

Library Council Meeting

Minutes

April 28, 2022

1000-1150 hrs

Microsoft Teams

Present: Erin MacPherson (Chair), Leah Unicomb (Secretary), Carol Richardson (Recording Secretary), Anne Matthewman, Carlina Gillis, Courtney Bayne, Creighton Barrett, David Michels, Dominic Silvio, Elaine MacInnis, Gail Fraser, Geoff Brown, Gina Coates, Gwen MacNairn, Heather MacFadyen, Jan Pelley, Janice Slauenwhite, Jason Flynn, Joe Wickens, Julie Marcoux, Karen Smith, Kirsten Huhn, Lindsay McNiff, Louise Gillis, Marc Comeau, Mark Lewis, Marlo MacKay, Melissa Helwig, Melissa Rothfus, Michelle Paon, Robin Parker, Samantha Adema, Sandy Dwyer, Sarah Stevenson, Shelley McKibbon, Tracy Lenfesty

Regrets: Allison Fulford, Amanda Sparks, Donna Bourne-Tyson, Hannah Steeves, Jackie Phinney, James Boxall, Joyline Makani, Lachlan MacLeod, Linda Bedwell, Linda Clark, Louise Spiteri, Mick Bottom, Roger Gillis, Sai Chua, Sarah Jane Dooley

Guests: Louise Spiteri

1. Territorial Acknowledgement

The Territorial Acknowledgement was read by Erin MacPherson.

2. Approval of Agenda

The Agenda was approved as circulated.

3. Introductions

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

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

Motion: To approve the Minutes of the March 24, 2022 meeting as circulated.

H. MacFadyen / K. Huhn

Carried

5. Business Arising

Action items from the last meeting:

- Kirsten will investigate to see if there will be a SFX link in the traditional catalogue. It is Kirsten's understanding that the link resolver window will not be a separate window anymore as we see it now. It's integrated in Alma and Prima. Will be able to configure the window with the full text choices to have a Doc Del link.
- CARL's draft Freedom of Information and Inclusive Libraries Statement
This item will be deferred until the May Library Council meeting.

6. Senior Leadership Team reports and questions

Anne Matthewman (verbal Report)

- Busy marking time at the Dunn Library but starting to come to a close.
- A summer student will be starting next week, Kate Anderson.
- The Summer Research Camp has a huge registration this year, over 600 have registered. Thank you to all who have contributed to these sessions.
- Associate Deans Academic Council – alot of discussion on holistic evaluation of teaching. Talked about triangles and squares for peer review of teaching and will be looking into that further to see if this can be employed in the libraries.

Anne Matthewman has received the American Association of Law Libraries Hall of Fame award for her contributions to the profession and to the Association. Congratulations Anne!

Elaine MacInnis

- Scott MacPherson was the successful candidate for the Copyright and RDM specialist position replacing Lachlan MacLeod when he is on leave. Scott will be attending Library Council in May.

Marlo MacKay

- The NSLGBT Seniors event for Lesbian Visibility Day took place on Tuesday April 25 and was moderated by Dr. Jacquie Gahagan. Thank you to Courtney Bayne, Guy Lelievre, Phil Laugher and Nicole Maunsell who were on the production team. Also a thank you to Jolene Reid who helped out in the role of James Wilson (formerly with ATS).

Michelle Paon

Questions from the Report.

- *The Elsevier journals backfile that has been purchased. It says retiring the print volume that may duplicate, what does retire mean?*
It means potential weeding projects. When we purchase backfiles from a reputable publisher we take a look at the collections to see if there may be possible weeding.
- *Was this a standard package purchased?*
It's the entire backfile from 1997. The archives were bought too, so everything. It was noted, there should be no more gaps on Science Direct. There is a title list available on NAS. Sarah Stevenson has the list that was circulated to the Heads and it's been checked and verified against the Killam holdings. Everything has been activated in Science Direct. The path for the list is O:\Libraries - Resources & Discovery\Resources\Vendors_Products_Consortia\E\Elsevier\Journals\Backfiles
- *Do we have a last print copy repository for the Atlantic region and if so where is it?*
Don't have this as far as we know in Nova Scotia or Atlantic region. MUN has some connections with Keep it at Downsview but not sure what is included. Bill Maes started an initiative for a repository. Michelle is involved with a national committee called North. Its not a project yet but may be something for the future.

Janice Slauenwhite

Will the Indigenous Advisory Committee and the Indigenous Services Librarian, Samantha Adema, be involved in the development of the guidelines when booking the Indigenous Community Room.

There is a Planning Team to plan any events that take place in the Indigenous Community Room and Samantha Adema is part of that Team. The guidelines for the Indigenous Community Room in the Killam Library are based on the guidelines for the Indigenous Community Room at the MacRae Library. It was noted, members of the community were involved in the guidelines on the Truro campus including Morning Star Padilla and Art Stevens. Cathy Martin and Michele Graveline have also been asked for input. It was noted, this is not a general space for the university. Any events that take place in these rooms, must be Indigenous focussed.

Donna Bourne-Tyson

The CARL Award Donna received for Distinguished Service to Research Librarianship came with a cash prize and it was split between NIKLA and CFLA.

