

Library Council Minutes
March 25, 2021
1:00 pm - 3:00 pm, Google Meet

Present (expected): Donald Moses, Yolanda Hood, Simon Lloyd, Keri McCaffrey, Keltie MacPhail, Rosie Le Faive, Kim Mears, Dorothy Peters, Cindy MacDonald, Eva Liao (GSA Rep), Malak Nassar (SU Rep)

Guest(s):

Regrets:

Meeting Online: meet.google.com/bdm-syqc-xyv

Join by phone: (US) +1 319-332-7220 PIN: 567 572 073#

Land Acknowledgement -

1. **Approval of Agenda** - Moved and seconded.

2. **Approval of Minutes ([February 25, 2021](#))** - Moved and seconded.

3. **Announcements**
 - Travel/PD Plans
 - R. Le Faive and cataloguing department will attend the 2021 [Evergreen International Online Conference](#), May 24 – May 27, 2021
 - D. Moses APLA registration is open. K. McCaffrey and K. MacPhail are presenting.
 - Training/Learning Opportunities
 - The Fifth Estate's [Black on campus: Students, staff and faculty say universities are failing them](#) [YouTube video]
 - Dalhousie-Horrocks National Leadership Lecture: [Reflections of a First Nations librarian from the 1970s to the present](#) [YouTube Video].
 - Renovation/Fundraising
 - D. Moses is drafting a response to Coles by March 26, 2021.
 - Library Anti-racism & DEI Efforts
 - UPEI released their institutional [Equity, Diversity, and Inclusion Strategy](#) [PDF]
 - The strategy was developed over the course of 3 UPEI Student Union administrations
 - Feedback from members:
 - A draft was not draft was circulated to the campus for feedback
 - The President indicated that the strategy was a living document.
 - There should be more actionable items and measures for their success.
 - Disappointment that librarians were not consulted as a group.
 - The document contains a lot of soft language like encourage, support and reporting to administration and not to the campus or public.
 - Happy there is a starting point; did notice there were places in which the library should've been consulted

- D. Moses will share the feedback with the VPAR.
 - S. Lloyd hopes that the Library can reference the strategic plan when there are instances where resources and/or funds are needed. For example, S. Lloyd recently received an APCC form for a course that needs new resources (DSJS 3120 Race and Whiteness).
- COVID-19 Updates (current state of COVID-19 and impact on planned/proposed services)
 - As of today, there are 152 cases with no deaths or hospitalizations. There are 8 active cases. Vaccinations are available for a variety of groups and the Province is aiming for all Islanders to have their first vaccination shot by the end of June. The Atlantic bubble is scheduled to reopen on April 19th. <https://www.cbc.ca/news/canada/prince-edward-island/pei-covid-19-daily-thursday-march-25-1.5963146>
 - D. Moses will send notice to student assistants to let them know they are eligible for the vaccine.
- The Building
 - Booking System
 - The Library reopened group study tables after the 2 week circuit breaker.
 - March 1 – 24, 2021 reservations statistics
 - a. 538 space bookings
 - i. 225 Rooms
 - ii. 36 Carrels
 - iii. 107 Workstations
 - iv. 148 Tables
 - v. 17 Soundproof Booth
 - vi. 5 Group Spaces
 - Services
 - 118 vref questions
 - Feb 24-Mar 24:
 - 43 Click and Collect requests for 104 books (7 were for Special Collections)
 - a. S. Lloyd thanked the person who updated the Click and Collect form to tell people to contact Leo or Simon directly with Special Collections and Archives requests.
 - Reserves
 - No updates

4. Student Reports

- Undergraduate students
 - M. Nassar reported that the PEI Government has agreed to continue to support the OER Development Program with \$50,000. They may ask for a follow-up report on the program and could explore multi-year program funds in the future.
 - The Student Union elected a new executive team and suggested that Anagha Muralidharan attend the next LC meeting.
 - Incoming President: Samantha MacLean
 - Incoming VPAX: Anagha Muralidharan
 - Incoming VPSL: Sierrah Laybolt
 - Incoming VP Finance: Leena Daboo

- The PEI Government also approved a 2% increase in University funding and \$200,000 in support of experiential learning.
- Graduate students
- E. Liao reported that the Graduate Student Association hosted 2 social events: coffee and snack social on March 10, 2021 and Beer and Buys on March 20, 2021.

