

## Library Council Meeting

### Minutes

June 13, 2024

1330- 1530hrs

Microsoft Teams

Present: Jaclyn Chambers Page (Chair), Courtney Bayne (Vice Chair), Carol Richardson (Secretary), Amanda Sparks, Allie Fulford, Creighton Barrett, David Michels, Elaine MacInnis, Erin MacPherson, Gina Coates, Hershan Ferando, Jackie Phinney, Jan Pelley, Jason Flynn, Jennifer Adams, Joe Wickens, Joyline Makani, Julie Marcoux, Karen Smith, Kristy Read, Leah Unicomb, Lindsay McNiff, Louise Gillis, Marc Comeau, Melissa Helwig, Mick Bottom, Michael Vandenburg, Nicole Marcoux, Ratna Dhaliwal, Robin Bishop, Sai Chua, Samantha Adema, Sandy Dwyer, Sarah Jane Dooley, Scott MacPherson, Shelley McKibbon

Guests: Carlye Stein, Jenna Green, Kate Gaffney, Lauren Davis, Phil Laughner, Rebecca Marjoram, Shannon Bateman

Regrets: Dominic Silvio, Geoff Brown, Hannah Rosborough, James Boxall, Kirsten Huhn, Linda Bedwell, Louise Spiteri, Mark Lewis, Melissa Rothfus, Robin Parker, Roger Gillis, Tracy Lenfesty

#### 1. Territorial Acknowledgement

The Territorial Acknowledgement was read by Jaclyn Chambers Page.

##### Approval of Agenda

**Motion:** To approve the Agenda as circulated.

N. Marcoux / E. MacPherson

Carried

##### Introductions

Welcome to our guests who have join us today.

There were no new members this month.

##### Approval of Minutes from meeting May 24, 2024

**Motion:** To approve the Minutes from the May 24, 2024 meeting as circulated.

H. Fernando / R. Dhaliwal

Carried

#### 2. Announcements

- Some of the Archives and Records Management staff have now moved to the 3<sup>rd</sup> Floor in the ATS offices during renovations on the 5<sup>th</sup> floor. Thanks to the staff for their help in prepping for this move. The Reading Room has been temporarily moved to the ATS Boardroom and appointments are encouraged during regular business hours. Please email [archives@dal.ca](mailto:archives@dal.ca) or [spcoll@dal.ca](mailto:spcoll@dal.ca) if you want to make an appointment.
- The first Open Access Canadian Legal Citation Guide is now officially live and available to the public.
- There will be a Wikipedia Edit-a-Thon for Indigenous History Month on June 20 with Stacy Allison-Cassin.

#### 3. Status of Library Budget

The Dean of Libraries gave a brief overview of the Libraries Operations Budget.

##### Highlights:

- The operations budget has a substantial loss for 2024-2025. There will be a need to balance the budget which could prove to be challenging. It is hoped to look for savings through the staff positions that have been vacated over the past year (11 currently vacant).
- The Libraries budgets have been separated so we have a much better picture of each.

- Reached out to Finance and the Provost and informed them of the situation. Seeking advice from the university on the best way to move forward.
- May need to adjust our model of service and workload approach if working with less staff.

Thank you Michael. You have our support in dealing with these issues.

Questions/Comments:

- Where do the 11 positions come from - Michael will compile a list and share the details.
- Maybe think about a core analysis so we use our resources smartly. Identify the core services.
- Are Intern/student hours safe in the budget - We are keeping our current commitments but student funds are not protected going forward.
- Can you explain a protected budget – It's not protected but earmarked.

#### 4. Senior Leadership Team Reports to Library Council

Two – three highlights:

- Communications – Kristy Read  
Kristy has been working with the Senior Leadership Team to refresh the content of the “About Us” section on the Libraries website. Kristy is thinking about improvements that can be made now and other incremental updates as we go through the website content because the development of the new website is still quite far off.
- Associate Dean, Research and Scholarly Communication/Head of W.K. Kellogg Health Sciences Library - Melissa Helwig  
The Research Data Management Team has updated their Terms of Reference this year. Melissa is working with a subgroup and finished an analysis of the Research Data Management Strategy @Dal, looking at what we are currently doing and what we need to do with plans for the upcoming year. Finishing up final tasks on two board positions; Maritime Health Libraries Association which is now the Atlantic Health Libraries Association and the Canadian Health Libraries Association. An external review is happening around the history of medicine and medical humanities, potential collections and space.
- Academic Technology Services – Marc Comeau  
Microsoft Intune will be rolling out soon. The ATS Team will be reaching out to staff. Marc attended the LIFT NS event and the Dalhousie Conference on University Teaching and Learning (DCUTL).
- Libraries Human Resources – Sandy Dwyer  
The Employment Equity Quarterly Report which is submitted to the University Wide Employment Equity Committee is due on June 20 and represents what we are doing at Dal Libraries. If there is anything you want highlighted, send it along to Sandy before June 20<sup>th</sup>. The Libraries have received the Your Voice Survey results. Sandy and Kristy will be sharing the information with each employee group since Janice MacInnis has retired.
- Finances and physical Resources – Hershano Fernando  
Once we are done with the 5<sup>th</sup> floor, we will be 80% done with the retrofit project. There is a small phase for the 5<sup>th</sup> floor starting in September and ending in January 2025. After that, the retrofit will start on the 4<sup>th</sup> floor. Thanks to everyone for the support in the shutdowns at the Killam Library for two weekends. The Procure to Pay (P2P) – access to system and initiating purchasing activities will follow the current structure that includes spending authorities.
- Associate Dean Library Services – Elaine MacInnis  
Data and GIS have been working on a playlist for a YouTube channel. Two videos are in there now, one about realistic trees and the other about multispectral satellite data from European Space Agency's Copernicus program in ArcGIS Pro. Document Delivery is branching out, testing Alma Resource Sharing function with Memorial University (MUN). They are also now working with Ontario Academic Libraries and the University of Calgary. Getting ready to go on leave on July 1. On June 19, from 9:00am-11:00am, there will be a blanket exercise in the

Ko'jua Okuom of the Killam Library for any staff who would like to attend (please email Kristy if you plan to attend). In the process of reviewing library hours with the goal of making the best use of the hours we currently have (using the people counter data to help with any decisions). Scott MacPherson is moving into Room 3700 in the Reference and Research Services office on the 3<sup>rd</sup> floor. Mark Lewis and Melissa Helwig will share Elaine's office when they are at the Killam Library during Elaine's leave.

- Dean of Libraries – Michael Vandenburg

The Lifting Nova Scotia event was initiated coming out of the provinces funding for universities this year. Now working towards the creation of a strategic alignment plan with the province of Nova Scotia. Want libraries to take on a more leadership role with AI within the information literacy role.

- Associate Dean Learning & Teaching – Mark Lewis

Mark's report is available in Brightspace as well as the CDLRA Digital Learning Trends in 2023 document to go along with his report.

