

Library Council Meeting
Minutes
November 25, 2021
1000-1122 hrs
Microsoft Teams

Present: Erin MacPherson (Chair), Leah Unicomb (Secretary), Carol Richardson (Recording Secretary), Allison Fulford, Amanda Sparks, Anne Matthewman, Courtney Bayne, David Michels, Donna Bourne-Tyson, Elaine MacInnis, Gail Fraser, Geoff Brown, Gina Coates, Gwen MacNairn, Hannah Steeves, Heather MacFadyen, Jackie Phinney, Jan Pelley, Janice Slauenwhite, Joe Wickens, Joyline Makani, Karen Smith, Kirsten Huhn, Lachlan MacLeod, Linda Bedwell, Linda Clark, Lindsay McNiff, Louise Gillis, Marc Comeau, Mark Lewis, Marlo MacKay, Melissa Helwig, Melissa Rothfus, Michael Moosberger, Michelle Paon, Robin Parker, Sai Chua, Samantha Adema, Sandy Dwyer, Sarah Jane Dooley, Sarah Stevenson, Shelley McKibbin, Tracy Lenfesty

Regrets: Carlina Gillis, Creighton Barrett, Dominic Silvio, James Boxall, Jason Flynn, Julie Marcoux, Mick Bottom, Roger Gillis

Guest: Louise Spiteri, Acting Chair of Senate

1. Territorial Acknowledgement

The Territorial Acknowledgement was read by the Library Council Chair, Erin MacPherson.

2. Approval of Agenda

Motion: To approve the Agenda as circulated.

S.J. Dooley / K. Huhn

Carried

3. Introductions

- New Library Council Members

Welcome to Gina Coates and Tracy Lenfesty. Gina is on Library Council as the Manager of Library Services at the Sexton Library. Tracy is replacing Janet Hathaway as the University Librarian for the University of King's College.

- Recognition of Guests

Welcome to Dr. Louise Spiteri, Interim Chair of Senate.

4. Approval of the Minutes (from October 28th, 2021)

Motion: To approve the Minutes from the October 28, 2021 meeting as circulated.

C. Bayne / K. Smith

Carried

5. Business Arising

Faculty Procedures and Governance document working group for the Dalhousie Libraries. A call for volunteers for the working group was put out by Erin, the Chair of Library Council. Thank you to Kirsten Huhn, Creighton Barrett and Lachlan Macleod for volunteering to be on this group.

Action: Erin will send another call for volunteers and extend the deadline into December. A deadline will be set to call a meeting of the group in the New Year.

6. Senior Leadership Team reports

One highlight from the reports:

- Janice Slauenwhite
Thank you to Phillips Moving Ltd who have been doing a lot of work to get the Indigenous Community Room ready.
- Sandy Dwyer
A number of staff who work in Access Services, Resources and Document Delivery attended virtually, the Access Services Conference in Atlanta, Georgia. This conference was found to be very informative. A link to the various sessions will be provided for those staff who were not able to attend.
- Marlo MacKay
On December 7 from 4:00-5:00pm, Dalhousie Libraries are hosting a donor event for the Dr. Jock Murray collection. Special guests are Dr. Murray and his wife. If you plan to attend, please register and you will receive a link to the event.
- Sarah Stevenson
If there any questions about the Libraries Strategic Planning, please send them along to Sarah.
- Michelle Paon
The Jim Prosper donation is in the cataloguing stage of the items that were selected from the very large collection that was received. Thanks to the staff who have helped with this large project.
- Elaine MacInnis
 - Congratulations to Lachlan MacLeod on their family news that twins will be coming in the Spring.
 - Please take some time to read the reports from the Team members who submit information to Elaine's report. A lot of work goes into them.
 - The privacy impact assessment for the SpringShare suite of projects has been approved. We will be able to integrate Office 365 with SpringShare. Thanks to everyone who helped with this endeavor.
 - Gave a presentation with Samantha Adema to the Pathways to Dalhousie.
- Anne Matthewman
There was a Law School Professional Development day which was indirectly related to the Dunn Library. Library staff were able to participate in the follow up with the Black Lives Matter motion at the Law School and how the various constituents moved it forward.
- Marc Comeau
In the midst of the shift of software from Desktop to the Cloud. It's a significant shift on the Libraries end. Thank you to the Team who have been working on this project for a number of months and will continue for some time.

- Melissa Helwig
 - Faculty of Health has some cool videos coming out.
 - Highly encourage everyone to attend the Dr. Jock Murray collection event.
 - There is a link to the round up for Open Access Week. The Institutional RDM Strategy is updated and available.

7. Library Council Committee reports

Motion: To approve the LIPCC Draft Revised Terms of Reference.

C. Bayne / J. Phinney

Carried

- LIPCC will be coordinating training and professional development opportunities for intern supervisors. Please watch for sessions in the future.
- LIPCC now falls under AD Planning with Sarah Stevenson.
- Please send any questions about LIPCC to Jackie or Courtney.

8. Highlights from the Senate Report

The Senate Report is available on Brightspace [November 2021] 20211125_LC_RPT_SEN].

There are some certificate programs in Equity, Diversity and Inclusion upcoming and will be available to the general public and the Dalhousie Community. Shelley will forward the link to the free courses once she has received it.

Questions/Comments:

In Senate report -Enrollment of 21,000+ student overall. Is this the 21,000 FTE?

Dalhousie's FTE is 17,964. The number mentioned at Senate is not the FTE, it is actual students. It was noted, the Libraries do receive monthly reports from the Registers Office.

The Dalhousie Governance Review

There is an official communication plan coming out soon from the University. The Governance Review is being done in relation to the new Strategic Plan and under the Chair of the Board of Governors. The purpose is to see if there are sufficient governance mechanisms to support the Strategic Plan. A survey with the same questions will go out to Senators and the Board of Governors. Louise Spiteri is part of an Advisory Committee who will be giving guidance.

For units like ours that do not benefit from ERBA, is there any mechanism to address increased costs associated to increased enrolment?