5. Past Proposals

- [Library Council Consensus Decision Making Guidelines](#) (K. Mears, R. Le Faive, S. Lloyd)
 - K. Mears reported that the group met several times and have made a lot of progress in adapting consensus decision making for the Library Council. The work will continue
- Anti-Racist Equity, Diversity, Inclusion Committee
 - [Terms of Reference](#) (ToR)
 - K McCaffrey reported that the E-learning Office was added as being able to serve on the committee. K McCaffrey moved that the committee be established. R. Le Faive seconded.
 - a. Discussion
 - i. R. Le Faive asked if there is a schedule for reviewing terms. The document includes a statement that it will be reviewed every two years. K. McCaffrey indicated that the ToR is a living document.
 - ii. Library can make some efforts to bring them together
 - b. Vote
 - i. 8 votes for +1, one abstain. Motion is carried.
 - K. McCaffrey will send a call for committee members to all Library and E-learning staff.

6. New Proposals

- Library Policies
 - [IslandScholar Guidelines](#) (Kim)
 - K. Mears reported that some suggestions were added to the document, including adding a purpose section. She will review and make updates before the next Library Council meeting.
- Library Planning / Future Directions
- Library Operations
 - Library Hours for Spring/Summer 2021 (attached)
 - K. McCaffrey asked if there will be any extended hours for exams this semester. D. Moses confirmed that extended hours are posted on the website now. D. Moses will consider extended hours for spring summer/sessions.
 - D. Moses will share the hours with security and facilities.
- Other

7. Follow-ups on Pre-submitted Reports

- Unit updates Discussion - no updates sent in February, should we revisit how to provide updates to Library Council?
 - Council members reaffirmed that updates will be sent.

8. Roundtable

- M. Nassar - Meat and Badaydas until 31st dine in and save restaurant deals Sunday-Wednesdays 50% up to \$15, support local; starting April 1st
- R. Le Faive - no updates
- E. Liao - no updates
- K. McCaffrey- no updates
- S. Llyod - no updates
- D. Peters - no updates
- C. MacDonald - no updates
- K. MacPhail - no updates
- Y. Hood- Desmond Cole will be visiting the Island for the PEI Community Read in the future. The next PEI Community Reads event is scheduled for Tuesday, March 20, 2021 at 6:00 pm on Zoom.

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

- *Chair's Reports*
 - Budget (D. Moses)
 - Staffing - Librarians, Library Staff, Students (D. Moses)
 - Facilities (incl. renovations, Compact Storage, etc.) (D. Moses)
 - Infrastructure, Beacon/other campus info services update (D. Moses)
 - APCC / Senate Update (D. Moses)
 - Dean's Council (D. Moses)
 - Senate Library Committee (D. Moses)
 - Health and Safety (D. Moses)
- *Other University Committee Updates*
 - Signage Committee (R. Le Faive, M. Belvadi)
 - ITACT (R. Le Faive)
- *Post-Library Council CUPE* (C. MacDonald, D. Peters)
- *Unit Updates*
 - Service Desk (Y. Hood)
 - Instruction and Outreach (Y. Hood)
 - Collections / Acquisitions (D. Moses)
 - Digitization/Digital Initiatives (K. MacPhail)
 - Circ/Admin (D. Moses)
 - Research and Data Services (K. Mears)
 - University Archives and Special Collections (S. Lloyd)
 - Cataloguing/Metadata (R. Le Faive)
 - Systems (R. Le Faive)
 1. Security errors still happening; clear HSTS data from your browser
 2. Cataloguing
 - a. Large reingest of Safari books
 - b. ProQuest videos - Alexander records will be cleaner and up to date
 - c. Working on e book library/e-brary books to display ProQuest records
 - d. Cool new print Zines that are going to be added to the collection that address Indigenous concepts

e. Islandora t-shirt quilt!

