archives staff deployed monitors in the old location and the new location and resumed data collection in March 2021.

- **Preservation Planning**

In 2020/2021, the University Archives hosted a Young Canada Works Intern, Ann Terese MacDonald. The Internship included some technology monitoring activities that fall under the Preservation Committee's mandate to oversee Preservation Planning activities. Ann Terese made significant contributions to the

Libraries' Documentation Wiki, including a new Technology Watch section:

- Technical overview of digital video systems:  
<https://dallibraries.atlassian.net/wiki/spaces/TW/pages/204570954/Technical+overview+of+digital+video+systems>
- Format descriptions
  - Digital Betacam:  
<https://dallibraries.atlassian.net/wiki/spaces/TW/pages/511869019/Digital+Betacam>
  - DVCAM:  
<https://dallibraries.atlassian.net/wiki/spaces/TW/pages/1950515472/DVCAM>
  - DVCPRO:  
<https://dallibraries.atlassian.net/wiki/spaces/TW/pages/511672385/DVCPRO>
  - HDV:  
<https://dallibraries.atlassian.net/wiki/spaces/TW/pages/1960673306/HDV>
  - MiniDV:  
<https://dallibraries.atlassian.net/wiki/spaces/TW/pages/1950515449/MiniDV>
  - Standard DVC:  
<https://dallibraries.atlassian.net/wiki/spaces/TW/pages/1950515502/Standard+DVC>

Ann Terese presented her work to the Preservation Committee on April 28, 2021. This resulted in a number of recommendations, including a quick-reference guide to technology monitoring and digital video.

The Committee looks forward to carrying on its work during the 2021/2022 year.

Respectfully submitted,



Creighton Barrett  
Chair, Preservation Committee