Library Council Minutes
October 28, 2021
1:00 pm - 3:00 pm, Google Meet

Present (expected): D. Moses, Y. Hood, S. Lloyd, K. MacPhail, R. Le Faive, K. Mears, D.Peters, W. Collett, A. Muralidharan (Student Union Representative), M. Belvadi

Guest(s):
Regrets: Zach Maw (Graduate Student Representative)
Meeting Online:

Land Acknowledgement

1. **Library Council Consensus Recommendation Meeting**
   ○ **https://docs.google.com/document/d/1P2A0D255ztRmcwc9uwUpQgVHF3uSdJoT8eiFmdSQsV8/edit**
   ○ Council will use the Gradients of Agreement method to make their recommendations.
      1 - 1 - Whole-hearted endorsement
         I really like it.
      2 - Agreement with a Minor point of contention
         Not perfect but it's good enough.
      3 - Support with reservations
         I can live with it.
      4 - Abstain
         This issue does not affect me.
      5 - More discussion needed
         I don't understand the issues well enough yet.
      6 - Don't Like But Will Support
         It's not great but I don't want to hold up the group.
      7 - Serious Disagreement
         I am not on board with this -- don't count on me.
      8 - Veto

2. **Approval of Agenda--Approved**

3. **Approval of Minutes (**September 29, 2021**)--Approved**

4. **Follow-ups on Pre-submitted Reports**
   ○ **No follow ups on CUPE reports**

5. **Student Reports**
   ○ Undergraduate students
      ■ Are students removed from Moodle until they have completed vaccination pass; and, if so, are they immediately granted access to Moodle once proof is provided--are there any complaints? No one has heard anything
         1. D. Moses will follow up re: timelines for when students are added back to Moodle once their attestation forms are completed.
      ■ Computers for Success donated 110 laptops to student union to give to students; direct students who are in need to student union;

https://docs.google.com/forms/d/e/1FAIpQLSfn-_o_w9p_9x8M29ylDfSMn9Nfdl mh_xyAon8fW47nPkee3g/viewform?usp=sf_link

- ■ Thanks for the heads up on other student meeting rooms/study spaces
- ■ Lobby meetings are scheduled for Nov. 9th and 10th--OER program and affordable textbooks--her hope is that this will be turned into a recurrent budget item for the government. Any other suggestions?
- ○ Graduate students
  - ■ Z. Maw reported via email that the graduate students are typically taken care of in terms of being provided a study space by their respective departments. However, the graduate students in non-thesis based programs may not have spaces provided. Z. Maw suggested establishing a space, advertise it, and see if it's utilized over a trial period.
  - ■ Summary of study room situation requested-M.Belvadi
  - ■ K. Mears requested clarification on study rooms/floor mapping/etc., Are students as confused as staff?
  - ■ Yolanda will create a survey by Monday, November 1st about graduate study room needs and work with Z. Maw to send to graduate students

6. Past Items for Discussion or Proposals
- ○ Library Policies
  - ■ Discussion continued around renaming the Collaboratory (Y. Hood) and sending out a survey/questionnaire about possible names
    1. K.Mears suggests that we create a 1 page document for the renovation of this space
    2. D. Moses suggests this space will be turned into a "different" space, creative space, etc. and might have potential for funding/naming/branding
    3. Consensus achieved on holding on (re)naming until renovation
- ○ Library Operations
- ○ Library Planning / Future Directions
- ○ Other

7. Items for Discussion or Proposals
- ○ Library Policies
- ○ Library Operations
  - ■ Service Desk Coordinator Working Group Proposal--The need for this position has been discussed in several meetings and K. Mears proposed the creation of working group to explore how to reclassify a CUPE position and prepare a proposal outlining the recommended path and create a draft job description .https://docs.google.com/document/d/1H4BepB-GNbjAThY41TNWBBU3PdCA4E eE27FcM3fROLc/edit
    1. Proponent: K. Mears--discussed the proposal for a working group
    2. Facilitator: S. Lloyd--opened the floor for discussion
    3. M. Belvadi--requested that D. Moses to hold on job description; we want a working group of 2 librarians and as many circ desk/CUPE staff as want to participate
    4. W. Collett--can this be an additional position instead of a current position that needs to be filled? We cannot put the duties of the coordinator (re-classified) on to other desk members
    5. D. Peters--what happens with duties of the person that may be reclassified?