- Associate Dean, Resources/Sexton Design and technology library

Thank you to Joe Wickens and the DOG Team for all the work to make Primo better. Thank you to those who responded to the Rialto training. There may be another training session (virtual) for those who cannot attend this one. Thank you to the Sexton staff for cleaning up the Sexton Library spaces to make it more welcoming for our patrons eg. replacing new furniture.

Question:

If not ordering through GOBI, do we still have access to GOBI.

Don't think we can keep GOBI forever because we have fees that have to be paid.

What is new in the Gift Guidelines

Much remains the same except we are giving ourselves a lot more latitude to say no and we are under no obligation to add donations to the collection. There will be no tax receipt unless the donation is more than \$1,000.00. If the donation is more than \$1,000.00, then an external evaluation will have to be done and the donor will have to pay those costs.

## 5. Highlights from the Senate Report

The last Senate meeting took place on Monday, June 10. There were two new PhD programs brought to Senate for approval, both in the Faculty of Management; one in Information and the other in Management. There was an approval for an amnesty request for students participating in the encampment for Palestine. The amendment was to make it clear that this isn't a blanket amnesty for one class or assessment per course. This was Shelley's last meeting as a senator but she will continue to be part of a Committee of Senate. Thank you Shelley for being a Senate rep for the Libraries the last two years and welcome to Ratna Dhaliwal as the incoming Senate Library rep.

## 6. LibAnswers presentation

The PowerPoint presentation will be available through an email via the listserv. Please send Erin any feedback within two weeks using the link that will be included in the email.

Included with our LibAnswers subscription:

- LibChat with Unlimited Chat Operators
- LibChat Screensharing
- Systems and Services Management Tool
- Social Media Management Tool
- SMS texting with annual message units package
- Reference Analytics (5 instances)
- Unlimited Groups
- Email Integration
- Twitter Integration
- Statistics

- Custom Question Submission Form
- Widgets and API's

It was noted, Marc Comeau has started a project charter to assess the needs for a ticket system across the libraries. Current task is to find out what the units would need it to do. Marc and Erin will connect to have more discussion. It was noted, it would be helpful to have the responses branded with the Dal Libraries not ITS so patrons know that it's the library responding to the ticket.

How do we assess the usefulness of LibAnswers?  
We have some knowledge with the amount of views.

How do we figure out how much effort and time in creating this and how much value / impact it is for our students? It's not hard to measure but workflows would have to be monitored in the different queues, determining which units / groups want to use it and who is responsible to make sure tickets are answered. Privacy issues will need to be looked into as well.

#### 7. 2024-2025 Library Council election of Chair, Vice Chair and Secretary

Carol Richardson will stay on as Secretary and Courtney Bayne will move into the Chair position. The Vice Chair position is now vacant. If you would like to put your name forward for the Vice Chair position, please contact Courtney.

#### 8. Any Other Business

No other business.

#### 9. Adjournment

The meeting adjourned at 3:26pm.

Submitted by: Allie Fulford

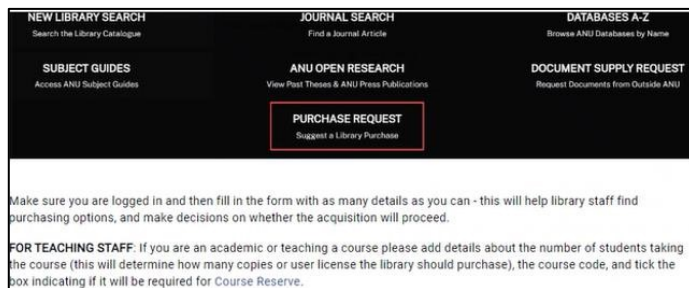
Date: June 13, 2024

## Quarterly News Highlights:

### Primo Updates:

1. Primo enhancements currently being discussed, and in the works, by the Libraries' discovery operations group include:

- a. **Suggest a Purchase:** We would like to wait until Rialto is fully in place before implementing a Suggest a Purchase link. This option is coming up for discussion soon in our Rialto implementation meetings. The purchase request link may look something like this:



NEW LIBRARY SEARCH  
Search the Library Catalogue

JOURNAL SEARCH  
Find a Journal Article

DATABASES A-Z  
Browse ANU Databases by Name

SUBJECT GUIDES  
Access ANU Subject Guides

ANU OPEN RESEARCH  
View Past Theses & ANU Press Publications

DOCUMENT SUPPLY REQUEST  
Request Documents from Outside ANU

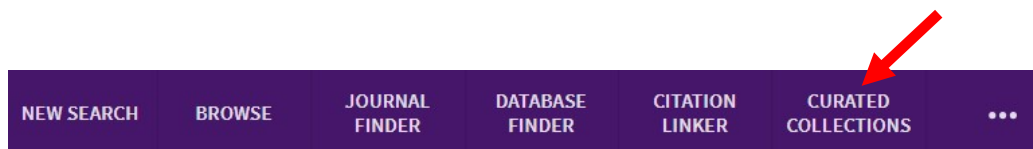
**PURCHASE REQUEST**  
Suggest a Library Purchase

Make sure you are logged in and then fill in the form with as many details as you can - this will help library staff find purchasing options, and make decisions on whether the acquisition will proceed.

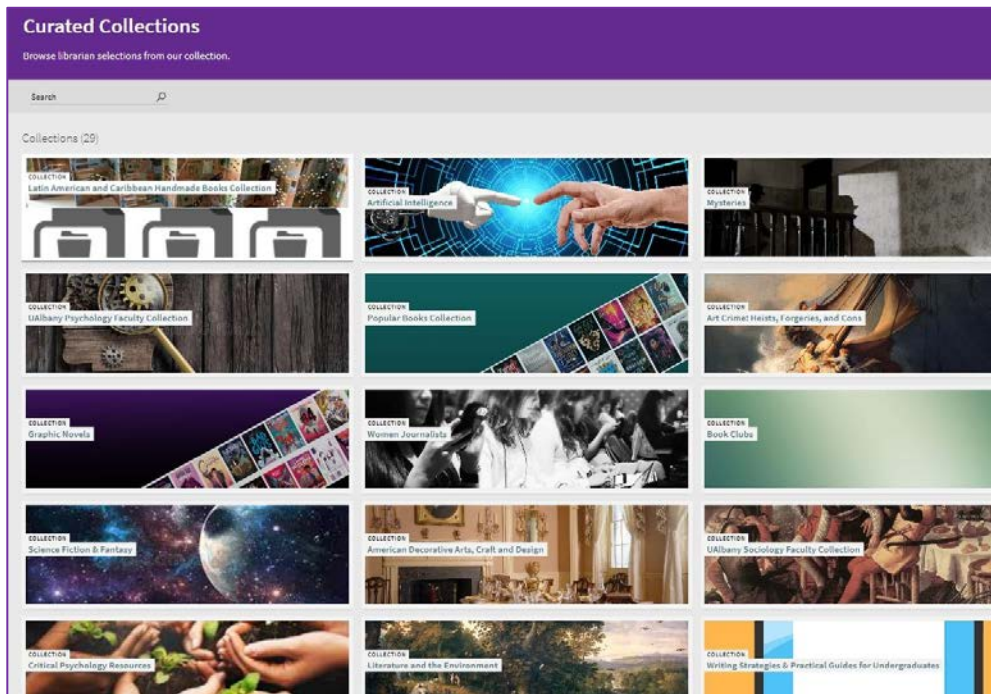
**FOR TEACHING STAFF:** If you are an academic or teaching a course please add details about the number of students taking the course (this will determine how many copies or user license the library should purchase), the course code, and tick the box indicating if it will be required for *Course Reserve*.

