

Library Council Meeting
Minutes
January 27, 2022
1000-1153 hrs
Microsoft Teams

Present: Erin MacPherson (Chair), Leah Unicomb (Secretary), Allison Fulford, Amanda Sparks, Anne Matthewman, Carlina Gillis, Courtney Bayne, Creighton Barrett, Dominic Silvio, Donna Bourne-Tyson, Elaine MacInnis, Geoff Brown, Gina Coates, Gwen MacNairn, Hannah Steeves, Heather MacFadyen, Jackie Phinney, Janice Slauenwhite, Jason Flynn, Joe Wickens, Joyline Makani, Julie Marcoux, Karen Smith, Kirsten Huhn, Lachlan MacLeod, Linda Clark, Lindsay McNiff, Marc Comeau, Mark Lewis, Marlo MacKay, Melissa Helwig, Melissa Rothfus, Robin Parker, Sai Chua, Samantha Adema, Sandy Dwyer, Sarah Stevenson, Sarah Jane Dooley, Shelley McKibbin, Tracy Lenfesty

Regrets: David Michels, Gail Fraser, James Boxall, Jan Pelley, Linda Bedwell, Michelle Paon, Mick Bottom, Roger Gillis

Guests: Dr. Louise Spiteri

1. Territorial Acknowledgement

The Territorial Acknowledgement was read.

2. Approval of Agenda

Motion: To approve the Agenda as circulated.

C. Bayne / H. MacFadyen

Carried

3. Introductions

- New Library Council Members
No new members
- Recognition of Guests
Welcome Dr. Spiteri to Library Council

4. Approval of the Minutes (from December 16th, 2021)

Motion: To approve the Minutes from the December 16, 2021 meeting as circulated.

5. Business Arising

The Copyright Librarian position was added to this agenda and will be discussed later in the meeting.

The discussion of how the Dal Libraries can support new initiatives such as the Black Studies Research Institute discussion will be tabled until the February Library Council meeting.

6. Senior Leadership Team reports and questions

Donna Bourne-Tyson

Michael Moosburger is retiring after 20 years with the Dalhousie Libraries. Thank you Michael for all the great achievements you have made to the Libraries. You will be missed.

Anne Matthewman

- Webinars in January (Winter 2022 orientation).
- Lisa Drew, Administrative Assistant will be retiring in January.

Marlo MacKay

There will be a Dal Reads event on February 10. "Books & Bees: Dal Reads presents a conversation with Francesca Ekwuyasi and Cooper Lee Bombardier". Register on the "Events" section on library website.

Questions to Senior Leaders about reports:

With the staff lunch space being part of room 2902 now, do we not have access to the space anymore for teaching.

Yes, if you need the space, we can make it work.

7. Library Council Committee reports

There were no reports this month. Kirsten Huhn from the newly established Library Council Working Group: "Faculty Governance and Procedures" provided a brief update on the work so far. The Working Group consists of four Library Council members (Kirsten Huhn, Lachlan MacLeod, Creighton Barrett and Erin MacPherson). The group has met once and will be meeting monthly. The first objective is to develop a brief Terms of Reference to bring to Library Council.

8. Digital Governance

Donna Bourne-Tyson gave an update on Dalhousie's Digital Strategy.

Some of the highlights:

- Implementation of the strategy is in progress.
- More user focus shift.
- Working groups are forming so you have an opportunity to participate.
- Amarea Greenlaw is the project manager for the 21st Century Promise Strategic Plan. Refining some of the objectives, setting up working groups, phrasing things so that they are measurable. People centric pillar.
- Anne Matthewman's team will be involved in some of the components of the strategy.
- Records Management will also play a huge part and as well as ATS and will be working closely with other groups, to make sure it all ties together.

ACTION: It is encouraged for the Libraries' to participate and use our expertise. There is a call for volunteers because we have a lot to contribute so please let the Dean of Libraries know if you are interested in participating.

9. Alma Update

Timeline: January to March - Testing and training plan.

April to May – Training for staff.

Document Delivery will have a different login procedure

<https://www.novanet.ca/category/members/alma/>

10. Revised Copyright Librarian Position

Suggestions:

- Clearly state that the position will be based out of Truro.
- Take out RDM, less convoluted.

- Note that the position would be required to provide services in person and virtually. There is room for expertise in other disciplines such as the Social Sciences and Humanities.
- Erin provided an overview of the 4 departments at the Dal AC campus: Engineering, Plant Food and Environmental Sciences, Animal Science and Aquaculture and Business and Social Sciences.

11. Budget – Janice Slauenwhite, Donna Bourne-Tyson

- New budget models will be presented next week,
- Considering joining UniForum, investing new methods for budget submission. May be in place for next fiscal. Our budget is being supported more by tuition than government grants.
- Budget will be going to the Board in March for approval.
- Making assumptions: not much carry forward, we are not a revenue generating unit.
- 1.5 % cut of \$160,000: computer leases, supplies, training, and travel which is unattainable.
- There will be a 2% increment on acquisitions plus the USD reconciliation. A \$500, 000 base budget increase for classroom technologies - 6 year cycle of standard reliable equipment.
- BAC Report is available (see page 6).
- Service and support areas: we are considered a hybrid because sometimes the Libraries' is considered a faculty and other times a support unit.

12. Highlights from the Senate Report

- There were two meetings held since last Library Council meeting.
- Making EDI a reality, steps are being made to make it happen.
- Presentation from the Provost, return to campus plan for February,
- Received a new credit, non-credit grade option. Students who have difficulties can opt to have their letter grade removed. Courses are excluded from their GPA up to a full term.
- BAC Report, discussion groups, various questions around the budget.

If you have any questions about this report, please contact Shelley. It was noted, Senate meetings are public and content can be shared and can be found in DalSpace.

13. New Business

- There are Records Management sessions in the calendar.
- There are 104 classifications approved.
- Policy review with the Provost this week.
- Revised policy was approved by the Provost Committee.
- SIM virtual lecture series Feb. 1st.
- SIM is also looking for a tenure track position. Please circulate widely.
- Two Dalhousie Libraries interns are the recipients of the Horrocks Award

14. Question Period (10 min)

No questions.

