

Library Council Minutes
April 28, 2022
1:00-3:00 pm, Google Meet

Present (expected): D. Moses, Y. Hood, S. Lloyd, K. MacPhail, R. Le Faive, K. Mears, M. Belvadi, D. Peters, W. Collett, M. Johnson, M. LeClair, C. Matthews

Guest(s):
Regrets: M. LeClair

Meeting Online: meet.google.com/syo-yeas-oct

Land Acknowledgement

- **Approval of Agenda** -Approved
- **Approval of Minutes** (March 25, 2022) - Approved
- **Follow-ups on Pre-submitted Reports:**
 - Where are we in Yolanda's position - posting process - when do we expect the new hire to start?--Position went through vacancy management, hope to hear from HR soon and posted next week; ad will run to end of May, hope to have someone in as soon as possible
 - Where are we in Peter's position - closed 28 March - where are we in the process, have there been interviews?--currently in the HR process and it is confidential
 - Where are we in the circ MTS 5 position - closed 12 April - where are we in the process, have there been interviews?--HR process and it is confidential
 - Is Leo's position/hours to be extended until he returns, what are the expectations? D. Moses and S. Lloyd are discussing ways to support the unit
 - Follow up on the strategic planning meeting? --Meeting scheduled May 17th, 10-2, in McDougall Hall; hope the new VPAR will drop in
 - Update on Building renovations: re Friday Forecast message.--no additional updates see Chair's report
- **Student Reports**
 - Undergraduate students--No Reports
 - Graduate students--No Reports
- **Past Items for Discussion or Proposals**
 - Library Policies
 - University Librarian's Response to Library Council's Recommendation on reaffirmation of Intellectual Freedom Statement

1. Decision: This stands as a recommendation to the UL, D. Moses, that the Council does not confirm/reaffirm the CFLA statement on intellectual freedom and that the statement be removed from the library page.

Concerns acknowledged and statement will be removed; D. Moses suggests that a new statement that supports the university strategic plan value statement be posted in place of the CFLA statement (actually using the value statement)

Discussion ensued; suggestions of drafting sample statements to be discussed at May council meeting.

- Spring/Summer Hours - review and vote on proposed change as per D. Moses' 4/12 email:

Monday-Thursday: 8am - 8pm

Friday: 8am- 5pm

Sunday: 11am - 6pm (was 1pm - 8pm)

D. Moses suggests that hours are covered and casuals can be called upon as necessary; W. Collett is concerned about losing the position/hours that are being covered for Leo; D. Moses does not believe that those hours/position will be lost; W. Collett does not feel that the issue is fully addressed.

D. Moses called for consensus concerning the hours—Consensus reached with some reservations

- Follow up on Library Council Guidelines [discussion](#)
- Revisions of Library Council Guidelines
 -  Library Council Consensus Guidelines

S. Lloyd-Google Doc April '22 revisions; focus on concerns around the idea of bringing proposals to council; working on how to reframe the idea of bringing ideas forward for discussion; no boundaries around the discussion; simplifying the gradients of agreement so they are more intuitive and in better alignment with consensus-making literature; flesh out the language around the role of the facilitator; simplify the steps we follow

- Library Operations
 - Website Working Group

C. Matthews–Working group is not actually active yet; discussion ensued concerning deadlines

- Library Planning / Future Directions
 - Update re: Strategic Planning

See reference above concerning Chair's report

- Other

- **Items for Discussion or Proposals**

- Proposal: Submitted by M. Belvadi, Facilitator: S. Lloyd
That the procedures handling the minutes of and instructions for the Secretary of Library Council be modified to include the following:
 1. After a Library Council meeting's minutes have been officially approved in a subsequent meeting, the Secretary and Chair have 1 week to finalize the edits and release a PDF of them to be sent to all Library Staff
 2. After the Library Staff have had 2 weeks to read those minutes, the Secretary will post them before the next meeting to the library website for public access. Posting means making the PDF accessible on: <https://library.upei.ca/librarycouncil>

Y. Hood–Was there something wrong with the original system? Is that why it fell aside? M. Belvadi–stated that it had never been codified and felt that was the issue K. Mears–ideally we can wrap up minutes the week after council but that cannot always happen

