

Library Council MINUTES
May 28, 2020
1:00pm - 3:00pm, Google Meet

Present (expected): Donald Moses, Melissa Belvadi, Keri McCaffrey, Keltie MacPhail, Rosie Le Faive, Kim Mears, Dorothy Peters, Cindy MacDonald, Malak Nassar(Attending today's meeting is Ayomikun Oguntola on behalf of M. Nassar) (SU Rep),

Regrets: Simon Lloyd, Rimsha Khan (GSA Rep)

Meeting Online: <https://meet.google.com/njp-fmmq-ywn>

Recognition

1. **Approval of Agenda** - *approved*
2. **Approval of Minutes (April 30)** - *approved despite delay in sending out*
3. **Announcements**
 - Travel/PD Plans
 - K. Mears - Medical Library Association's annual conference / meeting was postponed to August, now officially moved to online. With K. Mears's registration, an additional person can attend the online sessions! A good place to learn about systematic reviews and systematic review services.
 - M. Belvadi - NASIG is online, June 9-12, free with registration ("North American Serials Interest Group", but deals more broadly with electronic resources in general, with a heavy academic library focus). Nasig.org.
 - Training/Learning Opportunities
 - D. Moses - Opportunities have been featured at weekly staff meeting.
4. **Business Arising**
 - COVID-19 Updates
 - Library Ease-back Plan
 1. Robyn Thomson, Judith MacNeil, K. Mears, S. Lloyd, K. McCaffrey, and Leo Cheverie have formed a working group for the ease-back plan. They will be working through details of services over the upcoming weeks.
 2. The library is already offering many services online, and we are considering providing more online (e.g. scan from print collection). We are investigating mediated check-out of materials.
 - Ongoing Projects
 - UPEI 50th Anniversary
 1. D. Moses - continuing. Sarah Fisher loaded more videos last week, maybe 3 left to upload. Sarah using UPEI's timeline document (from UPEI 50th material) to create our own timeline using content from Archives.

- Kindred Spaces
 1. Megan Kirkland has been adding metadata records for recently received donation. While metadata work has been happening remotely (low-res phone images), hi-res digitization may proceed
- OER Grant Program
 1. All grants given out
 2. K. Mears will check in with recipients after first chapter
 3. Will go over the layers of Creative Commons licenses, as well as accessibility and usability. (The OER starter kit)
 4. Have quite a few new books on Pressbooks. Final reports will be submitted
 5. K. Mears enrolled in an OER Certification program
- Workshop on collaborative decision-making
 - Feedback requested regarding whether online training was of interest
 1. Three voiced support of an online session
 - D. Moses will inquire with the facilitator whether that is available
- ~~Annual Fund Proposals [deferred until we get a response]~~
- Renovation/Fundraising
 - Met with Facilities and Coles' and provided a walkthrough of the building. The approach will be "holistic" (whole building) renovation, instead of just the breezeway / entryway and the PIT.
 - Will be pulling together a small group to advise. The architect plans to have meetings during the summer; Development hoping some high-level ideas come out of this to inform the fundraising plan.
 - Now is not the best time for fundraising, may be a challenge.

5. New Business

- Supporting students and faculty
 - Suggested at library staff meeting to move due dates to end of August
 - A few voices in favour; considered to be a consensus. R. Le Faive will extend due dates.
 - Services in ease-back plan, including scan from print, are believed to support students and faculty.
- Improving our online meetings
 - Google meet plugins - e.g. Nod (quick reactions), Grid View (better layout)
 1. D. Moses to send links out to plugins.
 2. M. Belvadi suggested Push To Talk (unmutes on space bar)
- Circulation of print course reserves materials during closed-public-access period (M. Belvadi)
 - Circulating reserves (allowing to leave the building) is a violation of established policy, and involves extending reserves loan time. Would Council like to advise?
 - C. MacDonald - Correction: Leaving the building was already allowed, even for short term loans. Only special collections, or books specified by professors to not leave the library.