- b. **New Books' Feature:** We are planning to proceed with a New Books' feature following the University of Aberystwyth model. Katie McCaskill reached out to the U of A and a contact there is willing to work with us. Our ATS is looking at the implementation code shared, to see if the new books' feature is doable. More to come.
- c. **Collection Discovery tab:** This Primo feature allows curated collections and is a way for us to surface our materials and to make them more discoverable – like an online book display. Patrons would be taken directly to records for books in a particular collection.

The University of Albany Libraries has Curated Collections located in their Primo top menu bar:



With collections like these:



The DOG decided that this collection discovery feature is one we should investigate. Several Access Services' staff have permission to create collections. Katie met with Alanah White at Kellogg, who does have permission. Alanah is going to create some test collections and then contact the Novanet Office to have them published to Primo. More is to come on the possibilities for these curated collections.

**DalSpace Harvest:** There are no DalSpace collections in Primo. Some collections, like the thesis collection, would be beneficial to have in Primo. Ratna Dhaliwal has done some initial investigation on mapping Dal theses to Primo but has run into a snag. She will contact the Novanet Office for a meeting and may ask relevant Dal Libraries' staff to attend as well. More to come.

2. Resources' Rialto Implementation: Our Rialto implementation kicked off April 25<sup>th</sup>, with weekly meetings throughout May and June for backend configuration. Rialto training from the selector side of things, has been set for June 25, 1 pm – 3 pm. Members of the Resources' team and liaison librarians have been invited. Diana Snyder, Content and Workflow Strategy Consultant with ProQuest, will be in Halifax to give the training.

I have been placing test orders in Rialto and anything that I can find in GOBI, I can find in Rialto. Vendors such as ProQuest, Taylor & Francis, and Ovid offer rapid ebook activation in Rialto, with activation time in minutes. The general activation time for ebooks for nonrapid suppliers should be between three and five days.

After selector training June 25, we would like selectors to use Rialto instead of GOBI or OASIS. We pay two flat fees per year plus a per book shelf-ready charge for GOBI, whereas aside from the material purchased, Rialto is free as part of Alma. We will not be using a shelf-ready service with Rialto. Due to staffing in Resources, it would be easier on the Team if we manage just one monograph selection tool.

3. Gift Guidelines: The Dal Libraries' Gift Guidelines have been updated by a team led by Ratna. Team members are: Melissa Helwig, Karen Smith, Jen Adams, Erin MacPherson, Allie Fulford. The moratorium on donations is being lifted July 1. The new Guidelines will be posted to our website by the end of the month.
4. Sexton Library's new study furniture + more: Sexton Library is using endowment funds to refurbish student study furniture. The sad state of Sexton Library's study furniture was a consistent response in the recent 2024 Library Survey. We have ordered new task chairs, study pods, comfy chairs and hope to have these items and more, in

place for September. We have also purchased two light therapy lamps, and they are available for loan at our Service Desk. The week of May 27-31 was clean-up week on the Sexton campus with a dumpster available. Sexton staff took the opportunity to remove all remaining items deemed garbage from the Library and basement storage areas.

Study furniture purchases were made following student input. We asked our students for feedback on furniture options and aside from verbal comments, received 149 written ballots. Our purchases reflect student preferences:



Alongside the new furniture we are purchasing some prints from local artist [Jo Napier's Great Women Portrait Project](#), to celebrate women in STEM fields. We have purchased prints of:

- **May Best Sexton:** May entered MIT in 1898 graduating with a Bachelor of Science degree in 1902 with high honours in chemistry. After working in the research laboratory of the GE Company in Schenectady, N.Y., she married colleague Frederic Sexton, who in 1907 was appointed founding principal of the Nova Scotia Technical College. May was an early proponent of women's rights, a social activist, and war worker during WW1.

- **Esther Marjorie Hill:** A pioneer of women in the profession of architecture in Canada; the first woman graduate in architecture in Canada.
- **Harriet Brooks:** Canada's first female nuclear physicist. She pioneered the field of radioactivity research.
- **Gladys West:** A Black American mathematician whose modeling of the shape of the earth and work on satellite geodesy models, helped to enable the creation of the Global Positioning System.
- **Elsie MacGill:** The first woman to earn a Master's degree in aeronautical engineering (1929). She was also the first practicing Canadian woman engineer.

When received, these prints will be displayed on the Mezzanine level of the Library, accompanied by write-ups of the women's achievements in STEM.

We received a 100<sup>th</sup> anniversary print of Tech-TUNS-Dal, from the Office of the Dean of Engineering, which we have framed and put at our Service Desk:



5. Our Gina Coates applied for a Dal workplace wellness grant for funds to redo our staff lunch/break room. Gina's grant application was successful, and our staff room has been updated with a new table, comfy chairs, artwork, microwave cart, and more. Thank you so much, Gina!

Staff Room Before:



Staff Room After:





We also have a staff lounge area just outside our staff room, with comfy chairs, puzzles, and games like Scrabble.



6. A project to install wayfinding signage is in progress on Sexton campus. Some signs have been added to the Library and surrounding hallways, with more to come:



## Announcements

1. Nora Frauley-Elson accepted a position as Head Librarian at the Department of Natural Resources and Renewables. Her last day at the Dal Libraries was May 31; she began her new job June 3. We are all so proud of Nora and happy for her new role, though we will miss her more than we can say.
2. Katie McCaskill accepted the position of Novanet Manager and began her new job June 10. Katie was only with us since November but during that time made tremendous contributions to the Resources' team and to the Sexton Library and has been a generous and thoughtful colleague.



3. Margaret MacDonald joined the Sexton Library for her NSCC library technician five-week work term. Margaret fit right in and it felt like she had worked with us for years. We wish Margaret all the very best.
4. Mineral Resource Engineering: New admissions to the Bachelor of Engineering Program in Mineral Resource Engineering (Mining) have been suspended. The last student graduated in May.
5. Sexton Library hours for the spring/summer have changed. From now until August 19, hours are: Monday to Thursday, 8 am to 7 pm. Fridays, 8 am to 4 pm. Closed Saturday and Sunday. August 19 until fall term begins, hours are Monday to Friday, 8 am to 4 pm.