Discussion ensued and call for consensus

Consensus achieved–Recommendation to the UL that the procedures be revised in the secretary's document as stated above in the proposal: D. Moses accepted the recommendation

- Library Operations
 - Circulation Policies (Clarifications/Updates)--D. Moses, facilitator: M. Johnson

M. Belvadi asked for clarification on what has changed; D. Moses provided the previous document for comparison and discussion ensued. M. Belvadi suggested amendment to not include the prices but the footnote; various suggestions were made concerning the wording of the document

D. Moses will take suggestions back to circ and will return with suggestions/recommendations at May library council meeting

Library Planning / Future Directions
Other

- **Roundtable**

D. Moses—congratulations to K. Mears FA Award for Scholarly Achievement; thank you to Kathy Gotschall-Pass, outgoing VPAR

K. Mears will be at Medical Library Association Conference and will be working from home next week

M. Johnson Thanks to R. Le Faive for covering while he was away on vacation

M. Belvadi on vacation Mon-Wed of next week

R. Le Faive Islandora Conference coming up this August and will be hosting workshops

Hey! What's going on? If you can send a written update, it would be much appreciated.

Library Council – April 28, 2022 – Chair's Report

Budget

- Monitoring expenditures. Updated budget sheets.
- Prepping for new fiscal

Staffing

- Submitted paperwork to initiate filling the upcoming librarian vacancy. Worked with librarians to establish a Library Appointments Committee.
- HR process to fill Systems Analyst position is ongoing.
- HR process to fill Circulation position is ongoing.
- Have extended Shawne Holcomb's term position until June 30, 2022. • Student assistants in place for summer for Service Desk and Digitization.

Facilities (incl. renovations, Compact Storage, etc.)

- Messaged Facilities to arrange a meeting to discuss renovation phases. Interim President following up on options related to deferred maintenance and green initiatives.
- 8 work orders submitted in April, 5 resolved and 3 outstanding
- Health, Safety, and Environment Department will work with library to create a space in the library that displays and consolidates relevant information.

Other University Committee Updates

- APCC / Senate Update
 - APCC
 - Reviewed APCC New Course forms. Review of quality assurance policy and discussion of external review of Diversity and Social Justice Studies program.
 - Senate
 - Attended April 8th meeting. President's Report included updates related to extension of COVID-19 policies until June 21st – some exceptions related to food and drink. Website for new Faculty of Medicine, <https://upei.ca/medicine>, and a site location for new building identified on the north campus. New residence on schedule for opening winter 2023. 2% increase from province and startup funding for the new [Faculty of Indigenous Knowledge, Education, Research, and Applied Studies](#). Dana Sanderson provided an update on the campus network project - 715 wireless access points planned and 500 access points will be installed by end of summer.
- Research Advisory Committee
 - Research Strategy consultations with stakeholders. Librarians met with Associate VP of Research on April 22nd.
- Graduate Studies Advisory Committee
 - Discussion of these thesis workflow and responsibilities related to submission.

Unit Updates

- Circ and Admin
 - Preparing schedules for Service Desk and student assistants. Updating hours/scheduling
 - Collecting and compiling statistics (April 1-26, 2022).
 - Service Desk Tracker– total of 195 transactions.
 - VRef Questions– total of 76 questions
 - Room bookings – 974 Study Rooms, 85 Online Rooms = 1059 total room bookings
 - Entry stats = 6169
 - Review of borrowing policies.
 - Weekly *Friday Focus* messaging out to staff.
 - Coordinating ongoing student projects. If you have a desk project for students, contact Sarah Fisher.
 - Contributing to Table of Contents project.
 - Relabelling materials (SF) from Compact Storage destined for the Stacks.
 - Participating in Main Campus Health and Safety Working Group
 - Updating Reserves
 - Adding and updating IslandScholar records
 - Reviewing and uploading transcripts from 50 Years, 50 Voices project.
 - Reviewing remaining items in compact storage.
 - Reviewing government documents in compact storage/stacks
 - Posting social media
 - Wendy Henderson has moved invoicing to new app created by ITSS to replace UIS workflow.
 - Reviewing subscription renewals.
 - Processing Alumni Premiere requests

- o Processing budget dumps
- o Processing fee for service contracts
- o Support for on-campus Seniors College activities
- o Donor report and relations
- o Preliminary work on hosting/local arrangements for Islandoracon 2022 on PEI in August.

