

Present: Erin MacPherson (Chair), Leah Unicomb (Secretary), Carol Richardson (Recording Secretary), Amanda Sparks, Anne Matthewman, Courtney Bayne, Creighton Barrett, Dominic Silvio, 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, Julie Marcoux, Karen Smith, Kirsten Huhn, Lachlan MacLeod, Linda Bedwell, Linda Clark, Marc Comeau, Mark Lewis, Marlo MacKay, Melissa Helwig, Melissa Rothfus, Michael Moosberger, Michelle Paon, Robin Parker, Sai Chua, Samantha Adema, Sandy Dwyer, Sarah Stevenson, Shelley McKibbon, Tracy Lenfesty

Regrets: Allison Fulford, Carlina Gillis, David Michels, James Boxall, Jason Flynn, Lindsay McNiff, Mick Bottom, Roger Gillis, Sarah Jane Dooley

1. Territorial Acknowledgement

The Territorial Acknowledgement was read by Erin MacPherson.

2. Approval of Agenda

Motion: To approve the Agenda as amended (The Copyright Librarian position will be added under New Business).

H. MacFadyen /J. Phinney

Carried

3. Introductions

- New Library Council Members
No new members

- Recognition of Guests
No guests

4. Approval of the Minutes (from November 25th, 2021)

Motion: To approve the Minutes from the November 25, 2021 meeting as circulated.

C. Bayne / S. McKibbon

Carried

5. Business Arising

Faculty Procedures and Governance Document Working Group

The call for volunteers for the Faculty Procedures and Governance Document Working Group was extended. There were 3 members who volunteered, Kirsten Huhn, Creighton Barrett and Lachlan MacLeod. A meeting of this group will be held in the New Year.

6. Senior Leadership Team Reports

Highlights:

Marc Comeau

Will be opening up the virtual support room with extended hours because of exams being moved online. ATS are well prepared. If you receive any concerns from faculty, please send them to the ATS staff.

Sarah Stevenson

Been busy with collections work, reference work, budgets and Strategic Planning.

Michelle Paon

There will be a one-year moratorium on physical donations made to the Dalhousie Libraries until January 2023. This does not include Archives.

Do we have a plan to catch up on processing?

Staff are trying to get caught up on the music processing but it has been slow due to the Alma migration. The Prosper donation is gradually moving ahead with the cataloging phase. Selections have been made with some titles possibly to move to the Indigenous Room.

Elaine MacInnis

The people counters are coming. The usage data will appear in January.

7. Library Council Committee reports

No Library Council Committee reports have been received this month.

8. Changes to the subject liaison directory

Highlights from the presentation:

- When you book a consultation using the link from the Libraries homepage, it takes you to the Subject Liaison Directory. There are two changes proposed for this page.
 - A column will be added to book a consultation with the subject specialist. The link will either go to the Bookings pages or to a LibCal appointments page or an email link to book an appointment. The new column would take users to a page where there is information on how to book a consultation with a subject liaison. Instructions on how to create a booking calendar would be available to the subject liaisons if they choose to use this option. The name of the column header will be discussed at a later date.
 - Adding profile links to the last name column. Subject Specialists can opt out of this feature, but if they choose to opt in, instructions on how to add information to their LibGuide can be sent to them.

Suggestions/Comments:

- Uniweb is being promoted for faculty profiles. There has been no discussions at the moment in regards to the web renewal project. Uniweb has been suggested but nothing decided. LibGuides and Uniweb can't be integrated but a link for your Uniweb profile can be put on a LibGuide.
- It was suggested and agreed to encourage LibGuide profiles on the Subject Liaison Directory and to have a link from a Uniweb profile page to your LibGuide page. If you need help creating a Uniweb profile, contact the Uniweb Team. They would be happy to share their materials with everyone.

Next steps:

A reminder email will be sent to the current Subject Specialists to ask if they would like to remain on the directory page. Included in the email will be a spreadsheet with links that were found on a Profile page or online Bookings page. Plus instructions on creating a Bookings page, adding profile information and a deadline to notify Julie of any changes to her spreadsheet. Julie will also get instructions for all of this for staff.

