

Library Council Meeting
Minutes
November 26, 2020
1000-1132 hrs
Microsoft Teams

Present: Sarah Stevenson (Chair), Leah Unicomb (Secretary), Carol Richardson (Recording Secretary), Allison Fulford, Ann Barrett, Anne Matthewman, Courtney Bayne, Deborah Hemming, Dominic Silvio, Donna Bourne-Tyson, Elaine MacInnis, Erin MacPherson, Gail Fraser, Gwen MacNairn, Hannah Steeves, Heather MacFadyen, Helen Wojcik, Jackie Phinney, Janet Hathaway, Janice Slauenwhite, Jason Flynn, Joyline Makani, Karen Smith, Kirsten Huhn, Lachlan MacLeod, Linda Bedwell, Linda Clark, Louise Gillis, Marc Comeau, Mark Lewis, Marlo MacKay, Melissa Rothfus, Michael Moosberger, Michelle Paon, Robin Parker, Roger Gillis, Sai Chua, Samantha Adema, Sandy Dwyer, Shelley McKibbon

Regrets: Amanda Sparks, Creighton Barrett, Geoff Brown, James Boxall, Joe Wickens, Julie Marcoux, Lindsay McNiff, Melissa Helwig, Sarah Jane Dooley

Absent: David Michels, Jan Pelley, Mick Bottom

1. Territorial Acknowledgement

I would like to begin this meeting by acknowledging *Dalhousie University sits on the traditional territory of the Mi'kma'ki and that Dalhousie's satellite medical campus at the University of New Brunswick sits on the unsundered and unceded traditional lands of the Wolastoqiyik (Maliseet) peoples. We are all treaty people.*

Thank you to Jackie Phinney for giving the Territorial Acknowledgement for today's Library Council meeting.

2. Adoption of Agenda

The Agenda was adopted as circulated.

3. Approval of the Minutes (from October 22 2020)
File in Brightspace [October 22 2020] 20201022_LC_MIN_DRAFT

The Minutes of the October 22, 2020 Library Council meeting were approved with one correction. Deborah Hemming's name will be moved under regrets.

Motion: To approve the minutes of the October 22, 2020 meeting as amended.
C. Bayne / H. MacFadyen
Carried

4. Business Arising from the Minutes

a. Virtual Proctoring (Marc Comeau)

The RFP is closing tomorrow and then an evaluation process will begin. Anyone who is interested in the process and would like to be involved, please contact Jason Flynn.

5. Digital Strategy Presentation (Donna Bourne-Tyson)

Donna Bourne Tyson is co-chairing Dalhousie's Digital Strategy with Josh Leon, CIO and Assistant VP-ITS.

Highlights of her presentation:

- Launch of Digital Strategy
- Charge from the Provost
- Designing a Digital Foundation
- Characteristics of a Digital Strategy
- What a Digital Strategy IS NOT
- Examples of Digital Principles
- Examples of Digital Goals
- Components of Dal's Digital Strategy
- Deliverables
- Steering Committee
- Discussion Groups
- Timeline: December 2020 – March 2021
- Approval of Digital Strategy

Questions / Comments:

- The Senior Leadership Team has been involved in various ways and Cassandra LaRose has been seconded to help with facilitation, admin support and be one of the writers.
- This has a lot of impact on the libraries and records management. The digital teaching and learning aspect especially, due to COVID, and a lot of crossover with Accessibility.
- As we discover things, they may need to be improved or changed.
- Timing is short but one thing going for us at Dalhousie is we had an extensive and consultative strategic planning process that we can build on.
- *When are the discussion groups happening? How is it being structured and who is leading them?*
The discussions will be finished by December 14. In most cases, they are 1 ½ - 2 hour sessions. If you haven't received an invitation, you should soon. Please hold December 14 from 9:30-11:30am for the follow-up meeting.
- *Are people asked to volunteer or assigned to a team?*
People can decline an invitation if they don't have the time or do not have anything to contribute to the discussion. This is the initial beginning of the process and a draft will be brought back for feedback at Library Council. These groups are just to inform the first draft.

6. Research Commons initiative (Ann Barrett/Gwen MacNairn)

The PowerPoint slides can be found in Brightspace [November 2020] Research Commons presentation to LC (v.2)

Highlights from the Research Commons Initiative presented by Ann Barrett and Gwen MacNairn:

- What is a Research Commons? / Definition and audience
- Interim Strategic Plan – Dalhousie Libraries mission is three fold
- Goals
- Draft Architecture At A Glance
- Draft visualization of the Research Commons
- Next Steps: Want feedback from Library Council members and then will approach the Office of Research Services and other partners/researchers for feedback and then build the Research Commons Virtual space in the coming year.

Questions / Comments:

- Centre for Learning and Teaching (CLT) should be included in this initiative since there is no faculty of education at Dalhousie. CLT is an important resource for anyone interested in scholarship of teaching and learning and education research.
- There are about 4 people on the Research Commons initiative that are part of the Web Advisory Committee. The Committee will be meeting next week to see if there is additional advice we can provide to this group.
- Robin Parker has volunteered to be another pilot subject. Anyone who is actively engaged in research could be a pilot person to review this to see what may fit or may have been missed. Also encourage the liaisons who are involved in assisting in research to take a look at this as well.
- The “Draft Architecture At A Glance” slide may be useful to make sure we capture everything in order to give feedback to the group. Feedback should be received to the group before December 14.
- *Is RAB and ROS under the same umbrella?*
Yes, they both fall under the Vice President Research and Innovations Office. It was noted, this may give us more space and not having to list every component.