6. K. McPhail--the coordinator should work on the desk so that they know what is going on
7. Clarification on who can be on the working group (those who put forward proposals are still eligible to take part in the working group, etc.)--M.Belvadi, K.Mears
8. D. Moses will take the proposal recommendation and discuss with HR; generally supportive of the idea although disputes some of the points of complication that are listed in the proposal
9. K. Mears is registering concern that there is general library consensus for this position but thinks that UL does not necessarily agree

- Library Planning / Future Directions
- Other

8. **Roundtable**
   - W. Collett--Happy to be back
   - K. Mears--consider proposals that you'd like to put forth
   - S. Lloyd--acknowledges everyone's efforts in creating the consensus guidelines and willingness to try it; acknowledges Y. Hood's work with minutes/agenda/etc.

Hey! What's going on? If you can send a written update, it would be much appreciated.
- *Chair's Reports* (D. Moses)
  - Budget
  - Circulation & Administration
  - Staffing - Librarians, Library Staff, Students
  - Facilities (including renovations, Compact Storage, etc.)
  - Infrastructure, Beacon/other campus info services update
  - APCC / Senate Update (D. Moses)
  - Dean's Council
  - Senate Library Committee
  - Health and Safety
- *Other University Committee Updates*
  - Signage Committee (R. Le Faive, M. Belvadi)
  - ITACT (R. Le Faive)
  - Easebask Committee
  - Library Anti-racism & DEI Committee
- *Post-Library Council CUPE* (W. Collett, D. Peters)
- *Unit Updates*
  - Service Desk & Instruction and Outreach (Y. Hood)
  - Collections / Acquisitions (M. Belvadi)
  - Digitization/Community History (K. MacPhail)
  - Research and Data Services (K. Mears)
  - University Archives and Special Collections (S. Lloyd)
  - Cataloguing/Metadata (R. Le Faive)
  - Systems (R. Le Faive)

Unit Reports--October

Library Council – October 28, 2021 – Chair's Report

Budget
 • Continuing to work on ensuring budget transfers for programs take place. • Preparing budget proposal for VPAR.

Staffing
 • Metadata Librarian and Systems Librarian paperwork has been submitted to VPAR. Pending approval of Board Metadata Librarian candidate will start on December 6, 2021 and the Systems Librarian will start on January 4, 2022.

Facilities (incl. renovations, Compact Storage, etc.) (D. Moses)
• Determining priorities for renovations and preparing briefs for VPAR and Department of Development and Alumni Engagement.
 • 15 work orders submitted in October – 7 have been completed/closed.
 • New wireless network in the Library enabled in early October. Formerly 26 access points provided using equipment that was over 10 years old, now 56 access points using the latest technology. Should provide a marked improvement in students' wireless experience.
 • A network switch failed in the Language Lab and was replaced by ITSS.

 Other University Committee Updates
 •APCC / Senate Update o APCC: Reviewed the quality assurance review reports for the Bachelor of Education (B.Ed.) and Bachelor of Education - Français langue seconde (B.Ed. (fls)) programs and the Faculty of Education's response. Thank you to Yolanda Hood for preparing the Library report for the review. Worked with Kim Mears on APCC new course forms submission for the proposed Dr. of Applied Health program. Working with Rabin Bissessur and Darcy McCardle on a revision of the theses regulations in the UPEI calendar. o Senate: Discussion related to the announced Faculty of Medicine and support for the development of Indigenous Studies programming at UPEI. Discussion of enrolment numbers - 5,036 students (4,524 undergraduates, 512 graduates) - a 6.6% increase over last year. Discussion related to faculty, staff, and student vaccination rates – terrific numbers.
 • Deans Council o Discussion about Quality Assurance Reviews – highlighted need to loop Library into the process early so that report could be prepared and meetings with reviewers arranged. Dean of Arts highlighted the Intro Mi'kmaq course (ARTS-1050) that is being offered this winter semester.
 • URC o Reviewed applications for tenure/permanency.
 • RAC o With Rabin Bissessur, I've restarted the approval process for the revised Open Access Policy. o Met with Rabin Bissessur, Chair of the Research Advisory Committee, and Kim Mears to discuss the Tri-Agency Research Data Management Policy and the

requirement to draft a Research Data Management Institutional Strategy. We'll be setting up a committee to work on this.