Other Updates

- o VREs
 - Working with colleagues to determine migration options.
 - Reviewing Redmine projects.
- Systems
 - Ongoing planning related to migration Library systems infrastructure to AVC data centre.
- New courses have been added to the [Academic Instructional Skills Program](#) for those interested in developing their teaching knowledge and skills.
- Seniors College
 - Attending Board meetings
- Indigenous Matters
 - Working with Dr. John Doran to support a webinar series, [Resistance, Change and Survival, Mi'kmaq'ik to the Mayan Nation](#), for winter-spring 2022.
 - In collaboration with VPAR and E-Learning Office launched 4 Seasons of Reconciliation learning resource for UPEI employee.
- o Virtual Research Data Centre
 - Looking at options to start a Research Data Centre before our anticipated funding from CRDCN is provided in 2023.
- o LMMI Board
 - Participated in board meeting.
 - Continuing to work with Simon Lloyd and Board on the Bookshelf Project.
 - Provided support for the *Journal of L.M. Montgomery Studies* ▪ Saw demonstration of website featuring original manuscript of Montgomery's *Anne of Green Gables*.
- o Nursing Exhibit
 - Continuing to work with Simon Lloyd and contractor on this project. Launch date now planned around Reunion Weekend Jul 27-30.
- CAUL-CBUA
 - Participated in monthly CAUL-CBUA Executive monthly meeting and the Digital Preservation and Stewardship Committee as Board representative.
- Islandora
 - Participating in Islandora Foundation Board and Leadership Group meetings.

Post council CUPE Report–Wendy Collett

- Where are we in Yolanda's position - posting process - when do we expect the new hire to start?

- Where are we in Peter's position - closed 28 March - where are we in the process, have there been interviews?
- Where are we in the circ MTS 5 position - closed 12 April - where are we in the process, have there been interviews?
- Is Leo's position/hours to be extended until he returns, what are the expectations?
- Follow up on the strategic planning meeting?
- Update on Building renovations: re Friday Forecast message.

Acquisitions/Collections/Serials/E-Resource Management/User Experience Unit Report (Melissa Belvadi, James Murphy, Cindy MacDonald):

This is the last month of the fiscal year for collections spending, and a lot of subscriptions also came up for renewal in this month.

Electronic resources and serials (through April 25, James report)

- Continued to transfer completed runs of 2021 periodicals from current periodicals to bound periodicals. 10 titles have been transferred (new serials boxes prepared, issues labeled and Ebsco Holdings Management updated),
- claimed 5 print issues,
- Worked with Taylor & Francis to solve cloudflare problem occurring with the "CRC handbook of chemistry and physics",
- addressed 7 cases of broken links that were reported to us and created 3 tickets with Ebsco Connect,
- maintained e-collections of our local newspapers by uploading and linking pdf copies of the Eastern Graphic, West Prince Graphic and Island Farmer newspapers, the monthly edition of the TSX, the quarterly issue of the Journal of the American Holistic Veterinary Medical Association, and the quarterly issue of the Australian Veterinary Practitioner,
- continued regular processing of print journals and newspapers,
- continued working on a project tracking journal perpetual access,
- worked with Jove to enable us to harvest usage data for their products
- began processing donation of print vet journals; approx. 60% complete

Acquisitions (Cindy report):

- Books/Videos purchased/licensed between March 22 - April 25:

- Print: 38
- STL/ATO: 10
- eBooks: 241 (note: compare to 18 last month!)
- Kanopy: 0
- Continuing to track ebook perpetual access information (updating spreadsheet monthly)
- Invoices processed between March 22 - April 25: 161
- Reconciled and Submitted March Visa Report
- Updated check run information (updating spreadsheet bi-monthly)
- Textbook Project:
 - Spring 2022 Courses: 50% done

Other (Melissa and team report):