15. Adjournment

The meeting adjourned at 11:53am.

Next Meeting: Thursday, February 24th, 1000-1200 hrs on Microsoft Teams

Report to Library Council

Anne Matthewman –January 2022

AD Learning and Teaching

ADAC

The most recent ADAC meeting was on January 19th and was chaired by Angela Siegel the new AVP Academic. Items covered included the new Credit/No credit grading policy to be used in extenuating circumstances. There was also a review of the Campus Check system – 95% of Dalhousie people have registered and 98.8% of those are compliant with the system (vaccinated or testing 2x week). Beginning January 10th, code of conduct procedures for students who are not compliant are in place. Student Affairs noted that a number of student surveys will be launching very soon. ITS reminded everyone of the importance of using multifactor authentication as cyber attacks on the University are increasing.

Team

The Team met on January 24th. We had a brief discussion about the Team's responsibilities for the new Syllabus Repository. There will be more information forthcoming on that. There will be a meeting on February 15th to plan Research Bootcamp for the upcoming year. It will remain on Brightspace and will hopefully be available 3 times a year. Lindsay and I met with the DalOPen planners last week and have suggested a mini course which would be available to those registered in other DalOPen courses. It would include an introduction to libraries and research. This suggestion was well-received. A number of library related workshops have been held over January. The ongoing work of the Team continues, eg.: EAP and ESL ; sessions on literature review methods; work with data librarians in Atlantic Canada; SIM Academic Support Services; and Zotero sessions.

Dunn Law Library

Lisa Drew who has worked at the Law Library for 38 years is retiring and will be leaving us on January 28th. At first, she was a Library Clerk in Public Services. After three years she moved into the Administration Office as Assistant to the Chief Law Librarian. Lisa has also worked at the Access Services Desk and, in recent years, has assisted with Resources work maintaining financial records in Aleph. In each of these roles, she has developed a rapport with staff, students and faculty. Please join me in wishing Lisa all the best as she begins her retirement. We are sad to see her go but share her excitement for her future plans. Repairs are still underway at the Law School following the flood last term. Access to classrooms and offices will be gradual and repairs are expected to be finished in March. In person classes will be held in various locations around the campus until then.

At the direction of the Dean, the Library remains open to Dalhousie and Kings students and faculty only. We returned to regular hours on January 17th.

Library Council Update – Dean of Libraries Selected December and January 2022 Highlights

Overview

- Members of SLT often note initiatives with which I am also involved, and I try not to duplicate in these brief comments. I would also like to preface my notes below with a huge *thank you* to everyone in the Dal Libraries, for being so dedicated and making incredible progress on many fronts.

Within Dalhousie

- With deep sadness, I note the passing of Anne-Marie Ryan, a beloved Dalhousie colleague. Anne-Marie was a University Teaching Fellow in the Department of Earth and Environmental Sciences at Dalhousie University, Faculty Associate for the Centre of Learning and Teaching, and a 3M National Teaching Fellow, who won numerous leadership and teaching awards during her career. As many of you know, she worked closely with CLT and the Libraries, and was a founding and valued member of the Academic Quality Team, which formed in response to the pandemic. There is more here: <https://everloved.com/life-of/anne-marie-ryan/obituary/>
- Since the November highlights, the Libraries have been invited to present at to the Dalhousie Research Advisory Committee on Research Data Management at Dal – thanks to Melissa Helwig, Louise Gillis and Erin MacPherson for their presentation -- and on our Research Information Management System (RIMS) UNIWeb – thanks to Melissa Helwig, Melissa Rothfus, Carlye Stein, Ahmed Mahdy and Jason Flynn for being there and presenting. I also presented at Deans' Council on RIMS and we decided to proceed with a tender this year to assess if we're on the best system for Dalhousie. Melissa Helwig and Jason Flynn will be leading on the tendering process.
- November and December are months for writing recommendations to the Provost for APT and special leave applications. Congratulations to Creighton Barrett, Kirsten Huhn and Jackie Phinney -- for promotion to Librarian 4, promotion to Librarian 3 with permanence, and appointment with permanence. Congratulations as well to Hannah Steeves for her promotion through the Faculty of Law. A special leave was approved for Erin MacPherson.
- On December 7th the Libraries hosted a virtual event to celebrate a generous donation by Jock and Janet Murray. Thanks to Marlo MacKay, Michael Moosberger, Sarah Stevenson and Melissa Helwig for their contributions to that event, and also to Ann Barrett for work she did with this collection before she retired.
- I presented at Senate regarding the Libraries initiatives to make Equity, Diversity and Inclusion a reality. Thanks to Elaine MacInnis, Sandy Dwyer, Dominic Silvio and Marlo MacKay on their input for the presentation.
- At the end of January, our Associate Dean Archives, Records Management and Special Collections and University Archivist, Michael Moosberger, will begin his admin leave and then retire. During his 21 years with the Dalhousie Libraries, the Archives had tremendous success of many fronts. Here are some highlights: Number of new accessions: University Archives - 490 accessions, Private Manuscripts – 579 accessions. Total Increase in holdings: Approx. 1900 metres of material. Number of collections appraised for monetary value and appraised value: 179 appraisals valued at \$2,178,447.00. Number of grants and bequests received by the Archives: 64 grants/donations – just over \$710,000.00. Transitioning the Archives from paper- based finding aids and lists to a stand- alone database to web-based finding aids and finally to the development of our online holdings system AtoM – currently over 274,000 unique descriptive records documenting 887 fonds/collections with over 22,000 digital objects available online. Building the Archives staff complement from 2.5 staff in 2000 to 9.5 staff in 2020 including the appointment of the Digital Archivist, the University Records Manager and the Digitization Coordinator. Creation of the University Records Management Policy, the University Records Committee and the ongoing development of the records management program including the creation of DalCLASS, university-wide records management training; and the development of a transfer tool application that will allow for the transfer of digital university records to the Archives. The Archives was a key participant in many of the University's 200th anniversary activities including the Dal Originals, the production of the 200th anniversary publication; the digitization of a number of historical university publications; and the creation of the University time capsule. Providing professional work experiences to over 50 graduates

from the Dalhousie School of Information and other programs through internships and contractual work; many of whom have gone on to gain professional success in various archival, library and information management positions.