7. Preservation Committee Report (Karen Smith)

Two Reports from the Preservation Committee are available in Brightspace:

[November 2020] 2018_2019_LC_AnnualReport_PreservationCmt

[November 2020] 2019_2020_LC_AnnualReport_PreservationCmt

Summary

- Focussed on trying to determine effective ways to monitor conditions for the physical collections.
- Created an inventory of storage locations.
- Researched ways to monitor the locations.
- Purchased temperature and humidity data loggers, trained staff on how to use and set them up.
- And then COVID happened, batteries died, so procedures will have to be reassessed.
- A meeting of the group recently took place to discuss what the libraries can do from afar. Another meeting will take place in the New Year.
- For those staff on site, please keep your eyes peeled if you can, and inform a supervisor if you see anything of concern.

Question:

How many locations are there?

There are at least 3 locations at the moment plus more is being investigated because of the different temperature variations in the Killam Library.

Motion: To approve the Preservation Reports as presented.

K. Smith / H. MacFadyen

Carried

8. Highlights from the Senate Report

The Senate Report can be found in Brightspace [November 2020] 20201126_LC_RPT_SEN. If you have any questions, please refer to Jackie Phinney.

9. SLT reports to Library Council

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

Janet Hathaway

What is happening at the University of Kings College Library in regard to their processes with the new COVID restrictions?

The University of Kings College Library is open, but closed briefly yesterday. The study spaces are open by appointment using the safety protocols, eg. wearing masks, contact tracing information collected etc. Dalhousie students who are enrolled in Kings upper level courses can book spaces at the Kings Library.

Donna Bourne-Tyson

- Been very busy with the Digital Strategy for the past month.
- Attended CARL, CRKN, IATUL and ARL meetings.
- Serving on a SIM Committee in regards to their Appointments, Promotion and Tenure.
- Involved in COVID planning and responding.

The Dalhousie Libraries are going with complete compliance with wearing masks. There is no food or drink except for water at this time.

10. Round table reports: Highlights from Allison Fulford, Deborah Hemming, Gwen MacNairn, Kirsten Huhn and Louise Gillis

Allison Fulford

- Meeting with EAP 1 and EAP 2 classes. These international students must advance their english language skills with both these courses before they enter the various academic programs.
- Louise and Allie met with students from China in the EAP 1 in Computer Science earlier in the term.
- Met with two more groups of EAP 1 students to talk about researching online.
- Meeting 50 EAP 2 students to talk about why students at universities do research. They will be using APA style in this course.
- Looking at EAP 1 and 2 virtual class presentations to get a better sense of the level at which these students are working.

Deborah Hemming

- Busy fall with instruction in the liaison areas.
- Focusing on the video tutorial project with Jackie Phinney and getting the library interns trained on Camtasia (recorded a training video for them) and having a follow up live session with them to trouble shoot any problems in advance.
- On December 9 there will be a remote teaching roundtable event for whoever is interested in attending. The topic will be focussed on how remote teaching went in the fall and looking forward to the winter term. All are encouraged to attend.
- Organizing a series of orientation sessions to take place in January and February for students. The sessions will cover different topics related to the library and library research online. Topics included are citation

styles, citation management, finding eBooks and researching for the literature review. The sessions will be offered twice and Deborah will send out more information in an email to staff.

Gwen MacNairn

- The link to Layers, the GIS & Data Newsletter, is in Elaine's Report. This link takes you to current and past issues in DalSpace. The links within the newsletter are hyperlinked so you can browse the different topics that are featured. The cover story for the November issue are virtual field trips by the Department of Earth and Environmental Sciences. They use a number of technologies to simulate what you would see if you could go on one of these trips. Jenn Strang in the GIS Centre worked with the department to bring it altogether in a way that students could access it from different locations using the ArcGIS online platform. It was noted, if you take a look at the map, the push pins are where the department would normally take students on their field trips (this platform is being used in 9 different courses for the fall term). And the tabbed interface means each field trip locations can be its own destination within this platform. If you click on a tab, you get to see imagery captured by a drone (a 3D visualization with an instructor). The newsletter is available to everyone in DalSpace so please take a look when you have a chance.

Kirsten Huhn

- Renewals have been very busy in the fall.
- Still in the role of acting Resource Licensing Manager but good news is on the horizon for help in that area.
- Vendors have been very accommodating both through the consortia and those negotiated directly, in keeping the annual increases low eg. a lot of flat rates from last year (so 0% increases and nothing higher than 2%) so this gives us breathing room in the libraries collections budget.
- Attended the CRKN conference and was invited to speak on the panel about license negotiations.
- Resources Team streaming is still a hot topic but the searching is starting to be more routine.
- Still on the WILU Planning Committee, hosting from Halifax for the 2021 virtual conference.

Louise Gillis

- Very busy semester with instruction, including teaching in the Department of Psychology and Neuroscience.
- Officially, acting in the role of Data Management Librarian as of November 1. Working closely with Erin MacPherson with lots of reading, listening and watching to get ready for the position.
- Lachlan will be joining the Research Data Management Team (RDM), working on RDM projects part-time.
- Will be standing in for Robin Parker from January-March while she is on study leave. Been shadowing her and helping her with teaching to get ready for the transition.
- Involved in the Research Commons project.
- Joined the Service Enhancement and Evaluation Team (SEET).