ROBERTSON LIBRARY HOURS

SUMMER 2021

**May 1, 2021- September 3, 2021
(SUBJECT TO CHANGE)**

Service Desk 902-566-0583

May 1 – Sep 3	Sunday Monday – Thursday Friday Saturday	12:00 pm - 6:00 pm 8:00 am - 6:00 pm 8:00 am - 5:00 pm CLOSED
Please Note: May 24 July 1 Aug 20	Victoria Day Canada Day Gold Cup & Saucer Day	CLOSED CLOSED CLOSED
**Virtual assistance will be available M-Th (9 am – 5 pm) & Friday (9 am – 4pm) Sunday (12 pm- 4 pm)		



Kim Mears <kmears@upei.ca>

Update to Council - March 2021 - Digital Projects and Digital Initiatives

1 message

Keltie Jane Mac Phail <kmacphail@upei.ca>
To: Library Council <library-council-group@upei.ca>

Thu, Mar 25, 2021 at 11:01 AM

Update to Council - March 2021 - Digital Projects and Digital Initiatives

As always, lots of things on the go - here are the highlights:

Digital Projects

- Work continues on Island Archives Site(s) Migrations

VRE/CAIRN Projects

- Work continues on preparing the Health Centred Research Clinic site for launch
- Paul/Keltie have made lots of progress on preparing a large batch of MARC records to be added to the University de Moncton repository.
- Several minor requests/troubleshooting from NASCAD, MtA, Airspace, Musicog sites
- Rob working on setting up the CRAIPE site so it can be translated into English

Digitization

- Rosanna completed several one-off digitization requests
- Ongoing work on metadata clean up and enhancements
- Robyn and Maggie (LMMI intern) have been working on scanning some tricky material on the new(ish) book scanner

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To view this discussion on the web visit <https://groups.google.com/a/upei.ca/d/msgid/library-council-group/CAPhPZB0XC0KV0-nGpWmXh%3D6zK0SUWdOagJSxdQBEpvSgw6L7kg%40mail.gmail.com>.

Relais Borrowing Stats cancelled and filled for UPEI

Report Period: 3/1/2021 12:00:00AM to 3/25/2021 12:00:00AM

<u>Source</u>	<u># Requests Submitted during report period</u>	<u># Completed during report period</u>	<u># Cancelled</u>	<u># Filled</u>	<u># Filled Copies</u>	<u># Filled Loans</u>
PPE						
Web	0	0	0 0%	0 0%	0 0%	0 0%
Non Web	348	318	47 15%	264 83%	253 96%	11 4%
Totals:	<u>348</u>	<u>318</u>	<u>47</u> 15%	<u>264</u> 83%	<u>253</u> 96%	<u>11</u> 4%

Relais (4.6) Lending Stats For All libraries For : UPEI
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Report Period : 3/1/2021 12:00:00AM TO: 3/25/2021 12:00:00AM

Created: March/25/2021

<u>Requesting Library</u>	<u># Requests</u>	<u># Filled</u>	<u># Filled Loans</u>	<u># Filled Copies</u>	<u># Cancelled</u>
ACU	1	1	0	1	0
NBFC	5	5	5	0	0
NBFU	7	6	2	4	0
NBMHD	2	2	0	2	0
NFSM	1	1	0	1	0
NFSSC	7	7	0	7	0
NSWA	1	1	0	1	0
PC	11	11	11	0	0
PCHC	2	2	0	2	0
PCU	189	152	0	152	33
PCV	5	5	0	5	0
QHU	1	1	1	0	0
QMEP	1	1	0	1	0
QMG	1	1	0	1	0
QMM	1	1	0	1	0
QMU	1	1	1	0	0
QSHAG	1	0	0	0	1
SSUC	1	1	0	1	0

<u>Grand Totals:</u>	<u># Requests</u>	<u># Filled</u>	<u># Filled Loans</u>	<u># Filled Copies</u>	<u># Cancelled</u>
Total requests from Canadian Libraries:	238	199 83.6%	20 10.1%	179 89.9%	34 14.3%
Total requests from US Libraries:	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%
Total requests from Intl Libraries:	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%
Total requests from All Libraries:	238	199 83.6%	20 10.1%	179 89.9%	34 14.3%