We have noted that with Senior Admin, regarding the costs escalating at 20,000 FTE. There is a discussion about how to increase our acquisitions funding to adjust.

Does that include increased staffing demands?

This issue is raised with staffing and spaces for students according to the FTE number. The FTE threshold is different for acquisitions where costs go up significantly because we enter a new tier for a lot of the licenses etc.

9. New Business

There was no new business.

10. Question Period

There were no questions during question period.

11. Adjournment

Next Meeting: Thursday, December 16th, 1000-1200 hrs on Microsoft Teams

**Report to Library Council
Anne Matthewman –November 2021**

AD Learning and Teaching

ADAC

At its most recent meeting, the Council heard from Maria Pacurar who is the Chair of SLTC regarding Grade Distribution Reviews and the policy stating that faculties should submit an annual report with the results of their review and related procedures. The policy was approved in 2017 and has not been fully implemented. Results and procedures were left to faculty to report but there are questions on when it should be done and what content should be included. The expectations are not clear. Maria Pacurar indicated that faculties should be determining whether they are reaching learning outcomes and that a review of grading is expected to be an annual process.

There was also a review of assistance provided to faculty members by CLT for the new policy on Holistic Evaluation of Teaching. This policy was approved in June of 2021. Holistic evaluation consists of three types of evidence: teaching dossier, SLEQ, and peer evidence. Faculty developed procedures for Tenure and Promotion need to be approved and reviewed. CLT can assist with the formative aspect of this process and is developing a website to assist faculty. They are also planning a workshop. CLT is not involved in the evaluative aspect of T&P.

ADAC will not be meeting in December.

OER

The OER committee will meet on November 30th to select the next round of OER grant winners. We received five applications.

Team

The Team met on November 22nd. Prior to that meeting Lindsay McNiff and I met with Kieron Lock-Lawton of the Faculty of Open Learning and Continuing Education to discuss the library participation in DalOpen. We will continue to meet with him on a regular basis as we determine the best way for the libraries to be involved. The Team is also considering the frequency and operation of Research Bootcamp as we move forward. The Team continues to be busy with teaching and training.

Dunn Law Library

The Law School suffered a flood over last weekend due to a malfunctioning sprinkler head and there was considerable damage to offices and classrooms. Fortunately, the Law Library was spared significant damage with only wet carpet in a couple of areas. The building remains closed for the week as it undergoes remediation. Classes are being relocated to other buildings on campus or to Teams. There will be a staged approach to re-occupying the building and we are waiting for details about the process and timing. Re-opening the Law Library is a priority for the Dean, and we are hopeful that will occur on Monday, November 29th. Another priority is determining the impact on exams.

There has just been a round of interviews and job talks for 1-2 tenure track positions at the Law School. Librarians participated in the interviews and job talks.

The Law School Professional Development Day was held on October 29th at the Black Cultural Centre in Cherry Brook. There was a panel of students and alumni who discussed the challenges they faced as Black Nova Scotians during Law School. Other speakers included Michelle Williams and Quenta Adams. They discussed the history of Black Nova Scotians, the Law School's Black Lives Matter Motion, the work of the EDI Committee, and how the Law School could move forward to implement the motion, including classroom instruction. Faculty members met in groups according to their committee responsibilities to discuss the committee's response to the motion. I participated in the Academic Committee discussion.

I have been attending the consultation sessions for the Search Committee for the new Dean of Libraries. There is also a confidential survey available [here](#) for those who wish to comment anonymously.

Library Council Update – Dean of Libraries Selected November 2021 Highlights

Overview

- Members of SLT often note initiatives with which I am also involved, and I try not to duplicate in these brief comments. Thank you to everyone in the Dal Libraries, so dedicated and making incredible progress on many fronts.

Within Dalhousie

- With deep sadness, I note the passing of Dr. Richard Goldbloom, Chancellor Emeritus. I had the pleasure to meet him and his wife Ruth several times, and they were both warm, generous and kind individuals. You can read about his impressive career and even more impressive community engagement here: <https://www.dal.ca/news/2021/11/22/remembering-chancellor-emeritus-richard-goldbloom.html>
- Since late August, I've been meeting with the librarians one on one for our annual meetings as outlined in the CA. I always value this opportunity to find out what each librarian has accomplished in the past year, and to hear more about goals and objectives for the coming year. These meetings, while only an hour, are a useful touch point, to find out how colleagues are feeling about strategic initiatives, workload, and potential role changes or other career development trajectories. It is inspiring to read the annual reports and to hear colleagues speaking passionately about their work and their aspirations. This year was no exception, with high levels of engagement evident in the reports. I heard many positive comments about the high level of support that librarians are receiving from the Associate Deans with whom they work, as well as from the various teams on which they participate. When asked, there were no requests for additional support, or training opportunities, for Associate Deans or the Dean to provide; many noted that they feel very well supported by their ADs. Many librarians had constructive thoughts about services, resources and spaces to convey, which were appreciated and helpful. It is clear that everyone is feeling the effects of the pandemic, facing considerable fatigue, but in spite of that, the conversations were positive and vibrant, and there is palpable energy in the annual reports and the discussions. I have been grateful to have these opportunities to hear the thoughts and suggestions of each colleague and to recognize exemplary contributions. Periodically over the past 10 years, I've also blocked off time to meet individually with all staff in the Libraries for a one-on-one check-in meeting; I would love to do that more often but it does take time.

Consortia

- CAUL-CBUA is undertaking bylaw changes that have taken up much of the time of the executive, and the board. There will be a vote at a special meeting in December, and then further information will be available.
- Novanet has undertaken a review of the funding formula used to invoice members for their share of Novanet costs; this is a work in progress and financial modeling is the next step, to see what impact the various preferred models would have.

Associations and Boards

- The CARL Fall meeting was held virtually over two afternoons, with a compressed schedule. Highlights included a session on Controlled Digital Lending and a presentation by NDRIO/Portage on RDM.
- The NDRIO Board (now the Digital Research Alliance of Canada Board) held three meetings in the past month that I attended, for the various committees on which I serve, and an additional special consultation regarding the funding model.