# Dean of Libraries Library Council Report

Submitted by: Michael Vandenburg

Date: 2024-06-10

## Quarterly news highlights (max. 10 bullet points):

### Dean of Libraries

- Feb 22 - SSHRC Expert Panel on the Aid to Scholarly Journals – I was invited to participate on a panel discussion providing input into SSHRC's program for providing financial support for scholarly journals. Topics included a discussion of the merits of diamond Open Access, the issues with author processing fees and embargoes, the value of PIDs and ORCID, and the challenges of raising awareness of existing library infrastructure supporting scholarly communications in the social sciences and humanities.
- Feb 27 - Senate Honorary Degree Committee – I recently joined this committee, and this first meeting I attended was to review nominations for 2024 honorary degrees at Dalhousie. It's inspiring to read nomination packages for individuals who've had a big positive impact on our university and community.
- March 21 – Included library on team drafting a multi-faculty CFI IF proposal for a core facility supporting research in the humanities and social sciences.
- Mar 20 – Attended OCUL AI Summit, and facilitated breakout session.
- Apr 22-26 – Attended CARL Spring Meeting and AGM, and assumed role as Treasurer and chair of Advancing Research Committee.
- Apr 29 – Libraries co-hosted Spring 2024 Student Success Summit: Engaging in leadership to transform the student experience. The focus of the summit was engaging in leadership to transform the student experience. The summit highlighted examples of staff, faculty and student leaders who engage in transformational leadership to benefit students' personal, academic and career success.
- Apr 30 – Participated in arranging an engagement session for all senior leaders at Dal with Candace Brunette-Debassige focused on her book [Tricky Grounds: Indigenous Women's Experiences in Canadian University Administration](#). The session was to help prepare this group as colleagues and collaborators for the new Vice Provost Indigenous Relations' arrival and flag some thinking for how to support that person and their work.
- May 15 - The Novanet Board of Directors announced the appointment of Katie McCaskill, our Subject Liaison and Alma Support Librarian, as Novanet Manager for a term of two years, beginning June 10, 2024.
- May 21 – Met with Marc Comeau to plan for ATS's role in the end of life for the university's current print multiple choice exam solution and the use of and support for CrowdMark or other similar online exam and test taking and grading solutions.
- May 29 – After a second round of longlisting, shortlisting, and in-person interviews, participated in the final deliberation meeting for the new ED, CLT. An announcement is forthcoming.
- Jun 10 – Presented a Dal Libraries update to President's Exec.
- Jun 10 – Participated in Halifax Campus Sprint launch, brainstorming actionable ideas for how we can bring our Sexton, Carleton and Studley campuses together as a single Halifax campus.
- Chairing the CRKN Journal Expansion Task Group to move Scholars Portal Journals to CRKN financing and governance

### Archives, Special Collections, Records Management

- Apr 16 – I chaired a meeting of the University Records Management Committee. Courtney provided a report on progress made over the first 6 years of the Records Management Program at Dal and

recommendations for reviewing the effectiveness of the program. The Committee undertook a review of membership and voted to include the University Librarian of King's University College on the committee.

- Apr 19 – Creighton and Roger submitted a Provincial Archival Development Program grant proposal to process a significant collection of archival records produced by TrentonWorks Ltd. and associated companies and to publish more than 3,000 descriptive records about the fonds in the Archives' online database and in the provincial MemoryNS database. The project will allow the University Archives to hire a full-time temporary Archives Assistant to focus on processing the TrentonWorks fonds. Accession records, legacy inventories, and other descriptive information about the TrentonWorks fonds will support the preparation of standards-compliant archival descriptions. Although the TrentonWorks manufacturing facilities were in Pictou County, SCOTIA's ownership of coal and steel properties in Cape Breton and industry consolidation through the 20th century raise the distinct possibility that the fonds includes records that document the lives of Black people who migrated to Nova Scotia from the United States and Caribbean to work in coal and steel industries.
- Highlights from Special Collections include a gift of rare books on the topic of metaphysics from Dr. John Baressi.
- Archives and Special Collections staff and services have temporarily moved to the ATS offices on the 3rd floor of the Killam during the current phase of the Killam retrofit. Thanks to all for working with Hershan, FM and the retrofit project team to ensure the safety of our unique collections during this phase of the project.

### Issues arising for Library Council discussion or awareness:

- In my last update to all staff I provided an overview of the library's budget allocation for the 2024-25 FY. Balancing our operating budget has proven challenging and I have conferred with the Provost and am seeking help from the Budget Office on our submission. While we work to prepare a budget for submission, we have had to suspend all plans for positing positions, including those discussed in our previous Library Council meetings. My update for this meeting will be focused on our budget and the implications on our staffing and service levels.

### Celebration space (staff acknowledgements, upcoming events, etc.):

- May 3 – Celebrated the following staff milestones with a luncheon in the Killam
  - 5 Year Anniversary
    - Courtney Bayne
    - Melissa Rothfus
    - Daryl Atkinson
  - 10 Year Anniversary
    - Guy Lelievre
  - 15 Year Anniversary
    - Choi Chua
    - Nellie Clyke
  - 20 Year Anniversary
    - Mick Bottom
    - Erin MacPherson
    - Darlene Taylor
  - 30 Year Anniversary
    - Shelley McKibbon
  - 35 Year Anniversary
    - Kelly Casey
  - Marlyn McCann
  - Kathy Eisan

# Associate Dean, Library Services, Head, MacRae Library and Acting Head, Killam Library

## Library Council Report

Submitted by: M. Elaine MacInnis

Date: 11 June 2024

Quarterly news highlights:

### Access Services

- Along with the other members of the DLSPC, the Managers of Access Services have been working on updating Critical Incident Response Plans with input from staff in their departments. Sandy also met with Joe Marando from Security Services to review the Plans. As Sandy has also mentioned in her report, this review is almost complete and revised plans will be placed in the File Hub once they have been shared with DLSPC and SLT.
- Sandy, Mark and I are reviewing the people counter data from the Fall and Winter and will be making recommendations on library hours for the coming academic year.

### Assessment

Sorting through the Insync survey reports and analyzing raw data is well underway. I've been packaging the most salient results into briefs for each Head/AD and looking forward to discussing these with teams/leads and eventually all staff. The Tableau/Power BI dashboard from Dal Analytics is delayed, but things should speed up once that is in hand. So far, briefs have been sent to each Head for results about our spaces, Elaine for Services, and Kristy & Michael for Communications. Still to come: ATS, Resources, Instruction, and EDIA, and then I will loop back to respond to requests for additional info. So far, meetings are set to go over results for Killam space (noise), and Services. (L. Bedwell)

### Copyright

The Copyright Office wrapped up another successful term of their in-depth "Quickchats" on specific topics and will offer this selection of talks to Dalhousie's various Faculty Councils in the 2024-2025 academic year to consider for inclusion on their agendas. The [Copyright Office's online drop-in room](#) will continue to be open on Wednesdays from 10am-11am throughout the summer. Reminder: registration is still open for the [ABC Copyright Conference](#) on June 20-21st at the Weldon Law Building (Jaclyn and Scott are on the planning committee!). (J. Chambers Page)

### Data & GIS

The GIS Centre now has a [playlist on Dalhousie Libraries' YouTube channel](#) that currently contains two videos: one about showing realistic trees in ArcGIS Pro, and one about bringing in Sentinel 2 – multispectral satellite data from European Space Agency's Copernicus program – into ArcGIS Pro.