11. Other Business

- If you have questions about the Dalhousie Libraries and how we are responding to recent COVID restrictions, please contact a SEET member. The major change that was implemented for today was the strict mask compliance.
- Reminder of the holiday event on December 10 from 1:00-2:00pm on Teams.

12. Adjournment

Motion: To adjourn the Library Council meeting.

K. Huhn / J. Phinney

Next Meeting: Thursday December 17th, 1000-1200 hrs on Microsoft Teams.

**W.K. Kellogg Health Sciences Library | Scholarly Communications
Highlights for Library Council, November 2020**

Kellogg Health Sciences Library:

- **Reopening Plans for Kellogg Spaces in CHEB and Tupper:** The Kellogg space in Tupper has had only limited uptake with users which may be due to the difficulty of accessing the space. Information about how to access has been added to our website including the phone number to call when at the College St. entrance. Curbside pickup is now available 6 days a week at Kellogg in Tupper.
- **Health Sciences Library Advisory Committee Annual Report:** The Committee met for the fall meeting and had good discussions with members about services and spaces with a particular focus on impacts of the pandemic on library services. Comments were summarized and those relevant to spaces and services were sent on to members of SEET.
- **MHLA-ABMS Meeting:** The Maritimes Health Libraries Association/Association des bibliothèques de la santé des Maritimes (MHLA/ABSM) had the fall meeting to discuss issues and activities related to health libraries in our region.
- **Compact Shelving:** We are still awaiting the arrival of a part on order.

Scholarly Communications:

- **Thesis Research Data files – workflow discussion:** A meeting was set up between the Libraries and FGS to discuss the workflow for graduate students to submit their thesis while depositing their research data into DataVerse and connecting the two. Thanks to Erin, Louise and Roger for taking the lead on this initiative.
- **DalSpace Statistics for the past 12 months:**
 - Total # of digital objects: 3,178 added for a total of 35,711
 - Theses & dissertations: 497 added for a total of 5,851
 - # of articles: 5,481 added for a total of 44,317
- **OER Working Group next steps:** The OER WG has now become a sub-committee of the Academic Quality Team (AQT). We are looking at next steps which include developing institutional guidelines and exploring more granting opportunities to support OER activities.
- **ORS Newsletter and Scholarly Communication topics:** The Dalhousie Libraries have been invited to submit brief articles to the weekly Office of Research Services Newsletter on scholarly communications and RDM topics relevant to Dalhousie researchers. This series of articles will be developed in coming months.
- **Research Commons Initiative Planning:** Details of the progress will be presented to Library Council at the upcoming meeting, and to the Libraries Web Advisory Committee. The goal of the initiative is to create a more cohesive presentation of resources and services provided by the Dalhousie Libraries and partners that support students and faculty at all stages of the research lifecycle.
- **Information in Action Series:** The Information in Action Lunch & Learn Series is a partnership between the Dalhousie Libraries, Maritime SPOR Support Unit (MSSU) and the NS Health Library Services. There were three well attended sessions presented this term: <https://library.nshealth.ca/InfoinAction>
 - COVID-19 and Real-time Data Visualization in Nova Scotia (Julie Marcoux, Jen Strang, Louise Gillis and Gwen MacNairn)
 - Myths and Misconceptions: Preprints, Open Access and Data sharing (Melissa Rothfus, Kristy Hancock)
 - Identifying Information Gaps in Published and Ongoing Research (Leah Boulos, Kristy Hancock)
- **UNIWeb Activities:** Schema changes have been submitted for the Teaching section of UNIWeb to improve entry of Course Codes and Course Names and capture more detail on teaching hours and numbers of students. Proximify is exploring integration of ORCID into UNIWeb. The Dentistry Annual Report is currently in testing.

Respectfully submitted,
Ann Barrett

Report to Library Council
Anne Matthewman –November 2020

AD Learning and Teaching

ADAC

ADAC has met 3 times since my last report. Most recently the focus was on a draft policy regarding changes in academic units. This brought about a lot of discussion:

AU-CRETT (Academic Unit Consolidation, Renaming, Establishment, Termination, and Transfer) draft policy consultation (Kevin Hewitt, Courtney Sutton, and Margaret Denike)

There was extensive discussion on the draft policy which provides a framework and core principles for changes to academic units. Principles include that requests are timely, that all parties have a chance for input, that they are based on academic merit and follow the vision of Dalhousie and follow EDI guidelines. The policy suggests a two-step process including a concept paper to be approved by SPGC followed by a full proposal. Various groups could initiate the process and have input including students, faculty, Deans, the President, and the Provost. There were questions and concerns from ADAC members regarding the involvement of the President and Provost who might be seen to have undue influence. There were questions about what supporting materials, eg. budget, would be required. Another concern was that changes could be made without the agreement of faculty councils. Such changes could ultimately affect library collections and services.

Other items of discussion have included student surveys, academic dates, synchronous v asynchronous online classes, development of a new equity statement. Teri Balser also presented on a proposed Dalhousie Teachers' Academy. This would be under the auspices of the Academic Quality Team.