AD Library Services & Head, MacRae Library

Report for Library Council

November 2021

Updates from Library Services Team Members:

Special news: *Lachlan and his wife, Cassie, are happy to announce that their family is growing! Ivy will become a big sister to her twin siblings this coming Spring! The official due date is May 16th.*

Access Services –

- Gina Coates is the New Manager, Library Services at Sexton. She started in her new role on Nov. 1st. A big thank you to Kellie Hawley for work in this role during her secondment from March – October. (also covered in Sandy's HR highlights).
- As outlined in All Staff Update #44, the work of the Service Evaluation & Enhancement Team will be transitioning to the Dal Libraries Service Point Committee (DLSPC). Feedback gathered via the webpage or by other means will be filtered to the appropriate members of DLSPC or other Libraries staff as appropriate and, if more general in nature, will be addressed as a standing agenda item at DLSPC. DLSPC will be revising its Terms of Reference to broaden the membership of the Committee to include some representatives who were on SEET that were not previously represented on the DLSPC. The draft revisions will be coming forward to a future Library Council meeting.
- Thirteen staff with responsibilities in the area of access services virtually attended the Access Services Conference – Unlocking the 21st Century on Nov, 17th and 18th that was held at the Loudermilk Conference Center in Atlanta, Georgia.
(S. Dwyer)

Assessment – The recent focus has been on wrapping up projects, checking in on assessment activities, and setting things up for my 6 month absence (special leave Jan-Jun).

- The Library Assessment webpages are now mostly up to date, with recommendations tables and links to most assessment reports. Please have a look to refresh your memory on the assessment results and to check in on outstanding recommendations. (<https://libraries.dal.ca/about/library-assessment.html>)
- Reviewed LibInsight datasets and providing suggestions to dataset leads.
- Working to blend feedback button reporting into the LibInsight Feedback dataset.
- Working with Marc on the tech-related recommendations to wrap up the Sexton faculty interviews report.
- Assessment consultations with the MacRae and RDM folks are also on the docket and I'm also checking in on the Dal web renewal assessment activities.
- Reviewing and editing the draft Strategic Plan, ensuring that themes of UX and EDIA from outstanding assessment recommendations are present in the plan and considering assessment functions to support strategic goals.
- Other: Provided a 2+hour introduction to Library Assessment to INFO 5530. Peer-reviewed CARL's Library Impact Framework. Attended two conferences - Performance Measurement in Libraries (LibPMC) and the Southeastern Library Assessment Conference (SLAC).
(L. Bedwell)

Data & GIS Services – Everyone on the Data & GIS Services team was involved in writing and reviewing content for our *Layers08* newsletter. It was distributed on Nov 17, *World GIS Day*. DLI National Training sessions are being held virtually from November 22 to November 26. Julie will be presenting a session to all attendees, *Secondary Data for Speed Dating*. We also met and provided a list of activities for the Strategic Planning process.

As part of the 2021/2022 DLI license, each member institution representative and designated backup has been provided with Real Time Remote Access (RTRA) accounts. RTRA is an online tabulation tool allowing subscribers to run SAS programs in real time to extract results from masterfile subsets in the form of

tables. RTRA users can calculate frequencies, means, percentiles, percent distribution, proportions, ratios, and shares on social data, frequencies on administrative data and proportions on crowdsourcing data. Julie (our representative) and Choi (our backup) have been testing this product. A current limitation appears to be the level of geography (you can select province but nothing more specific). We anticipate some lively discussions during the DLI National Training week. (G. MacNairn)

Document Delivery - Document delivery has had a typically busy fall semester now that most staff are back onsite, as are most of our patrons. Mail services and courier pickups have resumed as normal and both borrowing and lending activities appear to be similar to pre-pandemic levels.

In addition to all their regular tasks, some of our staff have taken part in the recent Access Services online conference and have found the sessions quite informative. Two members of our Doc Del team have also resumed working regular shifts at the Killam Access Services desk.

Relais continues to refine its web portal and it is encouraging libraries to use this platform for most of the day-to-day processes. In an effort to address some of the known problems with the portal, Marlyn McCann has investigated many parts of our daily workflows with the help of our Killam DD staff. She and Joe Wickens have been meeting with OCLC/Relais staff member Debra Denault to review the problem areas identified and it is anticipated that this important feedback will guide Relais' future product development.

The upcoming migration of Aleph to Alma is edging ever closer to reality and Joe Wickens has been recruited to lead the Fulfillment Network Working Group. This group is tasked with examining Alma to see how our current Novanet Express resource sharing service might function in a new library management system. We anticipate that broader consultations will take place regarding the integration of Alma and Relais in the provision of national and international resource sharing. At the very least, our staff will need to learn Alma fulfillment (circulation) processes and may need some training in the other facets of this new system e.g. acquisitions and cataloguing. 2022 promises to be interesting year! (L. Clark)

Indigenous Services – Samantha is continuing to work with the team developing the curriculum for the Indigenous Studies Major. Great progress is being made on the Indigenous Community Room in the Killam and we are hoping that the space will be ready for use in early December. Many thanks to Janice for all her efforts in arranging for the various moves and cleaning to happen. We met with Mick on site to review the audio-visual requirements for the space and we will be outfitting with appropriate technology for presentations and other types of events. The Indigenous Program Planning Team held its first meeting on November 5th. We had a brainstorming session and are working on an outline of potential events for the year.

LibGuides/LibCal/Springshare Suite – We are happy to announce that the Privacy Impact Assessment for the Springshare suite of products has been approved. A huge thank you to Jason for the tremendous amount of work he put into this. Thanks also to Lindsay, Melissa H. and Linda Bedwell for their input and assistance throughout the process. Jason is liaising with ITS to determine next steps for the integration with Office 365.

Reference & Research Services – Sarah Jane is assembling a Reference & Research Services team to tackle a number of reference and research services priority areas. Stay tuned for a detailed update in our January report.

