

Library Council Minutes  
November 22, 2018  
Room 2902: 10:00am-11:15am

**Present:** Gwen MacNairn (Chair), Melissa Rothfus (Secretary), Carol Richardson (Recording Secretary), Allison Fulford, Ann Barrett, Courtney Bayne, Donna Bourne-Tyson, Elaine MacInnis, Erin MacPherson, Geoff Brown, Heather MacFadyen, Helen Wojcik, Jackie Phinney, Jan Pelley, Janice Slauenwhite, Joe Wickens, Joyline Makani, Julie Marcoux, Karen Smith, Lachlan MacLeod, Leah Unicomb, Linda Bedwell, Linda Clark, Lindsay McNiff, Marlo MacKay, Michael Moosberger, Michelle Paon, Morning Star Padilla, Sai Chua, Sandy Dwyer, Sarah Stevenson, Shelley McKibbon

**Regrets:** Alice Stover, Amanda Sparks, Anne Matthewman, Brian Lesser, Creighton Barrett, David Michels, Dominic Silvio, Gail Fraser, Hannah Steeves, James Boxall, Janet Hathaway, Karen Chandler, Marc Comeau, Margaret Vail, Mark Lewis, Melissa Helwig, Mick Bottom, Robin Parker, Roger Gillis, Sarah Jane Dooley

1. Adoption of Agenda

The agenda was adopted as circulated.

2. Approval of the Minutes (from October 18, 2018)

The Minutes from the October 18, 2018 meeting were approved as circulated.

**Motion:** To approve the Minutes of the October 18, 2018 meeting.

C. Bayne / L. Bedwell

Carried

3. Business Arising from the Minutes of October 18, 2018

3.1. Use of Brightspace

The draft minutes of each Library Council Meeting will be added to Brightspace as soon as they are available. An email will be sent to alert members when the minutes are on Brightspace.

It was noted, the Library Council Brightspace has now been made a no tracking site.

Documents connected to previous Library Council Meetings should be removed from personal storage ([\\nas.dal.ca](http://nas.dal.ca)) (O: drive). We are using the recommended records management guidelines to ensure that a secure copy of this material is archived. It was noted, every file that is stored on nas.dal.ca is a cost. If you have any questions on what should be saved or what should be discarded, please contact Courtney Bayne.

4. Library Council Terms of Reference – Donna Bourne-Tyson

A current copy of the Terms of Reference for Library Council needs to be submitted to Senate by end of this year. The latest draft copy will be put in Brightspace with track changes turned on so Council members can add further suggestions/changes. A vote on this new version will take place at the December Library Council meeting.

## 5. UNIWeb – Donna Bourne-Tyson

Dalhousie University has purchased UNIWeb. This product was developed by a company in Ottawa and used by Ottawa University, McGill University and University of Lethbridge. It is a research profile tool similar to Elsevier's Pure product. This was a long process but has finally been approved by the Deans Council and the Dalhousie Research Advisory Committee (DRAC). It was noted, the Faculty of Health and the Faculty of Computer Science already use this product and use it extensively. Some setup needs to be completed before the libraries can start using the product. A template will be copied from the University of Ottawa to use as a base template. There will be a 4-6 week trial period to make sure we have the fields we need in the system and then a library specific template can be created. It was noted, this connects to the CCV and will help our faculty on a number of levels. More exploration on what this product can do for us, will be investigated. A term contract position will be created to help with the setup. Please send any feedback to Donna Bourne-Tyson.

## 6. Senate Report – Jackie Phinney

### Highlights:

- Dalhousie University's new Provost and Vice-President Academic is Dr. Teresa C. Balsler.
- Low enrollment from Saudi students (60).
- New PhD program in Agricultural Studies on the Truro campus with one student registered so far.
- Four Dean searches are happening this year. It was noted, Vivian Howard is the new Acting Dean of Management.
- Presentation by Naomi Metallic on efforts to implement the Truth and Reconciliation Commission report and calls to action.
- Presentation on the draft Senate policy for faculty review of academic programs. This was met with a lengthy discussion. This policy is going on best practices that are already in place but not evenly distributed. It was noted, the wording has to be clarified and then it will be voted on at the next Senate meeting.
- Presentation from the United Way campaign and question period which involved discussion on the Athena SWAN program and the Tri-Council's pursuit of this program model.

The next Senate Meeting is scheduled on Monday, November 26.

## 7. Reports to Library Council

Questions or discussion topics from previously submitted Reports.

### Donna Bourne-Tyson (report delivered rather than submitted)

- Delighted to appoint Kirsten Huhn as the Collections Analysis Librarian. She will start the first full week of February.
- Novanet – LAMNS initiative. The groups involved are: all of the archives in Nova Scotia, all of the libraries (academic and public) and all of the museums. These groups are doing more together, regionally and then nationally. Thank you to Roger Gillis for his efforts in this initiative.
- Novanet is doing a self study and will model it and fine tune it from a similar one done by CRKN. The University of Windsor Librarian Pascal Calarco will be the external reviewer. Sessions will be open to all staff to attend for feedback.
- Dr. Teresa C. Balsler is the new Provost and Vice-President Academic. She is a distinguished scholar, academic. Started as a biologist. She will be at our new textbook launch.
- Congratulations to all who were involved in Open Access Week. Lots of great feedback.

