



DIS unit report | January 2026

From Courtney Earl Matthews <cmatthews@upei.ca>

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To library-council <library-council-group@upei.ca>

DIS Unit Report for Library Council | January 2026

Unit Updates

- Islandora Upgrade and Migration project group continues to identify, prioritize, and undertake upgrade work. Our entire unit has been part of discussions and planning:
 - Bowing Down Home (Jan. 21 soft launch)
 - Island Newspapers (upcoming)
 - Island Archives 2 L'nuey collection (upcoming)
- IP subnet migration
 - As part of the campus wide effort to cut costs and or generate revenue, ITSS will be selling a portion of UPEI's IP range. As part of this effort, the Library has been tasked with migrating IPs for Library properties to a new subnet. Members of DIS and ITSS have been coordinating this work in consultation with Library units. The work on EZProxy is underway in coordination with ASERM.

Individual Updates

Bhavya Jadav, Client Services Technician

- Assisted Staff members with technical issues
 - Printers
 - Network related issues
 - Hardware
 - Peripherals
- Ongoing collaboration and communication with ITSS
- Disposal of E-waste
- Reimaging and repairing loaner laptops
- Working to replace student printers and Collaboratory computers
- Attended weekly ITSS Client Solutions meeting
- Redmine training refresher for staff
- Redmine project review

Paul, Programmer Analyst

- Various maintenance and support issues on library hosted sites and services including, Bowing Down Home, Island Newspapers, Prince of Wales College (PWC): A Legacy, Island Newspapers, Library website, room booking sites
- Applied Drupal security updates across library sites
- Participated in launch of the updated Bowing Down Home
- Setup new VM for a new Islandora 2 Island Newspapers site
- Managing and coordinating unit's response to bot attacks
- Maintenance and support of Relais ILL
- Membership on Interlibrary Loan Working Group
- IP subnet migration

Tarvinder Singh, Systems Administrator

- Evergreen
 - General troubleshooting of reported Evergreen issues
 - Addressed reported patron issues
- Backups
 - Managing storage space and legacy backups
- Attended weekly ITSS Change Advisory Board meetings
- Working with the DIS and Library team on the Islandora Upgrade and Migration project, including contributing to the soft launch on Nov. 20 of Island Archives 2
- Applied Drupal security updates applied to a library site
- IP subnet migration

Alan Stanley, Programmer Analyst

- Working with the DIS and Library team on the Islandora Upgrade and Migration project, including contributing to the migration of Bowing Down Home
 - Media prep and migration
 - Islandora configurations
 - Code management
 - General troubleshooting
- Preparing Island Newspapers for migration to a new site
- Updating code for the LMMI website

Courtney Matthews, Systems Librarian

- Attended
 - Collections meeting related to budget cuts
 - Interlibrary Loan Working Group meeting
 - Librarian Workload meeting
 - Library M365 Working Group
 - Weekly ITSS Change Advisory Board meetings
- Organized and attended
 - Monthly Library IT Collaboration meeting with ITSS
 - Monthly Library ITSS Operations Meeting
- Coordinating DIS unit meetings
- Coordinating Virtual Research Environment Meetings including planning, meetings, and documentation

- Coordinating Islandora Migrations with members of the project group
- Member of the Interlibrary Loan Working Group
- Participating as a member of the CAAL-CBPA Reconciliation Committee
- IP subnet migration

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Courtney Matthews (he/him)  
Systems Librarian  
University of Prince Edward Island

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