- Compiled and analyzed multiple sources of data to produce evidence-based lists of ebooks for end-of-year purchasing
- Continued providing support for other subject librarians regarding one-time-purchase (aka books) selection and wish-list management
- Continued to make updates to Ezproxy database "stanzas" as needed for various platforms
- Continued to work with Systems unit to resolve Evergreen problems relating to EDS "RTAC" (custom catalog loads and status display)
- Negotiated with multiple vendors and coordinated with subject librarians on EBA spendout processes and renewals for EBA programs and other subscriptions
- Continued providing awareness "service" for other subject librarians regarding new relevant products, free webinars relating to our subscribed products, scholarly articles of relevance to our practices, faculty use of APC discounts, etc.
- Added Docuseek to our list of 1-year-license video streaming service options
- Continue working with Cataloguing unit to resolve various problems with ebook MARC records from various vendors and try to make the workflow for cataloguing easier (eg Gobi DDA records)
- Worked with Faculty of Education to return funds inappropriately transferred by them to the library budget
- Started several new subscriptions and large one-time purchase licenses for IKERAS, including starting up new business relationships/ERMs with Infobase, Informit
- Coordinated one-time purchase of Springer titles with other subject librarians, moved order through invoicing
- Handled multiple in-kind book donation offers

- Reloaded holdings in Gobi, with significantly improved notes and other metadata for subject librarians in the Gobi platform
- Negotiated and arranged JAMA online subscription, with Kim and vendor, at substantially lower price than previous offers for this title
- Renewed free trial for Mango Languages and communicated with vendor and internal interested parties about it
- Worked with ITSS and EBSCO, set the go-live date for EBSCO SSO to mid-May (optional, main links will still be proxied)
- Worked with publishers and EBSCO to untangle incorrect metadata about two related Irish veterinary journals that we subscribe to
- Continued to maintain content on various parts of the library website
- Started to prepare for fiscal year rollover of acquisitions recordkeeping (aka the spreadsheet)
- Reviewed and updated title access settings for ReadCube for Nature-related journals
- Worked with EBSCO to ensure they won't use the CAUL > 5000 FTE estimate to price our subscriptions in the upcoming year
- Continued planning around the upgrade of EDS (OneSearch) to the new platform over the summer

Metaliteracy and Student Engagement–Yolanda Hood

Instruction

- No instruction requests from FYE for summer thus far
- No instruction requests from Education faculty for summer thus far
- Cindy McKenna requested instruction/consultation data from librarians for the instruction spreadsheets

Student Engagement

- Exam Pop-Ups this semester consisted of a collaboration with dining services and resulted in 3 cookies and coffee pop ups. very well attended and posted on social media
- Engagement team met to discuss some needed changes in social media but decided to table for the new librarian
- There will be no student for social media this summer; social media requests can be sent to Shawne Holcomb until the new MTS Level 5 is hired/begins

Service Desk

- Sarah and Yolanda will host the May service desk meeting together

- Interviews are underway for the MTS Level 5 Library Technician position

University Archives and Special Collections—Simon Lloyd

Progress has continued with the ongoing items mentioned in my March 2022 report.

Developments of note since that report include:

- In the past couple of weeks, James has ingested more than 60 PEI-related "born digital" publications into our PEI Online Documents Collection (PEI POD) digital repository; this is a continuation of the work he did in February-March ingesting 200+ UPEI-related publications and digital documents (including extensive digital backfiles of Senate and Board of Governors minutes) into PEI POD.
- The continued support and cooperation of Cataloguing is appreciated: I have submitted nearly 30 "tickets" for new cataloguing records since my last report, and an additional 10-15 existing records have received significant updates. I expect the volume of UASC material -- for both digital (see above) and print items -- being sent for Cataloguing will continue to grow steadily in the coming months.
- Work is underway, in consultation with Keltie, to add a collection of audio recordings contributed by a community history group to islandvoices.ca.
- The volume of in-person / walk-in visits to UASC has declined since the end of classes, but questions and requests via e-mail, especially, continue to flow in steadily. In Leo's absence, I have enlisted James to assist with some of these requests, notably for scans from newspaper microfilm: his willingness and ability to assist and learn new skills are appreciated. Similarly, the continued support of the Service Desk team in facilitating access to UASC materials at times when I am unavailable is gratefully acknowledged.
- At the recommendation of the University's Development and Alumni Relations Department, the launch of the Nursing Heritage display in the Health Sciences Building, originally planned for the second week of May, is being deferred until UPEI Reunion Weekend in late July. This will allow the main donors supporting the Display project to be present, and will also provide more opportunity for alumnae of PEI's former nursing schools to attend.
- Thanks to Dorothy and Sarah for their flexibility and assistance in making student assistant Samantha Daley available in late March / early April to shift print backfiles of PEI newspapers out of the UASC reading room and into storage (Leo had originally set up this project with a student assistant last year, but work on it had stalled when he went on leave). Recent back-issues of a number of PEI newspapers, including *The Guardian*,