At some meetings I am able to update the committee on library services. I have noted library services regarding research data management and streaming video. I also let ADAs know that we now have an Indigenous Services Librarian.

I participated in the academic integrity panel session for faculty on October 26th. It was a question and answer format and I was able to point out the tutorials and other information the libraries provide regarding academic integrity.

Dal Accessibility – Education (Teaching and Learning)

Another meeting of this group is scheduled for December 7th.

Deborah Hemmings, Elaine McInnes and I attended a meeting on microcredentialling with AULs from other universities on November 6th. There appears to be no clear definition of microcredentialling with different universities. Some universities offer digital badges. Deborah was able to discuss the DalOpen course we are planning as a type of microcredentialling and Elaine discussed coursework she had been taking.

Dunn Law Library

The librarians recently participated in interviews with candidates for two possible faculty positions at the school.

We continue to have a core group of students and faculty using the law library. We expect it may become busier as exam period comes closer. I will have some statistics regarding bookings and curbside pickup at the town hall on November 30th. Reference and research services continue to be offered virtually.

There was a faculty town hall on November 3rd to discuss student concerns about online teaching and about the best ways to present synchronous and asynchronous sessions.

We have developed a job description for the position available as a result of Anne-Marie White's retirement. It has been sent for evaluation and we hope to be able to advertise the position as soon as possible.

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

Access Services – Access Services staff continue to be very busy filling Curbside and laptop loan requests. We recently changed the options for Curbside pickup and patrons can now pickup materials during all times that the libraries are open. In addition, we are also working on developing procedures for Books by Mail that will enable us to mail books to our patrons who live in other parts of Canada. Unfortunately, we are not able to offer this service outside of Canada. We were exploring adding bookings for stack access to our slate of services but, given the recent rise in case numbers in HRM, this service has been put on hold indefinitely. As of today, November 26th, patron will not be allowed to eat in our library spaces. This is to ensure that patrons leave their masks on at all times, in the interest of the health of our staff and students. Library hours for the end of the term are being finalized and will be posted shortly.

Assessment Over one hundred comments have been received through the feedback button. These comments are reviewed by the SEET team and actions taken where needed, most notably the room/computer booking form. A new feedback button is being created specifically for the booking form. Feedback comments may be viewed by accessing the Assessment folder under System Wide Accessible on the Share Drive. The final Insync "quick report" for the under-represented student groups is almost complete. A small space assessment project is being planned and an assessment project with Indigenous students is being discussed for the winter. Linda also taught an online intro to Library Assessment for INFO 5530 students and assisted Janice with CARL stats reporting. (L. Bedwell).

Copyright – The copyright office has been busy with many streaming video requests and processing, as well as copyright inquiries. The pandemic and remote teaching has changed the framework for applying copyright, which means more questions and we've had to adjust our typical responses. (R. Gillis)

Document Delivery – The past month has been very busy with virtually all activity returning to pre-pandemic levels. We continue to receive many scanning requests through RapidIII and our users are taking advantage of our renewed ability to request physical items from partner libraries in Canada. We are all waiting to see whether this resumption of services will be impacted by new and increasing outbreaks of COVID-19 in many parts of the country.

Our instance of Relais will be upgraded on staff workstations over the next week to 10 days. Some site visits may be required to ensure all is working properly at Law, Kellogg and Sexton after the new version is installed.

We are pleased to report that mail delivery and pickup seem to be occurring quite reliably on Tuesdays and Fridays. This has been a game changer and has enabled us to receive and ship out loaned items with some degree of regularity. Many thanks to Janice Slauenwhite and the staff of the mail room for their assistance. (L. Clark)

GIS & Data Services – The newest issue of our *Layers* newsletter about data and spatial scholarship was written and distributed on International GIS Day, November 18, 2020. The contents of LAYERS 07 include:

Virtual Field Trips - COVID-19 Datasets from StatCan - Visualizing COVID-19 Data for Nova Scotia - Advice for the Data Community - Advice for the GIS Community - Events (include Esri Canada GIS Day 2020 & COVID-19 Data Visualization webinar). Digital copies of *Layers* are available online in DalSpace at <https://dalspace.library.dal.ca/handle/10222/72284> (G. MacNairn)

Indigenous Services – Sam is now serving on the CAUL Indigenous Knowledge Committee and has attended the last two meetings. She is offering virtual “office hours” for the Indigenous Student Centre. Uptake has been slow so far but we expect the demand to increase as students become more aware that she is available. At the most recent Indigenous Advisory Committee meeting she brought them up to date on our plans for the new Indigenous Community Room in the Killam Library (the former JJ Stewart Room).

Research Data Management –The RDM Team continues to evolve with Louise taking on the role of RDM Librarian for the duration of the extension of her limited term appointment. Lachlan will also be joining the team on a part-time basis and will be providing support for RDM services with a focus on Dataverse support. Louise, Erin, Roger, Ann and I met with representatives from the Faculty of Grad Studies to discuss potential workflows for supplementary thesis materials in Dataverse. It was an excellent meeting and we’re looking forward to working more closely with FGS on this.