9. Highlights from the Senate Report

The highlights from the Senate Report:

- The Board of Governors approved the Centre for Sustainable Soil Management on the Truro campus and the Black Studies Research Institute on the Halifax campus.
- The Dean of Libraries spoke about what is happening at the Dalhousie Libraries with EDI.
- A Review of a Cyclical Quality Assurance is in its opening stages.
- A proposal: Kings and the Faculty of Grad Studies are working together on a Master of Fine Arts and Fiction. It's been passed by Senate and on its way to the Board of Governors.
It was noted, there isn't a requirement to do a library assessment for the Masters of Fine Arts in Fiction but Debra Hemming did have one done before she left. There was a request for cash from each of the Deans but the Libraries are contributing in kind as support.
- Covid situation was discussed. There has been updates from campus administration.
- Dentistry professor, Sachin Seth, won the Great Canadian Holiday Baker of the year.

10. New Business

Copyright Librarian position in draft format

The position can be filled for July 1. Roger Gillis will be moving to the Archives. It was suggested to augment the librarian pool at the MacRae Library. This would help achieve the 2 librarian minimum at all of the Dalhousie Libraries.

Some positive features of having this position work out of the MacRae Library:

- An opportunity to have more librarians at that location.
- The position will work more closely with Elaine their AD report.
- This position can be successful from Truro.
- This position would go to Halifax to but not on a regular visit.

It is hoped the posting of this position could take place in January to have a start date of July 2022. Any comments are welcome and should be addressed to the Dean of Libraries and Elaine.

Action: More discussion will take place online with comments going to Elaine and the Dean of Libraries and the Library Council listserv. This item will be brought back to Library Council in January to discuss the 2nd draft before the description is posted.

Covid Situation

The current situation with the new variant is being tracked. The university met with Dr. Strang and other secondary institutions met as a larger group. It is expected to have more information soon to share about Dalhousie's position. It was noted, there could be a possibility of having online classes for the first two weeks of January and also using QR scanners in the new year. Discussion for the Libraries Senior Leadership Team is currently focusing on reducing hours and early closures for some locations. Will keep staff posted on any updates that may happen at the libraries. Information on mask wearing has been distributed to staff. It was noted, there are a lot of concern about students not wearing their mask and it is hoped the new guidelines will be followed.

The Black Studies Institute has been approved by Senate and the Major in Black African Studies has been approved by Senate. It was noted, the discussion on the library point of view is not there. The James Johnson Chair has endowment funds but we should not rely on this fund to support these two courses. We need to commit some funds and see what message we can send out for more funding.

Action: The discussion about funding for the newly approved courses will continue in January or February.

11. Question Period

No questions were asked during the question period.

12. Adjournment

Adjourned at 11:33am

Motion: To adjourn the Library Council meeting at 11:33am.

S. McKibbin

Next Meeting: Thursday, January 27th, 1000-1200 hrs on Microsoft Teams

Report to Library Council

Anne Matthewman –December 2021

AD Learning and Teaching

ADAC

ADAC has not met since our last Library Council and the next meeting will be in January. At that meeting and ongoing, Angela Siegel, who will be Acting AVP Academic will be chairing the Council.

OER

The OER committee met on November 30th and selected five recipients for the joint CLT/Libraries OER grant. Topics covered were: organizational management skills development, applied ethics, information in society, learning trajectories in online learning, and RDM. A complete announcement with recipients' names will appear on the CLT website.

Team

Winter Orientation session have been announced for various dates in January. They will be held via Teams and registration will be through LibCal.

Dunn Law Library

Repairs due to the flood at the Law School are ongoing. They will be extensive and will not be finished before March, 2022. In the meantime, Fall session exams and winter session classes will be held in other locations on the University campus. The Law Library has re-opened fully and is currently having extended hours for the exam period. The rest of the building remains closed.

Due to another faculty member being on leave, I will be teaching Advanced Legal Research again in the Winter term.

I participated in the Dal.ca Libraries Section Workshop. There was a useful exercise determining the potential arrangement of services and information for the new website design.

The Search Committee for the new Dean of Libraries has been reviewing the job profile, job advertisement, and advertising options for the position. Several consultations with stakeholders were held as well as a confidential survey. These consultations and the survey results provided information for putting together the job profile and advertisement. The advertisement will be posted as soon as possible.

