

Library Council Meeting  
Minutes  
March 24, 2022  
1000-1148 hrs  
Microsoft Teams

Present: Erin MacPherson (Chair), Leah Unicomb (Secretary), Carol Richardson (Recording Secretary), Allison Fulford, Carlina Gillis, Courtney Bayne, Creighton Barrett, Donna Bourne-Tyson, Elaine MacInnis, Geoff Brown, Gwen MacNairn, Hannah Steeves, Heather MacFadyen, Janice Slauenwhite, Jason Flynn, Julie Marcoux, Karen Smith, Kirsten Huhn, Lachlan MacLeod, Linda Clark, Lindsay McNiff, Louise Gillis, Marlo MacKay, Melissa Helwig, Melissa Rothfus, Michelle Paon, Robin Parker, Sai Chua, Samantha Adema, Sandy Dwyer, Sarah Jane Dooley, Sarah Stevenson, Shelley McKibbon, Tracy Lenfesty

Regrets: Amanda Sparks, Anne Matthewman, David Michels, Dominic Silvio, Gail Fraser, Gina Coates, Jackie Phinney, James Boxall, Jan Pelley, Joe Wickens, Joyline Makani, Linda Bedwell, Louise Spiteri, Marc Comeau, Mark Lewis, Mick Bottom, Roger Gillis

1. Territorial Acknowledgement

The Territorial Acknowledgement was read by Erin MacPherson.

2. Approval of Agenda

The Agenda was approved with the addition of "Call for Information for the Libraries Annual Report" under New Business.

3. Introductions

- New Library Council Members  
No new members.
- Recognition of Guests  
No new guests

4. Approval of the Minutes (from February 24th, 2022)

**Motion:** To approve the Minutes of the February 24, 2022 as circulated.  
C. Bayne / S.J. Dooley  
Carried

5. Business Arising

- Libraries Strategic Plan edits and suggestions  
The document can be found in Brightspace: [March 2022] Consultation\_draft 6.2\_Dalhousie\_Libraries\_Strategic\_Plan\_2022\_2025  
Edits for the Libraries Strategic Plan were received and will be incorporated into the document along with cleanup of any typo's and grammar errors. There were 7 comments identified as needing clarification. Please send any other suggestions for wording changes to the Dean of Libraries. Once the document is revised, it will be brought back to Library Council. It was noted, Sarah Stevenson and the Dean of

Libraries will be presenting on the Libraries Strategic Plan at the All Staff meeting on Monday. Staff will have the chance to give feedback and ask questions.

## 6. Senior Leadership Team reports and questions

Questions:

- *Alma communication: Do we have a timeline on the communications of when “Novanet Classic” is going away. Some staff and faculty prefer that version.*  
Communications are being worked on from a variety of member libraries.
- *Is there a tool or interface that will be available to staff to do the same type of work they used to do in “Novanet Classic”.*  
Alma has a lot of very powerful capabilities for staff and they will see this during the training sessions (training will be given to staff who are doing functional work first then others after Alma goes live). Staff will be logging in with their NetID and password and will have basic view access but access can be adjusted depending on staff needs. Let Sandy Dwyer know what access you need.
- *Has there been more discussion about Leganto and Mondo integration. How will this be rolled out in regards to copyright?*  
We’ve been asked not to proceed with Leganto until Alma has been implemented. Will restart the conversation at that time.
- *Are we going to switch to the new Mondo?*  
This has been discussed in regards to having the current links from Mondo reflected in the same way under copyright permissions. Will work it out from the new system. It was noted, Alma has a complex tracking licensing format so it’s a work in progress.
- *Is Document Delivery connected with NetID and password when we move over to Alma.*  
As far as we know, Relais will continue to be separate for now but may move in a more aligned fashion. Stay tuned and continue to log in as usual until you hear otherwise.
- *Where will the SFX screen lead to if someone clicks on a link in the catalogue?*  
Not sure that there will be an SFX screen anymore because the links will be integrated in the Alma results display.

**Action:** Kirsten will investigate to see if there will be a SFX link in the traditional catalogue.

## 7. Library Council Committee reports

No reports to present.

## 8. Collections & Metadata Librarian position

- The draft position description describes the needs of where there are gaps right now and what may be coming in the future in order to help and strengthen the Resources Unit eg. Metadata, cataloging, liaison duties and some collections analysis work.
- Metadata is growing in terms of digital needs and various projects the libraries do eg. DalSpace.
- Comments and suggestions also came from the Senior Leadership Team. Plus used some text from previous librarian postings.
- The position will be based in the Killam Library and will work closely with the Associate Dean of Resources, the Head of Killam and other staff across the Dalhousie Libraries.

Please send any suggestions to Michelle Paon.

**Action:** Michelle Paon will revise the draft Collections & Metadata Librarian position and bring it back to Library Council at the April meeting. [**Update:** the position has been updated and version 2 is in Brightspace [April 2022] Collections and Metadata\_Librarian 2022\_v.2 March 25

9. Succession Planning for the Resources Unit – Council Discussion

There are a number of positions in the Resources Unit that will be retiring in the next 6 months. In planning for these retirements, the first step was to draft a Collections & Metadata Librarian position to help cover the retirement of the Resources Management Librarian (Spring 2022) and the reconfiguration of some of the duties of the Collections Analysis Librarian. The position of Manager, E-resources Access & Maintenance will also have to be explored soon since the official retirement date for that position is September 2022. Staff have expressed concerns about the workload that will be left once these staff have retired.

10. CARL's draft Freedom of Information and Inclusive Libraries statement

The document is in Brightspace [March 2022] CARL Declaration on Freedom of Information and Inclusive Libraries v.5 - draft

The Dalhousie Libraries currently have a statement on Intellectual Freedom and Libraries on our webpage <https://libraries.dal.ca/about.html>. We have always followed the American Library Association statement on Intellectual Freedom which was adopted by the Canadian Libraries Association, now called the Canadian Federation of Library Associations. CARL has come up with a more fulsome statement that addresses censorship of collections and provides the broadest legal advice of diverse opinion while creating safe spaces to access materials and express ideas. This statement will be discussed at the CARL Directors meeting in April. It was noted, the appendix will not show up in the final copy of the statement.