- The new Associate Dean, Archives, Records Management and Special Collections & Head of Killam Library, Sarah Stevenson, begins February 1st. I am grateful that we have an experienced leader transitioning into this role to work with the fabulous Archives, Records Management and Special Collections team.
- A reminder that the DFA librarian vacancy created by Michael's retirement has led to a lateral move of librarian Roger Gillis into the Archives, and the subsequent vacancy will be filled with a new Copyright Librarian to replace Roger. The search process will begin in February.
- Implementation of the Digital Strategy began in earnest in November, with Allison Kincaide as the Project Manager. I will be co-leading on Pillar 2 with Jody Couch, our new CIO. Pillar 2 covers information literacy/digital fluency training for all Dal faculty and staff, initiatives related to remote working, platform agnostic systems, accessibility and digital divide issues, universal design and usability. I would welcome the involvement of any interested Library Council member in this work with me and colleagues from across the University. See the Strategy here: <https://www.dal.ca/about-dal/leadership-and-vision/strategic-plan/emerging-plans/digital-strategy.html>
- The University Records Management Committee (URC) met in December and recommended approval for revisions to the Records Management Policy, based on the 3-year review mandated in the Policy. Thanks to Courtney Bayne and Michael Moosberger for their work on the review and the revisions, which we presented in January to the Provost's Committee for approval. The policy can be found here: https://www.dal.ca/dept/university_secretariat/policies/libraries/records-management-policy.html

Consortia

- At a special meeting of the members, CAUL-CBUA approved a revision to the by-laws to discontinue an associate member model for community college members, and to add them as full members. There will be an associated name change and new fee structure approved at an upcoming Board meeting.
- Novanet has undertaken a review of the funding formula used to invoice members for their share of Novanet costs; this is a work in progress and financial modeling is the next step, to see what impact the various preferred models would have. In the models reviewed, Dalhousie's annual fee would be reduced by a healthy amount. Our fee is increasing by a substantial amount this year due to increases in the Alma license, so a reduction in 2023-24 would be welcome, if a new model is approved by the Board.

Associations and Boards

- With colleagues from ARL libraries, I presented in December on a panel at the Coalition for Networked Information (CNI) virtual Fall Meeting, on institutional research data policies and strategies.
- The Digital Research Alliance of Canada Board (the Alliance) held the quarterly meeting of the members, as well as a special meeting of the Board.
- I attended IATUL's Fall Seminar, a scaled back virtual event focusing on the work of the IATUL special interest groups.

AD Library Services & Head, MacRae Library Report for Library Council January 2022

Access Services – Considerable time was spent determining and then finalizing the hours for our Libraries and Library Spaces. Given the current climate and the University's plan to move to predominately in person classes as of Jan 31st we have been setting hours on a biweekly basis. The hours for the period Jan 31 - Feb 13 have been set and access services staff will be doing head counts the hour before closing. We will use these head counts to determine if we will continue with the same hours for Feb 14 - 27 or if we will need to open longer in some or all of our spaces. Our current plan is to return to regular hours (same as fall 2021) on Feb. 28th.

We welcomed Heather Stempien to the Dal Libraries just before the holidays as the new Library Services Supervisor at the Kellogg Library (**I also have more information about Heather in my HR highlights so this sentence is probably enough**).

Access Services staff have been very busy testing the fulfillment part of the data, that was transferred from our Aleph test database to Alma, in order to complete their part of the Data Check Workbook that needs to be submitted to the Novanet Office & Ex Libris by January 28th. Testers are Amanda Sparks, Daryl Atkinson, Jan Pelley, David Ryan, Leah Unicomb, Echo Dyan, Gordon Ashley, Jim Kennedy, Gina Coates and Darlene Taylor. (S. Dwyer)

Copyright – The Copyright Advisory Committee met on January 26th. Topics of discussion included the Copyright Librarian vacancy, Controlled Digital Lending in Canada, Open Access and events planned for the upcoming Fair Dealing Week (February 21 – 25). Lachlan presented on copyright to Faculty Council at the Faculty of Agriculture at their January meeting.

Data & GIS Services – We are presenting two series of our Lunchless Learn sessions - on Tuesdays during the Winter Term. The first series introduces GIS and the second series supports Data Literacy. We will also be participating in the international Love Data week, taking place on February 14 to 18. A new Nova Scotia Quality of Life 2019 dataset will soon be available for the teaching environment. Choi has been working on getting the revised documentation and dataset from Engage Nova Scotia and Julie is getting permission for instructors to use this version of the dataset without prior approval from the Research Ethics Board. Julie has also been hosting Atlantic Data discussions for the Regional DLI representatives. This supports current activities taking place within Statistics Canada, such as the recent retirement of the Nesstar platform. And to support the Accreditation process of our Planning Program, James and Jen will soon be interviewed by the external reviewers. (G. MacNairn)

Indigenous Services – The Indigenous Community Room is progressing well. The tables and chairs from 2902 have now been moved into the space and we will be moving some armchairs down from the MacRae. We are continuing discussion on a loan agreement for art and artefacts to display in the space. A follow up meeting has been scheduled to discuss a collection development policy items to be housed on the remaining shelves in the room. Technology has also been ordered, which we hope to receive before the end of the fiscal year. We have recently acquired an institutional membership to the [National Indigenous Knowledge & Language Alliance](#) (NIKLA) and we encourage you to follow the important work of this alliance.

LiveHelp

Storm Closures

Last Winter, LiveHelp decided to trial continuing the service even when institutions were closed during a snowstorm. This was noted to be in response to COVID-19 Pandemic with a clause that Coordinators would revisit the decision in 2022.