ATS Library Council Report – December 2021

Marc Comeau – Director, Academic Technology Services

- We're working through the process to get Brightspace renewed for another three years. The plan is that we will start a system review in April 2022 to ensure that Brightspace is still meeting Dalhousie's needs. If so, then no further action will be needed at that time. If not, we will begin an RFP process in April 2023 and then be in a position to start a shift to a different platform in April 2024. It should be noted that, while not perfect, Brightspace has generally performed well for Dalhousie and we're not in a situation where we're planning to change platforms. We're doing this as a broader effort to ensure that we regularly review our various platforms to ensure that they continue to meet changing needs over time.
- We've put a Brightspace pop-up in place to support Dalhousie's vaccine compliance efforts. A subset of students who have not completed the Campus Check are presented with information about what steps they must take, then they either click to go register or acknowledge the information and continue to Brightspace.
- Because of the sudden pivot to online exams, the Registrar's Office has made Sunday, December 19th the day to hold exams that were canceled. There has been a substantial increase in visits to the virtual support room due to this change. To support the greater need, we're doubling up staff and expanding hours for Sunday so that there will be two people in the Virtual Support room from 9 am to 10 pm to ensure that there's help available for faculty and we have full-time staff working this Sunday as well for the Help Desk to help support any students who encounter trouble with exams. I can't thank the ATS team enough for stepping up to provide additional support when our faculty and students need it.

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 January 10, 2022** if you have content for consideration for the next issue. (Release is being delayed by a week for January only to allow sufficient time to collect content after the holiday break.)

Donor Event

We honoured Dr. Jock and Mrs. Janet Murray on December 7 with an online event in celebration of their donation of hundreds of books from their personal collection to the Dalhousie Libraries. Friends, family, and colleagues of the Murrays, along with representatives from the Dalhousie Libraries attended the online event.

Web Renewal/Transition to Touch UI

Thanks to a team of 12 colleagues from the Dal Libraries (Mick Bottom, David Ryan, Sarah Jane Dooley, Creighton Barrett, Kirsten Huhn, Michelle McDonald, Sarah Stevenson, Anne Matthewman, Samantha Adema, Joe Wickens, Jen Strang, and Leah Unicomb) for making time and taking part in a bonus UX exercise led by an external consultant and offered to us via Dalhousie's Web Transition Team. We were one of two units at Dalhousie chosen to receive this extra attention. Results from the discussion will be used alongside other data that the team has already gathered to help inform aspects of our information architecture in the new year. I also want to thank the web team for their ongoing involvement, my co-lead for this transition Michelle Paon, and our YCW intern, Christina Cheung, who wraps up her term on January 12.

Holiday Parties

Planning went into having both an in-person and an online party as colleagues were very divided about the options this year. Sadly, we had to cancel the in-person party after all the arrangements had been made. Thanks to Janice, Sandy, Nellie R, Sarah Jane, and Courtney for their help.

COVID Planning

Attended a number of last-minute COVID planning meetings over the past few days in an effort to prepare communications related to our response to the current outbreak. Communications are ongoing.

Dal Libraries Annual Report

The annual report is now [available online](#). (A limited number of print copies are available in the Office of the Dean of Libraries.) Copies are being mailed to library donors.

Seed Library website

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

Video Conferencing webpage(s)

Working with James Wilson to revamp these pages to accurately reflect the changing video

conferencing landscape.

Meetings (highlights)

- SLT
- Library Council
- Web Operations Working Group
- Academic Quality Team (Communications Sub-committee)
- DPMG general meeting
- Dal Storytelling Chat (with CMC Integrated Comms + Publications team to discuss Dal storytelling from an institutional perspective)
- CMC Leadership Introduction

Kellogg Health Sciences Library

Staffing updates:

Louise Gillis's last day with us was December 7, 2021. Best wishes Louise!

We have a new weekend and evening supervisor starting this week. Please stay tuned for more info on this.

Interviews and presentations for the RDM Librarian (with liaison duties to Pharmacy) happening in December. Message went out from the Search Committee Chair – Robin Parker to all staff and to library council as well.