**Action:** The statement will be put on the agenda for more discussion and input at the April Library Council meeting.

**Action:** Any feedback can be sent to the Dean of Libraries to be passed along to CARL.

11. Highlights from the Senate Report

The Senate Report is available on Brightspace [March 2022] 20220324\_LC\_RPT\_SEN.

12. New Business

- Call for information for the Dalhousie Libraries Annual Report  
Please feel free to send anything that you feel is relevant for the Dalhousie Libraries Annual Report to Marlo MacKay. The report runs from July – June of each year.

13. Question Period

- April is Records and Information Management month. This is a chance to promote the videos that were created and promote Records Management at Dalhousie.
- Our Voices Survey

There were quite a few measures in the “Our Voices Survey” that shows the Libraries were lower or less likely to agree in their responses. It was noted, there will be a briefing with the Senior Leadership Team and Janice MacInnis in a few weeks. The Dean of Libraries would welcome more discussion on this topic.

- The Board of Governors and Senate minutes, older ones, have been closed. The embargo for these older minutes has been removed in DalSpace.

14. Adjournment

Next Meeting: Thursday, April 28th, 1000-1200 hrs on Microsoft Teams

## Report to Library Council

Anne Matthewman –March 2022

### AD Learning and Teaching

#### ADAC

There were ADAC meetings on March 9<sup>th</sup> and on March 23<sup>rd</sup>. At the March 9<sup>th</sup> meeting we were introduced to WILLO which is middleware platform working through Brightspace and which allows students to access digital texts and courseware from many publishers through one platform. It collects minimal student data and does not share that data. We also heard about the Graduate Student Financial Survey which is a national survey assessing financial support through several variables such as gender, immigration status, programme, and tuition. A number of student surveys are also ongoing through Student Affairs.

On March 23<sup>rd</sup> there was a discussion about faculties' approaches to instituting the new holistic evaluation of teaching policy. Many faculties are striking committees to determine procedures and documentation. CLT has developed a template based on the questions on the Holistic Evaluation of Teaching website.

#### Team

Watch for a rebranded Research Bootcamp coming soon. The team felt that Bootcamp was no longer an appropriate name for the workshops. It will now be known as Research Summer Camp (or Spring or Winter). Modules will remain online. Marlo and Lindsay have developed a new logo as well. There will be more information for the next session coming soon.

#### Dunn Law Library

The changes in the Law School first year curriculum that I mentioned in my last report were recently approved by Faculty Council. An implementation committee will be formed, and the changes will be introduced in the fall of 2023.

The Law Library will not have extended hours during the spring exam period. We made this decision based on recent usage patterns in the evenings as well as the fact that all exams are being written electronically. This decision will be revisited in the fall when we return to more in person classes and exams.

Repairs to the Law School are close to being finished and some rooms are reopening. Additionally, the Brief Break Café in the student lounge has reopened. We hope that everything will be fully reopened soon.

I have been attending several meetings including the interviews with the Dean of Libraries candidates. Other meetings include bi-weekly meetings with the Dean of Law, staff and librarian meetings,

## Library Council Update – Dean of Libraries Selected March 2022 Highlights

### Overview

- Members of SLT often note initiatives with which I am also involved in their Library Council updates, 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

- After a national search, the new Vice-Provost Student Affairs has been selected – Dr. Rick Ezekiel, currently Director of Equitable Learning, Health and Wellness at Centennial College. Dal's current Interim Vice-Provost Student Affairs is taking up the same role at the University of Calgary later this spring.
- I presented our 2020-21 Annual Report at Senate– the response was more muted than at the previous SLTC presentation, but I did receive positive notes afterward, expressing appreciation for all of the services provided by the Libraries over the past year with high marks for our flexibility during the pandemic.
- The search processes continue for the Vice-Provost Analytics and Planning, with interviews continuing this week, and for the Director and Curator of the Art Gallery; I'm serving on the committees and also participated in Deans' sessions for the Dean of FASS.
- The long awaited Data Access Policy was approved formally by the Provost's Committee and subsequently the Data Access Committee has resumed work, with discussions around university-wide survey coordination and the development of a Use of Student Data Policy on the agenda.

### Consortia

- The CAUL-CBUA Board approved a name change, to reflect a change in governance to include community college members as full voting members, rather than associate members. The new name as of April 1 will be announced via a formal statement coming out shortly.
- The Novanet Board has struck a committee to begin looking at succession planning in light of an announcement by the Novanet Manager Bill Slauenwhite, stating his intention to retire in two years. Serving on this ad hoc committee are Catherine Arseneau (chair), Suzanne van den Hoogen, and me. One more member is being recruited for this initial planning.

### Associations and Boards

- Working with intellectual freedom experts across the country, CARL has developed a draft *Freedom of Information and Inclusive Libraries* statement which may replace or supplement the older (1987) *Position of Freedom of Expression*. We have loaded a draft in the Library Council meeting file and I will be soliciting feedback from Library Council members at our meeting. Please note this statement is not for public release and is only being shared for internal consultation purposes.

## Dalhousie Libraries Employee Milestones [excerpted from earlier e-mail message]

Earlier in March, a group including managers, coordinators, and members of SLT gathered on Teams to show our gratitude to 22 employees — who reached milestones from five to 40 years in 2021 — for their years of service and spectacular contributions to the Dalhousie Libraries. Each of them has spent part or all of their career making the Dal Libraries the best it can be.

<b>The 2021 honourees are: 5 years (2016)</b>
Norbert Addo
Denise Irving
Kyoo Lee
Lachlan MacLeod
Leah Unicom
Andrew Wood

<b>10 years (2011)</b>
Donna Bourne-Tyson
Alexander Nwankwo
Johnelle Sciocchetti

<b>15 years (2006)</b>
Clare Cheong
Michelle McDonald

<b>20 years (2001)</b>
Mark Lewis
Gwen MacNairn
John Miffen
Sarah Stevenson
Joe Wickens

<b>25 years (1996)</b>
Michelle Francis
Asmeret Gheabreab

<b>30 years (1991)</b>
Sandy Dwyer
Kellie Hawley

<b>35 years (1986)</b>
Karen Tarum

<b>40 years (1981)</b>
Joan Chiasson

Congratulations to everyone celebrating a milestone and thank you for your service!