As of January 17, 2022, LiveHelp reverted to the old Snow Storm Closure Policy (2016), whereby if Dalhousie is closed due to a snowstorm, and/or if 3 or more Novanet institutions are closed, the Live Help service is closed for the day. Storm closure announcements are communicated on the LiveHelp listserv.

LiveHelp Wiki

LiveHelp Coordinators are in the process of investigating the best option to replace the LiveHelp wiki.

(S. J. Dooley)

Reference & Research Services – The team had a kick-off meeting on December 13, 2021. There is lots of enthusiasm and excitement around coordinating and revisiting aspects of this core service! Team initiatives will be communicated by way of the Library Services Team, DLSPC and Library Council.

Some immediate priorities include data collection in LibInsight, staff training and the LibAnswers implementation.

Reference & Research Team Members:

with support from Carol Richardson (administrative), and Linda Bedwell (consultative)

Creighton Barrett
James Boxall
Sarah Jane Dooley (Lead)
Melissa Helwig
Erin MacPherson
Julie Marcoux
David Michels

(S. J. Dooley)

Other Library Services Updates

People Counters – Janice and I have been working on wrapping up the final details of this project for the last month. The cameras and software are now operational and we are working on the

configuration to capture the data that we need. Janice and I will receive training in the use of the reporting software within the next couple of weeks. With the implementation of this system, we will soon be able to provide counts for new spaces that we have not been able to provide data for before, as well as spaces that no longer have working gates. The spaces being added are:

- The Kellogg Library Learning Commons (CHEB)
- The Kellogg Library (gate counters have been inactive)
- The MacRae Library middle floor (gates removed with the installation of the new doors)
- The Wallace McCain Learning Commons
- The Weldon Law Library (gate counters have been inactive)

MacRae Library

- We have decided to defer the space assessment of the MacRae Library until we have a full year with students back on campus.
- We have submitted a Young Canada Works Grant application for a summer student, to continue the work with the Atlantic Canada Cooperative archival collection.
- SRES has made the decision to align with the Faculty of Science, rather than the Faculty of Agriculture.
- The MacRae Access Services & Resources staff are all very involved in the Alma migration preparations and testing.
- Due to the current state of the pandemic, we have decided to cancel this year's Art Exhibit. We look forward to the return next year (fingers crossed). We have also received a suggestion from a faculty member to host a photo exhibit focused on the Agricultural Campus. We would look to have this exhibit in the Fall.
- The new university Ombudsperson, Carla Britten, will be coming to the Ag Campus the first Monday of every month and she will be using one of the offices in the DASA zone to meet with students.
- The MacRae Library is hosting a weekly Vaccination Clinic on Wednesdays and Thursdays from 9:30 – 4:00 p.m. for as long as needed this term. This is for booked appointments, open to all. A call went out Monday morning for volunteers from the campus to assist and the schedule was filled up before the end of the day.

Meetings & Events

- I attended the presentations for the RDM Librarian candidates and I, along with Donna and Melissa H., had the opportunity to meet with each of the candidates.
- I have participated in numerous meetings since December related to library hours and services due to the impact of the current wave of Omicron cases in the province.
- I took the Chrome River training for expense claims.
- AD/Heads met to discuss intern rate of pay and how we assign intern hours. Further details are in the report of the AD Planning.
- Met with Tracy Lenfesty, the new University Librarian at King's.
- I attended the first meeting of the new Reference & Research Services Team.
- I attended the following other meetings and events:
 - January Academic Leaders meeting for the Faculty of Agriculture
 - January Faculty Council meeting for the Faculty of Agriculture
 - January Senior Leadership Team Meeting
 - Regular one-on-one meetings with my Team members and fellow members of SLT.

- Regular meetings with Leah.
- Regular meeting with the Campus Principal and Dean, Agriculture
- Regular meeting with the Associate Dean Academic, Agriculture
- SRMG meeting
- LIPCC meeting
- Chaired the Heads Meeting on January 26th.

Submitted by:

Elaine MacInnis
Associate Dean, Library Services & Head, MacRae Library

26 January 2022

Report to Library Council

Janice Slauenwhite

Manager, Financial & Physical Resources

January 2022

Facilities

- Continue to attend regular project meetings for the Howe Hall tunnel upgrade
- With assistance from Sandy and Jim Kennedy, moved tables and chairs from Killam 2902 to the Indigenous Community Room
- Attended a meeting with members of Facilities Management and an external contractor, regarding the installation of electrical outlets in the Sexton Library mezzanine.
- With Sarah, met with the Facilities Management Project Manager regarding painting and flooring replacement in Killam G80.

Finance

- submitted 3rd quarter variance report
- attended a Faculty Administrators Forum meeting

Report to Library Council from Marlo MacKay, Communications Coordinator
December 17, 2021–January 27, 2022

Online Teaching

Along with Michelle Soucy, we carried out significant updates/refresh to the online teaching website, including adding an [accessibility](#) section.

Dal Reads

There will be a Dal Reads event on February 10 at 7 p.m. hosted on Zoom called Books and Bees. It will feature a conversation between the Dal Reads author Francesca Ekwuyasi and author and beekeeper Cooper Lee Bombardier on the topics of bees and beekeeping and books and writing. [Register for the event.](#)

Web Renewal/Transition to Touch UI

Thanks to our Young Canada Works intern, Christina Cheung, who wrapped up her term with us on January 12. Christina completed the extensive content inventory required by the Web Renewal Team as the first significant step towards the web renewal.

Milestone Event

Planning for this year's milestone event is well underway as we prepare to celebrate work milestones of 5–40 years for 22 colleagues. Congratulations to all those who reached milestones in 2021.

COVID Planning

Had several meetings with Sandy and Elaine to figure out hours and services as we had to move back to a mainly online environment and now as we move back to a mainly in-person environment.

Seed Library website

Worked with Jolene Reid to create a revised information architecture for the site. John Miffen is working on setting up the site stub and Jolene is refreshing the content. Work is ongoing.