Melissa Helwig

- Mike Smit who was successful in his project application for the Alliance's Data Champions Pilot Project. Louise Gillis is a team member on the project and the work will be further supported by Erin MacPherson and Melissa Rothfus. Congratulations to all.
- Robin Parker has created a Team space for sharing resources with library colleagues who are interested in learning more about evidence synthesis or knowledge synthesis projects. Hoping to build capacity with the Dalhousie Libraries Knowledge Synthesis Community of Practice Group. Please reach out to Robin if you want to join this group.

7. Library Council Committee reports

No Library Council Committee Reports for this month.

8. New Business

- Alma updates

The Alma Teams gave a brief update on each of their areas:

- Sandy Dwyer gave an update on timelines and training from the Steering Committee.
- Gail Fraser gave an update for Acquisitions, Serials, eResource Management and Cataloguing.
- Kirsten Huhn gave an update for Analytics.
- Marlo MacKay gave an update on Communications.
- Gina Coates gave an update on Fulfillment.
- Joe Wickens gave an update on Fulfillment Network.
- Jason Flynn gave an update on 3rd Party Systems Integration.
- David Michels gave an update on Training.

Staff would also like to acknowledge Bill Slauenwhite for his contributions to this project. We appreciate his role at the regional office.

- Collections & Metadata Librarian

A draft of the description was brought to the March Library Council meeting for feedback. The final edits were approved by the Dean of Libraries. The Libraries have been approached by the Faculty of Arts and Social Sciences (FASS) for a potential spousal librarian appointment. The hiring process would be the same as a DFA librarian but a competition of one. This particular spousal appointment would be partially supported by funding external to the Libraries (It would be funded by FASS, Provost office and the Libraries for a 3 year period and then fully funded by the Libraries after that). This would allow the Libraries to add to the compliment of librarians. After discussions and a vote with DFA Librarians in the Killam Library, it was voted in favour for the process to move forward. At this time, the Dean of Libraries is seeking statements of competitiveness from academic librarian colleagues with respect to the qualifications of this candidate. The Search Committee has been formed who will evaluate the letters of competitiveness and the candidate has been asked to update their CV. If there is a failed search for the Collections and Meta Data Librarian position, the position will be reposted according to the DFA Collective Agreement.

- EDIA Librarian position

This would be the additional librarian compliment and would fall under Elaine MacInnis portfolio. This position description is coming to Library Council in the early stages and there is no rush to get this posted. This is just an expressed interest for this position and will continue to put this on the agendas for future Library Council meetings. It was noted,

this position would not be posted until the spousal hire was successfully completed for the Collections and Meta Data Librarian position.

- Library Council Chair term – discussion

The term will be up in June for the current Chair of Library Council. Please start thinking about if you would like to take on this role. It was suggested to potentially extend the term to 2 years instead of one year. This item will be added to the May agenda for more discussion.

9. Highlights from the Senate Report

The Senate Report is available on Brightspace [April 2022] 20220428_LC_RPT_SEN.

10. Other Business

No other business.

11. Announcements

- Heather MacFadyen is retiring at the end of June but her last work day is on May 12. Extending a thank you to Heather for her dedication to the Dalhousie Libraries.
- May 5 is Red Dress Day (A day to remember missing and murdered Indigenous Women and Girls). There will be a red dress display in the Indigenous Community Room at the Killam and there is a need for red dresses. If anyone has one or wishes to do an exhibit in their library, please get in touch with Samantha.
- The Copyright Librarian position has closed and the short list is being compiled.

12. Adjournment

Next Meeting: Thursday, May 26, 2022 1000-1200 hrs on Microsoft Teams

Library Council Update – Dean of Libraries April 2022 Highlights

In late March we held a kickoff meeting for Pillar 2 of the Digital Strategy, the People-Centric pillar, and there are several Libraries colleagues involved with this pillar, and I know the initiatives will flourish as a result.

Later the same day, due to a recommendation from Alice Aiken, I delivered a brief presentation as part of a U15 meeting of VPRs, others from research offices, and RDM librarians from U15 institutions. The focus was on the development of the required institutional RDM strategy, and I covered how Portage / the Alliance provide tools, infrastructure and expertise to support RDM, and how we at Dal created our strategy. Thanks again to Erin and Louise for their leadership with the strategy development, and everyone who has been active with our RDM committee.

There have been lots of meetings of various Alliance committees and a quarterly board meeting, program committee meetings for the upcoming IATUL conference in Miami, CARL and CAAL committee meetings, Digital Strategy and Data Access Committee meetings, in addition to the usual Senate committee meetings. I am on the selection committee for the new Dalhousie Art Gallery Director and Curator, and there will be interviews next week.

I've been observing the tremendous efforts that so many in the Dal Libraries are making to the Alma migration, and am grateful for the commitment and the stamina that everyone is demonstrating. It is a significant and somewhat daunting endeavour, and will lead to great improvements for our users and our workflows. Thanks so much to everyone on the teams making this happen!

Announcement from CARL — it is humbling to receive this award. I have always believed that the Dal Libraries, and my previous institutions, benefit greatly from the work of the consortia, associations and organizations with which we are affiliated. This work is only possible when there is a strong and highly functioning team in the library, which allows us to be effective locally and also as part of these larger efforts. I am thankful to have worked with such a talented and dedicated group at Dal.