Donna

## **AD Library Services & Head, MacRae Library Report for Library Council March 2022**

### **Access Services**

Library hours for the spring and summer will return to the pre-COVID summer hours. Those hours will be posted on the website after the exam period. (S. Dwyer)

**Data & GIS Services** - March was a busy month for GIS activities. Jen has been working with students and faculty members to support their end of term GIS projects while James and Thomas have been supporting the ECCE App Challenge. Two teams from Dalhousie spent a week creating new geospatial apps using open data resources and the theme this year was support for Natural Disasters or Emergency Preparedness. This competition takes place at all ECCE locations (9 universities, 1 college and 1 institute). March has also been a busy month for data activities. Julie has given data presentations for several courses and Choi has distributed the CIW NS2019 dataset to a Dalhousie researcher, for the first time. The workflow on how to request this dataset has been modified to better support our role as data custodian and the Office of Research Services (who issues REB numbers). The revised steps are listed in Julie's Guide for Data and Statistics: [https://dal.ca.libguides.com/data/qol\\_survey\\_ns](https://dal.ca.libguides.com/data/qol_survey_ns) (G. MacNairn & J. Marcoux)

**Indigenous Services** – Most of the work this month has focused on getting the Indigenous Community Room in the Killam ready for use. We held a meeting specifically to discuss planning for an opening event. It was decided to hold the event on June 21<sup>st</sup>, National Indigenous Peoples Day. That day we hope to have a Naming Ceremony, as well as the official blessing of the space. We are working closely with Catherine Martin, Director of Indigenous Community Engagement. The Indigenous Programming Planning Team has also met twice since the last Library Council meeting and we're starting to piece together a calendar of events for the year. Samantha and I will be presenting on our Indigenous Services initiatives at the APLA 2022 virtual conference in June.

**LiveHelp** - LiveHelp Winter Session ends Friday, April 8. Spring Session begins Monday, April 11. During the Spring Term our LiveHelp shifts are always single staffed. Beginning in September, we will continue to single staff our shifts, and will not return to double-staffed shifts during the Fall/Winter. This change was made to free up staff time and maximize our resources.

To set up patron expectation regarding a response time, the chat widget box now contains the following message:

"Welcome to the Novanet Live Help chat service. Please stand by and someone will answer your question shortly.

Thank you!" (SJ Dooley)



## Reference & Research Services

### *Reference & Research Assistance (RARA) Dataset*

The RARA LibInsight Dataset Working Group is in the process of reviewing this dataset. The group continues to discuss minor changes that can be made now without compromising the integrity of the data. Once confirmed, these changes will be communicated to all RARA dataset users and Library Council.

The Working Group also discussed more significant changes and a possible dataset redesign. We will continue this discussion and consider a complete dataset redesign after Linda returns from sabbatical.

### *RARA Dataset Widgets*

With help from Linda, dataset widgets have been customized for each location. Widget links can be used to facilitate ease of use and more efficient data collection. Widgets are created using pre-selections and relevant fields for each Service Point/Location, so you only see relevant fields to your location. Please contact Sarah Jane or your local Ref Team representative for more information and for a link to your location's widget URL.  
(SJ Dooley)

## Other Library Services Updates

**People Counters** – Janice and I have generated the first reports from the people counters! The data for the Halifax locations starts with January 1, 2022 and the middle floor camera at the MacRae came online late February. We met with Courtney to discuss naming conventions and storage requirements for the data. A new folder structure is being set up in NAS to store the data. Once the file structure is set up we'll be consulting with the Managers of Access Services to determine who needs access to the data for each location. We will provide a January – March 2022 summary in next month's report.

## MacRae Library

- Erin and I will be meeting with the Accreditation Committee of the Canadian Veterinary Medical Association on April 5<sup>th</sup>. We will provide a tour of the library and discuss how the library supports the Veterinary Technology program.
- We are hosting an author reading in the MacRae on Thursday, March 31<sup>st</sup> @ 5:00 p.m. [Charlotte Mendel](#), part-time academic with the department of Business and Social Sciences, will read from her new YA novel, *Reversing Time*. This is Charlotte's first YA novel. Her first novel, *Turn Us Again*, won the Atlantic Book Award for First Novel, the H.R. Percy Novel Prize, and the Beacon Award for Social Justice.
- Eating and drinking is now being permitted in the MacRae Library. The decision was made in consultation with the staff, to address concerns from Student Services, as well as the Dean's office. Unlike the library locations in Halifax, there are no places to get food or eat within the building during evenings and on weekends. We set specific zones for eating, outside of heavy traffic areas.

- Courtney, Guy and Jennifer are continuing to work on organizing the student records in the vault in Cumming Hall.

## **Meetings & Events**

- Participated in an Accessibility Plan Consultation Session to review the draft recommendations and provide feedback. I was placed in the breakout session for the combined Goods and Services & Transportation sections.
- Attended a meeting with Siobhan Doherty, Advancement, to discuss donor opportunities for Dal Libraries, particularly as they relate to the Indigenous Community Room, programming and collections.
- Was delighted to attend the Dal Libraries Virtual Milestone event to help celebrate the many recipients.
- Met with Janice and Sandy to discuss the student assistant budget for the coming fiscal year.
- I attended the Shaar Shalom Lecture with Cindy Blackstock.
- Met with Ron Prosper, who donated his father's large collection of books and some Mi'kmaq artifacts to the Dal Libraries, some of which will reside in the Indigenous Community Room at the Killam Library.
- I attended the following other meetings and events:
  - Senior Leadership Team Meeting
  - MacRae Staff meeting
  - Monthly Town Hall & Bonus Town Hall
  - Regular one-on-one meetings with my Team members and fellow members of SLT.
  - Academic Leaders meeting for the Faculty of Agriculture
  - Canadian AUL Bi-weekly checkin (March)