- The Indigenous Knowledge Event was a great success. There were 190 people registered and about 160 actually attended, some regrets were due to bad weather conditions. This was a partnership with SIM and LAC and the Dal Libraries. Great speakers presented. Thanks to Marlo MacKay for her hard work supporting this event.

#### Michelle Paon

- *What type of data is being collected by the data logger (environmental monitor) in the Sexton Library?* This comes from the Preservation Committee. One of these loggers have gone to each of the Dalhousie Libraries and staff are tasked with testing them for a 2 week period. They measure and record temperature and humidity. They will be used for longer time periods in area(s) where we need to know the temperature or humidity.
- *Under your science role you had two integrated help sessions with research questions over 4 hours. What are these sessions?* Michelle was available in a lab where a group of science students were working on a written assignment, along with Janice from the Writing Centre and TAs for the course. Students work on their assignments but have access to research assistance, writing assistance and support for data analysis, all at the same time. The research questions are entered into LibInsight. It was noted, these are very successful sessions in a highly interactive environment. Michelle did two 2-hour sessions in October and then Gwen did two additional 2-hour sessions in November. This is a required course (Biology 2060) but attending the help sessions is optional.

#### Ann Barrett/Shelley McKibbin

- *What is the Bibliographic Management Review Working Group?* Shelley explained that they were looking at other options for RefWorks. There is no immediate time line.

#### 8. Roundtable

Tell us about one interesting activity – you have been working on this past month.

#### Karen Smith

Serving as a representative on the Review for the International Development Studies program.

#### Julie Marcoux

Laughlin MacLeod has agreed to join the GIS and Data Team to help answer data questions.

#### Geoff Brown

Library and Archives Canada are resuming their harvest of Dalhousie theses in the Spring. They encountered a problem with the spaces in our file names in DalSpace so we will be working with ATS to fix them.

#### Michael Moosberger

Archivematica just announced the release of Archivematica 1.8 and Storage Service 0.13.0. A feature of the new version that will benefit us, is it will allow you to connect Dataverse as a transfer source directly into Archivematica.

#### Lindsay McNiff

Attended the ISSOTL (International Society for the Scholarship of Teaching and Learning) Conference in Bergen, Norway, in October. Lots of great presentations and met lots of interesting librarians.

### Courtney Bayne

Met with the Arts Centre about naming conventions and their images. This came out of a records management training session. Meeting with them again to go over information they gave her and to talk about how they are managing the records of images from artists and what they are doing with them once they have them.

### Laughlin MacLeod

Gave a copyright information session to post docs and part-time instructors.  
Joined the GIS and Data Team.

### Joyline Makani

Presented a paper and also participated as a panelist at the Association of Information Science & Technology (ASIS&T) Conference which was combined with the International Council of Knowledge Management (ICKM), in Vancouver, November 9-10. As part of the knowledge mobilization activities for her research funded by the Nova Scotia Department of Education, she will be organizing a colloquium on Student Attendance and Engagement in Nova Scotia on November 23.

### Linda Bedwell

The new Provost signed the agreement with InSync for the library assessment survey. More details will be shared at the next Library Council meeting. The team (reps from each library plus Marlo MacKay) met last week to talk about the promotion of the survey and more discussion will take place in December. It was noted, that mascot costumes for the Dalhousie Tiger and Truro's Rocky the Ram will be used to promote survey participation. If anyone would like to volunteer, please let Marlo know. Thank you so much to Sarah Stevenson for being the first volunteer.

### Sai Choi Chua

Looking at postal codes in Alberta in order to help a post doc with data and analysis. Also working with Lachlan to put 2016 Census DA maps for Nova Scotia into Dataverse.

### Shelley McKibbon

Working on Systematic Review protocols. Two have been accepted by peer reviewers.  
The RefWorks Working Group has generated a list of action items.

### Jan Pelley

Attended the Access Services Conference in Atlanta, Georgia, in November. It was nice to be with others who were excited about this service area. Also finishing up a stack maintenance project.

### Heather MacFadyen

Alice Stover is back from medical leave and will resume her normal duties.

### Joe Wickens

Attended the launch of LAMNS and already working on some initiatives from that launch.  
The Rapid ILL book chapter is finally up and running.

### Linda Clark

Water incidents at the Law Library (top and bottom floor).  
Recently married. She is now Linda Clark. Congratulations!

Allison Fulford

Joined the Association of Architecture School Librarians. Submitted two articles to the Association of Collegiate Schools of Architecture Newsletter.

Leah Unicomb

Daryl Atkinson's wife is in labour so there will be a new Dalhousie baby soon.

Jackie Phinney

Assisted with a search for one of the simulated patient educators in Saint John.

Looking to publish a case report about how they teach in one of their units.

Working on a research project with Lucy Keister, a former Kellogg Librarian.