- M. Belvadi - policy violation rescinded. A loan period of “a day” is too long for high-volume periods; physical loans require a lot of staff work and logistics.
- D. Moses - another challenge is the “rest period” between loans.
- Proposal: Course reserves that are requested for a less-than-a-day loan, we deliver scanned PDFs, one chapter at a time. We could reduce labour by saving scanned PDFs.
- C. MacDonald - week-by-week probably do-able.
- D. Moses - S. Lloyd’s opinion is requested. Scanning whole book over the course of the semester seems like a violation.
- Vet/Med may require “whole book” more than others...
- C. MacDonald - can scan chapters from different editions
- M. Belvadi - even pre-covid, “one chapter or 10%” was an old guideline, not written in stone.
- D. Moses - working with S. Lloyd on “...libraries in time of covid”.
- Case by case basis. No hard numbers.
- D. Moses: proposal: if currently reserved for a course, and requested, scan one or two chapters, don’t sign out the textbook. Many textbooks are probably still in the reserves section, the Reserves website pages have been removed. Textbook project is also not “for a specific course” so would not apply.

6. Follow-ups on Pre-submitted Reports

- Suggestion to follow-up via email.
- GSA concerns regarding library fee. D. Moses will speak to GSA next week with Hammell. Also next week: will meet with SU (arranged by outgoing rep).

7. Roundtable

- M. Belvadi - last LC meeting for a year. See you August 2021! Will not be reading email or doing library business.
- K. MacPhail - confirm with K. McCaffrey and Kaitlyn, who had questions about due date arriving
- K. Mears - Submitted reports - C. MacDonald - what is her official position, and how is the handoff with James happening? Conflicting reports from Donald, Melissa. D. Moses: HR suggested June 5 be C. MacDonald’s official start date. No plan for vacancy (now in circ) until we’re unfrozen from hiring.



Rosie Le Faive <rlfaive@upei.ca>

Acquisitions/Collections Unit Report for May 28 2020 Library Council

1 message

Melissa Belvadi <mbelvadi@upei.ca>

28 May 2020 at 11:34

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

- Fiscal year rollover to "rat" spreadsheet completed and processing new fiscal year renewal invoices has begun.
- The two technicians who work for this unit continue to be transitioning between their old and new positions as the new acq/monographs technician has not officially (HR) started yet, and are both continuing training with each other and the Unit Librarian
- The acq/monographs technician has been fully trained on and begun to work on two major projects: the textbook reserves project and the scholarly societies book awards project
- As we have not yet received any budget (no one in the university has), non-earmark discretionary monograph spending is frozen.
- Meetings between the Unit Librarian and the UL, who is going to oversee the unit functions during the Librarian's July 1 - June 30 sabbatical, have begun to occur, and documentation to assist is being written.

Melissa Belvadi
Collections Librarian
University of Prince Edward Island
mbelvadi@upei.ca 902-566-0581
ORCID iD: 0000-0002-4433-0189
my [public calendar](#)
[Make an appointment](#) via YouCanBookMe

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Rosie Le Faive <rlefaive@upei.ca>

Digitization & Digital Initiatives Update to Council - May 28 2020

1 message

Keltie Jane Mac Phail <kmacphail@upei.ca>

28 May 2020 at 12:20

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

Work is ongoing on the following projects:

- PEI Legislative Documents Online (peildo.ca) site migration
- Creation of a CAIRN site for the University de Moncton's institutional repository
- Maintenance and Troubleshooting of existing CAIRN sites
- Maintenance and Training of users on existing VRE's
- Tidying up issues on the new islandlives.ca and islandimagined.ca sites as they are reported
- Migration of the Prince of Whales Colleges site (<http://vre2.upei.ca/pwc/>)
- Student/Staff projects to clean up and upgrade metadata for materials on various existing sites.

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Library Council – May 27, 2020 – Chair’s Report

Budget

- No updates.

Staffing

- Staffing freeze continues.
- Students working this summer include Samantha Daley, Kaitlyn Humphries, Rosanna Kressin, Connor McCardle, and Jedidiah Richards

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

- Facilities continue to make repairs in the building – eg. switch plates and plugs have been replaced as needed, pack poles in Learning Commons have been installed, weather protection on roof door has been installed and should resolve the leak in the E-Learning Office.
- Both cleaners have returned to work and have been cleaning the building.