MacRae Library

- Student bookings of the MacRae Library spaces continue to increase. The bulk of the demand has been for study spaces, with a minimal amount of computer bookings. However, loaning of laptops has increased significantly since the start of the term. Leah, Daryl and Jennifer, with the help of student assistants, continue to do an excellent job providing these much needed services.
- Photos were recently taken of the Student Learning Commons as part of the 360 tours photoshoot, highlighting hotspots on campus.
- Jennifer has been continuing to take a leadership role on the maintenance projects related to the Alma migration.
- Erin MacPherson attended the November Faculty Council meeting on my behalf and continues to provide information literacy sessions to classes both synchronously as well as asynchronously.

University of King's College Library and Archives
Dalhousie Library Council Report
November 2020

Library

The Library was staffed Monday-Friday from 9 am to 5 pm by two staff members and one student, and on Wednesday evening and Saturday afternoon by two students. Study spaces in the Reading Rom were available from 10 am-1 pm, 2-5 pm, and 6-8 pm on Wednesday and Thursday evenings.

Consideration was given to increasing the study hours by an additional evening and weekend afternoon, but that was not done because use of the space has been relatively low and the number of COVID-19 cases in Nova Scotia has increased.

The University held Open Houses in the Library Reading Room on Sunday, Oct. 25, and Saturday, Nov. 21, livestreamed by Zoom to attendees across the country. A Registrar's office staff member and two professors spoke to prospective students during the events.

Construction work on the replacement of the stone terrace and steps in front of the Library has finished and the front doors are once again the entrance to the Library.

University

King's announced the establishment of the Sylvia D. Hamilton Awards in honour of the recently retired King's journalism professor, a noted writer, poet, filmmaker and visual artist who has devoted her career to the places, people and voices of the Nova Scotia Black experience. She has traced her own ancestors' arrival in Nova Scotia back to the years following the War of 1812. Five Sylvia D. Hamilton Awards will be awarded annually to African Canadian students, with a focus on African Nova Scotians.

King's is offering an online writing workshop for high school students on Nov. 29, to be presented by a Foundation Year Program instructor and the FYP writing coach.

Respectfully submitted,

Janet Hathaway
Interim University Librarian & Archivist

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

Facilities

- Purchased Lotus Water system for Killam Library
- Attended meeting at the MacRae Library with Leah and reps from Facilities Management to discuss installation of card reader on SLC entrance doors
- With Donna, attended meeting with rep from Facilities Management, Sustainability Office and reps from MCW Custom Energy Solutions to discuss study on lighting and HVAC system in Killam

Other

- Made arrangements for a donation of Indigenous materials to be shipped from donor in Ottawa to the Killam Library
- Attending weekly Town Hall meetings
- Investigating purchase of external book return bin for Sexton Library
- Working on CARL stats (submission deadline December 22nd)

- Alex Wojcik will be leaving ATS for a new opportunity. Alex has done a lot of great work for ATS in his time here and we're thankful for all that he's done as part of our team.
- The continue to be significant efforts put towards ongoing support for faculty teaching online. While there may not be significant changes from month to month, there is a lot of work happening in that area.
- The remote proctoring RFP closes this Friday and we'll be ramping up the evaluation process shortly after that. Anyone interested in participating can get in touch with Jason Flynn directly.
- We are preparing an AV renewal RFP. There was more funding allocated for classroom technologies in the latest BAC Report and we're looking to capitalize on the largely vacant classrooms to get some work done.
- There's ongoing work in verifying the classroom technology systems as we prepare for more spaces being in use in January.
- There's also a lot of planning happening around our video conference rooms and how they will need to change over time once we eventually reach a point where more people will be working from campus. There will be a need for those rooms to easily connect to Teams meetings and that's not currently a strength of the setups in those spaces.
- I'm part the Digital Strategy Steering Committee and working through that process.
- I've also taken part in a group that has been looking to provide guidelines and recommendations for possible regulation changes around online exams.

Report to Library Council from Marlo MacKay, Communications Coordinator
October 23–November 26, 2020

Online Teaching/Academic Quality Team

I continue to produce the now bi-weekly (that's once every two weeks, not twice a week) online teaching newsletter with Michelle Soucy of CLT. Together, we also maintain/update the online teaching website as needed.

I continue to work with David Ryan on a series of online teaching success stories at the institutional level for the Academic Quality Team, the online teaching newsletter, and to fulfill Dal's higher communications and storytelling goals.

Dal Reads and Other Events

There will be three Dal Reads events in January. As I don't have descriptions from any of the presenters yet, I'll tell you what I can at this point. On January 7, FASS will be presenting a panel discussion with some faculty members who are teaching *The Marrow Thieves* this year. On January 20, Acadia grad student, poet, and editor Tiffany Moore will give a talk about Indigenous horror narratives. Tiffany, who is Mi'kmaw, is writing her thesis on Indigenous horror and *The Marrow Thieves* is one of the books she is exploring. Finally, some time during the week of January 25, we will be hosting an event with Cherie Dimaline, author of *The Marrow Thieves*. All of these events will be virtual.

There's still lots of time to [read the book](#) before January.

Senior Leadership Team

I continue to meet regularly and work with my SLT colleagues on initiatives and messages around new/improved/changed services, etc.

United Way Steering Committee

I am once again serving on the Dalhousie-wide United Way steering committee. The campaign launched on November 16 and will wrap up on November 30.

Killam 50th Anniversary

Sarah Stevenson and I met with former Dean of Architecture Christine Macy recently. Christine will be giving a lecture about the Killam and its Brutalist architecture in March. With thanks to Jennifer Lambert for her assistance on this. The lecture will be a virtual event.