Submitted by:

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

23 March 2022

Report to Library Council  
Janice Slauenwhite  
Manager, Financial & Physical Resources  
March 2022

#### Facilities

- Continue to attend regular project meetings for the Howe Hall tunnel upgrade
- With Marlo met with Facilities Management and rep from Eye Candy regarding the directional signage update for the Killam building
- Met with Facilities Management and MCW Custom Energy Solutions Ltd. to review the scope and logistics for the HVAC and lighting retro fit of the Killam Library.
- Attended planning meetings for the replacement of the flooring and painting of walls in Killam G80 (music collection)

#### Finance

- Submitted an application for student employment program funding through the Office of the Vice-Provost, Student Affairs
- Have begun working on year-end process

#### Other

- Attended various planning meetings related to the Indigenous Community Room
- Attended a *Technology & Change in the Workplace* session sponsored by the DPMG with Jody Couch (CIO and Assistant VP, ITS) and moderated by Joyline Makani
- Attended the Dal Libraries virtual milestone celebration
- Participated in a focus group related to the Dal Advanced Network Project

ATS Library Council Report – March 24, 2022

Marc Comeau – Director, Academic Technology Services

- I attended a consultation session for the Dalhousie Accessibility Plan to provide input on the draft plan that will be submitted to the Provincial Government.
- The work for the Dean of Libraries Search Committee has become more active and the process is now well underway.
- James Wilson has left ATS to move to a position with MedIT. James did outstanding work in his role supporting the university with large online events through the pandemic.
- With James' departure, a group of colleagues from around Dalhousie met to discuss the future of the role and how it has changed through the pandemic to help inform the next posting.
- We are renewing the leased computers in the Learning Commons this summer. We're looking to reduce numbers by around a third to help with budget cuts while still meeting demand.
- We've put in a funding request to continue the Course Building and Captioning services that were ramped up through the pandemic. These services have been funded through SIF and would need to wind down if we are unsuccessful.
- We've met with the consultant group that is designing the new network to discuss The Libraries' needs. We have a number of use-cases that are unique and require special attention both due to the uniqueness and due to the broad ranging impact of errors. The discussions were constructive.
- ITS is going to be rolling out Multi-Factor Authentication throughout the university. I'll be giving a brief presentation on MFA at Dal at the all-staff meeting on Monday.
- We've struck a small group to work through issues surrounding our OER textbooks and integrating them into Brightspace. We've encountered a challenge which has raised broader questions that we're working to resolve now.

## Online Teaching

*Connected Classrooms*, the monthly newsletter that began during the pandemic and centered on online teaching, continues to evolve as we engage with Senate and consider the scope of the newsletter moving forward.

## My Mother's Ashes

In partnership with the Dalhousie Art Gallery, I assisted with the formal presentation of an intervention in the Killam atrium by Kim Morgan, an artist and professor at NSCAD, called *My Mother's Ashes* on March 9. For more information, go to [artgallery.dal.ca/kim-morgan-dust-disruptors](http://artgallery.dal.ca/kim-morgan-dust-disruptors).

## Dal Reads

The Dal Reads Committee submitted their votes on our long list of 24 titles. I tabulated the votes into a short list which has been shared confidentially with committee members. The Dal Libraries Resources Team is working on investigating the availability of eBook and audiobook versions of our top choices. Ideally the eBook license will allow for unlimited simultaneous downloads/usage. We will also purchase a small quantity of physical books. Stay tuned for a title announcement.

## Literary Events

I'm working with Lindsay McNiff (who co-chairs the Dal Libraries Literary Events Committee with me), Erin MacPherson, and Elaine MacInnis to coordinate an in-person reading at the MacRae Library with faculty member Charlotte Mendel on March 31. This will be our first in-person literary event since March 2, 2020.

## General Tasks

- Worked with Janice, staff from Facilities Management, and staff from Eye Candy on a refreshed building directory for the Killam Library.
- Completed two 24 x 63-inch X-banners for the MacRae Library (one is for general library identification and the other is for the multicultural centre).
- Worked with Lindsay on a refreshed brand for what we used to call Research Bootcamp.
- Working with Sandy on Alma preparations/communications, as well as with Bronwyn McKie from SMU on broader Alma communications (Novanet-wide).
- Working with an international team on the inventory and reorganization of the IATUL website.
- Working with Courtney Bayne and Guy Lelievre on promotions for Records & Information Management Month (April).
- Working with Advancement on promotions for [remote access to electronic resources for alumni](#).

## Meetings & Events (highlights)

- SLT
- Library Council
- Dalhousie's Web Advisory Committee
- Comms Planning Advisory Group (CMC and other comms colleagues across Dal)
- Indigenous Program Planning Committee
- Milestone event
- Designing Effective Library Signage: Communicating Strategically to Your Users (Niche Academy webinar)
- Presentation of institutional Your Voice survey results for 2021
- DPMG's Technology & Change in the Workplace with new Chief Information Officer Jody Couch, expertly hosted by our own Joyline Makani 😊
- Information architecture discussion and reveal of libraries.dal.ca with members of Dal's web team
- Connected with the new Communications Manager at the University of Waterloo Library (Tanya Snyder) to discuss strategic communications planning

**W.K Kellogg Health Sciences Library | Research & Scholarly Communications**  
**Highlights for Library Council, March 2022**

## **Research & Scholarly Communications**

### **Scholarly Communications:**

Open Research Committee Subgroup work with Melissa Rothfus and Philippe Mongeon on Open Access Strategy. Second draft shared with Open Research Committee.

Met with Michelle Paon regarding transformative agreements to prepare for AFMC transformative agreement working group, also discussed recent SAGE open access uptake report. Melissa Rothfus will be joining the AFMC transformative working group.

We have a practicum student – Hailey Frenette joining us starting April 18, 2022, for 3 weeks. Finalizing project docs for this practicum project.

Usual meeting – looking at timelines for DalSpace updates and other ongoing projects.