Other University Committee Updates

- APCC / Senate Update
 - APCC: Has not met since last report.
 - Senate
 - Has been meeting virtually. May 5th e-vote on the 6th Curriculum Report from APCC. May 8th meeting was dedicated to the Graduating Class of 2020. May 15th Senate meeting to discuss Fall 2020 course delivery. Based on the Senate’s direction, UPEI will adopt a blended delivery framework for the 2020 Fall Academic Semester that includes online instruction for some programs, and in-person, on-campus instruction for other programs.
- Deans Council
 - Deans Council continue to meet two/three times weekly.
- Health and Safety
 - Health and Safety have provided input into the Library’s ease-back plan, signage, and PPE for library staff.

Other Activities

- CAUL-CBUA – Weekly virtual chats with other CAUL-CBUA directors in the region.
- Library Ease-back Planning
 - The President shared [UPEI’s Operational Ease-back Plan](#). [Stage One](#) of the plan started on May 25, 2020, and Stage Two follows on June 15, 2020, and Stage Three on August 3, 2020. The Library has established a Library Ease-back Working Group (Donald Moses, Simon Lloyd, Kim Mears, Robyn Thomson, Judith Macneil, Leo Cheverie, Pauline MacPherson) and a [draft stage one plan](#) has been created and details related to services are being finalized. On May 25th the University Librarian returned to working in the building and several staff are working

various shifts including Wendy Henderson, Chris MacLauchlan, Larry Yeo, Robyn Thomson, and Kim Mears. Pauline MacPherson plans to begin some shifts in June. The rest of the staff continue to work from home.

Unit Updates

- Circ and Admin
 - [Library Hours](#) have been updated for Summer 2020 to reflect the current situation
 - Prepared Desk/VRef and student scheduling
 - Staff are working on a variety of projects including video editing and uploading, updating metadata, updating IslandScholar, e-Reserves, digitization projects, updating IslandImagined maps with names.
 - Cindy MacDonald continues to train with James Murphy and has begun her role in Acquisitions.
 - Campus community has been using the library returns box at Security building.
- E-Learning Office
 - Continue to support faculty in their transition of online delivery of courses.
 - [Upcoming workshops](#) in June [[registration link](#)]
 - 3rd: Workshop on Web Conferencing: Learn How to Meet your Students Online - Joel MacDonald - 10:00–11:00 am
 - 4th: Moodle Gradebook Setup Clinic - Jason Hogan - 10:00 am–12:00 pm



Rosie Le Faive <rlefaive@upei.ca>

Research and Data Services Unit Report

1 message

Kim Mears <kmears@upei.ca>

28 May 2020 at 11:23

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

ILL: ILL is now providing scans of library print materials for our users and other libraries. A video tutorial is currently being made and it will be shared on social media and the Library's [tutorial webpage](#).

IslandScholar: Metadata cleanup is ongoing and scholar profiles are being updated.

data.upei.ca: No updates

Open Educational Resources & Pressbooks: The OER Development Program grant recipients received a welcome packet this week. Projects are underway in Pressbooks.

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Rosie Le Faive <rlefaive@upei.ca>

Cataloguing and Systems Update to Council - May 28, 2020

1 message

Rosie Le Faive <rlefaive@upei.ca>

28 May 2020 at 12:38

To: library-council-group@upei.ca

Hello Council Members,

Apologies for my late sending.

Cataloguing:

- we are analyzing and potentially refactoring tools and procedures for the tracking and handling of e-book records in cataloguing (and between acquisitions and cataloguing).
- working on improving policies on original cataloguing of electronic items (e.g. govdocs, and things in PEIPAD) - including trying to have it not say "ebook" as the little icon in Evergreen when a government report isn't... really... a "book".

Systems:

- Still working on refreshing the VM storage backblaze with new drives; a firmware update is required. May require downtime of most of our sites, which we're trying to avoid.

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Rosie Le Faive

Pronouns: [they/them/theirs](#)

Digital Infrastructure and Discovery Librarian, Robertson Library

University of Prince Edward Island, 550 University Ave, Charlottetown, PE C1A 4P3

902-566-0533

[Make an appointment](#) with YouCanBook.Me

In Mi'kma'ki, the territory of the Mi'kmaq, under the Peace and Friendship Treaties.