The Journal-Pioneer, The Eastern Graphic and West Prince Graphic, La Voix Acadien, and Island Farmer remain available in the UASC reading room.

- An updated proposal for a standalone University Archivist position is being developed, in consultation with the librarians and Donald; I thank them for their interest and engagement on this important matter.

Cataloguing and Metadata—Mckenzie Johnson

Mackenzie

- Now that the major issues we were having with Evergreen have been resolved, my attention has turned to planning out upcoming personal projects and next direction of Cataloguing & Metadata Unit
 - Current plans under consideration:
 - Decolonizing Subject Headings
 - Invitation to rejoin Atlantic Canada NACO funnel
 - assorted MARC record cleanup (assorted as in assorted issues each affecting a number of records)
- 32785 deleted records (majority of records deleted part of a subcollection-wide "out with the old, in with the new" refreshes in coordination with Judith)

Wendy

- 54 records added for new regular collection materials
- 20 records added for new special collection materials
- 5 original records created
- all 8160 currently known typos fixed
- 100 print records remaining needing enhancement (found when fixing typos)

Judith

- 41133 new records
- 74450 updates and merges
- 107 deleted records

Service Desk Projects

- 856 MARC field linking to LoC Table of Contents
 - Items having listed Table of Contents completed
 - 1009 items with Table of Contents

- 2179 items without Table of Contents
 - 597 publisher records completed
 - starting on 375 Publisher bio records
 - Stacks Table of Contents
 - 260 completed
 - 1108 remaining
 - Reference Table of Contents
 - 204 completed
 - 76 remaining
 - Stacks and Reference ToC projects are planning to be paused over summer as PT positions are not continuing into summer.

Islandora–Rosie Le Faive

This last month has been largely focused on working on some beginner-level Drupal videos that can be used by anyone wanting to learn Drupal to use Islandora. I presented them at the Islandora Open meeting today. I have also been working with Alexander to enable some features we'll need for migrating IslandLives (our book content) to Islandora (the new version which is no longer numbered but used to be known as Islandora 8). I also did an enormous pull request [i.e. a request to change code or documentation] touching nearly 100 pages of Islandora documentation, removing references to "Islandora 8" and otherwise improving the wording. I made four other pull requests this month, incorporating some suggestion from the Metadata Interest Group and responding to issues on the Islandora community's slack channel.

Aside from attending the Tech Calls and the Islandora Coordinating Committee, I am on the program coordinating committee for IslandoraCon which will be happening this August here at UPEI.

Research and Data Services-Kim Mears

Interlibrary Loan (ILL)

- No updates

Scholarly Communications

- OER Development Program

- Application deadline was extended to April 29, 2022. We have received 6 applications. Kim has invited faculty and a student union representative to review the applications.
- IslandScholar
 - Theses
 - Some changes to workflow and process are in progress. Chris continues to add theses to IslandScholar as they received.
 - Citations
 - Citations are continuously added.
 - Profiles
 - Profiles are updated regularly.
 -
- Pressbooks
 - Several tickets were resolved related to technical issues.
- Scholarly Publishing
 - No updates
- Data Services
 - Migration of data.uepei.ca to the new RDM site [<https://rdm2.researchspaces.ca/>]
 - No updates
 - CoreTrust Seal Certification Project
 - No candidate was hired.
 - The [Tri-Agency Research Data Management Policy](#) - Institutional Strategy
 - No updates.
- Systematic Review Service
 - Ongoing reviews
 - Perinatal Loss & 2SLGBTQI+ Scoping Review (Kim)
 - RECOVER Animal CPR Guidelines (Kim)
 - Patient Support Programs (Keltie)
 - Post ICU Care for Families (Keltie)
 - Berries, Gut Microflora, and Blood Pressure Systematic Review (Kim)
 - Vaccine Education Interventions in Canada (Kim)

Systems—Courtney Matthews

Unfilled Systems Analyst position

Interviewing for the Systems Analyst position continues: See Human Resources: Open Competitions website: [Project Manager - Information Technology Systems and Services](#).