• Health and Safety Working Group o Andrea Caza shared the Health and Safety Working Group Report. Unit Updates

• Circ and Admin o Completed required paperwork for Metadata Librarian appointment. o Preparing schedules for Service Desk and student assistants. o Additional training for new part time Service Desk staff (thank you Simon and Melissa) o Collecting and compiling statistics. § Service Desk Tracker (Oct. 1-26) – total of 523 transactions. § Entry stats (September 2021) – 12899 § VRef Questions (Oct. 1-26) – total of 145 questions § Study Rooms (Oct. 1-26) – 2007 room bookings, 100 online room bookings o Weekly Friday Focus messaging out to staff. o Coordinating ongoing student projects. If you have a desk project for students, contact Sarah Fisher. o Unit continues to support easeback activities. o Troubleshooting issues with Fog server and image issues. o Updated wireless instructions to include instructions for library chromebooks. o Provided support to help students connect to wireless. o Central Printing is working with ITSS to migrate off of UIS. o Updated Library Emergency Contact document. o Updated messaging on main page when Robertson Library was announced as a public exposure site. o Worked with Facilities and Registrar's Office to move Biology classes scheduled in the LINC. o Dorothy Peters coordinating the replacement of chairs at tables/study carrels. Plan to have Rm 306 returned to use as a group study room. • Other Updates o IslandArchives § Working with the team to relaunch IslandArchives. Has meant configuration, migrating collection content, consolidating sites, theming, and updating metadata. o Working with E-Learning Office and Teaching and Learning Centre to develop an Academic Instructional Skills Program for instructional staff and others interested in developing their teaching. There are a number of self-directed courses available. Worked with the E-Learning Office and the Teaching and Learning Centre to establish a teaching space in the Annex. o With Kim Mears, developed a proposal for submission to the National Research Data Centre Network to establish a locally hosted Statistics Canada Research Data Centre with partners from the Province of PEI and Veterans Affairs Canada. It would provide local access to datasets that researchers currently need to travel out of province to access.

University Archives and Special Collections

- The funding proposal for the LM Montgomery Online Bookshelf digital collection, noted in my last report, is being sent to the prospective donor this week. The goal is for a launch at the June 2022 LM Montgomery Conference.

- As predicted in my previous report, the PEI Collection is on track for a busier-than-average semester, especially as term papers come due in a month's time: in addition to the PEI History (Pre-Confederation) course, all students in the History Research Methods class were directed by their professor to pick a "PEI related" topic for their main research paper. Although I continue to

encourage students to make appointments for initial research consultations, Leo and I also do our best to accommodate "drop ins". I will offer additional YouCanBookMe slots through to November to facilitate / encourage appointments.

- The "treasures" class viewing / discussion sessions offered this month -- for our facsimile Book of Kells and for our two Seventeenth Century medical texts -- were both well-received.

- I have met with the two new Service Desk staff, Stacey Meenink and Thea Stewart, to offer an introductory orientation to Archives and Special Collections. The continued willingness of the Service Desk team to support access to Archives and Special Collections is appreciated.

- An interesting donation of archival material has been received from a Prince of Wales College / UPEI alumna who was a student representative on the University Planning Committee that played a critical role in laying the groundwork for UPEI in the late 1960s. The Archives has also received a transer of files from the Faculty Development Office. Thanks to James Murphy for his ongoing work inventorying incoming archival material and preparing contextual notes on the creators of this material (a critical element of standards-compliant archival description [cataloguing])

- Owing to demands from my liaison portfolio, notably "non-UASC" research consultations and instruction, I have been challenged to find the time I need for planning and coordinating efforts to address the cataloguing / processing backlog for PEI Collection and Archives materials. I evidently need to be more decisive / ruthless in blocking out at least one day-per-week for this work.