Blog post – Commitment to open scholarship at Dalhousie:

<https://blogs.dal.ca/libraries/2022/03/commitment-to-open-scholarship-at-dalhousie/>

### **UNIWeb Activities:**

Current outstanding statements of work have been completed, one ongoing Statement of Work scheduled to be completed in April. Annual reports are starting to be submitted by some departments on campus. Reviewing minor updates and reporting/ensuring bugs are fixed.

Preparations underway for the May administrators meeting, lining up presenters and web profile messaging to present at the meeting.

### **CRIS/RIM RFP:**

Initial CRIS/RIM RFP group meeting, final RFP has been reviewed and in process. Addressed questions from departments as part of process.

### **Research Data Management:**

Reviewed internal draft posting for Copyright & Research Data Management Specialist position with Elaine MacInnis and Sandy Dwyer.

Invitation to present on RDM in Grad Studies webinar series after great session on Scholarly Communications and Copyright for Graduate Students – March 3, 2022 by Lachlan MacLeod and Melissa Rothfus.

Meeting with NSCC & Louise about DMP Assistant regarding customization, CAUL's Digital Preservation and Stewardship Committee regarding fall workshops, and The Alliance's Research and Intelligence Group regarding annual plans.

## Kellogg Health Sciences Library

### General updates:

Drop-in Medicine librarian hours – Along with maintaining online consults by appointment, the Medicine liaison librarians (Robin and Jackie) have been holding weekly drop-in sessions to provide additional support during research proposal season. Unfortunately, these sessions have had little uptake and will be revisited moving forward.

internal product review of ADISInsight was completed by Jackie Phinney & Louise Gillis, after attending a vendor demonstration prior to the holidays and carefully evaluating the features of this product against our current offerings via the Dal Libraries.

Jackie Phinney is currently working with two health sciences librarians from the University of Saskatchewan and University of Alberta to update a position paper from the Association of Faculties of Medicine of Canada (AFMC) libraries, on the popular medical resource UpToDate.

Joint LibGuides with NSHealth are undergoing review and updates. The 2SLGBTQIA+ Health Guide will be substantially revised in the coming months, followed by a promotions push to increase uptake.

Robin Parker volunteered as a judge to help evaluate the presentations by graduate students in the Department of Community Health & Epidemiology during their (virtual) Research Day on March 1, 2022. The event was attended by many faculty and the Dean of Medicine.

### Research news:

Parker R, Sikora L. Literature Reviews: Key considerations and tips from knowledge synthesis librarians. JGME. Feb 2022; 14(1). <https://doi.org/10.4300/JGME-D-21-01114.1>

Several abstracts accepted for presentation at CHLA's hybrid conference online and in Niagara, ON (Jackie, Melissa R, and Robin).

## General Activities

### Attended:

- CHLA/ABSC Board Meeting
- MHLA/ABSM Executive Meeting
- Health Sciences Research Ethics Board Monthly meeting, completed assigned reviews
- UMECC meeting (Med Curriculum meeting)
- CHLA/ABSC Business of Libraries Course (ongoing 6 weeks)
- KLMG (chaired)
- Met with Faculty of Medicine Curriculum Map team to discuss tagging
- Dal Libraries Milestones Celebration
- RARA Committee & Working Group meetings
- ESAC Community of Practice call: How are transformative agreements actually transforming the subscription system and enabling an open paradigm
- Bi-monthly RDM meeting
- Senior Leadership Meeting



**Other:**

Met with Heather Cunningham (University of Toronto) regarding our co-chairing duties for an Association of Faculties of Medicine of Canada (AFMC) - Network on Libraries report on Transformative Agreements. Sent out call for committee members and booked first meeting.

Met with Trish Wilson (Te Herenga Waka—Victoria University of Wellington New Zealand) to discuss open access activities.

Met with chair of the Health Sciences Library Committee – Dr. Aarnould van der Spoel.

Met with University of Miami team regarding PheedLoop to host a hybrid conference.  
Final edits for Research Commons submitted to Marlo.

## Report to Library Council

March 24, 2022

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

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### Resources

Fiscal year-end processes are well underway, and Resources team members are working diligently with Heads, liaisons and subject selectors to ensure that the system-wide and local library collection budgets complete the year on target.

Alma:

- Gail Fraser, as part of a team from Dal, StFX and CBU, is preparing materials for Alma acquisitions training, covering serials, eresources, budget funds, creating/editing vendors, ordering monographs, activating and ordering serials, and serials check-in. They are testing the materials in advance of training rollout. Train-the-trainers sessions are taking place at the end of March/early April.
- Denise Irving will join the Alma Cataloguing Service Group and be Dal's Alma Cataloguing trainer. Kirsten Huhn will provide support to Denise in the training.
- Heather MacFadyen has identified potential areas where Aleph electronic links may break during the migration to Alma and alerted teams that use these links. She has been in contact with Lindsay MacNiff regarding links in subject guides and with Jason Flynn regarding Brightspace links.

Donations:

Elaine MacInnis, Sarah Stevenson, Siobhan Doherty (Dal's Director of Development, Institutional Giving), and I met virtually with Ron Prosper (son of donor Jim Prosper). We provided a summary of the Libraries' progress to date on selection and cataloguing of the books, framed treaties and other materials that Mr. Prosper donated to the Libraries from his personal collection. Ron was delighted to hear that so many items (more than 390 in total) would be added to the Libraries' circulating collection (including the Killam's Indigenous Community Room) and Special Collections, as well as more broadly to two Novanet libraries (MSVU and Universite Ste-Anne). It was also a pleasure for us to hear Ron describe aspects of his father's personal and professional life and his strong belief in education.

### Sexton Library

- Allison Fulford and I met with external reviewers for the School of Planning accreditation (15 min) and the School of Architecture accreditation (1.5 hrs). Both teams asked questions that allowed us to highlight the range of Libraries' services, resources and spaces, emphasize the excellent relationships between the Libraries and the schools and discuss some of the Sexton Library physical plant challenges that we hope to resolve going forward.
- In mid-March, interviews were conducted for two positions as Library Services Supervisors.
- Sarah Jane Dooley recently completed the Centre for Learning & Teaching's [Faculty Certificate in Teaching and Learning](#). Components included creation of a practical application of online course design, engaging in peer observations/reflections on teaching and preparation of a revised teaching dossier. Congratulations, Sarah Jane!
- Allison Fulford attended the Association of Architecture School Librarians Conference (Mar. 16-18).
- Allie is preparing a new Research Bootcamp module that will consist of six videos on resources and research for engineering.
- Sexton Library staff prepared displays for Dal Reads and International Women's Day.