GIS Newsletter: Layers

Using content supplied by the GIS & Data Services team members, I did the layout for the latest *Layers* newsletter, which we released on GIS Day (November 18). This is the seventh edition of the newsletter, which we release twice a year. You can view all issues of [Layers on DalSpace](#). With thanks to Gwen MacNairn for all her help.

Communications

I am on both the university-wide Academic Comms and Operational Comms committee (both created in response to COVID), and I attend the general bi-weekly communications updates from AVP CCM Matt Proctor. I had communications with comms staff from the DSU, Faculty of Grad Studies, and Student Affairs to get messages about library services out to students. I am also working with Killam Library intern Lauren Skabar on social media to promote library services.

Report to Library Council

November 26, 2020

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

Associate Dean Resources

EBSCO service fees

Although the Dal Libraries subscribe to large journal packages that contain thousands of titles, there remain many serial publications (between 680-700) that for various reasons, we have to source individually. Rather than purchasing these titles from each of their publishers, we subscribe to them via a subscription agent, EBSCO, which charges the Libraries a fee for the service. This arrangement relieves the Resources unit from having to manage a large number of subscriptions and results in relatively few invoices to be processed. Unfortunately EBSCO recently alerted the Libraries of a service fee increase - this in a year when many vendors have kept their increases flat (0%). The Resources team provided some essential data to help us argue the case against the increase. I communicated with the vendor to discuss this development, and we succeeded in bringing the service fee down to a more modest increase. All's well that ends well!

Orders: Lead-up to Winter term

This is a reminder that as we approach the holidays, order processes will start to decelerate as individual Resources staff take vacation time. Please place monograph orders as early as possible if content is required for Winter term courses. Streaming video orders will be paused on Dec. 16th and will resume on Jan. 6th.

Novanet subject headings

You may recall that during fall 2018, Novanet batch-added the heading "[Indigenous peoples](#)" to all Novanet records that carried the outdated and inappropriate Library of Congress subject heading "Indians of North America". During the past two years, many additional items have been added to the catalogue (but without the new added heading). We recently received an email from the Novanet office indicating that the subject heading "Indigenous peoples" has been added to the more recent records and that this will occur every two months. This ongoing update means that patrons can use the term "Indigenous" (rather than "Indians") along with subject or keywords to search for relevant material, both old and new, in Novanet.

Streaming videos

Sarah Stevenson prepared an email message to liaisons and faculty regarding winter term streaming needs for online curriculum. If faculty plan to include streaming video in their winter term courses, we are encouraging them to first browse the film content in the streaming video subscription collections that are listed on the Libraries' [Streaming Video guide](#).

In other Resources news:

As some of you may be aware, the Dal Libraries is a member of the Canadian Research Knowledge Network (CRKN), the national consortium that negotiates licenses for large electronic journal packages and databases on behalf of Canadian academic libraries. CRKN bases its negotiations on four principles: sustainable scholarly communication, equity of access, open access scholarship, and transparency of agreements. This fall's CRKN Conference took place virtually during a series of October afternoons. I attended presentations and updates on a variety of topics, including the following:

- Negotiation progress on a number of CRKN consortial products that are up for renewal.
- The benefits and drawbacks of transformative agreements
- [Canadiana Online](#) (monograph, serials, government publications) and [Héritage](#) collections (digitized archival material) and content priorities for future digitization efforts.

I was on hand as the backup to host Deborah Hemming at the Andy Wainwright book launch sponsored by the Dal Libraries.

The Dalhousie community now has access to *Times Higher Education (THE)*, a publication that reports on news and issues related to higher education. To access Dalhousie's three-year subscription, go to the *THE* website using this link: <https://dal.ca.libguides.com/THE> and create an account using your Dalhousie email address. If you're having trouble creating your account, please see these detailed directions ([setting up THE newsletter access](#)). Once registered, you can subscribe to various *THE* newsletters. Topics include North America higher education news, research commentary/analysis, World University Rankings, and features. Thanks to Dalhousie's Strategic Initiatives Fund for this subscription.

Head - Sexton Library

- Participated in several meetings regarding the incoming print serials at the Sexton Library and how to address the cataloguing and claims process. Many thanks to Allison Fulford, Amanda Sparks, Gail Fraser, and Heather MacFadyen for their attention to this matter.
- Met with Sexton liaison librarians to discuss collections matters (potential restructuring of Sexton serials fund codes; list of missing and lost books/journal issues).
- Uptake has been low on the bookable study spaces on Sexton campus. As of Nov. 12th, at the Sexton Library alternate space, out of 20 potential booking slots per day, only 2-3 spaces are booked, leaving 16-17 free spaces/day. We have lots of capacity!
- In late October, the Faculty of Engineering opened an online booking schedule to allow students to book four study rooms and twenty study tables in the Murray Design Commons on Sexton campus. The service is available on M/W/F in three-hour blocks from 9:00am to 12:00pm and 1:00pm to 4:00pm, with staffing arranged by the Faculty. Two weeks after having opened, out of 48 booking slots/day, there were only 4-5 bookings per day. They have lots of capacity!
- Sexton Library team members viewed Unama'ki College's *Decolonization Learning Journey Series 2* webinars and shared learning experiences and thoughts during a team meeting. This series focused on residential schools, two-eyed seeing & ways of knowing, and missing & murdered Indigenous women.