Kim Mears <kmears@upei.ca>

Update--March 2021--Instruction/Outreach/Service Desk

1 message

Yolanda Hood <yhood@upei.ca>
To: Library Council <library-council-group@upei.ca>

Thu, Mar 25, 2021 at 12:46 PM

Instruction

- Looks like we have completed all library instruction sessions for the semester as of Monday. If you have one after this week, that means you have not created an instruction calendar appointment. Please do that so we can keep accurate stats.
- Shawne is creating a "cheat" sheet (but not reinventing the wheel) for boolean operators (student requested); Please email her if you have already created something like this or if you know where something like this might already be on our website (we looked and couldn't find anything)

Engagement

- Book club launch was successful
- As of March 24 our PEI Community Read Page reached 3913 people, 1066 post engagements, and 201 page likes
- We're going to see if Shawne can take over the administration of that page so that there is better organization and continuity in response tone.
- Informational bookmarks were created for the club; available at public library, Holland College, UPEI service desk, etc. Feel free to take some and hand them out to complete strangers.

Service Desk

- Desk schedules and vref coverage are just about complete
- Group spaces are open again in the library

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Yolanda Hood, Ph.D.
Metaliteracy and Student Engagement Librarian
Robertson Library, University of Prince Edward Island
yhood@upei.ca
902-566-0741

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Kim Mears <kmears@upei.ca>

Update--March 2021--Instruction/Outreach/Service Desk

Yolanda Hood <yhood@upei.ca>
To: Library Council <library-council-group@upei.ca>

Thu, Mar 25, 2021 at 12:56 PM

PS.

Engagement--Nursing students presented materials (video, posters, and brochure) and info to us about the use of light therapy lamps. Several library staff attended the presentation

[Quoted text hidden]

To view this discussion on the web visit https://groups.google.com/a/upei.ca/d/msgid/library-council-group/CAAHGJWaiRxaVn3PELq6U7Tb%2BswJ8%2BTQHiYXb0pTmh_QBKTDc7Q%40mail.gmail.com.

Library Council – March 25, 2021 – Chair’s Report

Budget

- Continuing to work on balancing the budget.
- New budget transfer from Arts

Staffing

- Filled Library Technician position. Shawne Holcomb was the successful candidate.

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

- Fred Horreht, Facilities, provided an update on the Library’s air handling system.

Other University Committee Updates

- APCC / Senate Update
 - APCC: Updates included: Discussion about New PhD-SDE program. New course proposals from Psychology, Master of Applied Health Services Research, MSc in Mathematical and Computational Sciences, and Sustainable Design Engineering. Variety of calendar and curriculum changes.
 - Senate: Discussion related to convocation - May 14, 26, 27, 28 – which will be primarily virtual but will include in-person options. Discussion related to UPEI 1010, 1020 or 1030 and proposed course description change to only allow one of the courses for credit.

Unit Updates

- Circ and Admin
 - Welcomed and provided support for new staff member.
 - Scheduling desk and virtual reference.
 - Prepared proposed Spring/Summer Hours
 - Staff supported the Library’s new Click and Collect service. From Feb 24-Mar 24: 43 requests for 104 books, 7 were for Special Collections.
 - Updated courtesy and other notices.
 - Collection of CARL statistics is ongoing. CARL will be accepting submissions soon.
 - Coordinating ongoing student projects.
 - Issues with SDU touchscreen display/computer resolved. Continuing to troubleshoot EBM. Created new image for Learning Commons, Macs,
 - Unit continues to support easeback activities. Documented process for contact tracing and provided training for students.
 - Prepared Chromebook documentation
 - 538 space bookings March 1 – 24, 2021. Breakdown is 225 Rooms, 36 Carrels, 107 Workstations, 148 Tables, 17 Soundproof Booth, 5 Group Spaces (group space booking reduced during circuit breaker)
 - 118 VRef questions
 - Main door entry counts Feb 25, 2021 – Mar 24, 2021: 1891.