- Becca updated the library whiteboard with new resources, library workshops and events.
- Along with Dalhousie student support teams, the Sexton Library team will participate in the “Promoting Community Connections on Sexton Campus” event on March 31<sup>st</sup>.

I participated in the following meetings / attended events:

- Senior Leadership Team, Library Council, Libraries Town Hall (2)
- Update meetings with: Dean of Libraries, Associate Dean Services (2)
- Update meetings: Sexton Library team, ATS/Resources, Resources management team
- Preservation Committee; Web Advisory Committee (Mar. 23)
- Dal Libraries Indigenous Community Room Programming Committee (2)
- Dal.ca Renewal Information Architecture presentation
- Faculty Councils - Faculty of Engineering; Faculty of Graduate Studies (2)
- CAUL Collections Committee; North/Nord Shared Print Initiative (2)
- Text Analysis Tools webinar (CAUL)
- Nova Scotian Institute of Science - March Council meeting and virtual lecture.

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

**Libraries HR Highlights**

**Staffing**

- Interviews for the two Library Services Supervisor positions at Sexton Library are taking place from March 15-23rd. The search committee members are Gina Coates, Carlina Gillis, Alex Nwankwo and Sandy Dwyer.
- Interviews for the Instructional Support Technician (SIT 1) 12-month term position that closed on January 28<sup>th</sup> have taken place and we hope to have an offer out to our top candidate very soon.
- James Wilson resigned from his position as our Video Conferencing Coordinator effective March 9, 2022 to take on a new position with MedIT.

**Alma Implementation update**

**Dates to remember**

April 15<sup>th</sup> will be the start of the technical freeze in Aleph. Ex Libris will begin extracting Aleph data for migration to Alma so no cataloguing or acquisitions activities in Aleph. Circulation activities can continue until May 13<sup>th</sup>.

April 27<sup>th</sup> will be the last day for use of Alma Production. Alma Sandboxes will remain available with their generic data.

May 13<sup>th</sup> will be the fulfillment freeze in Aleph.

May 17<sup>th</sup> Alma Production is ready for use.

**Privacy Impact statements**

Any libraries needing assistance with privacy impact statements can contact the NN office.

**Permalinks – Update - Brad**

Any links to Primo that reference Aleph in any way (containing the word 'aleph' or an aleph system number) will not work after cutover. Other links to Primo will be redirected to the new Primo VE. Redirection isn't a thing to rely on indefinitely. So after we go live, if it's feasible at all, it would be a good idea to check any links you may have published and update the links anyway even if they do redirect correctly.

**Checking data after cutover**

Libraries will have only two days to review data for errors after cutover. They should use the examples in their Datacheck workbooks for comparison.

**EDI**

DAL and SMU have begun consulting with vendors to set up the EDI process in Alma.

## Training Schedule – Updated March 15, 2022

	Complete by	Training Working Group Processes
✓	November 26, 2021	Prepare a training proposal (this document)
✓	November 30, 2021	Meet with Service Group Chairs to discuss proposal, gather feedback, adjust proposal. Discuss and identify trainers.
✓	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.
✓	December 14, 2021	Discuss and adjust proposal based on feedback
✓	December 15-January 3	Holiday break
✓	January 7, 2022	Receive names of trainers and members of training documentation group
✓	January 12 2022	Present plan to Steering Committee, gather feedback, adjust
✓	January 19, 2022	Communicate training plan and trainers/documentation group members to Novanet Board of Directors
✓	January/Early February 2022	Online viewing parties at individual institutions Online viewing parties among service groups.
✓	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.
✓	February 14 - 18	Alma Functional Workshop with ExL. Trainers to bring workflow questions to sessions, online.
□	March 18 (extended)	Service groups, Training group, Leads and trainers complete training materials, posted in training wiki.

<input type="checkbox"/>	March 22-23, 2022	Online train the trainers' session for Cataloguing
<input type="checkbox"/>	April 1, 2022	Institutional training proposals to be share among Steering Committee, Novanet office and Training Group
<input type="checkbox"/>	April 4-5, 2022	Online train the trainers' session for Fulfillment and Fulfillment Network
<input type="checkbox"/>	April 6-8, 2022	Online train the trainers' session for Acquisitions and ERM
<input type="checkbox"/>	April 11-26, 2022	Institutional training for Fulfillment and Fulfillment Network
<input type="checkbox"/>	April 11-26, 2022	Institutional training for Cataloguing
<input type="checkbox"/>	April 11-26, 2022	Institutional training for Acquisitions/Serials and ERM
<input type="checkbox"/>	Early May 2022	Feedback/followup session for Fulfillment and Fulfillment Network (online)
<input type="checkbox"/>	Early May, 2022	Feedback/follow-up session for Cataloguing (online)
<input type="checkbox"/>	Early May, 2022	Feedback/follow-up session for Acquisitions and ERM (online)
<input type="checkbox"/>	Mid-May, 2022	Check in / Trouble shooting
<input type="checkbox"/>	May 17, 2022	Go Live Support?
<input type="checkbox"/>	Later May 2022	Institutional Intro to Alma training for staff not involved in functional areas (subject liaisons, eg.)
<input type="checkbox"/>	May-August 2022	Check ins / trouble shooting by Service Groups (various options for online sessions)

The schedule for train the trainers sessions is as follows:

Cataloguing:

March 22 Session 1: 10am-11:30am (topic to be determined by functional group)

March 22 Session 2: 1pm-2:30pm (topic to be determined by functional group)  
March 23 Session 3: 10am-11:30pm (topic to be determined by functional group)  
March 23 Session 4: 1pm-2:30pm (Q&A)

**Fulfillment:**

April 4 Session 1: 10am-11:30am (topic to be determined by functional group)  
April 4 Session 2: 1pm-2:30pm (topic to be determined by functional group)  
April 5 Session 3: 10am-11:30pm (topic to be determined by functional group)  
April 5 Session 4: 1pm-2:30pm (Q&A)

**Acquisitions/Serials/ERM:**

April 6 Session 1: 10am-11:30am (topic to be determined by functional group)  
April 6 Session 2: 1pm-2:30pm (topic to be determined by functional group)  
April 7 Session 3: 10am-11:30pm (topic to be determined by functional group)  
April 7 Session 4: 1pm-2:30pm (topic to be determined by functional group)  
April 8 Session 5: 10am-11:30am (Q&A)

Institutional training will be from April 11-26 and the modality is at the discretion of the institutions.