General updates:

Research news: Jackie Phinney, along with former Kellogg librarian Lucy Kiester (now at McGill University), have successfully published an original research project in the Journal of the Canadian Health Libraries Association, found here:

<https://journals.library.ualberta.ca/jchla/index.php/jchla/article/view/29565>

Attended:

- Meeting with external reviewers for Senate's review of the Faculty of Medicine
- CHLA/ABSC CE meeting
- Time Management at Work: Intentionality Amid the Chaos – CE from The Partnership

Research & Scholarly Communications

Scholarly Communications:

OER Committee - Geoff and Melissa R. joined other members of the OER committee, including Anne Matthewman and staff from CLT, to assess OER grant proposals. The committee approved all 5 applications for OER grants.

UNIWeb Activities:

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

Donna Bourne-Tyson, Melissa Rothfus, and Melissa Helwig presented to DRAC on UNIWeb

Research Data Management:

Louise Gillis and Erin MacPherson presented at DRAC on Research Data Management at Dalhousie.

Sandra Sawchuk, Louise Gillis, and Lachlan MacLeod have had their RDM OER book chapter proposal accepted. The title of the chapter is "From data collection to data sharing: Supporting reproducible research with active data curation." The RDM OER is set to release in September 2022.

We continue to have uptake on Scholars Portal Dataverse, and are conducting training sessions. Our collection is growing with 41 Dataverse containers, 61 Datasets, and 4,596 files (including unpublished dataverse containers and datasets).

Other:

-Attended Force11: <https://www.force11.org/> (Enjoyed some 6 am sessions)

-Member of the Hiring committee for the Digitalization Asset technician.

Michael Moosberger

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

27 October – 16 December 2021

Associate Dean - Archives, Special Collections and Records Management

- Attended regularly scheduled SLT and Heads meetings as well as my monthly meetings with Donna.
- Continued to participate on conference calls with the CARL DPWG.
- Continued to participate on conference calls with the NHDS Advisory Committee.
- Conducted along with Sarah annual review meetings for Courtney Bayne and prepared a letter related to her review.
- Participated in ongoing discussions related to the vacant Digitization Coordinators position.
- Participated in several planning meetings for the event to honour the Dr. Jock Murray donation to the Dalhousie Libraries and prepared remarks on the donation of the archival component of the collection for the 7 December event.
- Met with Creighton and members of ATS to discuss digital preservation goals and metrics to be included in Artefactual quarterly reports.
- Attended several consultation meetings with the Executive Search company and Dal HR related to the selection of a new Dean of Libraries.
- Attended a meeting to gain further information and what support the Libraries might be able to provide for CMM and BEcoME Project.
- Attended an invitation only workshop with Parks Canada on a cultural resources vision for Sable Island National Park.

University Archivist

- Continued to meet regularly with Courtney to discuss records management related issues including the guidelines for digitizing university records, Course proposals / approval work flows discussion, various DalCLASS sections and the review of the Records Management Policy. Provided input on the File Transfer video.
- Prepared the minutes and agenda and a 20 year retrospective of the RM work done at Dal for the 13 December University Records Committee meeting. Consulted with Courtney on her report and presentation.
- Participated in discussions related to the creation of a university-wide repository for course syllabus.

- Began working with Courtney on the reorganization of my Dal e-mail in order to transfer and preserve those e-mails related to ongoing and historical archive-related matters that may need to be accessed after my retirement.
- Continued to attend meetings and provide ongoing consultations with Rachel Moore and the LGBTQ community on the LGBTQ Seniors Archive as well as to provide input on the management and preservation of the oral histories being created as part of the project. Prepared draft letters and deeds of gifts for each donation received by the Archives.
- Attended the bi-weekly Archives' Team Meetings.
- Responded to a number of research questions and other enquiries related to the donation of and management of private and university-related material to the Archives.
- Responded to a request from Canada Border Services to evaluate the Cultural Property Export License application for the export of two photographs to the United States for sale at auction.

new Donation Enquiries, New Acquisitions, and other related acquisition work – ongoing and