MacRae Library

- Erin, Leah, Daryl and I met to discuss a space assessment project for the MacRae Library, potentially for Winter 2022. No assessment has been done since the opening of the Student Learning Commons in 2018. We are currently consulting with Linda Bedwell on a number of issues related to the potential assessment project.
- The DalAC student, staff, faculty and alumni Fine Art & Fine Craft Exhibit is planning to open on Thursday, March 3rd. We are presently recruiting members for the planning team and will be putting out a call for submissions soon.
- Erin MacPherson attended the November Academic Leaders meeting for the Faculty of Agriculture on my behalf.

- We are looking forward to welcoming Donna and Sandy to the MacRae for a visit and meetings on November 24th.

Agricultural Campus

- Academically there is a lot happening on the Agricultural Campus:
 - Academic expansion on Ag Campus is currently under active investigation/implementation with Faculties of Science, Computing, and FASS. Related to this, in Fall 2022 we will be welcoming student to start their BSc (Biology) on the Agricultural Campus. Donna is a member of the DalAC Academic Expansion Steering Committee.
 - The School of Resource and Environmental Studies (SRES) is looking for a potential new academic home. FoAGR could be a good placement with many synergies. Dean Gray has met with all members of SRES and attended a School meeting. Next steps would be for them to tour Dal-AC.
 - Dean Gray has proposed a review of Faculty of Agriculture name and he is chairing a review group to bring a recommendation forward to Faculty Council.

Meetings & Events

- The Research Commons Project Team had one more meeting since my last report. A small working group (Melissa, Melissa and Erin) has been tasked to iron out the last details and then Marlo will be able to finalize the web pages.
- I toured Sean around campus to introduce him to the Administrative Assistants for each of the departments in the Faculty of Ag.
- I met with Mick and Queena Crooker-Smith (Administrator, Faculty of Agriculture) to discuss process for AV support now that Sean is in place on the Ag Campus.
- Samantha and I are presenting on library services for Indigenous and Black and African Nova Scotian students on Wednesday, November 24th. This is part of the “Pathways to Dalhousie” series that Krystle Henry presented on at our All Staff Meeting on Tuesday.
- I participated in a meeting to review spaces on the Agricultural Campus where standing liquor licensing requirements are needed, including the MacRae Library.
- I attended the following other meetings and events:
 - Copyright Update meeting
 - RDM Bi-monthly meeting
 - Consultation re the Dean of Libraries Search
 - November Faculty Council meeting for the Faculty of Agriculture
 - Senior Leadership Team Meeting,
 - Regular one-on-one meetings with my Team members and fellow members of SLT.
 - Regular meeting with Leah.
 - Regular meeting with the Campus Principal and Dean, Agriculture
 - Regular meeting with the Associate Dean Academic, Agriculture
 - Chaired the Heads Meeting on November 15th.
 - Succession Planning discussion for upcoming librarian vacancies on November 4th.
 - All-staff meeting on Tuesday, November 23rd.

Report to Library Council
Janice Slauenwhite
Manager, Financial & Physical Resources
November 2021

Facilities

- Continue to attend regular project meetings for the Howe Hall tunnel upgrade
- Coordinated move of furniture from Killam G70 so carpet could be replaced
- Coordinated several moves carried out by Phillips Moving involving the Indigenous Community Room, Reference collection and installation of shelving in various locations in the Killam.

Other

- Attended the Indigenous Program Planning Team meeting on November 5th
- With Elaine, Marlo, Samantha and Catherine Martin met with Mick Bottom to discuss AV requirements for the Indigenous Community Room
- Attended the fall all-staff meeting

AST Library Council Report – November 25, 2021

Marc Comeau – Director, Academic Technology Services

- Working on a new plan for storage solutions to support both OLCD, to support Micro Credentialing and the Syllabus Policy.
- There are ongoing issues around some of our Academic software moving from client-based installations to cloud solutions. Privacy Impact Assessments need to be completed for that to happen and it's a very work intensive process.
- We have had ongoing issues with getting the Teams/Brightspace connector in place. We will need to bring all parties to the table to unpack the problem.
- The AV team is continuing the work on the ground both to coordinate the completion of the work already contracted and to put together the room assessments for the summer RFP to come. There will be a significant focus on classrooms in Truro in the coming RFP.
- Our support teams continue to do excellent work every day.

Report to Library Council from Marlo MacKay, Communications Coordinator October 29–November 25, 2021

Online Teaching

I continue to collaborate with Michelle Soucy from CLT on the release of the *Connected Classrooms* newsletter that is distributed the first Thursday of each month. Please get in touch **by November 30** if you have content for consideration for the next issue.

Dal Reads

Our first public Dal Reads event of this year was on **November 3**. Thanks to James Wilson, Shelley McKibbin, Michelle Paon, Jolene Reid and Kewoba Carter for their production assistance on this event. You can view a recording of the event [here](#). More events for the new year are currently being planned.

United Way Steering Committee

Dal's United Way campaign closed on November 5. We just learned that we reached and exceed our \$120,000 fundraising goal but are yet to have a final total. Thanks to everyone who donated.

NS LGBT Seniors' Archive

On October 28 at 3 p.m. we hosted an event for LGBT Month called Finding Our History: A Conversation About LGBT Collections and Exhibitions. The event was moderated by Dr. Jacquie Gahagan, founder of the NS LGBT Seniors' Archive and featured panelists Meredith Batt, Rachel Moore, Denyse Rodrigues, Robin Metcalfe, and Daze Jeffries. Thanks to James Wilson, Jolene Reid, Nicole Maunsell, and SIM student Jace Stinson for their production assistance on this event. You can view the recording of the event [here](#).

Data & GIS Newsletter

Completed the layout and editing on the latest issue of [Layers](#).

APLA Newsletter

Submitted the latest entry of news from the Dalhousie Libraries to the APLA newsletter.

Web Renewal/Transition to Touch UI

This work is ongoing. Thanks to the web team for the ongoing involvement, my co-lead for this transition Michelle Paon, and our YCW intern, Christina Cheung.