All sessions including Train the Trainer and Institutional Training will be recorded.

**Single Sign In update**

Patron records in Alma will be wiped out / reloaded again, probably twice. It is possible to avoid having to update login information for your staff after each patron reload by entering it into Aleph as well as in Alma. Then, those 'email addresses on the ID tab' that are so important for sign-in are put there as part of the migration from Aleph. Ask the Office for details on how to do that, if you need extra info.

**SFX extension**

Bill entered a support ticket to extend SFX access. At the time it was entered we didn't know the libraries required working access. Bill will check this with Ex Libris and report back.

**Readiness Checklist**

Available at <https://3.basecamp.com/3765443/buckets/20994913/uploads/4472364465>.

This checklist serves as a touch-point for gauging where we are in the delivery of Alma & Primo VE functionality. We'll review this before Go Live and once more a couple of weeks after Go Live.

Each institution should make a copy of the checklist and keep it updated as functionality is reviewed and problems reported/resolved.

Upload to Basecamp by March 25<sup>th</sup>.

## **Library Council Report: 24 March 2022**

AD Archives, Records Management, Special Collections | Head of Killam: Sarah Stevenson

### LIPCC:

Hiring is complete for the summer of 2022. The Team is working on the intern enrichment programming including Summer Shine. On Friday March 25, LIPCC will be joined by Janice MacInnis for a continuing education session about supervision graduate-level interns.

### Strategic Planning for Libraries – Strategic Directions for next 3 years

Thank you to those who provided feedback on the Strategic Plan as presented last month at Library Council. The comments were very helpful and are being integrated into the next version to be presented at the March 28 All Staff meeting.

### Archives, Records Management & Special Collections (ARMSC)

After a little over 6 weeks, I have a much better appreciation for the work of the unit. The theme of this past month has been “turning over rocks” to borrow a phrase from a colleague in Resources. I have been exploring the capacious files of documentation and asking many questions of the staff, particularly the Archives and Records Management divisions of ARMSC. Some things have been revealed as already in existence, others have raised more questions.

This week I met with Creighton Barrett and Courtney Bayne to talk through potential work assignments for Resources staff during the ALMA technical shut-down. I’ve been delving into matching space requirements for ARMSC and Killam with respect to the second floor closed storage area. Creighton and I have looked at the Digitization Centre space and potential changes there. Melissa Helwig and I have had some early conversations about digital scholarship and repositories.

Find of the month: You never know what shows up in boxes – in this case, a pair of rings (engagement ring and wedding band). They are on their way to being reunited with the family of the donor.

New acquisitions: An accrual deposit from Dr Murray Brown of data printouts from a 1970s era study by Nova Scotia country for health care for individuals with private medical insurance and those solely with MSI. This is an addition to previous data sets from him already in the collection. This is rich primary source material for future researchers in health policy, epidemiology, history of medicine. Papers from Dr Stephen Phillips, retired from the Dal Faculty of Medicine on his work Stroke neurology. This includes his presentation files from his Hynatyshn Lecture in November 2021.

The Preservation Committee has met and all of the data loggers to record humidity and temperature in various storage spaces in the libraries have been (or are about to be) redeployed. Creighton and I are working with Julie Marcoux to try out some reporting/data visualization models from our existing data sets. We are planning on quarterly downloads of data, roughly corresponding to winter, spring, summer and fall in Nova Scotia. Our goal is to have quarterly reporting of trends and the ability to isolate specific days/hours to investigate anomalous results.

### **Head of Killam**

#### Music collection space:

Thanks to Amanda Sparks, Denise Irving and their helpers, the reference material is now occupying the former bindery space next the Resources offices while weeding continues. This has paved the way for moving the vinyl collection into G69. As mentioned last month, there will be painting and new carpet installation taking place in the music collection area over the summer. The room will be closed off to the public while work is taking place, with limited access outside of construction hours. Access services staff will be able to retrieve items for users with some delays. Karen Smith has



provided a thorough plan for the reconfiguration of the space and timelines for library staff to move materials. The work will not start before the end of exams. It will be exciting to see this space refreshed and reconfigured!

#### Year-end

Killam subject selectors did a tremendous job of spending their budgets in the final two months of the spending season. Unspent monies are going toward the purchase of some journal backfiles that will save space and increase access.

#### Selected meetings:

- Indigenous Community Room Opening and potential events
- “Tell the new AD about what you do” meetings with Guy Lelievre, Joan Chiasson, Phil Laughher, Dianne Landry
- Part 2 of Archives facilities tour with Creighton Barrett
- NS LGBT Seniors Archive Community Advisory Council meeting
- LIPCC meeting
- Dal Libraries Virtual Milestone Event (*where did 20 years go?*)
- Archives & Records Management Team meeting
- FASS Faculty & Faculty of Science Council meetings
- Preservation Committee meeting
- Senior Leadership Team meeting
- Update meeting with Ron Prosper (donor), Siobhan Doherty (Advancement), Elaine MacInnis & Michelle Paon
- Zoom call with the co-chairs of the Simon Fraser University Library Strategic Planning team

Respectfully submitted,  
Sarah Stevenson

Report to the Dalhousie Library Council

March 2022

Tracy Lenfesty, University Librarian, King's College

The King's College Library is running smoothly despite some challenges with staffing (we are down one staff member out of 4). This is particularly troubling for ALMA testing time. Some of our faculty are anxious about the changes to Novanet, particularly those who have a fondness for Novanet "classic" a.k.a. the Green Screen. I predict that May will be taken up with training/reassurance as well as dealing with problems in the system.