- Fay Cohen, former faculty member – donation of her research and professional papers. Still waiting for donation.
- Nancy Herman, whose great uncle was William Inglis Morse – donation of a map by Sieur Lalanne, dated 1684 that Morse used in his book on Paradise, Nova Scotia. Delivered on 8 November 2021.
- Richard Oland – donation of additional materials related to the Oland Family and the Oland and Sons various business interests.
- Dr. Joe MacInnis – donation of his collection of journals, correspondence, papers, books and Images from 1960 to 2020 covering the disciplines of science, technology, engineering and the arts including medicine, psychology, physiology, design, testing, non-fiction writing, photography, cinematography, poetry and the psychology of human performance in high-risk environments. Creighton taking the lead on this donation with my input. Negotiations ongoing.
- Dr. Stephen J. Phillips, BSc, MBBS, FRCPC, retiring Professor of Medicine (Neurology), Dalhousie University, Stroke Neurologist, Nova Scotia Health related to his faculty papers.

Report to Library Council

December 16, 2021

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

During the month, I participated in the following meetings:

Resources

- Scholarly Resources Management Group - pre-approvals for upcoming system-wide subscription renewals.
- Discussion with Resources management team re. upcoming Resources librarian transitions.
- Alumni eresource access - discussion re. NetID/Password access for alumni.
- Discussion re. Alma testing phase
- Discussion re. Killam Library related collections matters (eg. selection of titles for the Killam Library's Indigenous Community Room, timing of weeding projects, relocation of Reference collection materials).

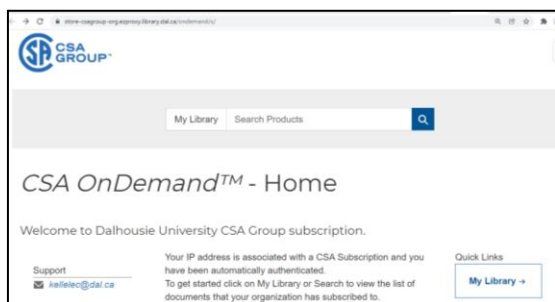
Discovery - Dal Libraries website

- Review of the library website's draft content inventory
- Discussions re. Libraries assessment data relevant to the Libraries' website renewal
- Subject Liaisons Directory webpage - to discuss the addition of booking links.
- Dal.ca User Experience (UX) Workshop session with Dal Libraries participants (I was an observer).

The Libraries have licensed the Canadian Standards Association [CSA OnDemand database](#) (not including the IT/Telecommunications modules). The collections include more than 1800 current and historical standards, as well as standards-related handbooks, guidelines and commentaries.

Standards are available in the following categories:

- electrical, construction & infrastructure, mechanical & industrial equipment, petroleum & natural gas, fuel & transportation, nuclear
- environment & natural resources, healthcare & well-being, worker & public safety, management systems



Sexton Library

- Read and suggested potential edits to the draft Sexton Library space assessment Faculty Interviews report.
- Sarah Jane Dooley has completed the 4 Seasons of Reconciliation course and the First Nations Principles of OCAP course.

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

- Participated in Killam Library liaisons' meeting; selected ebooks on Oceanography monograph fund.
- Prepared Librarian's report for NSIS Council's December meeting, participated in meeting and attended public lecture by a panel of Nova Scotia university students who have been involved in COVID-related research.

I participated in the following meetings / attended events:

- Library Council, Libraries Town Hall, Succession planning meeting with Dal librarians.
- Update meetings with: Dean of Libraries, Resources Management Librarian; Collection Analysis Librarian
- Orientation/update meetings with Library Services Manager (3); Sexton Library team
- Prepared Librarian's report and participated in Faculty Council - Faculty of Engineering meeting.
- Dr. Jock Murray Collection Donor Event