Data and Research Services

Interlibrary Loan (ILL)

- No updates

IslandScholar

- Updates to faculty profiles are ongoing.
- Citations are added frequently.

Data.upei.ca

- New RDM site [https://rdm2.researchspaces.ca/]

- ○ Work continues on migrating the platform to a new version of Islandora and Drupal.
- CoreTrust Seal project
  - ○ Work is ongoing.
  - ○ Kim attended the first workshop with her cohort. It focused on curation.
  - ○ Meetings have been scheduled for Rosie, Kim, Alexander O'Neil, and Donald to determine our status for each of the requirements.
- The [Tri-Agency Research Data Management Policy](#) - Institutional Strategy
  - ○ This policy includes a requirement that each postsecondary institution eligible to administer CIHR, NSERC or SSHRC funds is required to create an institutional RDM strategy and notify the agencies when it has been completed.
  - ○ Donald and Kim met with Rabin Bissessur (Interim Associate Vice-President, Research & Dean Faculty of Graduate Studies) to discuss the creation of an institutional RDM strategy for UPEI. A committee will be created to draft UPEI's institutional RDM strategy.
- Queen's University has expressed interest in using the Islandora RDM platform that was built by Alexander, Rosie, and Donald under the CANARIE grant completed a few years ago.

OERs and Pressbooks

- A system upgrade for WordPress is planned for October 28, 2021 from 8 - 11 am.
- A ticket was created with Pressbooks is change the DOI display on web books from https://dx.doi.org to https://doi.org

Acquisitions/Collections/Serials/E-Resource Management/User Experience Unit Report (Melissa, James, Cindy MacD)

- Electronic resource management:
  - ○ Made various updates to our proxy product "stanzas" as OCLC provides updates for them
  - ○ Addressed 7 cases of broken links reported to us - sometimes these are quick to solve, sometimes they take us down a tech support "rabbit hole" that consume many hours to resolve
  - ○ Completed a thorough review of the database pages for all 70+ Gale Access Program databases plus ebook subcollections, updated as needed most of the pages, which Gale had rebranded the names of
  - ○ Worked with Scifinder support to solve bizarre access problems to new Scifinder-n - this led to Rosie's and ITSS's involvement, but was finally fixed
- Serials:

- ○ 90% of the JSTOR weeding project has been completed (removing volumes now available in JSTOR, as the "moving walls" add more content every year)
  - ○ Uploaded weekly pdfs of the Eastern Graphic, West Prince Graphic and Island Farmer newspapers, the monthly issue of the TSX, and the quarterly issue of Australian veterinary practitioner
  - ○ Made 4 claims for print periodicals and followed up on 4 more; some of the older claims were received during this period
  - ○ Usual daily processing of print periodicals received
- ● Books/Videos:
  - ○ purchased/licensed between September 22 - October 21:
    Print: 47

    STL/ATO: 30
    eBooks: 16
    Kanopy: 1
  - ○ Book awards (Giller and Governor General) tracking and purchasing print copies almost completed; just waiting on 1 last title to come back in stock
  - ○ Continuing to track ebook perpetual access information (updating spreadsheet monthly)
- ● Invoices processed between September 22 - October 21: 44
- ● Textbook Project:
  Fall 2021 Courses: 100% done
  Winter 2022 Courses: Plan to start in early November, using the Bookstore website
- ● Other:
  - ○ Worked with Kim Mears to provide pricing, free trials, and holdings overlap comparisons with many relevant products in support of the Dr of Applied Health program library budget "ask"
  - ○ Retrieved from a donor a 15-box anonymous in-kind donation, received a few other anonymous boxes
  - ○ Provided several more "OWA Tip" emails for library staff and ITSS person who writes the Technology Tip Tuesday series.
  - ○ Trained the two new service desk employees regarding the major features of the library website and basic database searching
  - ○ Fixed various broken links throughout the library website
  - ○ Chaired another librarians' collections meeting: provided the librarians a review of the collections budget situation and recommendations for various products and policies with analysis

  ○ Continued to provide the subject librarians with my "announcement filtering service" regarding updates to subject-specific licensed or available products, and alerts regarding ebooks purchased automatically in their disciplines