### Document Delivery

We have now established lending and borrowing functions via Alma Resource Sharing with the Ontario academic libraries of OCUL as well as Memorial University and the University of Calgary. This should greatly enhance efficiency in sharing with these partners. (J. Wickens)

## Indigenous Services

- The exhibits from Halifax West have now returned to the school for permanent display. We were very grateful to have had the privilege of displaying them for a period of time.
- Lorne Julien's Seven Sacred Teachings were mounted on the front of the Killam Library on April 10<sup>th</sup>.
- There is a new display in the Ko'jua Okuom, highlighting the Peaked Cap project from the Women of First Light. The images were created to honour Missing and Murdered Indigenous Women and Girls

## LibGuides

The LibGuides Working Group (Lindsay, Allie, Jaclyn, Nicole) has begun a series of facilitated working sessions known as "LibGuides Guide-ins." Guide owners have been gathering together online every couple of weeks to focus on updating/improving specific aspects of LibGuides related to accessibility, usability, and discoverability. More information on the issues we're concerned with can be found at the [Research guides: Best practices for design & accessibility](#) guide. (L. McNiff)

## LiveHelp

LiveHelp Spring service hours end on Friday, June 14. Gentle reminder to remove LiveHelp referrals from autoreplies until service resumes in September, or consider pointing patrons to the [Ask Us](#) and the [Reference and Research Assistance page](#). (S.J. Dooley)

## Reference & Research Assistance

The team is excited to work with Mark Lewis as Acting AD of Library Services while Elaine is on leave. The RARA Dataset Working Group is currently engaged in the drafting process for revisions to the RARA Dataset, with further updates forthcoming. Additionally, we anticipate the forthcoming review of the Insync survey results particularly in relation to reference services. (S.J. Dooley)

## Celebrations & Announcements:

- I will be starting my 6-month Administrative/Special Leave starting on July 1<sup>st</sup>. My work during the leave will focus on Indigenous Services. During my leave, Erin MacPherson will be Acting Head, MacRae Library, Mark Lewis will serve as Acting Dean, Library Services and Melissa Helwig will serve as Acting Head, Killam Library.
- I was pleased to be part of the planning for the Student Success Summit. It was wonderful working more closely with the staff in Student Services and it was a great conference!
- We welcomed Daryl Atkinson back to the MacRae Library on June 3<sup>rd</sup>. He has been on secondment to ATS for the last four months.
- The MacRae Library held its first Research Poster Competition on Wednesday, March 27<sup>th</sup>. This was a new initiative, spearheaded by Erin MacPherson and Jaclyn Chambers-Page, who worked on the event with Multidisciplinary intern, Alison Brierly. Eight students contributed posters on a wide range of research projects and prizes were awarded to the top three. Erin, Jaclyn and Alison also presented on the event at the recent APLA conference.
- The Killam Library Deep Retrofit Project is finishing up in the 3<sup>rd</sup> floor stack areas this month and work has begun on the atrium and the 5<sup>th</sup> Floor. We're really enjoying the clean windows in the atrium!!
- Scott MacPherson will be moving to my 3<sup>rd</sup> floor office (3624) at the end of this week and will be located there during the work on the 5<sup>th</sup> floor. I will use Killam G12 on the days that I am in Halifax this month.
- As June is Indigenous History Month, I encourage you to explore **Indigenous Art at Dalhousie** through a [self-guided tour](#), which includes 4 library stops along the tour!
- A Blanket Exercise has been organized for Wednesday, June 19<sup>th</sup> from 9:00 – 11:00 for library employees in the Ko'jua Okuom. Anyone interested in participating should contact Kristy.

# Finance & Physical Resources/Office of the Dean of Libraries- Library Council Report

Submitted by: Hershano Fernando

Date: 10<sup>th</sup> June 2024

- **Acknowledgements for Power and Water Shutdown**

Thank you to all who supported and made arrangements to facilitate the power shutdown and water shutdown at Killam.

- **Killam Retrofit Updates**

- ✓ 5th Floor Retrofit Work: Retrofit work on the 5th floor (GIS, Archives, and Special Collections) will start on 17th June.
- ✓ Arrangements have been made for the staff to be available at the 3rd floor ATS space for support during this period.
- ✓ The above-mentioned spaces will be returned to libraries by the end of August.
- ✓ A smaller section of the 5th floor will be undergoing additional retrofit work from September through the end of November 2024.

- **Procure to pay (P2P)**

- ✓ This is a university-wide initiative associated with the procurement process, continuously evolving to improve the procurement and payment processes.
- ✓ The new P2P guidebook is saved at Libraries file hub under Finance.
- ✓ More information can be found at <https://dalu.sharepoint.com/sites/financial-services/SitePages/p2p-quick-guide.aspx>.

# Communications Library Council Report

Submitted by: Kristy Read

Date: June 10, 2024

## Quarterly news highlights:

- In consultation with Lindsay McNiff, redeveloped the program graphic for Research Camp.
- Launched the Libraries File Hub, our organizational file repository, on April 22 as a place for files and documents for all staff. This will replace the NAS drive as it is phased out.
- Hosted 3 training sessions and 1 drop-in for the Libraries File Hub and will continue to create opportunities for learning as we get feedback from staff and the File Hub evolves.
- Attended the Lifting Nova Scotia workshop April 22. I attended sessions on Building Inclusive Futures and Accessibility and Accommodation at Dalhousie.
- Worked with Sam and Elaine to create a location webpage for the libraries' [Indigenous Community rooms](#).
- Helped to plan the Student Success Summit with Student Affairs team. This was an all-day internally-focused conference to showcase student leader projects from the Student Leadership program as well as Dal's programs and services supporting student leadership. We hosted the photovoice exhibit and reception in the Collider space of the Killam Library, with 30-40 people attending.
- Working with staff from Student Health, organized Pawsitive Support sessions at the Killam and the MacRae libraries during exams in April. Pawsitive Support brought Guinness the therapy dog in to meet students and help with stress relief during exam week.
- Arranged photography for and wrote a Dal News story announcing the mounting of the [Mi'kmaw Seven Sacred Teachings on the Killam](#).
- Updated the Novanet search bar on the libraries website to bring it into compliance with website content accessibility guidelines (WCAG). While this is a minor change in the scope of the larger website project, the search bar is a prominent and important feature that required attention. The changes also provide a fresh look and feel to the website, which won't undergo major changes for some time.
- Helped to plan and organize the staff milestone event and the all-staff meeting in May.
- Submitted the 2023-2024 Dal Reads report to the President's Office. Have started conversations and discussions with the Dal Reads committee to have our 2024-2025 title selection finalized by September.