Report to Library Council
Sandy Dwyer
Director, Libraries HR & Access Services
December 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.
- David Ryan is the successful candidate for the Library Services Assistant at Sexton to replace Gina. This is a lateral transfer and David will start in the new position on April 1, 2022. David has agreed to continue with his current role as Library Services Supervisor covering evenings and weekend shifts to give us time to hire his replacement.
- Interviews for the Library Services Assistant position (Killam) took place the weeks of Nov. 29 – Dec. 9th. The Search Committee is in the process of submitting a hiring proposal for the top candidate in PeopleAdmin and will then move to reference checks.
- David Green was the successful candidate for the Instructional Technologies Technician term (7-month temp). He will begin in this position on January 4th.
- Interviews for the Digital Asset Technician to replace Shirley Vail took place over the past two weeks. The search committee is in the process of determining the top candidate and then submit a hiring proposal in People Admin before moving on to reference checks.
- Interviews for the Research Data Management Librarian have been taking place the week of December 13-17th and will continue into the week of December 20th – 24th.
- An employment requisition to replace Cassandra's Library Services Supervisor position has been approved by the Budget Office. We will now be submitted an employment requisition to replace David Ryan's Library Services Supervisor position. We will post for both supervisory positions at the same time.

Alma Implementation update – copied from Bill Slauenwhite's Alma Blog – Adventures in Alma Issue #7 (available on the Novanet Website).

We hit another exciting milestone last week – delivery of the test load into our production instance! This was the culmination of months of training and form-filling-out. More on all this below.

In this issue:

- OCLC Reclamation
- Timeline
- Sandbox/Production instances
- Test Load
- Steering Committee/ Working Groups
- Alma Training
- What's next

OCLC Reclamation

As I reported last issue, we did the reclamation in order to have the most accurate OCLC number

on our bib records, since Alma uses that number as a main match point for records. All of the numbers were added and indexed and in place for the Test load extraction.

Timeline

Here is the rough timeline for the next few months:

December:

Test load delivered Dec. 1

Testing of data migration – in progress

Testing of original configuration

January – March:

Testing of data migration

Testing of original configuration

Training plan finalized

April:

Staff Training

Technical Services freeze (late April/early May)

Final Alma configuration updates

Final data migration

May:

Circulation freeze (a few days before Go Live)

Go Live! May 17

Sandbox/Production instances

In Aleph we have one sandbox (Test) and one production (Live) instance, and the Test sandbox is a mirror image of our Live production. Not so with Alma. Now we have two sandboxes and a production instance. The sandboxes (we have two so that we can practice consortial type stuff) are populated with generic Ex Libris data, not our Novanet data. Our production instance is the only one that will contain our Novanet data.

We've had access to the sandboxes since early October and the Steering Committee and associated Working Groups have been using them to get familiar with Alma. The Acquisitions, Access, and Cataloguing Service Groups have received access to the sandboxes and have been using them to do training exercises to become familiar with Alma. If you haven't had a chance to use the sandbox yet, see your Steering Committee or Service Group rep for the URLs and login info.

Test Load

As I said at the top of this post we've reached a major milestone in our implementation – the release of our test load in our production instance! It was a long and winding road (anybody else watching the Beatles series on Disney+?) to get here. The extract of the data occurred in late October. All of your institutions, through the Steering Committee, filled out a configuration form that allowed ExL to set up some basic rules and configurations so that we can start testing. On that note, the Service Groups were tasked with finding testers and over 80 people volunteered! All now need to do the basic training so that they can start testing the migration. For the first part of the testing we will only be concerned with verifying that the data did migrate. Things like the number of bibs in Aleph is equal to the number of bibs in Alma, same with patrons etc. Beginning early in the new year we will be moving on to testing and modifying the configuration.

Steering Committee/Working Groups

Since my last post, the Steering Committee, Advisory group, the Service groups and other staffs at the libraries have been very busy with completing the Configuration Form. This form allowed us to give ExL some info so that they could set up some basic configuration in Alma. Things like patron types, locations, loan rules, Acquisitions budgets, etc. Once we finish verifying that the data migrated as expected, we'll move on to testing and modifying the Alma configuration. Some other highlights:

Training Coordination

The group has started to investigate how training will be rolled out for us all. ExL provides us with the web-based training videos but they don't really go far enough and they don't use our data and configuration. We are most likely following the 'train the trainer model', but have asked the Service Groups for their input. We hope to present a plan to the Steering Committee in the coming weeks, so that they can get feedback from their institutions. A final plan will be presented to the Board of Directors in late January. Minutes can be found on our Alma page.

Testing Coordination

This group has been extremely busy working out procedures for systematic testing of Alma. Over 80 people volunteered to test, but they need training and a work plan before they can begin. The immediate focus for the next few weeks is data checking before we move on to configuration testing in the new year.