Meetings (highlights)

- SLT
- Library Council
- Web Operations Working Group
- Academic Quality Team (Communications Sub-committee)
- Comms Planning Advisory Group (first meeting)
- Web Advisory Committee
- Comms Planning

ATS Library Council Report – January 27, 2022

Marc Comeau – Director, Academic Technology Services

- I had an introductory meeting with Jody Couch, our new CIO. I look forward to working with her going forward.
- Brightspace has been renewed for a three-year term which will end at the end in 2025. We will undertake an assessment of Brightspace in over the next fiscal year which will determine whether we will run through the term and look to renew again or whether we will be looking to go start an RFP process that would align with a possible transition at the end of the contract term.
- We continue to work with the Provost's Office on the Vaccine Mandate Brightspace Pop-Up to ensure that selected students are made aware of the mandate.
- The team is working on some of the underlying infrastructure needed to implement Alma, this will be ongoing.
- Work continues on the integration between Banner and Brightspace which is targeted for launch this summer.

W.K Kellogg Health Sciences Library | Research & Scholarly Communications

Highlights for Library Council, January 27 2022

Kellogg Health Sciences Library

Staffing updates:

Heather Stempien joined us in December as the new Library Services Weekend Supervisor at the Kellogg Library.

Louise Gillis will be rejoining us on February 1st, 2022 as the RDM Librarian with liaison duties to the College of Pharmacy.

General updates:

Intern supervisors in place for upcoming year –Jackie Phinney and Melissa Rothfus will be supervising for 2022-2023

Jackie Phinney and Lindsay McNiff co-taught two ‘Welcome to the Dal Libraries’ orientation sessions via Teams. Shelley McKibbon taught two Zotero sessions via Teams for this series.

Preparation underway for winter Association of Faculties of Medicine of Canada Network on Libraries meeting including annual survey/statistics collection.

Research news:

News from Melissa R: Open Scholarship Survey set to open February 7 – 25th. Liaisons will be asked to share recruitment emails with their departments.

Attended:

- CHLA/ABSC Board Meetings
- Meeting with MHLA/ABSM board
- Health Sciences Research Ethics Board Monthly meeting

Research & Scholarly Communications

Scholarly Communications:

Updates to the APC info page – ongoing/forthcoming **UNIWeb**

Activities:

Continued work on day-to-day activities with UNIWeb.

UniWeb Administrators’ meeting on January 14th.

Research Data Management:

The team is partnering with the GIS/Data team to plan sessions for Love Data Week 2022 in February.

Mike Smit and Lachlan were awarded a CLT / Dal Libraries Open Educational Resource Grant in support of the OER Textbook project "Research Data Management in the Canadian Context: A Guide for Practitioners and Learners" (\$6,722.05). We are part of a national collaborative project to leverage the expertise of Canadian librarians, data managers, and other experts to provide a comprehensive, bilingual, peer-reviewed textbook introducing readers to managing research data. This book will, among other things, serve as a replacement textbook for INFO 6290 Managing Research Data.

Other:

Open Research Committee – draft of strategy document produced by subcommittee and submitted for discussion and review.

Attended:

→ Data Champions Information Session (Digital Research Alliance of Canada)

Michael Moosberger

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

17 December 2021 – 25 January 2022

Associate Dean - Archives, Special Collections and Records Management

- Participated on one conference call with the NHDS Advisory Committee.
- Prepared a transition document for the Donna and Sarah that serves as a combination of historical retrospective, current information, and outlines the key issues and challenges that I see as I leave the position of Associate Dean, Archives, Special Collections and Records Management and Dalhousie's 2nd and last University Archivist.
- Met with Donna and Sarah to discuss the transition document.
- Attended Provost's Committee as an invited guest to answer any questions they may have had related to the revisions proposed to the University Records Policy.

University Archivist

- Continued to meet regularly with Courtney to discuss records management related issues.
- Continued working on the reorganization of my Dal e-mail in order to transfer and preserve those e-mails related to ongoing and historical archive-related matters that may need to be accessed after my retirement.
- Attended the January meeting of the LGBTQ Community Advisory Committee and continued to provide ongoing consultations with Rachel Moore and the LGBTQ community on the LGBTQ Seniors Archive.
- Attended the January Archives' Team Meetings.
- Responded to a number of research questions and other enquiries related to the donation of and management of private and university-related material to the Archives.
- Donation Enquiries, New Acquisitions, and other related acquisition work – ongoing and new
 - o Wendy Wickwire – Professor Emerita, University of Victoria. Papers of her grandfather, John Cox Wickwire (1899-1994), who graduated from Dalhousie's medical school in 1927 - photographs, diaries, letters and journals of his experiences on an expedition of aviators based on Nottingham Island in Hudson Bay Strait, whose goal was to do navigation research on the feasibility of shipping grain out from the prairies.
 - o Dr Eric L. Mills, Professor Emeritus of History of Science, Dept of Oceanography, Dalhousie University. 24 banker's boxes (mainly research material on the history of oceanography) and 21 transfer cases (mainly containing reprints in history of science and biological oceanography).
Has donated material to the Archives since 1995 with the last donation coming in 2016.
 - o Claire Bennet whose great-grandfather, C.L. Bennet, came to Dal as an English professor in 1922, and stayed there until the mid-1960s. and filled a number of different roles, including Senate secretary, vice-president, and Dalhousie Review editor. The material

includes: Editions of The Dalhousie Review, The Dalhousie Gazette, correspondence relating to the hiring of S. Ernest Sprott in the English Department, correspondence relating to the Game Rho Chapter of the Sigma Chi Fraternity, correspondence and pamphlets relating to the 1960 convocation and the opening of the Sir James Dunn Building in 1960; and professional and personal correspondence relating to university business (from the 1950s and 1960s). Letters written by and to him and the Dal Review editor before him, Graham Allen (including letters from Thomas Raddall, Hugh MacLennan, and the Earl of Dalhousie in Scotland).

- Started to clean out my office and transfer materials to other Archives staff members.

