

Library Council Minutes

April 25, 2024

1:00 pm - 3:00 pm

Zoom

Present: Melissa Belvadi, Katelyn Browne (Secretary), Rob Drew, Sarah Fisher, Rosie Le Faive, Simon Lloyd, Noah Mannholland, Courtney Matthews, Keltie MacPhail, Kim Mears, Donald Moses (Chair), Nayana Sunila

Land Acknowledgement offered by the Chair, who then shared information about this year's OER Grants, several of which went to faculty members in IKERAS. K. Mears added that one book will focus on Indigenous food paths, and another will focus on language, including audio recordings. A third is for the IKE 1040 mandatory course.

- **Approval of Agenda:** Moved by K. Browne, seconded by S. Lloyd. Consensus was reached.
- **Approval of Minutes (March 28, 2024):** Moved by K. Browne, seconded by C. Matthews. Consensus was reached.
- **Follow-ups on Pre-submitted Reports:** K. Mears will provide a report for Scholarly Communications and Resource Sharing later today after locating some data.
- **Student Reports**
 - Undergraduate students: N. Mannholland provided a brief update and will attend tomorrow's fundraising launch.
 - Graduate students: N. Sunila will be graduating in May, so has connected with the Graduate Student Association to ensure a new representative is named.
- **Post-Library Council CUPE** (R. Drew, S. Fisher)
- **Past Items for Discussion or Proposals**
 - Library Policies
 - Library Operations
 - Library signage committee: K. Browne reported that the signage committee has done an initial audit of library signage and removed approximately 134 signs (some to be replaced with updated versions).
 - Building wardens & guardians and evacuation plan: D. Moses has checked in with HSE about possible training for weekend and evening employees. No in-person training for wardens and guardians is planned at this time. Folks should review the evacuation plan. Information could also be incorporated into an upcoming service desk meeting.
 - S. Lloyd is confirming which version of the evacuation plan is on file with HSE and will communicate with the service desk staff about this. Training is still desirable, particularly for those who staff the desk during low-coverage times.
 - There is a new Head of Security for the University.
 - S. Fisher will follow up with S. Lloyd, who will also participate in tomorrow's service desk meeting.
 - Library Planning / Future Directions

- Library fundraising: The fundraising launch is tomorrow at 11:00 on the upper floor of the Library. Everyone is welcome to attend, and former library employees and others in the community have been invited. D. Moses acknowledged everyone who has been doing work to make this happen.
 - Strategic plan: D. Moses is working with Alysha Aitken to identify items from monthly reports to Council that are relevant to the strategic plan goals. He and K. Mears are also reviewing Quality Assurance policies and procedures gathered from regional colleagues.
 - Other
- **Items for Discussion or Proposals**
 - Library Policies
 - Individual student artwork displays—procedure and precedent: M. Belvadi wondered whether we have a clear written policy about temporary art displays in the Library, including eligibility and procedures.
 - K. Browne clarified that this would not fall under any potential student signage policy.
 - K. Mears noted that there is nothing on our policies page.
 - D. Moses clarified that in the case of one recent display, the request initially came from the faculty member for whose class the artwork was created.
 - M. Belvadi suggested that a visible formal policy could encourage more people to propose exhibits. It would be important to avoid the appearance of favouritism.
 - K. Browne is willing to do a regional scan of similar academic library policies before the next Library Council meeting. S. Lloyd is also willing to work on this, and has been looking at some related questions with the Art Bank program. S. Fisher is also willing to work on this. M. Belvadi suggested that this group also consult with Facilities to learn of any relevant campus policies or procedures.
 - R. LeFaive has just been looking at IslandLives and, based on recent viewing, advises us to think about content that the Library may or may not endorse, and asks that the policy have some kind of discretionary content approval basis. M. Belvadi asked whether that would extend to student work.
 - K. Browne commented that this is an area of active intellectual freedom policy-making and discussion in both public and academic libraries. We should be thoughtful about how an exhibit space is described, where it is located, and what we say about its connection to the Library.
 - K. Mears linked to [CARL's Freedom of Expression and Inclusive Libraries declaration](#). This provides an avenue to ensure that there are boundaries to prevent the use of the Library to foster intolerance or display expressions of hatred.
 - N. Mannholland suggested that student representation be included if there is a specific discussion of what can and cannot be displayed.
 - Library Operations