- Digitized additional VHS tapes containing interviews from the “Bend in the Road” project and ongoing work to digitize LMM manuscript - both for the Virtual Museum Canada project.
- Purchased 5 laptops to add to laptop pool. Purchased chairs to replace the leather chairs in the Sun Room that are worn.
- Collections
 - James Murphy and Cindy MacDonald continue to support the purchase and monitoring of monograph and periodical resources
 - James Murphy is pulling usage statistics that will feed into our CARL statistics, working with UASC to update periodical holdings, reviewing and retrieving archival material, ongoing cleanup of holdings data in Ebsco, and pulling journal pricing data to populate UnSub.
 - Cindy MacDonald continues to track perpetual access purchases, purchases of BIPOC resources continue (50 items to date) and purchasing Giller prize winners.
 - James Murphy has been troubleshooting and resolving a number of access issues. Subscription renewals in March included Canadian Electronic Library, Oxford Journals, ScienceDirect, and individual periodicals. We also completed selections from the Wiley UBCM, Springer EBA, and the Elsevier EBS programs. The Cambridge EBA will be finished by the end of March.
- Other Updates
 - Anti-racism work
 - March included the launch of the year-long reading/discussion of *The Skin We're In* that includes both face-to-face and online opportunities for engagement. More information about the program is available on their [Facebook site](https://www.facebook.com/PEICOMMUNITYREADS) - <https://www.facebook.com/PEICOMMUNITYREADS>.
 - UPEI released the institution's [Equity, Diversity, and Inclusion Strategy](#).
 - Student collaborations
 - Yolanda Hood worked with students in the Nursing program to produce health education materials related to the use of SAD lamps.
 - Rosie Le Faive and Alexander O'Neill mentored a 4th year Computer Science team and they created a feature that extends the Newspaper Solution Pack to provide the extraction and categorization of images from newspaper pages and the ability to search them. It was inspired by a project from the [Library of Congress](#). The students provided a demonstration of their project that was impressive.



Kim Mears <kmears@upei.ca>

Research & Data Services Unit

1 message

Kim Mears <kmears@upei.ca>

Thu, Mar 25, 2021 at 11:16 AM

To: Library Council <library-council-group@upei.ca>

Interlibrary Loan (ILL)

- No updates

IslandScholar

- Profiles and citations are updated on a continuous basis.
- The Sherpa/Romeo API recently changed and the integration with IslandScholar was updated to work with the new API.
- Several updates were completed on the platform to allow our books to be harvested into the Pressbooks's directory: <https://pressbooks.directory/>

Data.upei.ca

- Rosie continues to work with Research Services to create a database of funding opportunities.
- Alexander is working with ITSS to determine if OneDrive can replace Pydio as a file storage system since the version of Pydio that we use has reached its end of life. '
- Kim is applying for a University of Toronto practicum student to work on creating new RDM modules and potentially update the website with new information about OneDrive.

OERs and Pressbooks

- Open Education Week was March 1-5 and the Library launched Textbook Champions as part of the OER Development Program: <https://library.upei.ca/textbook-champions>

-Kim



Kim Mears <kmears@upei.ca>

University Archives & Special Collections -- Unit update for Library Council

1 message

Simon Lloyd <slloyd@upei.ca>
To: Kim Mears <kmears@upei.ca>
Cc: Library Council <library-council-group@upei.ca>

Thu, Mar 25, 2021 at 12:32 PM

Herewith the University Archives and Special Collections unit update for February-March.

The main unit priority remains the reduction of the backlog of unprocessed special collections and archival material. Progress continues to be slow but steady: thanks are due to Cataloguing and Periodicals staff, especially, for their ongoing support of this effort.

As the backlog reduction continues, we look forward to resuming the acquisition of recent / current PEI publications on a more systematic basis.

There continues to be a steady volume of research requests from both UPEI and non-UPEI users, and with a mix of in-person and distance (e-mail) contacts.

Maggie Gordon has been working on a Young Canada Works-funded internship position with the online LM Montgomery research collections (kindredspaces.ca), and has been good progress on adding additional content, and on cleanup / enhancement of existing meta-data.

Work continues on crafting interpretive text and selecting content for the display on the history of Nursing Education on PEI planned for the Health Sciences Building; Kathleen Wiens remains on contract donor funding) to assist with this. The display cabinetry is now in place in the lobby of the Health Sciences Building, and the hope is to be able to officially open the display in the Fall semester.

The Athletics Department has reached out to the UPEI Library regarding the collections of sports heritage-related artifacts, images, documents, etc. stored or displayed in the Sports Centre. We are discussing opportunities for cooperation and collaboration going forward -- Athletics has long been a campus leader in the preservation and presentation of historical information, through the Sports Hall of Fame and other initiatives, and will be good to have further opportunities to work with them on this in future.

Respectfully submitted,
Simon Lloyd