Working on a book review that's due in two weeks.

Gwen MacNairn

November 14 was GIS Day. A social gathering with cake was held in the GIS Centre at noon.

Melissa Rothfus

Co-hosted a webinar with Melissa Helwig for the Nova Scotia Health Authority and the Dalhousie community. Followed up to learn more about what they need to do, to manage their identity and get their material into DalSpace.

Erin MacPherson

Recently joined the North American Virtual Reference Collaborative Group as part of her role as the Novanet Live Help Coordinator. Looking at enhancing some of the policies that need to be improved due to social media and virtual chat reference, e.g. dealing with inappropriate patron comments.

Morning Star Padilla

The Truro campus had the external Indigenous Advisory Committee visit the new space we have opened in partnership with the NCTR (National Centre for Truth and Reconciliation). It was a warm welcome with great feedback, as well as an opportunity to start developing relationships with Mi'kmaq and Indigenous organizations throughout the province. Also met with faculty from the School of Information Management (SIM) to develop a course with an Indigenous focus.

Helen Wojcik

Basement storage is being weeded. Thanks to Guy Lelievre and Alex Nwankwo for their help with this task.

9. Announcements

Janice Slauenwhite

The Killam Library has 31 new task chairs coming next week to swap out the old ones in the South Learning Commons. Hoping to get additional funding to replace the rest of them.

Julie Marcoux

Got engaged! Congratulations!

Marlo MacKay

Kim Humes from the School of Information Management (SIM) had her baby.

Erin MacPherson

November 29, from 7:00-9:00pm, the faculty on the Truro campus are putting on a play called 20 Ways to Screw Up Your College Interview, a comedic play by Ian McWethy. A number of staff on campus are participating. This has been widely posted. Donations to the foodbank are accepted.

Michael Moosberger/Donna Bourne-Tyson

Please send your ideas for what to put in the DAL time capsule to Donna, and she will share them with the Senior Leadership Team. Deadline for suggestions will be December 18. Michael is handling the documentation. This capsule will be put in the Archives until it goes to its forever home in the Bicentennial Commons.

10. Any Other Business

No other business.

Meeting adjourned at 11:15am

## **Report to Library Council for the meeting of November 22, 2018**

**Submitted by: Michelle Paon,**

**Interim Associate University Librarian Resources & Head of Sexton Library**

### **Associate University Librarian Resources**

- During the past month, I attended meetings re:
  - Fair Price Initiative - review teams and Library Heads (Oct. 22).
  - License updates to Mondo software - Lachlan MacLeod will regularly update the product licenses. This opens the way for the team that is reviewing the SFX screen to resume their work.
  - Renewal of Disaster Management Planning team - meeting with Karen Smith and with Elaine MacInnis. Discussions underway with Library Heads to constitute planning team.
  - Web Advisory Committee; Preservation Committee
  - Digital humanities project preservation at Dalhousie University
  - Killam mailroom process
  - Resources All-staff meeting (Nov. 21)
  - Regular update with Resources Management Librarian (Oct. 30).

### **Head - Sexton Library**

- Plans are underway to conduct a Sexton Library space assessment in the Winter term. The planning team members are: Michelle Paon, Sarah Jane Dooley, Amanda Sparks, and Gina Coates. Assessment Librarian Linda Bedwell will provide the team with advice and guidance.
- Oct. 27<sup>th</sup> - In communication with Elaine MacInnis, Amanda Sparks, and Marlo MacKay - decision-making re. library closure/re-opening during power outages at Sexton campus.
- Met with Kirk Dexter, Marlo MacKay & Amanda Sparks re. new welcome signage at library.
- Met with Michele Gallant, Dal Art Gallery, and subsequent visit to the gallery vault to view potential artworks for Sexton Library.
- Library Services Manager Amanda Sparks has deployed a data logger (environmental monitor) in the library and will be downloading and monitoring the data.
- Oct. 29<sup>th</sup> - Attended DSU Town Hall for engineering students at the T-room on Sexton campus to hear student feedback on a variety of issues and topics, including the library.
- The Dal Undergraduate Engineering Society now makes available an online room booking system that allows students to book the four new group study rooms in the Design Building.
- In December, Jason Lee and Sarah Davis will participate in Access to Memory (AtoM) training provided by Creighton Barrett so that our team can begin to enter Sexton archival material into the catalogue.
- Jason Lee has joined the Web Advisory Committee.
- Sarah Davis is providing communications support to Academic Technology Services (ATS) and is assisting the Research Data Management team.
- Carolyn Liggins now prepares the minutes of the Sexton Library staff meetings.