- Redmine/Evergreen updates: C. Matthews provided updates on the ongoing work of the Digital Initiatives & Systems unit, particularly himself, Bhavya Jadav, and Tarvinder Singh:
 - Redmine training has been scheduled for tomorrow's service desk meeting. Redmine is our (mostly-internal) project management tool. The goal of this training is to introduce staff to a new version of Redmine and build staff awareness of it, with a goal and expectation of moving issue reporting from Outlook to Redmine with a focus on updated workflows for reporting hardware issues, ordering supplies, and Evergreen problems. The training will include an overview, a demonstration, and a Q&A session. A test site is currently available and has been distributed to staff with supporting documentation.
 - The new version of Redmine will be launched next week. There will be a site freeze at 4 p.m. on Wednesday, May 1st, after which new tickets should not be submitted and edits should not be made. The test site will also be overwritten. Urgent issues during this time should be e-mailed to B. Jadav, C. Matthews, and T. Singh. The launch is scheduled for Thursday, May 2nd, at 12 p.m.
 - R. Le Faive, T. Singh, D. Moses, and C. Matthews have been working toward upgrading Evergreen from 3.8 to 3.12. We have contracted support from Equinox for this upgrade. The planned upgrade window is June 18th to 20th. More focus will switch to Evergreen (and EZProxy) after the Redmine launch has been concluded.
 - D. Moses asked about significant differences between 3.8 and 3.12. C. Matthews and team will spend more time investigating this after the Redmine upgrade.
- Computer Science student projects: M. Belvadi sponsored 8 teams working on 4 projects this spring. 3 of 4 tasks were developed successfully; neither team working on the fourth question developed a fully successful solution. They will be looking for more projects in the fall if anyone has ideas.
 - One project was to develop tools to facilitate the building of subject guides, course guides, and other guides within our Drupal 10 website. Two different teams came up with two interestingly different implementations that do things "the Drupal way" and integrate as much as possible. M. Belvadi would like to set up a test environment where others can review these options to see if we would like to use them on our live website.
 - One project contributes to the work of a CRKN subcommittee and assists with tracking perpetual access rights for ebooks, many of which are purchased through CRKN deals. Currently, there are multiple spreadsheets per ebook platform. This project is desktop software (for Windows, Mac, and Linux) that can ingest these spreadsheets and create a local SQLite database that allows users to search by title, etc., to figure out what rights they have had under which agreements and terms.
 - One project retrieves Library of Congress call numbers from a variety of sources matching a given list of ISBNs. This would assist with evaluating our ebook collection by subject area.

- One project (the one that was unsuccessful) involves the COUNTER 5.1 standard, updating a tool that was built by students four years ago to harvest usage data from all COUNTER-compliant vendors into one central database. Both teams got about 90% of the way.
- [Scent-Free Campus policy messaging and enforcement](#): K. Browne introduced questions about how library staff (particularly at the service desk) can respond to patron complaints about strong scents, and what other education/information efforts might be helpful.
 - K. Mears agrees that we may not actually be providing a scent-free space, noting strong colognes and perfumes. How much is this policy being enforced across campus?
 - D. Moses noted that Human Resources is responsible for this policy, which has not been updated since 2013. He can inquire about an updated policy or additional resources to support communications.
 - K. Mears remembers a handout that could be given to patrons.
- Protection of Privacy practices and library forms: D. Moses has noticed that some University online forms include a notice about the protection of privacy. This notice is available [as a template](#) on myUPEI, related to the [Access to Information... policy](#).
 - K. Mears noted that there is a statement on the ILL form, on the second page, underneath the “Submit” button. It could be moved higher up on the form if that would make it more evident to patrons.
 - M. Belvadi noted that users submit their personal information on the second page of the form, so that’s where the statement might be most relevant.
 - M. Belvadi asked whether we need this statement if the form is identification-optional, and suggested that we start by doing an inventory of all relevant forms. “Library feedback” and “suggest a book” forms both have user-identification fields.
 - R. Le Faive reported on a talk at the Evergreen pre-conference on doing library privacy audits, which emphasized keeping as little information as possible for us to do our business. It would be good to look at how the library uses personal information more broadly.
 - K. Mears notes that this was part of the Interlibrary Loan form review with Patti Wheatley: ensuring that minimal necessary information was being collected and stored.
 - M. Belvadi agrees on the value of a privacy audit and may have started one years ago. (There was a VRef privacy policy discussion in 2017 with notes that references her previous suggestion of a privacy audit.) However, the issue of forms is much more concrete and clear-cut and could be completed as a separate project. As we develop principles through a privacy audit, forms could be further refined.
 - M. Belvadi will put together a list of forms on the Library website.
- COUNTER Metrics work on users with multiple institutional logins: M. Belvadi reports that with the rise of Single Sign-On instead of EZProxy, COUNTER Metrics is discovering conflicting ways in which vendors handle users who are logged in with multiple identities simultaneously.