Systems and Metadata

Systems

- **upcoming: ITSS** will be changing the Proxy server login, from the familiar green Shibboleth screen to the Microsoft authentication screen that you see in Microsoft products. Proxy will still work the same, but the UPEI login part will look different. We will need to update screenshots and guidance.
- There was a bug in the catalogue's index that meant searches like *"prince edward island" farm* would fail. Our consultants, Equinox Library Services, fixed the issue.
- Equinox will probably be doing an upgrade to the indexes that will cause searching to come back faster (at the cost of the speed of building these indexes, which will be slower). Hopefully, this yields patron-friendly improvements.
- We are looking into alternatives to doing Evergreen upgrades, as they are getting too complicated for our resources.

Metadata

- Still ticking along.

Despite that the new hires of Systems Librarian and Metadata Librarian have not started (or even received official offers of employment from the Board of Governors, as far as I know) I have been finding my time eaten up by Islandora community work including:

- Working with Kirsta Stapelfeldt to plan and manage a community-led sprint (Nov 29-Dec 15)
- Working with interest groups (metadata and documentation)
- Working with the Islandora Coordinating Committee (ICC) to plan and host monthly "Open Meetings"
- working with the Event Planning group to schedule regular "Community Health" discussions (one coming up Tuesday Oct 26 at the Open meeting)
- working with the Technical Advisory Group (TAG) to oversee the switch to Semantic Versioning and ensure that the community is on the same page of how to work with this new system

- Attending Tech Calls to keep on top of technical developments, liaise between the Tech Call and the TAG, and gain input on large issues we need to discuss (e.g. "how do we do releases now?" and "should the deployment methods be versioned?")
- Participating, through the TAG, the ICC, the Tech Call, the interest groups, and the Event Planning group, on the larger discussion about sharing responsibilities throughout the community now that the staffing situation has changed. This includes redefining the TAG and ICC.
- Working on a documentation project (currently on pause)
- Organizing and corralling "use cases" sourced by the community into Islandora's "issue queue" and changing how people interact with them

Instruction/Student Engagement/Service Desk

Instruction

- There were a total of 6 tours using the goosechase app
- Brooke (student assistant) will use a go pro and our 360 camera to create a video tour that students can use for the winter semester; deadlines have been created so that this will be ready

Student Engagement

- Student engagement (Yolanda, Cindy, Shawne, Brooke) met to discuss plans for the rest of the semester and for winter semester
- Collaboration with Student Union on Light Therapy Lamp Pop Up--students will have 15 slots of time to sit in front of the light therapy lamp. November 1, 2021, 10-2 in the LINC.
- Student Union will also purchase 3 more lamps; right now 11 of 15 lamps are checked out
- Cindy created a series of rover posts highlighting Gale databases as requested by Melissa
- Cindy is in the process of setting up the Book Nook. Thanks, Dot, for arranging the bookcase setup
- Working with Mawi'omi Centre to host a movie series in Winter Semester sponsored by NFB
- Planned a series of Covid-friendly pop up surprises for fall final exams
- Creating a video for community reads with Kristy, Richelle, and Nouhad
- Black Cultural Society of Prince Edward Island has graciously agreed to pay honorariums for our discussants for Book Club

- Hosted a viewing of The Skin We're In at Fox and Crew (1 attendee)
- Book Club Tuesday, October 26th (1 attendee)
- Community Reads Committee met to come up with more ways to market the re-start of the club

Service Desk

- Sarah has returned to the desk/library

Digitization and Digital Initiatives

Digitization

- New Mekel Mach IV microfilm scanner arrived. Set up and training was completed early in the month. We are very happy with how it works (much easier than the old microfilm scanner in the lab!). This will allow us to continue adding to the Guardian collection on islandnewspapers.ca
- Filled several digitization requests from Special Collections/other librarians

Digital Projects

The team continues work on a number of sites and projects:

- Preparing Université de Moncton's Cairn site
- Fielding several miscellaneous questions and requests from our other Cairn institutions
- Preparing the new islandarchives.ca site for launch
- A few cleanup projects on IslandImagined, SDU Archives, and IslandArchives collections