I attended the following library meetings or campus sessions:

- Senior Leadership Team; Library Heads
- Regular update meetings with the University Librarian and with the AUL Services.
- Update with Sexton Library Services Manager
- Sexton Library assessment (meeting with L. Bedwell)
- Dal Libraries 2019 survey
- Service Point Survey recommendations;
- Dal Libraries All-staff meeting - Nov. 14<sup>th</sup>
- Dal Libraries Scholarly Communication half-day professional development - Nov. 16<sup>th</sup>
- Faculty Council, Engineering (Oct. 24)
- Faculty Council, Architecture and Planning (Nov. 21)
- Indigenous Knowledge and Access Symposium (Nov. 15)

- Academic Leadership session re. Dalhousie's new Sexualized Violence Policy.
- Killam Awards luncheon

I also attended:

- Canadian Research Knowledge Network (CRKN) meetings in Vancouver, BC (Oct. 16-18).
- Tour of the Indian Residential School History and Dialogue Centre at the University of British Columbia.
- Charleston Library Conference on Book & Serial Acquisition (Nov. 6 - 9), at which Heather MacFadyen participated in a panel on reconsidering the "Big Deal" journal packages.
- Dalhousie 200<sup>th</sup> Anniversary Belong Forum with the very engaging Rick Hansen as guest speaker.

### **Oceanography / Science Liaison**

- Provided two BIOL 2060 Integrated Help sessions (17 reference & research questions in 4 hrs; Oct. 26 & 29<sup>th</sup>).
- Selected books worth in the range of CDN\$3700 on Oceanography monograph fund.

**University of King's College**  
**Library Council report**  
**Janet Hathaway**  
**November 2018**

**Library**

It has been a routine month at the Library, steadily busy with students who are preparing for exams, researching, writing, and printing essays and term papers, and doing classwork. Bachelor of Journalism (one-year program) students filmed webcasts in the Reading Room.

Dates for extended hours have been set: the Library will remain open until 2 a.m. from Nov. 25 to Dec. 15. When the evening staff members leave at the regular closing time of 11 p.m., a professional security officer will come on duty to check ID cards for students working late.

An Ontario graduate student inquired about Novanet privileges when he comes Nova Scotia to do archival research.

A King's professor asked about access to the electronic databases for an independent scholar from Europe who will be working with him.

Students from the Sacred Heart School of Halifax visited the Treasure Room, where they saw a presentation on rare books.

Students from Armbrae Academy who were on campus attending the Armbrae Dialogue, a two-day symposium on the topic "The Nature of Truth," toured the Library.

The Library Committee Room was the venue for the Alumni Reunion Tea in late October, at which a tea service and china from the Archives were used.

A Library staff member attended the Indigenous Knowledge & Access Symposium at Dalhousie on Nov. 15.

Archives queries from King's students, faculty, and administrators, and off-campus patrons were answered.

**Campus**

The Sexualized Violence Awareness, Prevention and Response Policy Committee is working industriously to finalize a policy to present to Faculty and the Board of Governors for approval.

Dr. Samuel Gessner of the Center for the History of Science and Technology (CIUHCT) at the University of Lisbon, who was on campus to lecture on Scientific Instruments in the Middle Ages and Early Modern period, visited the Treasure Room.

As Academic Integrity Officer for King's, I have handled four matters this month.

## **Senate Representative Report to Library Council**

**November 2018**

**Jackie Phinney**

The most recent meeting of the Dalhousie University Senate was on October 22<sup>nd</sup> 2018. This meeting contained lengthy discussions, and the following report is a summary of the main points from the agenda.

The meeting opened with matters arising from the September 24<sup>th</sup> meeting, including an update on the gender affirmation policy as well as a concern raised by the DSU regarding the breakdown in grad student/supervisor relationships. Grad studies will be offering workshops on this issue, and they hope to hire a part-time associate dean who would consult on best practices in this matter.

The Acting University Provost (Chris Moore) provided his report that included his perspective on the Saudi student crisis (we currently only have 60 Saudi students registered at Dalhousie). There is a new Ph.D program in agricultural studies in Truro with one student enrolled. Enrollment is doing well in different departments across campus (with a bulk of this happening with international students). There are four Dean searches happening this year, and Vivian Howard is the new Acting Dean of Management. Report ended with an update on open-access week events.

The Provost was followed with a presentation by Naomi Metallic, on efforts to implement the TRC report and calls to action. She described a staggered approach to curriculum reform that has taken place, which includes providing advice to colleagues and research assistants to help with the work. She noted that colleagues are open to doing the work involved with this initiative, but they need and want resources, support, and guidance. There needs to be more institutional support for this, and not let this be on the backs of our indigenous faculty members.

After a couple of motions were presented and carried, there was a presentation on the draft Senate policy for faculty review of academic programs. This presentation covered the rationale for the new policy, and gave an overview of the groups who provided input. This presentation was met with lengthy discussion from Senators.

The meeting concluded with a brief presentation from the United Way campaign, and question period which involved discussion on the Athena SWAN program and the Tri-Council's pursuit of this program model. Various groups have agreed to co-draft a letter to NSERC to ensure that academics are heavily involved in this initiative.