Digital Strategy

I have been working with Allison Kincaid, the new project manager for the digital strategy, and Ryan McNutt, associate director of communications on the communications rollout strategy of the digital strategy.

Dal Libraries Annual Report

The annual report is now at the SLT-review and proofing stage.

Donor event

Planning for a donor event to honour Dr. Jock Murray and his donation from his personal library is well underway. The event will take place on December 7 from 4-5 p.m. Invitations are being sent this week with assistance from Advancement.

Seed Library website

Working with Jolene Reid and John Miffen to revamp the site. Work is ongoing.

Meetings (highlights)

- Dal Libraries strategic planning team
- SLT
- Research commons team
- Dal Libraries all-staff meeting

- Library Council
- United Way Steering Committee
- Dal Comms Planning Team (CMC and faculty/unit communicators)
- Dal Libraries Health & Wellness Committee
- Dal Libraries Indigenous Program Planning Team

W.K Kellogg Health Sciences Library | Research & Scholarly Communications
Highlights for Library Council, November 2021
Submitted by: Melissa Helwig

Kellogg Health Sciences Library

Staff updates:

The competition for the new Research Data Management librarian (with liaison duties to the College of Pharmacy) closed on Monday November 22nd, and the committee is now reviewing applications.

General updates:

The new “Knowledge Syntheses: A How-To Guide” was launched this month.

<https://dal.ca.libguides.com/systematicreviews> This is a detailed guide to undertaking knowledge synthesis work, including (but not limited to) systematic reviews. It was developed with an eye toward all disciplines and walks reviewers through the process from start to finish. This was a team effort, but particular congratulations are due to Robin Parker and Kellogg intern Vinson Li who have done an outstanding job on this challenging project.

Research news:

Newly published article: Sketris, Traynor, Helwig, Burland, Stewart. Exploring parity in female authorship of pharmacoepidemiology articles: a case study of the Canadian Network for Observational Drug Effect Studies and its citing articles. *Pharmacoepidemiol Drug Saf.* 2021

<https://pubmed.ncbi.nlm.nih.gov/34570942/>

Attended:

- Monthly Faculty of Health Faculty Council meeting
- Bi-annual Full Faculty Meeting – Faculty of Health
 - Great videos going out as part of their communications plan:
 - <https://www.youtube.com/watch?v=9dj2hZUi2g8>
 - <https://www.youtube.com/watch?v=dOTlzZMxXM>

Reflections on pandemic video series: [The New Normal - Dal Health Reflections on the Pandemic: Part 1](#)

- CHLA/ABSC Fall Board Meetings

Research & Scholarly Communications

Scholarly Communications:

The Scholarly Communications committee oversaw the completion of Open Access week with a brief information series. See this blog post for the open access week round up:

<https://blogs.dal.ca/libraries/2021/10/open-access-week-round-up/>.

A practicum proposal is submitted for an environmental scan and the development of future open access week activities. The Schol Comms committee intends that the practicum student will benefit from an interesting opportunity to develop research skills while also gaining familiarity with hot topics related to open access while our next open access week celebrations will gain more attention.

Brief presentation to DRAC on Open Research at Dalhousie, follow up blog post forthcoming.

UNIWeb Activities:

The UNIWeb team submitted 3 requests using the new SOW process, which formalizes the process of requesting changes from Proximify. It is hoped that this will result in more efficient communication and effective responses to requested changes. Contract renewal is in process.

Research Data Management:

Research Commons meetings, Research Data Management (RDM) Refresher for Librarians, RDM bi-monthly meeting, Louise participated as a community panel on Dataverse use cases from across Canada as part of [Dataverse in Canada: The Research Alliance's Webinar Series](#)). The final webinar will be held December 1.

Dalhousie's Institutional RDM Strategy [is updated](#) and is available through the RDM LibGuide and the Data Management webpage. Updates reflect the Tri-Agency's RDM Policy publication and our growth in RDM capacity.

Attended:

Portage Dataverse panel

Report to Library Council

November 25, 2021

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

Associate Dean Resources

Resources transition: Kirsten Huhn, Heather MacFadyen and I have met several times to discuss and plan the transition of Resource librarian responsibilities and tasks that will occur as of January 1, 2022.

Heather has begun preparations for the upcoming request for the Statistical Survey of Canadian Academic and Research Libraries 2020-21 ([CARL stats](#)).

Last year the Libraries accepted a gift of monographs, framed treaties, rare books and memorabilia from the collection of Jim Prosper, the first Mi'kmaq graduate of the Engineering program at Nova Scotia Technical College (now Dal's Faculty of Engineering). Due to COVID restrictions, we initially experienced delays with respect to content selections, which delayed the appraisal phase. We're happy to report that appraisals have now been completed for the Prosper items that were selected for the Libraries' circulating collection and Special Collections. Thank you to Phil, Scott, Heather and all liaison librarians and staff who have been engaged in this process for the past year. The Prosper gift is a generous and valuable contribution that adds to our holdings in Indigenous studies, Atlantic regional history, legal resources, and rare books, among others. As a next step, the Resources team will meet to discuss and plan the cataloguing phase of the project.

The Sexton team have completed the last phase in the Cornelia Oberlander landscape architecture donation. It had been agreed with the donor that after selections had been made for the Dal Libraries, any remaining items would be distributed to Dal Architecture students. Unfortunately the pandemic resulted in that plan being delayed. However in early November, the Sexton team packaged the remaining books and serials and transported them to Sexton House, where students were invited to browse the books/serial issues and select items to take home for free.

Sage Transformative Agreement: A recent CRKN-Sage report (Oct. 28, 2021) indicates that since the start of this agreement Dalhousie researchers (corresponding authors) have published 34 open access articles in Sage journals, of which 30 were published in hybrid journals, without having to pay article processing charges (APCs). Several articles were published in Sage "Gold" journals at 40% discount on APCs. With respect to Sage APCs, Dal authors have saved a total of US\$89,000 on publication in Sage hybrid journals and US\$3180 in the "Gold" journals.