Report to Library Council
Sandy Dwyer
Director, Libraries HR & Access Services
January 2022

Libraries HR Highlights

Staffing

- Heather Stempien started in the role of Library Services Weekend Supervisor at the Kellogg Library just before the holiday break. Heather comes to us with a strong library background, having worked in libraries for more than twenty years in Ontario before relocating to Nova Scotia. She holds an MLIS degree from the University of Western Ontario. It is a pleasure to welcome Heather to the Dal Libraries' team.
- Interviews for the Library Services Assistant position (Killam) took place the weeks of Nov. 29 – Dec. 9th. An offer letter to our top candidate is in progress.
- Phil Laugher will be starting in the Digital Asset Technician position effective February 14th. Congratulations Phil and best wishes in this new role.
- Louise Gillis is the successful candidate for the Research Data Management librarian position. She will be starting in February. It is a pleasure to welcome Louise back to the Dal Libraries.
- Postings for the two Library Services Supervisors at Sexton Library should go live sometime during the week of January 24th.
- A posting for an Instructional Support Technician (SIT 1) 12-month term position will close on January 28th.

Alma Implementation update

Novanet Alma Remote Workshop

The Alma Remote Workshop will run from February 14th to 18th. It will use the WebEx interface. Attendance is mandatory for Steering Committee members, working groups, testers, trainers and service groups. A recording will be shared with all staff. Prior to the workshop attendees should download and test WebEx. The download is available at <https://www.webex.com/downloads.html>. Ex Libris will set up a test session the week before the workshop to test that you can connect. All sessions will be recorded including the Introduction, which Ex Libris recommends everyone watch before attending or watching the recordings of individual sessions. Sessions will start at 9am each morning and at 1pm each afternoon. This workshop will be an opportunity to learn how to complete your current Aleph workflows in Alma. Attendees should bring examples of workflows and questions. If the Steering Committee has any specific areas they would like to see discussed we can send those to Ex Libris before the Workshop.

Alma Remote Workshop Agenda

Goals	<ul style="list-style-type: none">• Revise and expand staff understanding of Alma functionality
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	<ul style="list-style-type: none"> • Prepare to define and train on local workflows using Alma • Identify areas for tuning configuration • Identify areas for more detailed later discussion
Prerequisites	<ul style="list-style-type: none"> • Alma initial training completed • Alma production environment delivered
Format	<ul style="list-style-type: none"> • Demonstration-led discussion <p><i>Note: hands-on exercises are not included</i></p>
Expectations	<ul style="list-style-type: none"> • Subject matter experts on the project team will be available for relevant discussions • Attendees will be prepared to actively discuss their needs, the work they perform, and their understanding of Alma • The project manager or designated library project member will record action items for later follow-up
Outcomes	<ul style="list-style-type: none"> • Revised or expanded understanding of workflows • List of action items for follow-up after the workshop

Session 1: Technical Services – 2 hours (not including 1 break) Monday AM	
1 hour	Introduction – all staff <ul style="list-style-type: none"> • Workshop overview • Inventory model, searching • User roles and tasks
1 hour	Technical services overview <ul style="list-style-type: none"> • Fund structures • Vendors, accounts, interfaces, EDI
Session 2: Technical Services – 2.5 hours (not including 1 break) Monday PM	
1 hour 30 minutes	Ordering <ul style="list-style-type: none"> • Order line types • Ordering lifecycle • Ordering physical one-time; physical subscriptions, electronic subscriptions
1 hour	Receiving, activating <ul style="list-style-type: none"> • Receiving one-time • Receiving subscriptions (with/without prediction) • Activating e-resources
Session 3: Technical Services – 2.5 hours (not including 1 break)	

Tuesday AM	
1 hour	Invoicing <ul style="list-style-type: none"> • Invoicing lifecycle & integration options • Creating and editing invoices • Taxes
1 hour 30 minut es	Manual cataloging and record management <ul style="list-style-type: none"> • Post-receiving processing & work orders • Metadata Editor: templates, locked records, copy cataloging, form editor, headings, etc. • Authority control • Item editor
Session 4: Technical Services – 1.5 hours	
Tuesday PM	
1 hour 30 minut es	Bulk catalog, inventory, and delivery maintenance <ul style="list-style-type: none"> • Import profiles • PDA/DDA • Bulk processing – records, inventory, order lines, users
Session 5: Technical Services – 1.5 hours	
Wednesday AM	
1 hour 30 minut es	Technical Services Q & A
Session 6: Patron Services – 2 hours (not including one break)	
Wednesday PM	
1 hour	Fulfillment overview <ul style="list-style-type: none"> • Fulfillment policies & infrastructure • Lost item profiles and notifications • Blocks and overrides • Patron limits; loan limits
1 hour	User management and notices <ul style="list-style-type: none"> • User records: structure, ownership, synchronization • Registering new users • Customizing and testing notices
Session 7: Patron Services – 1.5 hours	
Thursday AM	
1 hour 30 minut es	Patron services <ul style="list-style-type: none"> • Loan, return • Fines and fees • Overriding blocks
Session 8: Patron Services – 2 hours (not including one break)	
Thursday PM	
1 hour	Requests and resource sharing <ul style="list-style-type: none"> • Placing and managing requests

	<ul style="list-style-type: none"> Monitoring requests and work orders; hold shelf maintenance Other request types: digitization, resource sharing
1 hour	Course reserves <ul style="list-style-type: none"> Courses and reading list Scan-in reserve management
Session 9: Patron Services – 1.5 hours Friday AM	
1 hour 30 minut es	Fulfillment Q & A

Trainers

A list of trainers has gone to the Board for final review and approval.

New working groups

Letters and Notices

Group will include NN staff, Acq and Access members, to be determined.

Group needs to be set up prior to the Ex Libris training session on February 23rd.

The purpose of this group is to compare existing notices and letters to available ones in Alma, familiarize yourself with new ones and recommend new wording.

Update: Since about 90% of the letters and notices are from Access, Acquisitions has decided to work on their few notices separate from the working group.

Analytics

The group will include Brad and library members yet to be determined.

The purpose of this group is to identify jobs you use in Aleph and make sure we have comparable jobs in Alma.