The library was open throughout Reading Week, and we continue to operate under pre-COVID hours with COVID protocols. We are currently planning to extend hours from 5pm to 8pm on Friday and Saturday evenings beginning 25 March to accommodate students who will be writing end-of-term papers. This will continue through the exam period. Students have been using the small study rooms in the stacks for Zoom/Teams classes, and occasionally the Library Committee Room. Space for online classes and tutorials is at a premium.

For the first time in two + years the King's Library is hosting a networking event for students interested in pursuing careers in Libraries/Archives/Information Management. We were asked to organise the event in cooperation with the King's Experiential Learning Coordinator. Thirty students have registered to attend. The panelists are Courtney Bayne, Records Manager at Dalhousie; Sharon Murray, Archives Advisor, Council of Nova Scotia Archives; Dr. Eugene MacDonald, Indexer and Geoscience Editor at the Nova Scotia Department of Natural Resources and Renewables, and Maximilian Fleischman, Pianist, music cataloguer, and former Head of Cataloguing at the Nova Scotia Provincial Library. The event will be informal with time for chatting in small groups as well as the opportunity to visit the Archives and Treasure Room (rare books and incunabula). We have been given permission to have food and drink. Mandatory masking will continue at King's until 1 May.

King's has a Library Committee which meets twice per year. Each King's program is represented on the committee by a faculty member. This committee is meant to be a formal avenue for providing feedback and sharing of information. There has been quite a lot of faculty turnover in the past two years and many instructors are not aware of what the Library can do for them and their students.

King's recently hired its first IT officer who has been very helpful in helping/advising us in replacing the computers in our Reading Room with new Chromebooks. These are very inexpensive and easy to use, and with software available via the cloud for students with their login we no longer have the need for powerful laptops or desktops. The Chromebooks are tethered to tables with locks. We are working with the IT officer to compile a refresh schedule for the Library's computers.

We plan to hire two students for the summer, one to cover circulation and another to work in the Archives. This will help cover staff vacations and provide excellent experience for the students.

I am co-chair of the King's Accessibility Committee working on the Education Sub-plan. The second draft was submitted to the Accessibility Advisory Committee last week. I am beginning to explore and learn more about assistive technologies for libraries. I have also been asked to serve on the panel to interview and select an HR Manager for King's (another first). There are several HR issues to deal with and I expect this to be one of my main tasks in the coming months. All King's staff are being reclassified using a classification system designed by College staff and an HR consultant.

**Senate Representative Report to Library Council**  
**14 March 2022**

The most recent meeting of Senate took place on Monday, March 14, 2022. This report describes highlights of the meeting.

Steps to Make Diversity and Inclusion a Reality

Presenter: John Newhook, Dean, Faculty of Engineering

Dr. Newhook presented on the Faculty of Engineering's efforts to make EDI "pervasive" in the Faculty. They worked in 4 areas: Physical Spaces, Policies & Procedures, Promotion & Outreach, and Recruitment. Spaces was an important consideration because of the age of the campus and the historical makeup of the Faculty: the administration building was renovated to make the main entrance accessible, and female/neutral/accessible washrooms were added in high traffic areas where previously only "male" washrooms had been. Policies have been updated (eg hiring guidelines) and will be reviewed regularly. Outreach and support included licensing the Four Seasons of Reconciliation course to share with the entire Dalhousie community, as well as work with groups like Women in Engineering and BIPOC engineering groups.

Interim Chair's Report:

A Senate "think tank" will be held on March 28<sup>th</sup> on the "Culture of Belonging" at Dalhousie. Discussion topics will include microaggressions (both from colleagues and in the classroom), racism (both from colleagues and in the classroom), and language use in the context of academic freedom.

Provost's Report:

Senator Frank Harvey talked about specific supports being given to Ukrainian students currently at Dalhousie or trying to come. These include things like waiver of differential fees and funding for at-risk students. These supports will be publicized in the near future, currently they are being addressed with individuals already in the Dalhousie system. Dalhousie is also reviewing its academic and research partnerships to ensure we are not violating sanctions against Russia.

Senator Harvey also updated Senate on several current search processes, including the one for Dean of Libraries, which is in the long-list stage. Interviews should be held "in the next couple of weeks."

Items for Approval:

Senate Academic Programs and Research Committee (SAPRC):

SAPRC Chair Jamie Blustein reported on a proposed part-time PhD framework being proposed by the Faculty of Graduate Studies. The option will initially be limited to programs that are currently approved for part-time enrolment. Workload for this option will equal 50% of the full-time workload for a PhD. Students would still be eligible for NS Graduate Scholarships and Tri-Agency funding.

**Motion:** That Senate approve the Part-time PhD Framework. **CARRIED**

Presentation: Agriculture Campus: Advancing Our Vision:

Dr. David Gray, Dean of the Faculty of Agriculture and Principal of the Dalhousie Agricultural Campus, presented on the state of the campus and faculty 10 years post-merger. The presentation included discussion of new ways of looking at agriculture and its issues, including its efforts to align with the UN's Sustainable Development Goals, and potential academic expansion which could lead to students beginning a degree on the Truro campus and continuing it in Halifax, or potentially double majors in an agriculture/food related topic and also a topic in another faculty associated with the Halifax campus.

He also spoke about outreach to Indigenous communities in Truro -- the Awtiget Program refers to "clearing a path" and looks for ways to support Indigenous students, including potentially a location in Millbrook.

Libraries Annual Report 2020-2021:

Senator Donna Bourne-Tyson presented on the Libraries' annual report for the first year of the pandemic, highlighting the work and resources targeted toward continuing Dalhousie's work during that time. Several senators expressed appreciation for the Libraries' work during that year.

Next Senate meeting will be the Think Tank meeting on 28 March 2022.

Respectfully submitted by Shelley McKibbon  
24 March 2022