Donna Bourne-Tyson (she/her)
Dean of Libraries

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

Access Services

Fulfillment training in Alma, for all the staff who do work in Access Services, took place between April 11 - April 26th. A big thank you to our trainers Amanda, Jan, Gina, Leah, Joe and to our "train the trainers" trainer David Michels.

Two NSCC Library Technician Diploma students began their five-week work placements on April 25th. Brandon Anthony will be working at the Killam and Sara Clarke at the Sexton. They will be with us until May 27th.

The switch to Spring/Summer hours began this week for most of our libraries and spaces. (Exact hours can be found on the Libraries webpage). (S. Dwyer)

Copyright – The Copyright Team met last week to discuss the potential implications of the new omnibus budget bill that includes Copyright Act review. Part of this bill addresses copyright term extension, but there is also language that would possibly remove education as a purpose for Fair Dealing. Lachlan is working with Marlo to conduct an inventory of the Copyright Office's website as part of the web renewal project. We are in the process of filling the position of Copyright & RDM Specialist (temporary assignment) to cover for Lachlan's parental leave, the first part of which starts on April 28th. The first leave will be for a period of approximately 6 weeks.

Data & GIS Services – James is on vacation and will be back in the GIS Centre on May 25th. In his absence our student assistant, Nic Beauchamp, will provide walk-in service on Monday through Friday, from 10am to 4pm. Other staff rotations are taking place in the Atlantic Research Data Centre. The longtime ARDC Analyst Heather Hobson has been superseded by Dr Theresa Kim and the current Academic Director, Dr Casey Warman, will finish his term on June 30, 2022. Julie served on the Search Committee and a new Academic Director will soon be announced.

Our annual licenses for ArcGIS (Esri Canada) and DLI (Statistics Canada) have been renewed for 2022-2023. These valuable resources allow our students and faculty to continue accessing Canadian datasets and downloading geospatial software. We also submitted our first annual report to Engage Nova Scotia listing use of their Quality of Life dataset. This data was collected in Nova Scotia in 2019 and made available to Dalhousie researchers in November 2021. Another noteworthy accomplishment is that SSO has been added and tested on the external ArcGIS portal. (G. MacNairn & J. Marcoux)

Indigenous Services – Samantha and Elaine have been appointed as Council members of the National Indigenous Knowledge and Language Alliance (NIKLA). Samantha was appointed the Library Community Chair and Elaine is one of the At Large Institutional Members. The Alliance is hosting a webinar titled [Respectful Terminology: Creating a National Framework](#) on Monday, May 2nd. Work continues on the planning for the opening event for the Indigenous Community Room in the Killam Library on June 21st at 9:30 a.m. Samantha is working on a Red Dress Exhibit in the Indigenous Community Room

that we hope to launch in time for May 5th (National Day of Awareness for Missing and Murdered Indigenous Women, Girls and 2 Spirited peoples). Stay tuned for further details, including a call for red dresses to be used in the exhibit.

Reference & Research Assistance Dataset (RARA) and Codebook

The RARA Dataset Working Group is finalizing some important additions to the dataset, including a supplemental codebook to help make data entry more consistent and straightforward. RARA dataset users can expect a detailed update in the coming weeks.

LibAnswers Implementation

The Reference & Research Services team along with a representative from Access Services have begun working on a plan for the LibAnswers Implementation (an FAQ database is the core of this project). For more information on LibAnswers go to:

<https://www.springshare.com/libanswers/>

For an example of an FAQ database go to: <https://libanswers.nsc.ca/>

(SJ Dooley)

MacRae Library

- Erin and I met with the Accreditation Committee of the Canadian Veterinary Medical Association on April 5th. The Committee members were impressed with the facility and resources available.
- We were pleased to hold an author reading in the MacRae Library on Thursday, March 31st @ 5:00 p.m. [Charlotte Mendel](#), part-time academic with the department of Business and Social Sciences, read from her new YA novel, *Reversing Time*. We had about 14 people attend, and had a great discussion afterwards on some of the themes of the book such as climate change and the environment. More information on her book and writing is available on the library blog: <https://blogs.dal.ca/libraries/2022/03/author-reading-charlotte-mendel/>
- A special wrap-up event was held virtually on April 4th to mark the end of the [ATTSVE \(Ethiopia\) Project](#). The MacRae Library staff were very involved in this project, working to assess and upgrade facilities and resources for libraries at four agricultural colleges in the country, as well as providing training to staff who work in the college libraries. A [video](#) was created to showcase highlights and memories from the Project.

Meetings & Events

In addition to my regular meetings, I attended the following other meetings and events:

- Presentation of *Your Voice* survey results.
- The Library Services team met on March 24th. In addition to regular updates, the Team devoted time to reviewing the draft strategic plan and provided feedback on the plan.
- Kick-off meeting for Digital Strategy Pillar II Implementation.
- Effective Onboarding for Graduate-Level Intern Supervisors, for members of LIPCC.

- NIKLA Council Orientation on Saturday, April 2nd.
- NIKLA Member's Update meeting, April 20th.
- United States Agricultural Information Network Biennial Conference (virtual).
- Discussion re liaison librarian duties.
- LibAnswers Implementation meetings.
- Melissa and I provided a Research Commons project update to staff in ORS.
- Indigenous Program Planning Team.
- Presentations and stakeholder meetings with the candidates for the Dean of Libraries position.

