



Committee Annual Report to Library Council Dalhousie University Libraries

Period Covered: July 1, 2021 to June 30, 2022

Committee: Libraries Internship/Practicum Coordinating Committee (LIPCC)

Chair(s): Jackie Phinney (Kellogg) and Courtney Bayne (Archives and Records Management)

Current Membership:

Courtney Bayne (Archives and Records Management)
Carol Richardson (Recording Secretary)
Creighton Barrett (Archives)
David Michels (Law)
Elaine MacInnis (Associate Dean, Library Services & Head of the MacRae Library)
Erin MacPherson (MacRae – on leave July – Dec 2022)
Hannah Steeves (Law – on leave July 2022 – June 2023),
Jackie Phinney (Kellogg)
Lindsay McNiff (Killam)
Melissa Rothfus (Kellogg)
Samantha Adema (Indigenous Services Librarian, Killam/MacRae)
Sandy Dwyer (Director, Libraries HR & NSCC Practicums)
Sarah Jane Dooley (Sexton)
Sarah Stevenson (Associate Dean, Archives, Records Management & Special Collections & Head of the Killam Library)

Summary 2021-2022

- Terms of Reference were updated and approved by Library Council in the fall of 2021
- Leadership portfolio change. LIPCC under the Associate Dean of Archives, Records Management and Special Collections (February 2022) Regular LIPCC supervisor check-ins took place throughout the year, with email communication between meetings when necessary
- In March, LIPCC members were invited to attend a professional development session titled “Effective Onboarding for Graduate Intern Supervisors. This session was facilitated by Janice MacInnis in Human Resources.
- Created a MS Teams Site for LIPCC and Interns to post messages and share resources
- In collaboration with Janet Music at the School of Information Management, LIPCC held a Q&A event about the internship program and its benefits (and may host again in the future) (*See Challenges)

Members Changes

Departed the committee

- Ann Barrett
- Shelley McKibbon
- Louise Gillis
- Deborah Hemming
- Michael Moosberger
- Julie Marcoux (Killam) (Winter 2022)

Additions

- David Michels (Law)
- Lindsay McNiff (Killam/Multidisciplinary)
- Julie Marcoux (Killam) (Fall 2021)
- Samantha Adema (*MacRae*/ Multidisciplinary)
- Melissa Rothfus (Kellogg)

Summer Shine

2021

The Summer Shine event held online via Teams on September 10, 2021 went well. The interns seemed to enjoy presenting. Positive feedback was also received from the Senior Leadership Team and the Dean of Libraries. Moving forward, it was suggested that interns discuss presentations with supervisors in advance. Invitation list included: Libraries Faculty members, Library Council, SIM Faculty members and students (as provided by SIM).

2022

Program see Appendix A

Intern Enrichment & Survey results from 2021 and actions taken in 2022

- Overall, the 2021 feedback indicated that the interns enjoyed the Enrichment Program

Comments and suggestions from 2021 Enrichment Program	Action taken for 2022 Enrichment Program
More context before the Library Council (LC) meeting as to why they were invited	<ul style="list-style-type: none">• Interns provided with explanation, expectations and benefits for attending LC via Brightspace ahead of time• Supervisors encouraged to discuss the LC meeting with interns before and after
Academic Career Panel was a great hit particularly the panel discussion	<ul style="list-style-type: none">• Enrichment program will include the panel again for the 2022-2023 season

<p>More explanation about Brightspace e.g. explanations of what should be included in Summer Shine presentations. Brightspace could be built out a little more and supervisors could do a bit more based on this comment during their intern/supervisor meetings.</p>	<ul style="list-style-type: none"> • Intro Email to Interns explained Brightspace and its use and contribution expectation of the interns and LIPCC group • Email(s) sent to Interns outlining Summer Shine and what LIPCC needed from Interns (and when) prior to event. • Supervisors and Interns encouraged to discuss together what project/topic would be best to present on.
<p>Hourly Wage</p>	<ul style="list-style-type: none"> • Wage increased <i>*See program changes section</i>
<p>Communication – Not all use Brightspace</p>	<ul style="list-style-type: none"> • Whatever is posted in Brightspace is sent via email. • Interns encouraged to turn on Brightspace alerts to email • Expectation communicated more clearly – Brightspace is the portal for submission • Created a MS Teams Site for LIPCC and Interns

Intern Program Changes

- Hourly wages increased [Wage now = \$18.50/hr for 2022 (2021 was \$16.50/hr)]
- The structure of Intern placements changed. 2022-2023 considered a pilot year. Hiring Process same as 2021
- Posting rewritten to reflect changes
- Position breakdown:
 1. Multidisciplinary Internship (3) - one ad for multiple collaborative positions across Killam, MacRae, and Sexton Libraries
 2. Kellogg (2) – Interns recruited via same posting as the multidisciplinary libraries interns, with option to specify locations of interest
 3. Archives (2 Fall/Winter 2021/22; 1 Spring/Summer 2022) – due to different scope and skill sets

Intern Program Changes Outcomes (to date):

- Noted as successful thus far
- The Kellogg Health Sciences Library received 9 applications, with some indicating a preference for just a Kellogg placement and others indicating an interest in any placement.

- The Multidisciplinary Internships received 10 applications, with some indicating a preference for just the multidisciplinary placement and others indicating an interest in any placement

Practicums

3 practicum proposals received and matched:

- Kellogg (1 placement)
- Archives (1 placement)
- Records Management (3 placements)

Challenges & Lessons Learned

Scheduling of Internship Q&A SIM Event for students

Scheduling conflict with a Records Management Course, as students were not all able to attend the Q&A event

Lessons Learned:

- Clarify with SIM schedule availability with all courses.
- Book event for 1 hour not 45mins
- Record the event for those who may wish to attend but cannot