## Celebration space (staff acknowledgements, upcoming events, etc.):

- Thank you to all Killam staff who have maneuvered the Killam Retrofit moves and impacts, which have been many this spring, on top of power shutdowns and water shutdowns. I appreciate the feedback from staff regarding messaging and updates!



## ATS Library Council Report – June 12, 2023

### Marc Comeau – Director, Academic Technology Services

- ATS has been preparing to roll out Intune, an end-point management system that was discussed at the all-staff meeting. We expect to roll it out through the libraries through the coming couple of months.
- Attended a CLT session on hyflex learning which led to a meeting with peers at CBU who have 2 rooms purpose built for it. We're looking for an opportunity to deploy a room like that, but the faculty at Dal who presented at the CLT session are teaching larger classes that are challenging to put custom equipment in. It can create scheduling issues as there is limited supply in the pool of larger rooms and so courses cannot be moved in/out easily to get the right people matched with the right technology.
- Attended the Lift Nova Scotia mini conference and the Dalhousie Conference on University Teaching and Learning. Both were excellent and informative.
- We have 2 large Classroom Technologies projects for this summer, one is for 24 rooms in Halifax and Truro through multiple buildings and the second project is for renewing the AV in the CHEB common pool classrooms.
- We will be spending time this summer assessing Springshare as an alternative to our current study room booking system as well as looking at their hours widget as well.

# Associate Dean Learning and Teaching / Chief Law Librarian Library Council Report

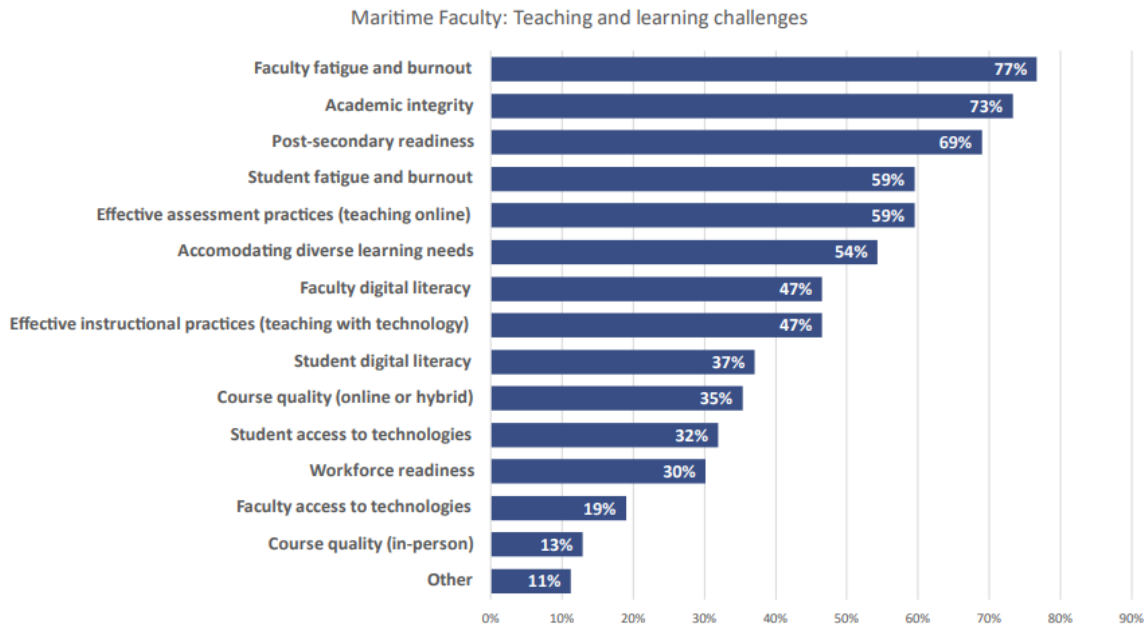
Submitted by Mark Lewis for June 2024

## AD Role(s)

- As I believe everyone knows by now, I am going to be the Acting AD Services from July 1- December 31<sup>st</sup>, 2024 whilst Elaine MacInnis is on a leave. The onboarding process for that has begun as I have been attending meetings with many of you along with Elaine in preparation for Elaine leaving on July 1. So, if there are some of you I haven't seen yet, my calendar, aglow like a firecracker, says we will be meeting soon. I am looking forward to working with some of you in a different setting than we have previously and for some working together for the first time after being adjacent in the past. Many thanks to Elaine for being gracious in onboarding and Carol Richardson for helping to organize the transition.
- Unfortunately, I will not be at Library Council for this report as I will be attending the Canadian Association of Research Libraries Leadership Institute whilst this meeting is going on. Please feel free to follow up with me on anything you see here.
- I Attended Faculty of Open Learning and Career Development (OLCD) Open House April 25.
- I took part in the Canadian Digital Learning Research Association (CDLRA) : Digital Learning Trends in 2023 webinar on April 29<sup>th</sup>. I have appended the presentation focused on Maritime specific findings to this report and include the link to the Pan-Canadian findings here: [2023-Pan-Canadian-Report-EN.pdf \(cdlra-acrfl.ca\)](#). I don't think that anyone would find the findings too shocking, but it is interesting to be able to put some numbers to the trends we have all been living through.

Below is a screen cap from one slide:

# Teaching and Learning Challenges



- Attended ADAC (Associate Deans Academic Council) meetings bi-weekly. From my involvement at this group I cannot emphasize enough the importance the university is placing on strategic alignment with the province, which led to the Lift Dal Day hosted here at the Law School on April 26<sup>th</sup> which I took part in. For anyone who did not attend, it was a good day and an optimistic day for the university, and I suspect you will see it return again.

Also at ADAC there was a retreat on May 8<sup>th</sup> which took place in the Management Building, where the group took a day to look at various issues that concern the group including, 21<sup>st</sup> Century Skills and Program Offerings, Experiential Learning, Grade Distributions/Processes, Certificates.

## Retreat

- Joint Meeting with Student Affairs Advisory Committee on March 25<sup>th</sup> where the agenda consisted of items where ADAC and SAAC have areas of common interest such as grade use, SDA (student declaration of absence) and retention and enrollment.
- ADAC met in the Ko'jua Okuom for the second session on Indigenous Ways of Knowing training.