Submitted by:

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

26 April 2022

Facilities

- Met with Facilities Management reps re way-finding signage update for Killam building
- Working with Card Services to have people-counter software installed on cameras located at the entrances to the Killam Library, Sexton Library and the Student Learning Commons entrance at the MacRae Library.

Finance

- Submitted a request for one-time equipment & furniture application funding to have an Indigenous artisan build a table for the Indigenous Community Room. We have since been advised that our request has been approved.
- Worked on confirmation of year end results for Financial Services

Other

- Attended Libraries all-staff meeting
- Met with Marlo and Sandy to begin developing guidelines for booking the Indigenous Community Room
- Attended presentations given by candidates for the Dean of Libraries position and met with each candidate with other members of SLT. Also attended Library Council meetings with the candidates.
- Participated in opening event planning meeting for the Indigenous Community Room

- We have been working on an integration between Banner and Brightspace which we hoped would launch this summer, but problems at the vendor end may delay that launch.
- We have been coordinating efforts between NovaNet and ITS to help with the Alma launch.
- ITS has begun a monthly town hall for all IT staff at Dalhousie to help connect the community. At the last one, Michelle McDonald gave a presentation on the Brightspace Virtual Support Room to share how our newest service delivery model works.
- Summer RFP for classroom technologies renewal has closed and we are reviewing the results.
- We've participated in consultations for Pillar 1 of the 3rd Century Promise
- We've needed to move quickly to respond to a pending change with the way ITS handles authentication. They'll be changing how Single Sign On (SSO) works in a couple of week. This primarily will affect Brightspace and it's ability to keep you logged in when you move from places like My.Dal to Brightspace.
- There was a great deal of work done this month for the Dean of Libraries Search

General Updates

- Worked with Janice, staff from Facilities Management, and staff from Eye Candy to finalize some wayfinding signage for the Killam Library.
- Ongoing promotions for Research Summer Camp.
- Finalized and disseminated messaging re: Alma migration.
- Continued assisting with the inventory and reorganization of the IATUL website.
- Continued working with Courtney Bayne on promotions for Records & Information Management Month (April), finalizing and submitting four videos that were featured in Today @ Dal.
- Promotions and preparations for *Visibility Matters: Representation of Lesbian Communities in Archives and Beyond; a panel discussion*
- Finalized a version of the strategic plan for the Dean of Libraries candidates and the Dalhousie community.
- Along with CLT, completed two issues of the *Connected Classrooms* newsletter.

Meetings & Events (highlights)

- SLT
- Library Council
- Dalhousie's Web Advisory Committee (x2, to work through proposed information architecture)
- Communications Collective (formerly the Comms Planning Advisory Group) w/CMC and other comms colleagues across Dal)
- Indigenous Program Planning Committee
- All-staff meeting
- Kick-off meeting for Digital Strategy Pillar 2 Implementation Team(s)
- Web Operations Working Group
- Dal Libraries Health & Wellness Committee
- DPMG PD Session: "Doing the Work": EDIA in Action
- Attended various presentations and meetings with Dean of Libraries candidates

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

Attended meetings and presentations for Dean of Libraries
Enjoyed some vacation

Research & Scholarly Communications

Scholarly Communications:

Open Research Committee: Completed work on an Open Strategy Draft.

Open Access Week 2022: We currently have a SIM Practicum Student – Hailey Frenette is currently working with the Scholarly Communications team reviewing Open Access Week activities and creating a plan for OA Week 2022.

UNIWeb Activities:

Preparing for Spring Administrators meeting, usual maintenance work. We are in process of switching over to the new Dal SSO, it is currently in a QA instance being tested before going live. After some follow up meetings with HR and procurement, the CRIS/RIMS RFP is out and open until May 25, 2022.

Research Data Management:

Participated in the hiring committee for the temporary Copyright & RDM Specialist position. Congrats to Mike Smit who was successful in his project application for the [Alliance's Data Champions Pilot Project](#). Louise Gillis is a team member on the project and the work will be further supported by Erin MacPherson and Melissa Rothfus. Louise participated in DMP Assistant Administrator Guide Beta Testing.

Kellogg Health Sciences Library

General updates:

Pharmacy Residency projects – the conversation about moving these from print to digital started with the pharmacy librarian in 2019. After presenting to the Academic Residency Committee in 2019 (with the help of Geoff Brown) and a refreshed presentation to address more questions in 2021 (Louise, Geoff, and Melissa), this is going forward. Pharmacy Residency Projects will be going into DSpace starting later this spring.

As part of an initiative to build capacity for supporting Evidence Synthesis projects, Robin has created a Teams space for sharing resources with library folks interested in learning more about evidence syntheses (also known as knowledge syntheses or research syntheses). Please let Robin know if you would like to be added to the Dalhousie Libraries Knowledge Synthesis CoP (community of practice). We will share methods resources, answer questions, and learn together.