4 Seasons of Reconciliation: By October 29th, a total of 679 Dal faculty & staff had registered for the 4SoR online course. Of those, 147 had completed the course, while 162 were working on modules.

Alumni access: Resources/ATS completed testing with regard to alumni requests for a Banner #, NetID activation, followed by logging into one of the alumni-accessible resources. The latter include: Duke Journals, IntelLex Past Masters, SAGE Journals, and Taylor & Francis Journals. The Resources team will work with Marlo to prepare communications about alumni access to these resources.

Resources team members continue to carry out tasks requested by the Alma Implementation teams with respect to the Aleph to Alma migration.

Kirsten Huhn has completed training modules in the 6-week [Scopus Certification Program for Librarians](#).

The [Web Advisory Committee](#) met in November. Intern Christina Cheung continues to work on the Libraries webpage inventory. Marlo and I met with liaison lead Julie Marcoux and Reference & Research lead Sarah Jane Dooley to discuss the addition of booking links to the [Subject Liaison Directory webpage](#). Marlo and Christina prepared a forecast of intern work-hours to be completed by the Jan. 12, 2021 Young Canada Works contract end date. YCW interviewed Marlo and Christina with regard to their experiences thus far with the YCW Building Careers in Heritage program.

I accepted an invitation to join the newly-formed [Dal Libraries Indigenous Program Planning Team](#) and participated in the first meeting on Nov. 5th.

I served as a backup for the [Dal Reads](#) event with Francesca Ekwuyasi, author of *Eat Honey Pig Bread*.

[NORTH/NORD: The Canadian Shared Print Network's Steering Committee](#). As the Council of Atlantic University Libraries (CAUL) rep, on November 4th, I participated in a two-hour planning meeting to establish goals and set priorities for initiatives of NORTH/NORD. I prepared a quarterly report about the work of the NORTH/NORD Steering Committee and submitted it to the CAUL Board of Directors meeting.

Sexton Library

- The Dalhousie Libraries is trialing [three architecture databases](#) this month: *Inspiration* from DETAIL Verlag, *Building Types Online* from Birkhäuser, and *Pidgeon Digital*.
- Congratulations to Gina Coates, the successful candidate for the position of Manager of Library Services at the Sexton Library, who stepped into the new role on November 1st. As part of Gina's orientation, we meet weekly to discuss operational issues and various initiatives at Sexton Library.
- Sincere thanks to Kellie Hawley, who served as the Sexton's Interim Library Services Manager from March to October 2021. Kellie has now resumed her role with the Document Delivery team.
- On November 1st, Rebecca Davison moved from the Libraries Document Delivery team to join the Sexton Library team.
- Cassandra Larose has accepted a position at Royal Roads University Library as Librarian, Scholarly Communication & Learning Support.
- At the request of Facilities Management, the Sexton Library team conducted a count of the linear feet of shelving in the library's spaces.
- We have received news of funding approval to have more electrical outlets installed on the library's mezzanine study space level. Gina and I have done a walk-through in advance of a visit by an FM team that will be preparing a project plan.
- Arranged a meeting of me, Gina and Brooke Edwards, Director of Melda Murray Student Centre.
- We cancelled five Sexton Library landlines, as they were seldom used for incoming/outgoing calls.
- I prepared the Sexton Library monograph fund allocations.
- Allison Fulford and Sarah Jane Dooley have completed training modules in the [Scopus Certification Program for Librarians](#).
- Following a COVID-related hiatus, the Faculty of Engineering has relaunched its strategic planning process. Dr. Darrel Doman has been appointed as Assistant Dean of Planning to lead the process to complete the 2022-2027 plan. Facilitated consultation sessions will take place during winter term.
- The Faculty of Engineering is an early adopter of the National Standard for Post-Secondary Student Mental Health and Well-Being. In spring 2021, they formed a Steering Committee and engaged a consultant to conduct an audit of student data and available mental health supports. They also conducted a survey and held consultation sessions with students, faculty and staff. Moving forward, two groups will be formed: the Working Group on Community Support & Student Engagement and the Working Group on the Curricular Environment and Policy. The faculty will be addressing gaps and creating a Faculty-specific Mental Health Framework.

Liaison Librarian (Oceanography, Nova Scotian Institute of Science liaison)

- Prepared Librarian's report for NSIS Council's November meeting, participated in Council meeting and attended public lecture re. alternative energy (Speaker. Dr. Wayne Grosko).

I participated in the following meetings / attended events:

- Senior Leadership Team, Heads meeting, Library Council, Libraries Town Hall, Dal Libraries All-staff meeting.
- Update meetings with: Associate Dean Services, Resources management group; Resources Management Librarian; Collection Analysis Librarian; Resources team/Director of ATS.
- Orientation/update meetings with Library Services Manager (3); Sexton Library team
- Succession planning meeting with Dal librarians.
- Consultation session - Search for Dean of Libraries.
- Web Advisory Committee - Nov. 18th.
- Research Commons webpage project meeting - Nov. 5th.
- Dal Libraries Indigenous Program Planning Team - Nov. 5th.
- Chrome River training
- Faculty of Graduate Studies Faculty Council meeting.
- Prepared Librarian's report for and participated in Faculty Council - Architecture & Planning meeting.
- Council of Atlantic University Libraries (CAUL) Collections Committee

Report to Library Council
Sandy Dwyer
Director, Libraries HR & Access Services
November 2021