Liaison Librarian

As NSIS Librarian, I submitted the monthly report, participated in the virtual NSIS Council meeting on November 2nd and attended the NSIS Zoom lecture that evening. Carol Richardson and I prepared an exchange partner email list that allows us to alert societies of the most recent OJS-based online issue of the [Proceedings of the Nova Scotian Institute of Science](#). We reminded exchange partners that by forwarding their IP addresses, they can access the Proceedings as soon as a new issue is published.

Select meetings/webinars attended:

- Senior Leadership Team meetings (2), Library Council; Libraries Town Hall (2)
- Preservation Committee; CAUL Collections Committee (Nov. 24)
- Faculty Council - Engineering; FC - Architecture & Planning; FC - Faculty of Graduate Studies
- CARL webinar: Investments in the Global Sustainability Coalition for Open Science Services (SCOSS).
- CRKN webinar: Introducing PLoS Community Action Publishing.
- CAUL Research Data Management Day - RDM webinar: Update on National Developments (Jeff Moon).

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

Libraries HR Highlights

Staffing

- Interviews have been completed for both the Library Services Supervisor (C5) 18 month term position at the Sexton Library and the Library Services Assistant (C5) 18 month term position at the Kellogg Library. We are currently in the process of checking references on our top candidates.
- Our offer of the six month temporary position to be shared between the Faculty of Management and ATS was turned down. The position was then posted and it closed on November 23, 2020. Search Committee members are Mick Bottom, Michelle McDonald, Sandy Dwyer and Michelle Hunter, Acting Director, Centre for Executive & Graduate Education.
- The posting for the Classroom Technologies Technician (T6) 9 month term position for the Agricultural Campus will soon be live in the PeopleAdmin System. Search Committee members still to be determined.
- An employment requisition has been submitted requesting to hire for the vacant Resource Licensing Manager position. We are proposing to hire this position as a 12 month term and the posting will be internal to Dalhousie University.
- An employment requisition has been submitted to hire an eighteen week Archival position through the Young Canada Works Program.
- Alex Wojcik has accepted a position elsewhere and has resigned from his position with the Libraries in ATS. His last day with us will be December 2, 2020. We wish Alex all the best in his new job.

Service Evaluation and Enhancement Team (SEET)

Sarah Jane Dooley and I will be co-chairing this team. The team meets every two weeks or more often if required. So far the Team has met October 21, November 4, 18 and 24. This Team came out of a recommendation from the Dean of Libraries. The Team is a modified Dalhousie Libraries Service Point Committee, composed of Sandy Dwyer, Jan Pelley, Helen Wojcik, Mick Bottom, Leah Unicomb, Erin MacPherson, Elaine MacInnis, Amanda Sparks, Sarah Jane Dooley, David Michels, and new members Louise Gillis & Shelley McKibbon, with the addition of Linda Bedwell, Joe Wickens, Gail Fraser and Courtney Bayne. The Senior Leadership Team, in consultation with other staff, handled the initial planning throughout the summer months for the opening up of spaces and restoration of services. It was felt it was time to hand the reigns back to the staff who are closer to the frontlines and who know what is happening in their spaces.

The mandate for this Team:

- To provide input on what is happening at each library site including each of the service areas.
- To take into account feedback from staff and our users. It was noted, there has been lots of feedback from the Libraries and Brightspace Support Feedback button. This Team will be a formal avenue for dealing with that feedback and evaluating our services based on that feedback.
- This is a "Covid Team" for now but may be disbanded or kept depending on the need. We want to make sure we are responding to our service needs and doing things that make sense.
- We will be looking at what is working, what is not working, what we should be doing or finding a better way to do some of the things we are doing.

Feedback was responded to as quickly as possible but sometimes some changes were not as quick as others and sometimes the changes occurred too quickly and staff were not given enough notice (the Senior Leadership Team recognizes that mistake).

The Senior Leadership Team also recognizes the work staff have put into getting our services back up and running for our users; as well, there have been lots of compliments included in the feedback received. We will continue to look at the services we provide.

EDI

On November 18, 2020 I attended a Pride at Work National Member Webinar: Trans Inclusion in the Workplace.

Alma Steering Committee

The Committee met on Wednesday November 18, 2020. We were provided with an update on the clean-up that is taking place. It was noted the after a spring /summer hiatus the Fulfillment Group has started clean-up projects related to their areas once again. The other groups are working along but it is slow going.

The clean-up of our print and electronic records is a particularly big job as there are tens of thousands of records that requires all the print and electronic records be separated from each other in the Aleph cataloguing system. There were 23 people who volunteered/were chosen from across the libraries to help with this project but really only the four members of the working group are doing the work at the moment. They will not be able to complete this on time without the help of the others. Bill asked the Steering Committee members to check at their institutions to see who had volunteered and direct them to contact Ian Fraser (NSCC) as he is leading this project and can get them trained to start working on it. Alternatively, we should find new volunteers and get the names to Bill by the middle of next week.