Attended:

- CHLA/ABSC Board Meeting
- Health Sciences Research Ethics Board Monthly meeting, completed assigned reviews
- UMECC meeting (Med Curriculum meeting)
- AFMC Network on Libraries Spring Meetings running April 28 & 29
- Health Sciences Library Committee
- KLMG
- RARA meetings

Report to Library Council - Associate Dean Resources & Head of Sexton Library

Submitted by Michelle Paon / April 28, 2022

Resources

My sincere thanks to the Libraries' Resources team, who successfully completed the year-end acquisitions budget purchases and addressed closing processes while at the same time overseeing Alma testing and pre-training planning. Gail Fraser, Denise Irving and Kirsten Huhn engaged in Alma Train-the-Trainer sessions, and in subsequent weeks, provided staff training. During the past month, Resources staff participated in Alma testing rounds as well as in Alma training related to acquisitions, serials, and cataloguing. It has been a long and time-consuming process (with post-migration work still to come), but as the team gains practice and experience with the new interface and its features, we will begin to appreciate the benefits of Alma in the daily processes of the Resources unit. Thank you to all Resources team members for your perseverance during the Alma migration process and the recent training sessions. Congratulations on your achievements over the past year and as we approach the Alma Go-Live date!

During the Alma transition (from now until the new system goes live in late May), we are limiting collections purchases to facilitate the changeover in acquisitions functions and related workflow, and to avoid accumulating a large backlog in unprocessed materials and invoices. At this time, we are only processing orders for books and ebooks that are required for courses and other curricular purposes. Exceptions will be taken into consideration (for example, a rush order for a book/ebook required by a faculty member for their research). If a selector receives a book request, it would be advisable to ascertain whether the item is needed for a spring/summer course or not. If the item is not required for a course, the selector can then ask if the patron urgently needs the item, or if they can wait until late May. Regular monograph ordering can resume in late May, once Alma is fully implemented and funds are allocated. [contributed by K. Huhn]

I participated in discussions with Resources Manager Gail Fraser, Library Services managers, and Sandy Dwyer re. potential tasks and projects for Resources staff during Alma post-training shutdown (Apr. 28-May 17).

After a very successful negotiation by Kirsten Huhn and colleagues, Resources purchased an Elsevier journal backfile (pre-1995 journal issues), a significant six-figure purchase that the Libraries will pay in installments over the course of several years. The backfile will extend online journal access as well as allow library locations to retire print volumes.

Web Advisory Committee - The Libraries Senior Leadership (SLT) team and Web Advisory Committee met with the Dal.ca Renewal team to view the Information Architecture (IA) that has been proposed for the Libraries website. Following the presentation, the committee met three times to discuss the IA in detail. We are compiling questions/comments to pass along to SLT and then to the campus web team.

North/Nord Shared Print Initiative - The Steering Committee has been working on a draft Participant Agreement document. It will outline the organization's governance structure, the length of term of library participation, participant types, archiving, costs, and terms related to withdrawal from participation. North/Nord's Canadian University Press project group now includes Scott Gillies (Wilfrid Laurier University), Trish Chatterley (Network Coordinator), Michelle Paon, and Lisa Quinn (Wilfrid Laurier Press). The group is compiling a comprehensive list of monographs published by Canadian university presses from their inception to the present. Trish has requested a data extract from Library & Archives Canada (LAC) to identify their relevant holdings. From her university press colleagues, Lisa will source a list of all variant names of the presses over time to assist with the LAC extract.

After more than a decade with the Dal Libraries, Resources Management Librarian Heather MacFadyen will retire at the end of June 2022. Organized, analytical and a skilled problem-solver, Heather has earned the respect of the Resources team for her clear-sighted planning and project management skills. She was a leader in seeking US dollar reconciliation funds from the university, preparing the calculations and submitting them to Financial Services annually. These additional funds have allowed the Libraries to make one-time acquisitions (mainly monographs) for the past eight years. During the challenges experienced during the pandemic-related move to online teaching, Heather also played a central role in organizing the streaming video order processes. We thank Heather for her dedicated service to the Dal Libraries and to the Resources team in particular. Heather's last workday with the Libraries will be May 12, 2022. We extend our best wishes to Heather for a restful and joyous retirement!

Sexton Library

- I extend my appreciation and thanks to the Sexton Library team for their contributions as Alma testers during recent migration phases and for their enthusiasm as learner/participants during the recent training sessions. Special thanks to Library Services Manager Gina Coates, who served as a trainer. Congratulations and thank you all for your hard work as we near the Alma Go-Live date!
- David Ryan moved into the Library Services Assistant daytime position at Sexton as of April 1, 2022.
- In April, SIM student McKenzie Young completed an intern experience with the Dal Libraries. We thank McKenzie for her contributions and extend best wishes for her future professional endeavours!
- The Sexton team looks forward to welcoming three multidisciplinary SIM interns to our midst at various times during the summer. Sarah Jane Dooley is working with the Multidisciplinary Interns supervisory team (from Sexton, Killam, MacRae) to plan orientation and training for the interns.
- As a spring/summer pilot, Sexton Library will offer on-call reference service (ie. questions posed virtually or at the service point will be triaged and answered by either the Access Services staff member on duty, by the SIM intern on hand or referred to a subject specialist).
- The Sexton team participated in "Promoting Community Connections on Sexton Campus" event (Mar. 31). Thanks to staff member Kevin Ahern who prepared 3D mini robot figures as giveaways!