(For example, they might be IP authenticated at UPEI while also logged in to their Dalhousie account.) Who should see their usage? Is double-counting a problem? M. Belvadi is the only librarian on a working group focusing on this issue; Wiley, EBSCO, Elsevier, and others are all represented. This phenomenon may have impacts far beyond COUNTER data that people in Systems and ITSS may want to pay attention to. It could also intersect with the privacy audit.

- Library Planning / Future Directions
 - Microsoft 365 Implementation: D. Moses is part of the Program Advisory Committee working on the rollout of Microsoft 365 across campus. There has been one meeting thus far. He has learned that ITSS does not currently have a plan to end access to Google Apps. This project is slated to last until the end of April 2026. At some point the data migration will include, but not be limited to, Google-sourced data.
 - M. Belvadi noted that Library employees are very dependent on Google Drive and will need more than a couple of months' notice. Not everything will be easy to migrate.
 - K. Mears asked about Intune, which manages identities and devices. Will we stop using Active Directory? If so, how would that impact access to library resources?
 - D. Moses thinks Intune is more about managing devices. He will take this question forward to the Program Advisory Committee.
 - M. Belvadi met with Francene McEwan in ITSS, who clarified that our user authentication system is migrating from Shibboleth to Microsoft Azure, probably at the end of May. The user should not see any difference. D. Moses noted that Azure is already in use for key services such as myUPEI.
 - K. Mears asked about the "green box" login. Is that still appropriate? M. Belvadi clarified that the green box is Shibboleth right now; she is not sure what ITSS intends for the look and feel of the new login. D. Moses described the desired future as instant passthrough if you've already authenticated your account elsewhere in your session.
 - D. Moses noted that Teams will be rolled out and available to everyone in early June. Training materials will be available, probably directly from Microsoft's training materials.
 - M. Belvadi clarified that Teams has many different collaborative attributes beyond chat and video, such as Sharepoint and Team Sites, that will be rolled out later. D. Moses thinks Sharepoint will be fully rolled out in fall 2024.
 - C. Matthews asked whether we will eventually be on a single platform. D. Moses does not have a final timeline but thinks the primary platform will be Microsoft 365.
 - ["Sale of Course Materials" working group](#)—implications for library course reserves: K. Browne described the work of the working group and asked for suggestions as to how increased course material access could be implemented in ways that were workable for the Library.

- K. Mears commented on the fact that sessionals do not have access to University systems before the first day of classes, which would need to be taken into account when designing schedules.
 - M. Belvadi recalls that this was a big issue in FA collective agreement negotiations. There may be a conflict between what we can do by the first day of class, and what sessionals have the ability to do.
 - S. Lloyd noted in G1.12 of the Faculty Association collective agreement that “sessionals retain access to email and the Library so long as they remain on the sessional roster.” Sessional instructors remain on the roster for 36 months after teaching a course. (G1.7)
 - M. Belvadi notes that procedural time requirements give us the amount of time we need to reserve; sometimes, we can turn things around more quickly.
 - K. Mears notes that Nursing has permanent reserves, but many other materials rotate between semesters. We would want to think about permanent versus term-length reserves.
 - S. Fisher notes that there are still a few shelves available for course reserves at the service desk.

- **Roundtable**
 - S. Lloyd is co-chair for the Canadian Copyright Conference in Halifax in June. The librarian technician position in UASC has been filled permanently, and information will be distributed to the librarians next week about options for his sabbatical backfill. There has been an uptick in L.M. Montgomery questions with the coming of the conference in June. S. Lloyd’s term as vice president of the Faculty association will end on May 20th.
 - C. Matthews had a lightning talk accepted for the APLA conference in June.
 - K. Mears and K. Browne are presenting at the EDIID symposium next Tuesday.