Alma Access for all staff

Access to Alma for staff who do not currently have it will be completed before the Training Workshop in February.

The spreadsheet was sent out this week to the Steering committee to list staff who will need access. User profiles will be created for Student/Staff/Manager/View only levels and applied to staff on the spreadsheet.

Brad would like as many institutions set up for university logins as possible before user permissions are added.

Downtime for Aleph Prod Fulfillment Extract

Took place evening of January 21st.

Academic Departments

Using Academic Department in Course Reserves will require configuration. If the libraries want to use this function, we will need a list of Academic Departments from each institution.

Electronic Collections to add to CZ

The usual process for adding collections to the CZ is to suggest the collection in the [Content forum](#) at the [Ex Libris Idea Exchange](#). Suggestions are then voted on and collections receiving the most votes are added if the records are available. This usually takes some time to accomplish. Since we are in implementation, the Ex Libris team has offered to submit our requests for additions to the CZ, which may improve our chances and speed up the process. We are asking you to consult with your libraries to identify collections that are currently managed in Aleph that could be managed in the CZ. We would also like to include collections that are currently in the CZ but with inadequate coverage. The spreadsheet for reporting is [here](#).

Alma and Discovery Cutover Process

Ex Libris shared a [document](#) explaining the cutover process so we can see what will remain in Alma and what will be migrated during cutover.

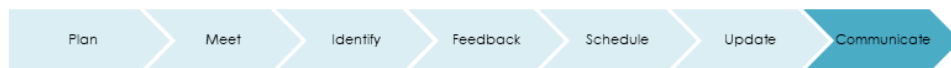
Staff logins to Primo VE (not Testers)

Aleph passwords did not get migrated to Alma so for now staff are unable to log into Primo VE. Brad is working with the libraries to enable users to log in using their university ID's.

In general, everyone should be able to sign into Alma with their school account. That requires a bit of integration between Alma and each school. This integration should have been completed by now, but it is not. The delay was caused by some breakdown in communication between NN and Ex Libris. It's moving forward now though; Brad has been talking with IT departments from almost all of the Novanet institutions, and 6 schools so far have the first part of that integration completed. (The "SAML" part.) That means that if you are from: Acadia, CBU, MSVU, StFX, SMU, or Sainte Anne, and your Alma account knows your school username, you can sign in to Alma with your school credentials.

In order to roll that out to every person at those schools, though, all of their Alma accounts have to be set up so they include the school username. That task is typically the role of the patron load process. There must be some process in place such that all the user records from your school are also in Alma, and they all have their school login username in them. So far only Acadia and CBU have that in place, and we think only Acadia has it in place in the live version of Alma. Brad will move on to that work with your various IT departments once we get all of your SAML integrations completed.

Novanet Alma Training Timeline & Schedule



Complete by		Training Working Group Processes
<input type="checkbox"/>	November 26, 2021	Prepare a training proposal (this document)
<input type="checkbox"/>	November 30, 2021	Meet with Service Group Chairs to discuss proposal, gather feedback, adjust proposal. Discuss and identify trainers.
<input type="checkbox"/>	December 7, 2021	Complete draft proposal based on Working group and Service groups' feedback, confirm number of sessions, modality of sessions, locations, length of sessions.
<input type="checkbox"/>	December 14, 2021	Discuss and adjust proposal based on feedback
<input type="checkbox"/>	December 15-January 3	Holiday break

<input type="checkbox"/>	January 7, 2022	Receive names of trainers and members of training documentation group
<input type="checkbox"/>	January 12 2022	Present plan to Steering Committee, gather feedback, adjust
<input type="checkbox"/>	January 19, 2022	Communicate training plan and trainers/documentation group members to Novanet Board of Directors
<input type="checkbox"/>	January/Early February 2022	Online viewing parties at individual institutions Online viewing parties or lunch and leans among service groups.
<input type="checkbox"/>	February 1/15, 2022	Confirm Service groups, Training groups, Leads and trainers meet to Develop training materials/ideas with trainers, online. Prepare scenarios and questions for the Exlibris Functional workshops.
<input type="checkbox"/>	February 14 -18	Alma Functional Workshop with ExL. Trainers to bring workflow questions to sessions, online.
<input type="checkbox"/>	March 5	Service groups, Training group, Leads and trainers complete training materials, online.
<input type="checkbox"/>	Late March- Early April 2022	Online train the trainers session for Fulfillment
<input type="checkbox"/>	Late March- Early April 2022	Online train the trainers session for Cataloguing
<input type="checkbox"/>	Late March- Early April 2022	Online train the trainers session for Fulfillment Network
<input type="checkbox"/>	Late March- Early April 2022	Online train the trainers session for Acquisitions and ERM
<input type="checkbox"/>	Late March- Early April 2022	Online institutional Intro to Alma training for staff not involved in functional areas (subject liaisons, eg.)
<input type="checkbox"/>	April 18, 2022	Online institutional training for Fulfillment (assistance from trainers & Office staff online)
<input type="checkbox"/>	April 19, 2022	Online institutional training for Cataloguing (assistance from trainers & Office staff online)
<input type="checkbox"/>	April 20, 2022	Online institutional training for Fulfillment Network (with trainers & Office staff online)
<input type="checkbox"/>	April 21, 2022	Institutional training for Acquisitions and ERM (with trainers & Office staff online)
<input type="checkbox"/>	April 25, 2022	Feedback/followup session for Fulfillment (online)
<input type="checkbox"/>	April 26, 2022	Feedback/followup session for Cataloguing (online)
<input type="checkbox"/>	April 27, 2022	Feedback/followup session for Fulfillment Network(online)
<input type="checkbox"/>	April 28, 2022	Feedback/followup session for Acquisitions and ERM (online)
<input type="checkbox"/>	May 9-, 2022	Check in / Trouble shooting

<input type="checkbox"/>	May 17, 2022	Go Live Support?
<input type="checkbox"/>	May-August 2022	Check ins / trouble shooting by Service Groups (various options for online sessions)

The timeline and schedule was approved by the Steering committee and was presented to the BOD on January 20th. Acquisitions expressed concern about timing of institutional training because of year end. This will be left to the institution, please let NN or the Training group know if you make changes to your schedule. The Steering committee members are responsible for technical set up for the Alma Workshop and Training sessions.