Select meetings:

- Senior Leadership Team, Library Council; Updates with Dean of Libraries, Associate Dean Services (2).
- With: Sexton Library team, Resources management team, Resources Management Librarian, Collections Analysis Librarian, Multidisciplinary Intern planning meetings (2), Liaison Librarians.
- Web Advisory Committee (3); Faculty Councils - Arch/Plan; Faculty of Graduate Studies.

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

Libraries HR Highlights

Staffing

- Announcements regarding the successful candidates for Library Services Supervisor positions at Sexton Library will be coming very soon.
- David Green was the successful candidate for the Instructional Support Technician (SIT 1) 12-month term position in ATS. David had been working in ATS in a temporary position.
- Simon Qi has been hired in a temporary position to backfill Nadine Day-Boutilier while she is temporarily assigned to the role of Instructional Support Technician in ATS. Simon, who has been working as a student assistant in Access Services for a couple of years at both the Killam and the Kellogg libraries, began in this position on April 25th.
- Alicia Cattiaux-Fraser, who has been working in a temporary position at the MacRae Library, has accepted our offer to extend her temporary position until March 31, 2023. Alicia will continue backfilling Jolene Reid's position while Jolene continues her temporary assignment to the position of Instructional Support Technician with ATS.
- The Copyright Librarian position closed on April 21st. Search Committee members are Erin MacPherson, Dr. Melissa Rothfus, Geoffrey Brown, Samantha Adema and Dr. Patricia Cove.
- Interviews for the temporary assignment to the position of Copyright and RDM Specialist, backfill for Lachlan's parental leave, took place last week. Search Committee members are Elaine MacInnis, Melissa Helwig and Sandy Dwyer.

Alma Implementation

Training for the people who were conducting the institutional training ran from March 23rd – April 8th beginning with Cataloguing/Resources in late March, moving into Fulfillment and concluding with Acquisitions. David Michels was our train the trainers person for fulfillment. David did an absolutely outstanding job!

In conjunction with our institutional trainers, I organized the Alma training in fulfillment, acquisitions, cataloguing and fulfillment network for the weeks of April 11th – 26th. The trainers, Gail Fraser, Kirsten Huhn, Denise Irving, David Michels, Gina Coates, Jan Pelley, Leah Unicom, Amanda Sparks and Joe Wickens did a super job of training not only our access services, document delivery and resources staff but staff from NSCAD and King's as well. Kudos to all for a job well done!

All Acquisitions and Cataloguing work in Aleph ceased at 5 pm on Friday April 15. Ex Libris needs this time to prepare and extract the data from Aleph for its migration to Alma.

For Ex Libris to start loading our cutover data in Alma, all changes to configuration in Alma must stop on the 26th. This includes things like notices, loan policies, import profiles, etc. All work in Alma will stop on this date, including institutional training.

The final loading of our Aleph data into Alma will take place from April 27th – May 16th. It starts with Acquisitions and Cataloguing. Circulation data will be extracted later to allow circulation to continue as long as possible.

Holds and other patron-initiated services will be disabled in Primo as of May 9th. Our current version of Primo will remain up and searchable right up to the Go Live date. At that time people will be seamlessly routed to the new Primo VE instances.

The Circulation freeze will begin on the morning of May 11th when Aleph will be shut down. Ex Libris will extract all Circulation data (patrons, holds, checkouts, etc.) in preparation for migrating into Alma. Libraries can continue to circulate items but will be doing it in an off-line mode. Most will be recording their transactions on paper for entry into Alma after Go Live. The OPAC/Green Monster will be read-only when we shut down Aleph, but will remain available until we pull the plug on May 17th.

As each institution is completed, Ex Libris will release their final data load. Each institution will have 2 days to confirm the data has migrated properly. We expect Ex Libris will deliver all of the institutions in time to do the 2-day review before the 17th and that all institutions must confirm their data has transferred appropriately by the 17th.

May 17th we will be live with Alma and Primo VE.

Once configured, Primo VE will mirror the existing set up in Primo. The Discovery group will be consulted for recommended changes.

Library Council Report: 28 April 2022

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

LIPCC:

LIPCC members attended a facilitated discussion with Janice MacInnis on March 25 on the topic of onboarding and supervising graduate level student assistants. The regular meeting of LIPCC took place on April 19th. Many thanks to LIPCC Co-chairs Jackie Phinney and Courtney Bayne for keeping preparations for summer placements on track.

Strategic Planning for Libraries – Strategic Directions for next 3 years

The consultation draft of the Strategic Plan was presented at the online All staff meeting on March 28. That version was also shared with the short-listed candidates for Dean of Libraries. We have received helpful notes from the Library Services group and individuals that have suggested improved wording for the scope of decolonization language beyond the Archives.

Donna and I will be speaking about the current draft (including the aforementioned suggestions) at the upcoming meeting of the Dalhousie Research Advisory Committee (DRAC) meeting on May 6th.

Archives, Records Management & Special Collections (ARMSC)

The Archives and Records Management leadership team (myself, Courtney Bayne and Creighton Barrett) has established a pattern of meetings every two weeks to assist all of us in leading and monitoring the functions of the Archives and Records Management divisions of ARMSC. This month our discussions focussed on potential work for Resources staff temporarily displaced from the regular duties by the ALMA migration, and general principles for prioritizing the appraisal and processing of archival collections. Roger Gillis will be joining these discussions when he returns from special leave in July.