- Faculty of Graduate Studies Academic Priorities and Planning Committee APCC
  - April 9, May 14 considered course proposals, degree proposals, and modifications to programs in: Architecture, DIM, Sociology, Management, Computer Science Psychology, English and Pharmacy.
  - Also considered Dalhousie’s Certificate Framework at it relates to MPHEC (Maritime Provinces Higher Education Commission) requirements.
- L&T Team
  - Lindsay McNiff has once again deftly coordinated the [Spring Research Camp](#) and a thank you to all who contributed: (Janice MacDonald Eddington & Kala Hirtle Clark, Adam Auch, Vanessa Lent from the Dalhousie Writing Centre and from the Libraries Erin MacPherson, Shelley McKibbon, Jaclyn Chambers Page, Jackie Phinney, Hannah Rosborough, Allie Fulford, Robin Parker, Julie Marcoux, Louise Gillis, Melissa Rothfus, and Libraries alum Lachlan MacLeod (Dalhousie Legal Counsel Office) and Dr. Sarah Burm (Continuing Professional Development) and Angela Hersey (Office of Research Services). This is a true team effort both within the Libraries and with partners across campus.
  - Team met on March 28<sup>th</sup> to review draft Terms of Reference for the Team, creation of best practice documents for instruction. Currently working on best practices for Asynchronous Instruction, Creating Accessible Learning Resources, and recordings for instruction sessions.
  - Analyzed Lib Insight data and discussed changes to the Lib Insight dataset.
- Attended the Computer Science organized AI symposium on May 9<sup>th</sup>. I have attended many AI/LLM inspired talks/workshops etc, over the past year and have mixed feelings somewhere between “the sky is falling” and “it is just another tool”. I think a fulsome discussion of the Implications would be useful at an upcoming Library Council meeting.

### Law Library

The Reference/Instruction Librarian search from the Spring was declared a failed search and is now in the process of being reposted.

The Law Library is currently moving furniture around in both public and staff areas to accommodate some of the new furniture we are going to acquire with the monies donated by an alumnus. We are also in the process of converting one of our bookable study rooms (the Debbie Ritchie room on the 4<sup>th</sup> floor) to a quiet/prayer/meditation/lactation room for the new academic year.

Qannitaq Project – As part of the Qanittaq project: The Clean Arctic Shipping Initiative, met with Law faculty members involved with the research grant to discuss library resources to support the research.

David Michels and Mark Lewis taught the Legal Research portion of Pre Law for the Indigenous Blacks & Mi'kmaq (IB&M) Initiative on May 10<sup>th</sup> & 13<sup>th</sup>.

Attended the Libraries Milestone recognition luncheon on May 3<sup>rd</sup> with Darlene Taylor from the Law Library to celebrate her 15 year milestone with the Law Library. However, if you were to count her previous time with the Dalhousie Libraries at the Kellogg it would be closer to 22 years.

I attended Law School convocation on May 24<sup>th</sup>, where Perry Borden, Chief Justice of the Provincial Court was the invited speaker. This is why I was unable to attend the last Library Council meeting as it occurred at the same time as Law convocation.

# Associate Dean Research and Scholarly Communication / Head of W.K. Kellogg Health Sciences Library Library Council Report

Submitted by: Melissa Helwig

Date: June 13, 2024

## Quarterly news highlights:

Melissa Rothfus presented to the Faculty of Health, Department of Health and Human Performance, and Psychology on Open Access and the Author Processing Charge options provided by Dalhousie Libraries. The [APC page](#) has been updated to include a number of the new options, and she has been working with interns to ensure these latest deals are communicated to the Dalhousie Community.

Jackie Phinney and I attended the Faculty of Medicine Mock Accreditation in preparation for the February 2025 accreditation meetings.

I have completed my board positions on both the Maritime Health Libraries Association/Association des bibliothèques de la santé des Maritimes (MHLA/ABSM) and the Canadian Health Libraries Association/ Association des bibliothèques de la santé du Canada (CHLA/ABSC). Both involved wrapping up final duties.

March 25-27, I did my first site visit to DMNB and enjoyed in-person time with Jackie Phinney and face-to-face meetings with Melissa Budd and Susan Layton-Crossman. I also met many of the other team members at DMNB. My meeting with Dr. Julie Copeland was rescheduled at the last minute to April in Halifax.

The W.K. Kellogg Health Sciences Library has been approached to consider creating a dedicated space to house a history of medicine/medical humanities collection, including a potential book donation of ~4000 books. Given this request, we have engaged Sarah Wickett, Head of Bracken Health Sciences Library, Queen's University, to undertake an external review to provide Dal Libraries, the Kellogg HSL and the potential history of medicine partners with a fulsome picture of best practices and needs for an academic library history of medicine/medical humanities collection, space, and service options for the care and access to such a collection as well as identification of resources required to pursue and maintain each option. Sarah will be on site June 24-26, meeting with several stakeholders.

We have been successful in obtaining funding for a 32-week Young Canada Works Library Intern (post-graduate) starting at the end of July. We have started the process of finding a candidate for this role.

I attended and presented at the Dalhousie Lifting Nova Scotia Day. My presentation focused on research infrastructure and open support available through Dalhousie Libraries. I also worked with the VPRIOs office on developing a short narrative in support of the province's Strategic Alignment Proposal. The section I worked on with them was regarding research being open and shared for the public good.

I attended both the 2024 CRKN Virtual Conference and the IASSIST conference in Halifax. I hope to connect with colleagues soon to discuss interesting sessions they attended that I might have missed or share thoughts on sessions we all attended.

As usual, I attended the following meetings: CHLA/ABSC & MHLA/ABSM, UNIWeb support team, research data management, Dal Libraries Heads meetings & Senior Leadership Team, Faculty of Graduate Studies Faculty Council, Faculty of Health Faculty Council, Faculty of Medicine Undergraduate Curriculum Committee, Health Sciences library committee, and KLMG.

I enjoyed a wonderful holiday for two weeks in early May.

Publications and other news have been added to Libraries Connect.

# Libraries Human Resources Library Council Report

Submitted by: Sandy Dwyer

Date: June 13, 2024

## Quarterly Highlights:

- As a member of the Dalhousie Library Service Point Committee I worked with Joe Marando from Security Services to review and update the written part of the Libraries Critical Incident Plans. The Access Services Managers, along with other staff in their Libraries, contributed to this process by reviewing and updating the floor plans that highlight secondary exits as well as safe rooms. This review is almost complete and revised plans will be placed in the File Hub once they have been shared with DLSPC and SLT. In addition to revising the plans I participated in the all staff meeting, on May 14<sup>th</sup>, by giving a presentation on the evolution of our critical incident plans and an update on our current review process.
- My work on the search committee, along with Michael and Catherine Arsenault, Dean, Library and Cultural Resources, CBU, for the Manager of Novanet position continued into this quarter and wrapped up successfully with Katie McCaskill as our new Manager of Novanet effective June 10, 2024.
- Michael and I, as the employment equity leads for the Libraries, submitted our quarterly report to Huwaida Medani, Manager, Employment Equity for the period January – March 2024. ***(The report can be found at the end of my highlights).***
- The Health & Wellness Committee wrapped up their Wellness Wednesday sessions at the end of May. Our most popular sessions were the ones with “guests”. So far we are planning to do new versions of the most popular ones in winter 2025 (i.e. trivia, gardening/plant tips and the Games for Work app). Please feel free to reach out to a committee member, Gina Coates, Linda Bedwell, Jolene Reid, Guy Lelievre, David Ryan, Kristy Read or me, if you have a suggestion for a Wellness Wednesday session and/or if you would like to be a guest speaker on a wellness topic at one of the sessions.