Fulfillment Network

This is Alma-speak for Novanet Express. This group is just getting started on figuring out how we can configure this important Novanet service in Alma. Of course there are forms from ExL to fill out. And we have had a couple meetings with ExL to help us get a handle on how this works in Alma. Much more on this front in the New Year.

Alma Training and Resources

If this section looks familiar its because it is! I've included this in every post because its important. The best place for you to look for Alma resources is on the Novanet web site Alma section (<https://www.novanet.ca/members/alma/>). Here you'll find committee and working group minutes and recordings, configuration forms and associated training, a guide to training videos for Alma and anything else we can think of that relates to Novanet and our Alma implementation. More information on the actual formal training for library staff will come as we develop the training plan.

What's next

- Continued testing of the data and configuration of our production instance
- Development of training plan
- Alma Road show

University of King's College Library and Archives
Dalhousie Library Council Report for December

Tracy Lenfesty

I arrived at King's on 15 November 2021 and took up my position as University Librarian and Archivist. The Library staff and student assistants have been very patient in helping me acclimatise to my new role. Just two days previously, a first year student who is also the daughter of a long-term member of faculty at King's, took her own life after a long struggle with mental illness. King's is a very small and tightly knit community and it is not an exaggeration to say that the whole campus – students, faculty, and staff – were in shock and disbelief, which led the way to grieving as the week wore on. As a result many of my meetings/orientation sessions were rescheduled. I felt fortunate to have started my work at that time – I know the family and some of the King's community – and was glad to be able to provide whatever support I could. The Library is greatly valued as quiet place to study, so there were many students and faculty through the doors. I worked with the other Library staff to create a display of favourite "books to read when you are going through a difficult time" (mostly lighthearted works and classic fiction – Lewis Carroll, J.K. Rowling, Elizabeth Gaskell, etc.) and we shared a photo of the display on the Library's social media accounts.

The Library functions well with three staff (plus Janet Hathaway, Interim UL and Archivist who graciously agreed to stay on until the end of the calendar year) and student assistants. Upon arrival I learned that the King's Library, being understandably cautious, had not returned to pre-COVID operating hours. Beginning on 6 December we extended our evening hours from an 8pm closing to 11pm. This change was important to accommodate the student exam period as well as the Foundation Year Position Paper assignment and oral exams. Patricia Chalmers and I made an announcement (in person) to the Foundation Year class to deliver the news of the extended hours and to state our intention to hire 2-3 more student assistants in January. This news was very well received. The job posting has been widely circulated in the King's community. Statistics show that the Library is well used in the evenings. COVID protocols permitting, we intend to remain open until 11pm in the winter term. As always, COVID safety precautions are in place and compliance is high.

The Reading Room on the main level of the Library will be closed for renovations to the floor from 15 December 2021 until 19 January 2022. The re-opening date may change. During this time we will provide curbside pickup weekdays from 9am to noon.

King's is currently working with an HR consultant to develop better job descriptions. Two library staff are currently working on draft job descriptions.

Patricia Chalmers and Alaina MacKenzie continue to participate in the ALMA testing and implementation – a challenge with such a small staff. In the Winter Term Patricia Chalmers will be giving talks about the Rare Book collection at King's. These did not happen in 2020 due to COVID restrictions.

As University Librarian and part of the King's community I was asked to read a lesson at the annual Lessons and Carols service in the College Chapel on 28 November. I accepted the invitation. This was also Paul Halley's last service at King's. We have received 4 boxes of Chapel Choir and King's Chorus materials from for the Archives.

I have spent much of my time reading background information and attending meetings both in person and via Teams or Zoom, about my responsibilities as University Librarian and Archivist, Copyright Officer, Academic Integrity Officer, a member of King's Faculty, the Novanet Board, the Library Council, the Accessibility Plan Working Group at King's, and no doubt others that I have yet to discover. Most staff at King's wear many hats, and I am I have met with each staff member individually about their roles and responsibilities and will continue to work with them closely in 2022.

I have also been exploring the Archives and Special Collections, learning the ropes of circulation and reference as practiced at the King's Library, and discovering the quirks of this lovely building with our Facilities staff.