**W.K. Kellogg Health Sciences Library | AUL Scholarly Communications - Ann Barrett**  
**Highlights for Library Council**  
**November 2018**

**Kellogg Health Sciences Library:**

- 1) **Faculty of Medicine 150<sup>th</sup> Alumni Tours:** Four tours of the Kellogg Library Learning Commons in CHEB were conducted for Alumni on Friday November 2, 3:00 – 5:00. There were a good number who also dropped in for an informal tour of the Kellogg Library in Tupper.
- 2) **Branding and Welcome signs:** Window cling branding has been installed on the bookable group rooms and the Silent Study room in the Kellogg Library Learning Commons. Other branding will be added in future in the form of wall mounted signs and some directional banners.
- 3) **CAUL negotiations for Cochrane Library:** Cynthia Holt is moving ahead with the negotiation and is actively looking for additional partners.
- 4) **Site visit:** Jackie Phinney was in Halifax for a site visit for the All Staff Meeting, the Indigenous Knowledge Day and the Scholarly Communications Liaison morning as well as a range of meetings.
- 5) **Indigenous health initiatives:** A meeting was set up with Morning Star Padilla with Kellogg liaison librarians to review and discuss indigenous health activities happening on campus.
- 6) **Young Canada Works:** Application is nearing completion and should be submitted by the end of November
- 7) **Displays:** Displays were posted in Kellogg CHEB and Tupper for *Remembrance Day*
- 8) **Conferences and committees:**
  - Jan Pelley attended the Access Services Conference in Atlanta
  - Melissa Rothfus and Jackie Phinney are on the Insync survey team
  - Shelley McKibbin and Jackie Phinney are on the Bibliographic Management Review Working Group
  - MHLA meeting and CE session took place in Halifax on October 19
- 9) **Journal Review:** The Biomedical review group attended the debriefing meeting and subsequently met and revised lists as per Heather's instructions
- 10) **Dr. Jock Murray book donations:** Sarah Stevenson and Ann Barrett went to the home of Dr. Murray to view his substantial book collection. He has started to draft lists and send them to us for checking against the catalogue and we will begin to bring donations to the library later this month.

**Scholarly Communications:**

- 1) **New [Digital.Initiatives@dal.ca](mailto:Digital.Initiatives@dal.ca) email:** A new project email has been set up for inquiries and communication purposes for digital initiatives of all types. It will be displayed on the Digital Initiatives website <https://libraries.dal.ca/research/digital-initiatives.html>
- 2) **Scholarship@Dal Libraries series:** the first two sessions (the first offered by Geoff and the second offered by Melissa H and Melissa R) were fairly well attended. Two more sessions are scheduled for this month: <https://dal.ca.libguides.com/c.php?g=705911&p=5022639>
  - Copyright and Author Rights (Roger Gillis, Nov 23)
  - Intro to Research Data Management (Erin MacPherson and Sarah Stevenson, Nov 30<sup>th</sup>)

- 3) **Wikipedia edit-a-thon:** This was the 3<sup>rd</sup> edit-a-thon the Dal Libraries have hosted and like the first two it had largely staff in attendance but it was a very useful learning session for all. This event had a health focus and there is a very robust editing and peer review community on Wikipedia for health content.
- 4) **Screening and facilitated discussion of Paywall:** The Business of Scholarship (partnership with SIM) took place on October 25. The facilitator was Melissa Rothfus.
- 5) **Bill Freedman Book Project:** An event to launch the Bill Freedman text is scheduled for Thursday November 29 3:00-4:00 in the Biology Lounge of LSC <https://digitaleditions.library.dal.ca/environmentalscience/>
- 6) **Liaison Scholarly Communications morning:** A liaison development morning took place Friday November 16. The topics covered included advising researchers on managing their research identity, using a variety of research metric tools including ORCID, Scopus, Web of Science etc. and impact using tools like SciVal, & Dimensions and more. The morning was very useful and a more in-depth hands-on session on SciVal will be scheduled early in 2019
- 7) **ORCID National Online Forum:** there was some encouraging news that the Tri-council was working toward incorporating ORCID into CCV [Watch Recording](#)
- 8) **OER and TopHat:** As TopHat representatives were in town Chad O'Brian set up a meeting to discuss OER options that are available through their platform. They have a very impressive platform that is open to anyone to use and it can incorporate a range of interactivity that connects into Bright space.
- 9) **FASS and Digital Initiatives:** Following concerns expressed from FASS about websites hosted by ITS there have been a number of meetings to discuss ways forward. Follow-up will take place with FASS soon.

**AUL Research:**

October 30: Data Management Team meeting

October 31: Heads meeting

November 1: CAUL Digital Preservation & Stewardship Committee monthly meeting

Planning for, and hosting All-Staff meeting on November 14th.

November 15: Attended LAC Indigenous Knowledge and Access Symposium.

November 19th: Conference call with Erin MacPherson and four members of the UNB Libraries RDM team to discuss running the Canadian RDM Survey Consortium survey at Dal and UNB. Dal did try this a couple of years ago with dismal response. However, more faculty are aware of RDM now and we're looking to run it again, at some point the late winter/spring of 2019. Final dates have not yet been determined.

November 20th:

- Libraries, Archives, Museums Nova Scotia Launch event.
- FASS Faculty Council meeting.