Larry Yeo, Systems Technician

- Decommissioning and recycling end of life hardware
- Documentation review for:
 - FOG server reimaging process.
- Replacing staff and public iMacs

[Courtney Matthews](#), Systems Librarian

- Working with Faculty of Indigenous Knowledge, Education, Research and Applied Studies faculty and library colleagues to prepare for the first sections of IKE-1040 which begins on May 9, 2022, including:
 - Purchase collections items
 - Reviewing and refreshing subject guides

Other updates

Evergreen

- Working with the cataloging unit and Equinox to identify, report, and solve reported bugs.
- With circulation staff reviewing the library's permissions groups and comparing them against the standard permission groups provided by Evergreen.

Server migration

- Continued coordination with ITSS to migrate and consolidate hardware at AVC

VRE

- Redmine ticket review
- CAIRN support for Mount Alison

The Circulation Unit recognized that there were some gaps in the current [Circulation Policies](#) table as posted.

They've reviewed the policy and have suggested changes to improve clarity with regards to labels and fees. The fees for lost or damaged items are listed in a separate table with additional context provided for the borrower.

See also: [Circulation policies \(general\)](#), [Circulation policies \(Faculty\)](#)

What follows below are the proposed revisions to the policy - changes are highlighted. Existing page is here - <https://library.upei.ca/circ/policies> - for comparison.

SUMMARY OF CIRCULATION POLICIES, LOAN PERIODS, FINES, AND FEES

POLICY	Undergrad Students	Staff	Faculty	Graduate Students	Off-Campus Borrowers
CIRCULATING BOOKS, VIDEOS, AUDIO					
Loan *Reserve materials have different loan periods, they are from 1 hour to 28 days	28 days (subject to recall)	28 days (subject to recall)	120 days (subject to recall)	28 days (subject to recall)	28 days (subject to recall)
Automatic Renewals [if item is not requested for a hold]	5	5	5	5	5
LAPTOPS / CHROMEBOOKS					
Loan	28 days	28 days	28 days	28 days	N/A
Renewals	0	0	0	0	N/A

MAXIMUM LOANS AND HOLDS

Number of items a borrower may have out at one time [includes RESERVE material]	30	30	50	50	20
Holds allowed	5	5	5	5	5
Number of days a filled hold is kept at the Service Desk	5	5	5	5	5

OVERDUE FINES

Circulating Books, Videos, Audio	no overdue fines	no overdue fines	no overdue fines	no overdue fines	no overdue fines
Reserve Items	\$1.00/day Maximum \$15.00	\$1.00/day Maximum \$15.00	\$1.00/day Maximum \$15.00	\$1.00/day Maximum \$15.00	N/A
Laptops / Chromebooks	\$5.00/day Maximum \$75.00	\$5.00/day Maximum \$75.00	\$5.00/day Maximum \$75.00	\$5.00/day Maximum \$75.00	N/A

LOST/DAMAGED CHARGEEES (MINIMUM), SOME EXCEPTIONS APPLY

Books*	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
*Fees for lost/damaged Medical and Veterinary books are assessed by title.					
Laptops / Chromebooks / Equipment**	\$75.00	\$75.00	\$75.00	\$75.00	N/A
**Fees for lost/damaged laptops, and chromebooks, and equipment are assessed based on the item borrowed. Borrowers should anticipate higher fees depending on the results of the assessment.					

Commented [1]: Just checked for this entire last fiscal year, the mean/average price for print books is \$59. The Vet books average \$159. Excluding the Vet books in the first number drops it to \$55, but it's still above \$50 so I recommend we increase these from 50 to 55.

For additional information on Circulation policies and loan periods, inquire at the Service Desk or telephone 566-0583.