Libraries HR Highlights

Staffing

- Interviews for a Library Services Weekend Supervisor (C5) position at the Kellogg Library took place on October 22nd, 29th and Nov. 1st. The search committee is in the process of checking references.
- Gina Coates is the new Manager, Library Services at the Sexton Library. Gina began in her new position on November 1st. Congratulations Gina!
- Kellie Hawley, who had been seconded to the Manager, Library Services position at Sexton until the end of October, has returned to her position in the Document Delivery department. A big thank you to Kellie for the great job that she did in this role during her secondment.
- The posting for a Library Services Assistant, to replace Gina, closed on Nov. 17th. The Search Committee is in the process of reviewing and short-listing applicants. In the meantime, Becca Davison, who had previously been backfilling Kellie Hawley's position in Document Delivery, has been hired to temporarily backfill this vacancy until we can get it filled permanently.
- Interviews for the Library Services Assistant position (Killam) will take place the weeks of Nov. 29 – Dec. 9th. Search Committee members are Amanda Sparks, Joe Wickens, Denise Irving and Sandy Dwyer.
- Interviews for the Instructional Technologies Technician term (7-month temp) took place the first week of November. We are in the process of making an offer to the successful candidate.
- Elizabeth Carbonneau was the successful candidate for the Archival Processing Assistant (fifteen-week temporary position). Elizabeth will begin in this position on Nov. 22nd.
- The posting for the Digital Asset Technician to replace Shirley Vail closed on Nov. 16th. The Search Committee is currently reviewing and short-listing the applicants.
- The posting for the Research Data Management Librarian closes on November 22nd.
- Cassandra Larose has resigned her position with the Dalhousie Libraries as of Nov. 13th. We wish Cassandra all the best in her new role at Royal Roads University in Victoria as their new Scholarly Communication and Learner Support Librarian. Congratulations Cassandra!
- An employment requisition to replace Cassandra's Library Services Supervisor position has been submitted to the Budget Office for approval. In the meantime, Lauren Davis continues to backfill that vacancy.

Alma Implementation Steering Committee - update from meetings on Nov. 10th and 17th

Cataloging/Metadata Working Group

Lead, Adam Keylor

- Next Working Group meeting, Nov 19, 2021
- First meeting of testers scheduled for Nov 16, 2021
- Reviewing testing documentation
- Identifying records for testing
- Waiting for test load and encouraging everyone to work in the Sandbox.

Acquisitions Working Group

Lead, Terri Winchcombe

- Testers meeting expected to be scheduled around the same time as Service Group meeting, Nov 23, 2021
- Acquisitions service group is meeting Tuesday, Nov. 23rd.
- Will be discussing Alma testing and demoing some acquisitions workflows.

Fulfillment Working Group

Lead, Corinne Gilroy

- Fulfillment testers will be meeting soon after the testing demo on Dec 1. (Will be recorded for those who can't attend.)
- FARS working group will be meeting around the same time to delegate responsibility/oversight of various libraries' testers.
- Fulfillment Testing documents now centralized and simplified in one location (Corinne's OneDrive)
- Will continue to promote training videos between now and Dec 1.

Training Working Group

Leads, Jennifer Richard & Sandy Dwyer

- The Training Working Group had their first meeting on Tuesday, Nov. 16th.
- We finalized and approved our Terms of Reference and these have been shared with the Steering Committee.
- This group will be meeting weekly.

Fulfillment Network Working Group

Lead, Joe Wickens

- Met Nov 16, 2021
- Members have been assigned videos and documentation for review
- The membership of the WG has been established and two meetings have been held.
- A recurring meeting schedule has been set (Tuesday's 2:30).
- Members are reviewing Alma learning resources for the FN and it is hoped that a meeting can be arranged in the near future with an Ex Libris staff member to go over details of configuration/implementation.

Getting Staff interested in Alma

Bill asked for ideas to get staff interested in Alma. Suggestions:

- Viewing parties (with/without snacks)
- A PR group to organize staff participation, etc.

A PR group will be formed. Please notify Bill if you want to volunteer as the group lead.

Welcome Letter

It was asked if a welcome letter could be sent out when a new patron is registered in Alma. This is possible, more information available [here](#).

Timeline for Test Load

The Alma test load should be ready the week of Nov 22nd with Primo VE available the week after. Ex Libris will send all the reports and information to the NN office who will create permissions and distribute to the libraries about a week later.

Alma Testing

There are two forms for testing.

1. [Aleph to Alma Data Migration Review](#) This form can be downloaded and distributed to anyone for testing. Included are suggested areas for testing. You can add any other areas of testing you like.

2. [Data Check Workbook](#) This is the workbook used to report our testing findings back to Ex Libris. Steering committee members and testing leads will coordinate to fill out the Data Check Workbook and upload it to Basecamp.

All testers will be invited to a 90 minute testing demo on Dec 1st.

Managing e-resources in Alma

Just a reminder to fill in the [Managing E-resources in Alma](#) spreadsheet with your e-resources that are updated by the NN office. These will include collections of marc records you had the NN office batch load for you. It will not include single electronic records you have catalogued in Aleph or any collections only managed in SFX. We need to review these collections for any that should be considered for management in SFX or if they need to remain in the catalogue, add an identifying tag (856\$\$m) to the holding record. Without this tag, we cannot match the records for updating once we move to Alma. The NN office does not have access to any of your subscribed or owned collections and cannot download marc records. If you're not sure who updates an electronic collection you subscribe to please add it to the spreadsheet anyway. We will be reviewing this list and contacting you for more information. If your Acquisitions or Cataloguing people have any questions, send them to office@novanet.ca.

Deadline: Nov 25, 2021

Configuration Forms

The NN office had reviewed the General tab and recommended consortial configuration based on our current practices and Ex Libris' recommendations.

Most of the configuration forms have been reviewed and corrected as directed by Ex Libris and moved to the Final folder.

Final configuration forms were due Nov 17, 2021.

Test Load updates

Ex Libris reported the data migration looks good and is now being copied over to the production environment. Next, they will work on the configuration and are on track to release it to the NN office next week.

Testing

More than 80 testers have been identified and will attend a session by Ex Libris on the testing process. The session is scheduled for Dec 1st and will be recorded. There will be discussion at the next Testing meeting regarding the best way to include that many testers.

A list of testers is available on the [Alma page](#) of the Novanet website. Please help us to keep this updated by reporting any changes.

Leigh will send a testing document prepared by NSCC to the Steering committee.

The [Fulfillment Configuration Utility](#) in Alma will help testers identify errors and inconsistencies in the fulfillment rules.

Other

- I attended several sessions of the Access Services Conference 2021 – Unlocking the 21st Century Library <https://www.accessservicesconference.org/> on Nov. 17th & 18th.
- Our second Alma Implementation-Dal Libraries Stakeholders meeting will be held on Nov. 22nd.