**Head of Killam:**

**Student hires:**

- 3rd MLIS intern is Nicole Slipp. She is a first year student with previous library experience. She started the week of November 12.
- Collections student assistant is Jill Liu. Jill is assisting with the unpacking and initial checking of the Ainslie Embree donation received last summer. This collection is primarily about Asian religions.

**Building/Space:**

- October 29: Meeting with Killam managers and relevant SLT members regarding the Killam Space Observation report draft response. This response is expected to be finalized by the end of this week. Also in the final stages is the response 'report card' for the Wallace McCain Learning Commons assessment.
- November 2: Met with Facilities Management and Marlo MacKay to decide on location and materials for trilingual welcome sign in the Wallace McCain Learning Commons. (Bienvenue/Pjila'si/Welcome)

**Collections:**

- October 22: Debriefing meeting on the Cambridge and Oxford Fair Price Journal analysis. Also devoted extra time with the Natural Sciences and Engineering workbook with Allie Fulford and Erin MacPherson.
- October 26: Site visit with Ann Barrett to Dr Jock Murray's home to discuss mechanisms for donating relevant portions of his extensive book collection to the Libraries. Follow up discussion with members of the Resources group on November 1.
- In consultation with Donna Bourne-Tyson, Elaine MacInnis, Michelle Paon, and Heather MacFadyen, the Killam liaison roles and their transition dates for the Indigenous Services Librarian and Collections Analysis Librarian have been finalized.

**Services:**

- October 23: Attended meeting to discuss the DLSPC Internal survey report.
- November 7: Meeting regarding the NCTR Hub services.

Liaison roles:

- French Department Unit Review being finalized at the time of writing.
- Collection evaluations ENVS 5039/SUST 3599 Indigenous perspectives on the environment (with input from Indigenous Services Librarian), and EARTH 3205: Paleobiology.
- Participated in LeMarchant Place “Slipper Service” pilot of Sunday night reference service in the residence on November 11th.

**Report to Library Council**  
**Sandy Dwyer**  
**Director, Libraries HR & Access Services**  
**November 2018**

We have completed the references for the top candidate for the SIT2 Systems Administrator and are in the process of making an offer.

We have shortlisted the candidates for the System Developer (SIT2) temp position to backfill Margaret Vail and interviews are being arranged for the week of November 19th or November 26<sup>th</sup>. The search committee is made up of Marc Comeau, Mick Bottom and Sandy Dwyer.

The posting for the Manager of Academic Technology Operations closed on Monday November 19, 2018. Search Committee Members are still to be determined.

The ER to permanently hire an Instructional Support Technician (SIT1) in the Academic Technology Department has been approved. Norbert Addo had been temporarily assigned to this position (end date April 30, 2018) until we were in a position to fill it on a permanent basis.

Competencies are a set of defined behaviours that provide a structured guide for enabling the identification, evaluation and development of the behaviours in individual employees and leaders. From an employee's adaptability and integrity to a leader's relationship building and development, competencies are pillars that ensure workplace success.

Dalhousie Competencies for Faculty and Staff as well as Leadership Competencies can be found on the MyDal website: <https://dal.sharepoint.com/sites/mydal/dc/hr/SitePages/Dalhousie%20Competencies.aspx>

Also available at this site:

\*NEW\* Assess yourself in selected competencies to identify your strengths and areas for development.

For those of you who will be doing interviewing in the future and wish to find questions that relate to particular competencies critical for the position you are hiring for you can find an interview question bank that relates to each competency at:

[https://dal.sharepoint.com/:x:/r/sites/mydal/dc/hr/\\_layouts/15/Doc.aspx?sourcedoc=%7B3EB5BE51-A542-4100-9D94-A58311C2AD92%7D&file=hr-rer-interviewbank.xlsx&action=default&mobileredirect=true](https://dal.sharepoint.com/:x:/r/sites/mydal/dc/hr/_layouts/15/Doc.aspx?sourcedoc=%7B3EB5BE51-A542-4100-9D94-A58311C2AD92%7D&file=hr-rer-interviewbank.xlsx&action=default&mobileredirect=true)

The Human Rights and Equity Services (HRES) website <https://www.dal.ca/dept/hres.html> has a wealth of information available to all. You can find such things as the Breast Feeding Guidelines, the Multifaith Calendar, the Sexualized Violence Policy, Responding to Sexualized Violence (the Purple Folder), information on personal harassment, the Respectful Workplace Toolkit, videos and information on managing conflict in the workplace, and so much more. I encourage everyone to take some time to look over this very valuable website.

As well if you haven't already you should download the DalSafe app. It contains helpful information and tools as well. It also includes, under Human Rights & Equity, the Purple Folder and the Respectful Workplace Toolkit and under the Safety Toolkit you will find the Mental Health Toolkit which includes Responding to a Student in Distress (the Blue Folder) and many other great resources. Please take some time to check out these various tools.

I attended the Access Services Conference, "Unlocking the 21<sup>st</sup> century library!", in Atlanta, Georgia on Nov. 14 – 16. This was an excellent conference with very relevant sessions on current access services issues and topics. There were even some HR related sessions on diversity and inclusion and leadership.