Brad Dewar reported on the new Ex Libris' Central Discovery Index (CDI) which will replace the Primo Central Index (PCI). The new CDI is an amalgamation of several of Ex Libris' (ProQuest's) knowledge bases. Using one knowledge base will benefits us by providing both better coverage and a simplified workflow. Managing e-holdings now involves activating packages in both our journal link resolver (SFX) and the PCI. Once the CDI is in use, activations will only be necessary in SFX. There will also be a much shorter delay before the titles appear in Primo. All packages currently activated in PCI will automatically be activated in the CDI. Testing on SMU holdings is complete and all went well. They will also do testing at Acadia before we go live. They hope to have testing completed and the CDI activated for all libraries within a few months.

AD Planning | Head of Killam:

Accessibility: The Employment Working Group has continued their bi-weekly meetings. The group has looked at policies from some Ontario universities as examples. The next meeting will be devoted to the Dal Accommodations policy in terms of how that relates to employment.

The Dalhousie University Accessibility Advisory Committee met on Nov 19. The University has yet to receive a revised deadline for the Accessibility Plan from the provincial government. Like so many things, the process has been interrupted by Covid-19. Several of the working groups are interested in running surveys. DUAAC is trying to coordinate the survey requests into as few surveys that can reasonably be run. As well, DUAAC is coordinating requests for information from Dal Analytics, and to our colleagues in Ontario.

LIPCC: Thanks to those who dropped in to the practicum proposals session on Monday Oct 26, especially on such short notice. We'll be doing this again. The last LIPCC meeting was November 3rd. We are exploring ideas for continuing education/training for supervisors and would-be supervisors.

I would like to say welcome back to Michael Moosberger as AD Archives, Special Collections and Records Management following his three months of administrative leave.

Head of Killam:

Streaming Video: Adjustments were made to the administration of the streaming video requests earlier this month, with some of our Resources staff taking on larger roles. Thank you to Scott MacPherson for maintain the requests spreadsheet and assigning searches, Denise Irving for coordinating purchases and to Phil Laugher for joining the "Search Party". Lachlan MacLeod continues to review licenses and handle uploads and embedded links in Brightspace. So far, things have been going very smoothly.

Reference Room: Return to weeding the collection

After a Covid hiatus, Helen Wojick, Gail Fraser, Heather MacFadyen and I worked out a tentative plan for the next round of collection evaluation in the Killam last week. Joyline Makani, Roger Gillis, and Sam Adema and I had an opportunity at the Reference Monthly drop in to look at it from a liaison perspective. We are able to have liaisons on-site, one at a time, to examine the physical copies to assist their decision-making. Our goal is to have decisions made by the end of February. At the time of writing on Monday November 23, the Atlantic Bubble is collapsing, so this access may be precarious in the coming weeks.

Killam@50: Lecture event planning

Donna Bourne-Tyson facilitated a meeting between myself, Marlo and Christine Macy the Faculty of Architecture. Christine has agreed to do an online lecture about the Brutalist architecture period in general and the Killam Library in particular. It was a terrific meeting – Christine has some wonderful ideas – why did Brutalism emerge, what were the social conditions that fed this form, how did that fit at Dalhousie and Halifax. Her enthusiasm is infectious. Stayed tuned for the event details – I'm confident that you'll find it fascinating and fun.

Selected meetings:

- Weekly Town Halls
- Faculty of Science Council: Nov 12
- FASS Faculty meeting: Nov 17
- Ad-hoc Advisory Committee for Acting Director of SIM: November 19
- Research Commons Initiative: November 19

- Leading at Dalhousie series
November 13: Motivating Excellence in Teaching and Learning
November 20: Human Resources

Respectfully submitted,

Sarah Stevenson

Senate Representative Report to Library Council

November 2020

The most recent meetings of the Dalhousie University Senate took place on October 26th, 2020 and November 23rd, 2020 via Microsoft Teams. The following is a report that highlights events from these meetings:

Presentations: Steps to make diversity and inclusion a reality

October:

Senator David Gray (Agriculture) gave the territorial acknowledgement and highlighted ways they are incorporating EDI. One major highlight included incorporating indigenous perspectives into teaching and research. He noted that the Faculty of Agriculture created a Manager of Indigenous Students position to support indigenous students. Senator Gray shared that tutors from campus have been approved to work with students in the Millbrook community to help indigenous students who are learning from home. He also noted that the Indigenous students resource room has recently been built after the fire and will open once students return. Senator Gray graciously mentioned the Libraries' National Centre for TRC in the MacRae as an example of excellent work towards EDI.

November:

Senator Tim Bardouille (Faculty of Science) discussed a program that focuses on mentoring BIPOC graduate students at Dal. He shared that the program aims to address systemic racism and various issues BIPOC graduate students face, by giving them a sense of community and opportunities to lead. He noted that this program aims to be more than "coffee chats", but instead aims to be a program that increases engagement and supports recruitment and retention of BIPOC students through regular interactions.

President's report (November):

President Saini began by discussing recent developments with the pandemic, particularly how our sector is being financially impacted. He noted that things are developing rapidly and Dalhousie will have to become more competitive in the global market. He also added that Dalhousie must examine how we will adapt our processes to stay competitive as things change.

Motions:

One major motion was put forward at the November meeting, pertaining to students having the option to withdraw from courses up until the end of the Fall term, faculty having the right to alter their syllabi in favour of removing late penalties/changing exam format, etc., and that Senate work with the Dal Student Union to consider a statement on the challenges students are facing while learning online, in preparation for the Winter 2021 semester.

Motion was carried.

Respectfully submitted by Jackie Phinney

November 25th, 2020