This Health & Wellness Committee also organized the Libraries participation in Horizon’s Spring into Action challenge. For more information about the challenge please go to <https://www.horizonscda.ca/sia.php> We had two teams of five this year. Nora Frauley-Elson and Jaclyn Chambers-Page each won one of the weekly prizes! Participation was down from past years so we plan to get the call for participants out earlier next year.

- The UniForum process has begun again. I have three separate roles in this process: Respondent (code data for Access Services positions; all casuals and all student employees), Liaison (between Angela, her team & the other Respondents in the Libraries), and Primary Contact (does a final review of all the coding done by the respondents for the Libraries). I have been working with Angela Scammell to ensure that we have the appropriate employees attached to the correct respondents in the UFAST system. Coding should go relatively quickly this year because if there are no changes to a position’s duties we can simply review to confirm no changes and then resubmit what was entered from last year for each position.
- I worked with Elaine to review last spring and summer people counter data to make recommendations on opening hours for our libraries and library spaces for the current spring and summer. After further consultation with the appropriate Head, Director and Managers this review resulted in a reduction in hours at the Sexton, MacRae and WMLC. Currently Elaine, Mark and I are reviewing the people counter data for the past fall and winter terms to determine recommendations for our spaces for this coming fall and winter terms. These recommendations will be shared with the other members of SLT and with the Access Services Managers for further discussion and decision.
- I continued to attend the following regular monthly meetings: retro fit meetings, SLT, Heads, Human Resources Integration team (HRIT), Healthy Workplace Collaborative, Access Services Managers, Libraries Health & Wellness Committee and the quarterly University Employment Equity Leads. I also attended the Libraries Milestone



Recognition Luncheon (April 3<sup>rd</sup>), the DPMG Conference – the theme this year was inclusive excellence (June 2<sup>nd</sup>); and a PD session - Health & Safety on Campus: What Managers and Supervisors Need to Know.

## Staffing news

- Seungkyoo Lee was the successful candidate for the one-year temporary assignment as the Library Services Supervisor position at the Kellogg Library. The temp assignment runs from April 1, 2024 – March 31, 2025.
- Elaine MacInnis will be away on Administrative/Special Leave from July 1, 2024-December 31, 2024. During this time Erin MacPherson will be the Acting Head of the MacRae Library, Melissa Helwig will take on an additional role as Acting Head of the Killam Library and Mark Lewis will take on an additional role as Acting AD, Library Services. Thank you to all three for taking on these extra responsibilities!
- We are sad to say good bye to Nora Frauley-Elson and Katie McCaskill who have both resigned from their positions at the Dal Libraries to take on new positions outside of Dalhousie. We wish them both all the best in their new roles and workplaces!

## Upcoming Events

- In my role as chair of the Libraries EDIA committee I have been invited, by the Office of Equity & Inclusion, to participate in the Inclusive Leadership for EDIA workshop taking place on Friday, June 14<sup>th</sup>. The workshop will focus on discussing a new governance concept note on Dalhousie's EDIA institutional framework, along with other EDIA initiatives such as faculty/administrative units strategic EDI plans, employment equity plans, EDI data and technical tools, terminologies, capacity building, and EDIA educational resources on campus.

### Libraries Quarterly Employment Equity Report

Submitted by Sandra Dwyer & Michael Vandenburg

March 2024

## Priority 2: Representation

*Continue to reduce gaps between the university's workforce and labour market availability as it related to equity-deserving groups*

1. We will be working with Laura Godsoe to recruit a Black and African Nova Scotian Services librarian position that would include responsibilities to support the Faculty of Science.

## Priority 5: Development & Advancement

*Improve opportunities for career development and advancement for equity deserving faculty and staff contributing to greater retention*

1. Provided expression of interest/internal opportunities for one-year term & temporary assignment opportunities for staff i.e. Head of Killam, Library Services Supervisor.

## Priority 6: Education

*Increase EDIA education, including awareness about the experiences of equity deserving groups to empower staff and faculty to address EDIA matters*

1. Apuknajt was celebrated with a Mid-Winter Feast on February 1st. We held simultaneous events in Truro (hosted by Erin MacPherson and Jaclyn Chambers-Page) and Halifax (hosted by Samantha). Gerald Gloade, Program Development Officer for the Mi'kmawey Debert Project, was the invited speaker.
2. The Dal Libraries hosted a successful in-person reading of *The Boat People* with Sharon Bala on February 8 for Dal Reads. The event, held in the Wallace McCain Learning Commons, drew an engaged crowd – read the full write-up in Dal News <https://www.dal.ca/news/2024/02/29/sharon-bala-the-boat-people-dalhousie.html>
3. Dal Libraries partnered with the Office of Equity and Inclusion, the US Consul General, Tribe Network, and African Nova Scotian Justice Institute to screen “John Lewis: Good Trouble” on February 27. The film screening was followed by a Q&A with the film’s director, Dawn Porter, who was thoughtful and generous with her time – answering many questions from an engaged student audience.
4. Our Common Ground: How We Talk about Israel/Palestine (Jan 17) – Dal Libraries partnered with Student Affairs, the Office for Equity and Inclusion, and Human Rights and Equity Services to arrange a session for Dalhousie senior leaders led by Dr. Mira Sucharov, professor of political science at Carleton University in Ottawa, and Dr. Omar M. Dajani, professor of law at the McGeorge School of Law, University of the Pacific, in Sacramento, California. Mira and Omar have led several successful sessions for universities in Canada and the United States modelling how organizations can facilitate discussion about challenging topics, particularly Israel and Palestine. The goal of the session was to help leaders navigate and facilitate conversations that are already happening on campus, and to consider how we might offer a similar session to members of the Dal community. The Dean of Libraries attended this session.
5. The Protests and Pedagogy: Archival Afterlives and the Sir George Williams University Affair exhibit was set up in the Tupper Link. Dr. OmiSoore Dryden, the James R. Johnston Chair in Black Canadian Studies, brought this exhibit to Dalhousie with support from Dal Libraries and the Dalhousie Art Gallery.
6. Several staff from the Libraries have been approved to attend the ARL IDEAL 2024: Inclusion, Diversity, Equity, and Accessibility in Libraries & Archives Conference, July 15–17, in Toronto. At our all staff meeting in February invited guest Amanda Wilneff, Education Advisor in the Office of Equity & Inclusion, provided us with a workshop on Navigating Culture with Care. This workshop offered learners a space to have constructive dialogues around engaging with cultural differences in a post-secondary context. Staff explored the social construction of culture and cultural difference, and also unpacked concepts such as cultural inclusivity, awareness, sensitivity, humility, and safety. Through facilitated discussion, the workshop explored individual and collective strategies to expand our cultural dexterity in the creation of communities of care.