## **Report to Library Council**

**Janice Slauenwhite - Manager, Financial & Physical Resources**

**November 2018**

### Financial

- Continue to work on multi-year integrated planning process
- I was invited (by Monty Thibeault in Procurement) to participate in a process improvement activity related to a review of P-Card purchasing transactions.

### Facilities

- I have been working with Sarah Stevenson to identify and make ready, space to accommodate the unpacking and sorting of materials from the Sheila Piercy donation
- Met with various staff from Facilities Management regarding ongoing projects (Killam staff elevator) and upcoming projects (replacement of carpet in Archives & Special Collections reading room – 2019-20 fiscal as well as the replacement of the carpet and painting in the Office of the University Librarian).
- Helped pack up the Office of the University Librarian and have moved temporarily to room 4631 on the 4<sup>th</sup> floor.
- Was part of a group who met to discuss the Killam Space observation report and to determine next steps with regards to the recommendations in the report.
- Have been working and meeting with Elaine MacInnis, John Miffen and various staff in Facilities Management regarding the purchase and installation of people counters in the WMLC, Kellogg Library, Law Library and CHEB.

### Other

- Participated in a meeting to discuss Resources & Services for the NCTR Hub.
- Attended the all staff meeting held November 14<sup>th</sup>.
- Have been working with Leah Unicombe and Amanda Sparks regarding the installation of additional public printers in the MacRae and Sexton Libraries.
- Attended the Health Sciences Committee on Classroom Services meeting held November 20<sup>th</sup>.

## Report to Library Council

Marlo MacKay, Communications Coordinator

October 19–November 21

- Along with intern Kristy Hancock, represented Dalhousie at the Open House event on Saturday, October 20. Thousands of prospective students and their parents were in attendance.
- Ongoing meetings with Mick Bottom and Natasha Andrews to discuss promotions for video conferencing service.
- Met with Elaine MacInnis and Julie Marcoux to discuss opportunities to connect with faculty and departmental newsletters.
- Made arrangements for and attended the Open Access Week screening of *Paywall*, in partnership with SIM on October 25.
- Made arrangements for and attended the Scary Stories in Shirreff Hall ghost story telling event held in partnership with the Writers' Federation of Nova Scotia. There was standing room only in the Victorian Lounge with over sixty in attendance and four speakers on October 25 at 7 p.m.
- Along with Kirk Dexter from Facilities, did site visits to WMLC, Sexton Library and the Law Library and met with Anne Matthewman, Michelle Paon, and Sarah Stevenson to finalize locations of and materials for the remainder of the trilingual welcome signs.
- Met with Donna Bourne-Tyson, Janice Slauenwhite and Brenna MacNeil from Creative Services to discuss branding for the exterior of the Office of the University Librarian.
- Met with Michael Moosberger, Geoff Brown, and Ann Barrett to finalize details for upcoming open textbook launch.
- Met with Elaine MacInnis and Leah Unicom to discuss food and noise signage needs for the new SLC in the MacRae.
- Attended monthly meeting with Health & Wellness Committee to continue planning wellness activities and initiatives.
- Attended monthly meeting with the Diversity & Inclusion Committee to continue planning D&I activities and initiatives.
- Worked with Lindsay McNiff on a poster promoting library services specifically to students in residence.
- Along with Jan Pelley and Ann Barrett, installed remainder of branded window clings to the bookable study room in KLLC.
- Attended and assisted with planning for ZomBol gaming party hosted by Julie Marcoux.
- Met with Dal Reads committee to begin title selection for 2019/20.
- Met with Dal Reads committee to further assessment planning.
- Met with NCTR Hub committee to discuss the upcoming launch event.
- Met with Mick Bottom and Kirk Dexter from Facilities to discuss updating wayfinding signage for Classroom Technology Services in four buildings.
- Met with Elder Geri Musqua-LeBlanc in preparation for November 15 symposium about Indigenous Knowledge.
- Met with Linda Bedwell to work on plans for the Student Input & Feedback Team meetings for 2019.
- Made arrangements for and attended the all-staff meeting on November 14.
- Made arrangements for and attended the symposium on Indigenous Knowledge & Access on November 15 (in partnership with SIM and LAC).
- Attended monthly SLT meeting.
- Met with Linda Bedwell and team to begin discussing promotions for upcoming Insync survey.
- Attended LAMS NS launch at the Archives of NS on November 20.
- Ongoing work and meetings with Dalhousie's United Way steering committee.
- Extracurricular: attended a shower for Kim Humes with SIM colleagues.

## **AUL Library Services & Head, MacRae Library Highlights for Library Council November 2018**

### ***Library Services***

**Access Services** – All Service Point staff were invited to a meeting to review the results of the internal DLSPC Service Point Survey. Sandy and I have met to review all of the feedback and have started to move forward on a number of the recommendations. The next phase of assessment for the Service Points will involve consulting with our users.