Library Council Report: 27 January 2022

AD Planning | Head of Killam: Sarah Stevenson

LIPCC:

Both LIPCC and the Heads have expressed interest in raising the intern wages to a level much closer to the cost of living in Halifax. (\$22.05/hr according to the Canadian Centre for Policy Alternatives <https://www.policyalternatives.ca/newsroom/news-releases/2021-living-wages-nova-scotia-reflect-cost-living-and-lack-government-support>) After looking at several scenarios and their budget implications the Heads settled on \$18.50/hr for 2022-2023.

For 2022-2023, the Killam, MacRae and Sexton Libraries are experimenting with a collaborative approach to reference shifts between the three libraries. We anticipate using Teams to provide reference service across the Halifax and Truro campuses. The previous practices in Health Sciences and Archives remain unchanged. The position postings will be finalized in the next week. We are coordinating with SIM to offer a virtual 'job fair' session to promote the internships and answer questions.

Ithaka CARL Streaming Video Survey

Collaborated with Michelle Paon and Heather MacFadyen to complete the survey. Heather has submitted the response on behalf of the Dalhousie Libraries.

Strategic Planning for Libraries – Strategic Directions for next 3 years

The Strategic Plan is being refined by SLT with the intention of bringing it to the February meeting of Library Council. Further consultation and timelines will be discussed at that meeting.

This is my last report at AD Planning as I move into the AD Archives, Special Collections & Records Management role on February 1st. My primary role as AD Planning was the Libraries' Strategic Planning process in partnership with the Dean. While the Strategic Plan is not yet complete, and I will continue to be involved for the remaining stages, this marks the end of planning as a separate AD role and a renewed emphasis for all SLT members to be looking to the future and planning for developments in each of the areas. Certainly, the Archives, Special Collections and Records Management portfolio is steeped in project management and planning and my experiences in the AD Planning role are already proving valuable in this transition. I would like to thank Michael Moosberger for his extensive transition document, and the many conversations we've had in the last year when I have filled in as acting AD. This is a very busy unit with many research queries from beyond the Dalhousie community. While a bit daunting in scope and volume, I am excited about the opportunity to learn new things, especially at this point in my career

Head of Killam

The theme this month has been collections management. The Killam-based liaisons are engaged in spending out their monograph budgets. In addition, we have a list of potential journal back file purchases which would help reduce the over-crowding in our stacks.

Since last Library Council meeting progress has been made on the Indigenous Community Room facility and the furniture is now in place. A group of librarians are working on selecting materials for the shelves in the room and developing a collection policy for the ICR.

Selected meetings & events

- Research Data management librarian candidate presentations (5)
- Integrated Science Program – Science databases session for Chemistry & Physics projects
- COVID/Return to campus planning & 'regular' SLT meetings
- Syllabus repository discussion
- LIPCC (1), LIPCC Coordinators (2)
- SRMG (1)
- LGBT Seniors Archives Community Advisory Council monthly meeting (1)

- Library Heads (2)
- Transition meeting with Michael Moosberger

Respectfully submitted,
Sarah Stevenson

**Report for Dalhousie Library Council
University of King's College
Tracy Lenfesty, University Librarian**

25 January 2022

General Overview

The past month has been rather unsettled due to the Omicron wave of the COVID-19 pandemic. The King's Library has been closed since 15 December, but the reason for the closure is the replacement of the hardwood floor in the Reading Room. Most King's students returned to residence in early January, although teaching has been online. The loss of the Library for study space has been difficult for the college as students have no place to go to study, or to participate in online classes, except their residence rooms or apartments. Printing has also been an issue, as students tend to use the Library printers. We have been providing curbside pickup 9am-noon weekdays since mid December. Three of the four Library staff have been working in the Library, one has been working from home. Novanet testing continues. We have limited staff at King's, and all three have been trying to fit Novanet testing in among their regular duties.

We plan to open the Library either Wednesday 26 January or Thursday 27 January. Our hours will be Monday-Thursday 9am-11pm, Friday 9am-5pm, Saturday noon-5pm, Sunday noon-11pm. We hired 4 more student assistants to help cover these shifts, for a total of 11. Training was completed yesterday. The University administration has been very supportive of our decision to open. I updated the Library's COVID Safety Plan to reflect the realities of the Omicron wave. On the whole the Library is running smoothly, but not consistently. One staff member was required to isolate for a week while waiting for the results of a PCR test.

Meetings/Projects

As Academic Integrity Officer I completed 2 hearings (plagiarism) in January. In both cases the students accepted my decision and the paperwork was duly submitted to the Dalhousie Senate.

I was asked to sit on the Accessibility Committee, Education Working Group for King's as they work to prepare their plans to implement the requirements of the Accessibility Act. After two meetings I was appointed chair.

I will be attending my first meeting of the Copyright Advisory Committee tomorrow.

I met with Sandy Dwyer, Elaine MacInnis, and Donna Bourne-Tyson to discuss the relationship between King's and Dal Libraries.

I have been working with HR staff and a consultant at King's to create and evaluate job fact sheets for Library staff. This may lead to some reclassifications. Many thanks to Sandy Dwyer for information re. NSGEU pay scales for Dal Library staff. King's staff are not unionized, but classifications are similar.

I completed a course assessment for proposed course, The History of Biology.

I have been interviewed by King's Advancement staff for a "meet the new librarian" article.

King's is submitting a grant application for summer student funding. The Library is asking for grant money to hire two students this summer. One will focus on circulation and general library tasks, and the other on work in our Archives.

I completed budget projections to 2024 as requested by the Bursar's Office.

I met with Courtney Bayne very briefly to discuss Records Management at Dal. This was a preliminary fact-finding meeting to begin to explore what RM at King's might look like.

I attended the Novanet Board meeting held last week.

I attended the monthly meeting of King's faculty.