Library Council Report: 25 November 2021: AD Planning | Head of Killam

AD Planning:

Strategic planning process:

The first draft of the Strategic Plan is currently under review with the Senior Leadership Team. Thanks to everyone for their input to date. This is a 'bottom-up' plan with most of the suggestions coming in at the implementation level – concrete actions or tactics. These will be saved for the implementation plan – a separate document from the strategic plan. Those tactics are forming a basis for determining the strategic directions and objectives.

For example, a **strategic direction** would look like this: *Provide students with timely access to information and scholarly resources to further their learning and research.*

An associated **objective** could be: *Ensure collections support current academic programming and that appropriate core resources are available.*

And **tactics** could include items like this one: *Develop and/or update collection development plans for our print and electronic collections held by individual libraries and system-wide.*

Working from the details of tactics back to objectives and strategic directions is taking more time than initially anticipated. Watch for more developments in the coming weeks.

LIPCC

LIPCC and the Library Heads group are in agreement that we need to increase the rate of pay for our interns. This will likely mean a reduction in the number of interns across the system and changes in the administration of internships. At the time of writing the permutations were not complete on how many intern hours would be available at higher rates of pay. Moving the internship model from location based to a model based on the functions of the Associate Deans is also under discussion and development.

Head of Killam:

The compliance with mask-wearing among Killam Library users continues to present challenges for staff enforcing the policy. The majority of our users are respectful of the policy and other users, but the resistant few are the source of consternation for our long-suffering staff. We have updated our quiet zones and the accompanying signage is being printed.

Indigenous Community Room / Killam Reference Collection

Preparations continue with Phillips moving addressing the remaining shelving and furniture in the room, moving the atlas stands to other parts of the building and installing shelving along the north wall of the Legacy Space for the slimmed down Reference collection. Many thanks to Scott MacPherson for identifying electronic duplicates in the remaining reference materials to assist subject selectors in further reducing the print materials. This new location necessitated the relocation of three of the stand-up Express workstations. These stations replace the sit-down stations on the 3rd and 4th atrium hallways, replacing outdated computer desks and improving traffic flow in those locations.

Other Killam items:

The new carpet tiles have been installed in G70. We look forward to the next stages of renovation in that area.

We are welcoming our first IB classes since the pandemic closure this week. These class visits are considered 'events' to students and school staff coming to our site must provide proof of vaccination. On Friday we are hosting our first group, which includes streaming the session back to the school for students who are unable to attend in person. Many thanks to James Wilson for his assistance for that part of the experience.

Selected meetings:

- LIPCC Nov 3
- Dean's Search – meeting with Search firm team member Nov 4
- Research Commons Nov 5
- Indigenous Programming Committee Nov 5
- Digital Preservation – Artefactual quarterly reports review Nov 8
- EBSCO webinar: E-book accessibility update Nov 10
- Heads meeting Nov 15
- SLT Nov 16
- FASS Faculty Meeting Nov 16, Faculty of Science Council Nov 18
- Killam Reference & Research meeting Nov 17
- LIPCC Co-chairs check-in Nov 18
- Vendor demonstration from Classiques-Garnier Nov 19

Respectfully submitted,
Sarah Stevenson

Senate Representative Report to Library Council

November 22, 2021

The Senate meeting scheduled for October 25th was cancelled. The next meeting will be held on December 13th, 2021.

Nov 22 Meeting:

1. Agenda approved
2. Consent agenda
 - a. Minutes from Sept 13 and Sept 27-- approved
 - b. Senate appointment to Vice-President Research and Innovation Review Committee-- Dr. Noreen Kamal approved as Senate appointee.
3. Rapid Task Force to review automatic in-camera status of Senate Standing Committee meetings: call for volunteers to join the task force.
4. "Steps to Make Diversity and Inclusion a Reality" -- presentation from Senator Dianne Tyers, Dean, Faculty of Open Learning and Career Development, on certificate programs in equity, diversity, and inclusion available to both the general public and the Dalhousie community. **Link to the upcoming offerings will be sent.**
5. Reports
 - a. Interim Chair's report highlights: Dalhousie Governance Review is underway
 - b. Provost's report highlights:
 - i. Enrollment is up (21,000+ students overall)
 - ii. *Here We Code* initiative is underway (see emails from President Saini)
 - iii. Phase One of the *School to Dalhousie Pathways project*, focusing on "distinct holistic student supports and services for Black, African Nova Scotian, Indigenous and Mi'kmaq students at Dalhousie from admissions to graduation," is underway
 - iv. President's COVID-19 Science Advisory Committee has been formed.
6. Senate Learning and Teaching Committee: There has been discussion of a section of the Student Learning Experience Questionnaire (SLEQ). This section is the Students Ratings of Course Content (SRCC.) "The SRCC questions are designed to identify levels of content that address equity and inclusion in Dalhousie's course curriculums and are intended for educational, not evaluative, purposes" (email from Provost's office, 22 November 2021.) Because the disruption of the pandemic has made it complicated for some faculty to get advice on this type of content, it was proposed that these questions be removed from the SLEQ for this year.

MOTION: THAT Senate approve the suspension of a portion of the Student Feedback on Learning Experiences Policy, namely Section E of the Student Learning Experience Questionnaire that contains the set of questions referred to as the Student Rating of Course Content, for the 2021-22 academic year. *CARRIED*

7. Motions from the Senate Academic Programs and Research Committee:
 - a. THAT Senate approve the termination of Materials Engineering undergraduate program, Faculty of Engineering, as presented. *CARRIED*
 - b. THAT Senate approve creation of the Centre for Sustainable Soil Management, as presented. *CARRIED*
 - c. THAT Senate approve creation of the Black Studies Research Institute, with the proviso that Section D.3.a. of the Research Centres and Institutes Policy* be waived. [This section refers to funding of research centres at Dalhousie, and reflects an alternate funding policy proposed for this Institute.] *CARRIED*