**Assessment** – Linda is conducting another audit of the LibInsight data and is following up on any data entry challenges and recommended changes with the individuals responsible for each data set. She and a small team are further analyzing the Service Point and Reference & Research Assistance datasets as a follow up to the first phase of the Service Point Assessment. A number of assessment reports have recently been finalized, including the 2017-2018 SIFT report as well as the Online SIFT Report. The Killam Observation Report, forming the first part of the Killam Space Assessment, has also been completed. Work is underway to address issues raised in these reports. Other upcoming assessment projects include a space assessment at the Sexton Library and we are also looking forward to the launch of a new survey of our users in Winter 2019 using InSync as our survey tool. A team has been formed and the first planning meeting was held last week.

**Indigenous Services** - Morning Star and I presented on our partnership with the NCTR at last week's Indigenous Knowledge & Access Symposium. Discussions are underway to define our initial service model and we have held a number of conversations with Raymond Frogner, Archivist with NCTR to come up to speed on developments regarding access and recent initiatives. The official opening of the NCTR Hub has been rescheduled. It will now take place on Tuesday, February 5th and form part of the campus' Mi'kmaq celebration of Apuknajit.

**Patron Loading** – We are trying to diagnose an issue with some of the transferred data. Sandy and I will be conducting additional testing next week to see if the issues have been resolved. This will be rolled out as soon as we are confident all issues have been resolved. As a reminder, this will be to load new data. It is not presently feasible for us to update data as the data in Aleph is often more current than the data in Banner.

**People Counters** – Janice and I are now working with Facilities Management to move this project forward. The goal is to have these in place by the end of March. Installations will include Law, WMLC, Kellogg Tupper and Kellogg Library Learning Commons (CHEB).

### ***MacRae Library***

- **Art Show** – The first planning meeting for this year's show is being held on November 27th. In addition to myself, Jennifer and Marlo, the planning team includes representation from DalAC alumni, faculty, staff and students. The show itself will open on Thursday, February 28th.
- **Government Documents Project** – Work is underway to reclassify the government document collection at the MacRae Library. The system was initially classified using an internal classification system and we are moving to Library of Congress classification for these items. The collection itself is also being reviewed in the process.
- **Night Owls for MacRae – Coming Spring 2019!** – We will start planning towards offering Night Owls at the MacRae in the Spring. The Student Learning Commons has enabled us to offer this as we can block off the floors with library collections and still provide access to computers, a printer, study spaces and washrooms all on the same floor. We are also in discussion with Ancillary Services about offering access to the self-serve café during Night Owls.
- **Records Management Session** – Courtney and Guy visited the MacRae Library on November 5th to present on records management and to answer questions from the staff.

## **Michael Moosberger**

### **AUL Archives, Special Collections and Records Management & University Archivist Report**

**18 October – 21 November 2018**

#### AUL Archives, Special Collections and Records Management

- Participated in a conference call with LAC staff related to the planning of the Indigenous Access and Knowledge Day to be held on 15 November.
- Attended a meeting to discuss Digital Humanities initiatives and other preservation services for Dal faculty.
- Attended a meeting to discuss the Killam Space Observation Report
- Attended meeting to discuss book launch event for Bill Freedman e-textbook.
- Attended the CARL @Risk 2 Digital Preservation Day in Montreal on 9 November.
- Presented survey results on monetary appraisal and preservation issues received from a number of CARL libraries to Heads Meeting.
- Attended several meetings related to the planning and creation of a time capsule that will be built by Facilities Management and which will be unveiled on 29 November at the 200<sup>th</sup> anniversary wrap-up event on 29 November. Created parameters for the size and condition of material to be submitted for inclusion in the time capsule and the metadata that needed to be provided.
- Attended a meeting with Donna, Susan Brousseau and Sundari from the University Secretariat to discuss the re-digitization and digitization of the Senate and Board minutes and how access to these records would be provided once the digitization was completed. Responded to a number of enquiries related to possible donations.
- Attended SLT, Heads, All-Staff, Preservation Committee meetings as well as my monthly meeting with Donna and once-a-term meetings with Elaine and Linda Bedwell.

#### University Archivist

- Responded to a number of enquiries related to the donation of Dalhousie related archival material and historical questions about the University.
- Gave presentation on Waldren Photograph Collection to the Friends of the Pictou Centre and McCulloch House Muse on 18 November.
- Continued to work on licensing agreements with Halifax producer Chris Zimmer and Dal Legal Counsel for production based on Thomas Raddall's novel, *The Nymph and the Lamp*.
- Met with Courtney to discuss additional revisions to her job description as University Records Manager prior to it being forwarded to HR.
- Reviewed the revised compact shelving plan for the east side of the Archives' storage area on the 5<sup>th</sup> floor of the Killam.
- Met with John Townsend, Schooner Books and Creighton to plan for the monetary appraisal of the digital records from the Bill Freedman by the National Archival Appraisal Board.
- Attended Archives staff meeting on 20 November.
- Reviewed revisions to the new E-Mail Management video prepared by Courtney, Marlo and Lindsay.
- Met with Francoise Baylis to discuss the additional material to be added to her collection.