Creighton also spent some time getting me acquainted with some of the information management tools (there are several!) that are used by the archives division. A previous student prepared the background analysis which we hope will lead to a reduction in the number of different information management systems. There is hope that expanded capabilities in the next release of the Access-to-Memory (AtoM) system will also help.

Succession planning:

The Archives division is anticipating 2-3 retirements over the next 12-48 months, so I have started to look at our staffing needs for the next generation of archival and records management processing.

Preservation Committee:

The data loggers are in place at each of the locations, and our first set of renewed data has been collected. After consulting with Julie Marcoux, Creighton discovered that the Getty Conservation Institute has developed Excel tools for analysis of environmental monitoring. We are waiting on a response from Getty before moving ahead on developing our own set of Excel tools.

On April 4, a technician from Analog Imaging was on site to perform the annual maintenance on the book scanner. The technician was also able to meet with digital assets technician Phil Laughner and provide some additional training.

Practicum students:

This month, Archives and Records Management is hosting four SIM practicum students (three for Records Management, one for Archives) and an NSCC practicum student for combined experience in Archives and Records management. Our SIM intern from the fall and winter semesters returns next month for full-time summer work.

Finally, I have been working with Courtney Bayne on the DalShare site review to retire/migrate content from the Libraries' previous Sharepoint site. I have also been working with Marlo Mackay on the webpage inventory for the Archives/Records management microsite.

Head of Killam

Nova Scotian Institute of Science collection:

During my time with the Dalhousie Libraries, including as a student intern, the Nova Scotian Institute of Science historical exchange collection (journals from natural science societies all over the world, some dating to the 19th century) has always been housed in sub-optimal conditions. Most recently, it has been located in a room in the basement which regularly has water problems during heavy rains or ice. After some shuffling of materials from the archives, music collection, and electronically duplicated material, enough space has been found in the second floor closed stack compact shelving to move the NSIS collection to safe environment. This will facilitate access for Document Delivery (the most frequent user of the collection) and Carol Richardson whose role includes maintenance of that collection.

Indigenous Community Room:

While it may not look like much is happening in the room, there has been a lot of activity behind the scenes. I have been involved in discussions for opening events, plans for the coming year, the development of a collections policy, selections for the collection that will be in the room, discussions about loans of artwork, furniture and more.

Stack space

Now that the dust has settled on the final acquisitions for the fiscal year, I am beginning to look at where we can save space on print materials for which we own electronic access. In her closing days with the Dal Libraries, Heather MacFadyen has prepared a lot of data which will inform deaccessioning decisions in the months to come. Several sections of the Killam stacks are overcrowded and recent large purchases of electronic backfiles will help create space for growing area of print material (literature, for example).

Finally, we are preparing for the arrival of the three 'multidisciplinary' interns who will rotate their time between the Killam, MacRae and Sexton libraries. This is a new approach this year and I am grateful to our intrepid intern supervisors for taking on an experimental programme: Sam Adema, Sarah Jane Dooley, Erin MacPherson (until she goes on leave July 1), and Lindsay McNiff. It's exciting and stressful to not have all of the answers in advance, and they are doing a terrific job of forging a new path.

Selected meetings:

- Various meetings regarding staffing in Archives division and Killam librarian needs
- NS LGBT Sr Archive Community Advisory Committee
- SIM Research Day Presentations April 7
- Research talks for SIM faculty candidates (3)
- Presentations and stakeholder meetings for short-listed candidates for Dean of Libraries (3)
- SLT April 12
- Killam Research Services group
- Employment Working Group of Dal Accessibility Advisory Committee April 13
- Systematic review consultation with graduate student April 26

Respectfully submitted,
Sarah Stevenson

The King's Library has been running smoothly throughout April. Patron count was higher than last month as students write their final papers and prepare for exams. The small study rooms in the lower level (stacks) continue to be well used both for study and for Zoom classes and Foundation Year Program oral exams. Compliance with the mask mandate continues to be high, although library staff have been required to remind a very few students to keep their masks in place. We extended our hours on Friday and Saturday evenings from 5pm to 9pm during the exam period. Summer hours (9am-5pm Monday to Friday) began on the 23rd. COVID cases and exposures amongst library staff and student assistants required us to alter the staff schedules, and Patricia Chalmers and I have picked up evening circulation shifts.

The library operated within its budget for the 2021-2022 fiscal year, and I have been looking ahead to 2022-2023. As I reported last month, the reading room computers (desktops that were 8-10 years old) were replaced with faster and easier to use Chromebooks. In 2022-2023 I intend to replace the library staff computers (mine is from 2015 and crashes frequently). I am working with King's one-person IT department and consulting with the library staff to purchase computers that are appropriate for each person's needs.

The most important item in the budget – for books, periodicals, and other resources – was underspent this year in several areas. Some faculty are very attentive to the Library's collection development and frequently make suggestions and requests, which I try to honour as much as possible. I am slowly developing relationships with the faculty members (challenging when we are keeping so much to ourselves).

The other consideration for the budget is the money designated for student assistants. As you all know, the King's Library functions with a total of four staff: two professional librarians and two library technicians. We would not be able to keep the library open in the evenings and at weekends without student assistants. The budgeted amount for student assistant salaries was reduced in the past few years in line with pandemic-reduced hours. I am pleased to report that the student assistant budget has been restored to pre-COVID levels plus a 5% increase to account for the mandated rise in minimum wage. This should allow us to hire a student for the summer and keep the library open until 11pm from Sunday to Thursday during the coming academic year. Last week I received word that we were successful in our grant application to offset a summer student salary. One position was posted, applications were received, and we have chosen a candidate. The summer student will assist with circulation and various housekeeping tasks in the morning and will work with me in the Archives in the afternoons. The student will be working with little supervision at times, and covering for staff vacations.

I am planning summer projects in the University Archives: tidying, shifting shelves, and creating a new directory/map for resources. As time allows, I would like to make the Archives' Finding Aids available on the internet via Memory NS. The King's Library and Archives is a long-standing member of the CNSA and this membership allows us access to storage space and tech support which enables us to contribute records to Memory NS at no extra cost. There are now very few of our records available through Memory NS, and none of our finding aids are available online anywhere which is a shame as they are meticulously done and are an excellent resource for researchers. Allowing access to our finding aids on Memory NS (and possibly also the King's website) will allow researchers to view lists of our archival holdings before visiting the Archives, which saves research time. This also aligns with my goal of making the King's Library and Archives materials more easily accessible to researchers. <https://memoryns.ca/university-of-kings-college-archives>

As King's has (literally) a one-person IT department, it will soon have a one-person HR department whose task it will be to design and implement several HR Policies. King's is in the middle of a job evaluation and classification assessment for staff and I have been advocating for better compensation for the 2 Library Technicians who work at the King's Library. I am also contemplating each person's responsibilities and job description, with a mind to succession planning. I have reached out to Rebecca Young (NSCAD) and Robert Martel (AST) as they are both running small academic libraries with few staff. I represented the King's Faculty on the hiring panel for the HR Officer. The college completed and submitted its Accessibility Plan (I served as co-chair of the Education sub-committee), and I have been asked to be the recording secretary of the Sexualized Violence Policy Implementation and Advisory Committee.

Academic Integrity cases have risen slightly at the end of term as class Instructors grade papers. I currently have three cases in various stages of resolution.

The transition from ALEPH to ALMA has been difficult and stressful for the King's Library staff (as it has been for everyone). I am especially grateful to Bill Slauenwhite who has been helpful, efficient, calm, and cheerful throughout and has been unfailing in his patience, understanding, and support.

In other miscellaneous duties, I continue to conduct research in the King's Archives as requests arrive. These requests for information are great teachers as they force me to delve into particular aspects of the Archives and Special Collections (and the files of long-retired Librarians). A recent request regarding the provenance of our Copley portrait of Mather Byles was particularly interesting and required cooperation with the Nova Scotia Museum, NS Archives, and the AGNS. Issues regarding the legacy of slavery, decolonization, and indigenous issues are always in the background (and sometimes foreground) as King's continues to evolve as an institution.

Senate Representative Report to Library Council
11 April 2022

The most recent meeting of Senate took place on Monday, April 11, 2022. This report describes highlights of the meeting.

Steps to Make Diversity and Inclusion a Reality

Presenter: Ajay Parasram, FASS

Reported on the activities of the Faculty of Arts and Social Sciences' EDI committee. In its first year, the committee has done a scan of processes already in place in different units and disciplines, as well as reviewed policies on better practices for gender inclusivity and alternatives to self-identification in hiring processes. They are also committed to working together as faculty and staff, and including community voices where possible.

Interim Chair's Report:

Reported on the ongoing governance review (called for in the new Dalhousie strategic plan.) The external consultants have completed the consultation phase of the review and are writing their report, which will be presented to the Chair of the Board of Governors. An update on the review process is available from the University secretariat:

https://www.dal.ca/dept/university_secretariat/board_of_governors/governance-review.html

President's Report:

Reported an increase in enrolment over the Winter term (+3.64% or 684 students over Winter term last year.) This reflects increases in both Canadian and international students. Applications show a small increase, although so far there has been a decrease in international applications.

The report also listed a number of large research grants and reported on the establishment of new academic partnerships and renewal of existing ones, in areas such as science, computer science, health, agriculture, and law.

Items for Approval:

A rapid task force has been reviewing whether the default in-camera status of certain Senate committees should be removed. The task force has recommended that three committees should change status to be open to non-member Senators who make a request to attend as observers. These committees are: Senate Planning and Governance Committee (SPGC), Senate Academic and Research Planning Committee (SAPRC); and Senate Learning and Teaching Committee (SLTC). Other committees deal with confidential matters and will remain in-camera. The task force presented a motion that section Section 6.5 (a) of the Senate constitution with regard to the default in-camera status these committees be temporarily suspended to permit a trial period. The motion was carried.

Presentation:

Report on Dalhousie Research and Innovation, presented by Dr. Alice Aiken-- reported on funding awards and progress toward the UN's Sustainable Development Goals. Progress was noted especially toward "Sustainable Ocean," "Healthy People/Communities/Populations," "Clean Tech, Energy, and the Environment," "Culture, Society, and Community Development," and "Food Security." Further details and numbers are available at:

<https://www.dal.ca/research/ResearchEnterpriseatDalhousie.html>

Respectfully submitted by Shelley McKibbon
11 April 2022