

UASC work summary: Note: Where no name is given, J. Rossiter completed this work	Corresponding section of the Robertson Library Strategic Plan:
Acquisitions: Accessions: <ol style="list-style-type: none"> 1. UASC2024-003: Campbell family videocassettes 2. UASC2024-006: A. Howatt records 3. UASC2024-017: K. McCabe records 4. UASC2025-012: Hon. J. E. Blanchard records 5. UASC2025-021: D. Campbell - accrual to Ryrie-Campbell collection - completed 6. UASC2025-022: Dr. E. Epperly records 7. UASC2025-023: 1660 medical manuscript 8. UASC2025-027: J. Dewar collection (C 12) accrual - completed <i>**social media post</i> 9. UASC2025-029: G. E. Richards records 10. UASC2025-030: Faculty of Nursing records (F 14 accrual) - completed Book Acquisitions: <ul style="list-style-type: none"> • 18 titles ordered for the PEI Collection (November 28) • 1 book ordered for Island Studies (December 9) • 1 book ordered for History Department (December 12) • 4 books ordered for Political Science Department (January 6 & January 10) Books donated: <ul style="list-style-type: none"> • <i>Shenanigans: Tales of a Welsh Family</i>, by Jane Ross - from Myrtle Jenkins-Smith (December 11) 	A-1
Monetary Appraisal:	A-1

<p><i>External Appraisal:</i></p> <ul style="list-style-type: none">External appraisal for D. Campbell's latest donation (UASC2025-021/C 11 accrual) completed by F. Holyoke. Tax receipt information sent to the donor the same day. <p><i>Internal Appraisal:</i></p> <ul style="list-style-type: none">Hon. J. Elmer Blanchard donation of records - in process.															
<p>Research, scan-on-demand & digitization requests:</p> <p><i>Research requests:</i></p> <ul style="list-style-type: none">30 research summary tickets were entered into the UASC tracker between November 27, 2025 and January 19, 2026.			A-1												
<p>Collections processing and management:</p> <p><i>Archival processing:</i></p> <table><tr><th>Fonds/Collection:</th><th>Status:</th><th>Notes:</th></tr><tr><td>Gladys Birkland fonds, F 21</td><td>Completed</td><td><ul style="list-style-type: none">File list and finding aid added to the website.</td></tr><tr><td>University Archives and Special Collections east coast music collection, C 3</td><td>Completed</td><td><ul style="list-style-type: none">File list and finding aid added to the website.</td></tr><tr><td>Hon. J. E. Blanchard, F 18</td><td>Completed N.M. and J. Rossiter</td><td><ul style="list-style-type: none">Digitization of scrapbooks - completed - K. MacPhee & teamFile list - completed - N.M.Biographical sketch - completed - N.M.Finding aid - completedFile list and finding aid added to the website</td></tr></table>			Fonds/Collection:	Status:	Notes:	Gladys Birkland fonds, F 21	Completed	<ul style="list-style-type: none">File list and finding aid added to the website.	University Archives and Special Collections east coast music collection, C 3	Completed	<ul style="list-style-type: none">File list and finding aid added to the website.	Hon. J. E. Blanchard, F 18	Completed N.M. and J. Rossiter	<ul style="list-style-type: none">Digitization of scrapbooks - completed - K. MacPhee & teamFile list - completed - N.M.Biographical sketch - completed - N.M.Finding aid - completedFile list and finding aid added to the website	A-1
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Ann Howatt collection, C 13	In progress	<ul style="list-style-type: none"> File list and finding aid in process. Internal Monetary Appraisal report started.
Campbell family fonds, F 15	In progress	<ul style="list-style-type: none"> File list and finding aid in progress.
Basil King fonds, F 13	In progress	<ul style="list-style-type: none"> Preliminary research in progress File list is in process.
Ryrie-Campbell collection C 11	In process - S. Leyenaar J. Rossiter	<p>Completed:</p> <ul style="list-style-type: none"> Replaced the incorrect book cover images in Evergreen (C 11-2-2) - S. Leyenaar **social media post (December 12) Donations paperwork for 13 separate donations all scanned and organized into C 11 google folder. Made a summary document outlining 13 donations received between 2006 and 2020. Met with R. LaFaive and R. Thompson to discuss corrections to the C 11 listings in Evergreen. Met with K. MacPhail for Kindred Spaces training - S. Leyenaar <p>In process:</p> <ul style="list-style-type: none"> File list and finding aid in process - S. Leyenaar
UASC Vertical Files collection, C 4	Ongoing - D. Kaminski	<ul style="list-style-type: none"> File list is in process. Ca. 625 files listed so far. Editing by J. Rossiter

Donor relations:
M. Thornton:

- Scheduled a meet and greet with donor M.Thornton and her brother E. Fernette at the HSB building to show them the display of their aunt's records. The event was also attended by P. Drake (Interim Dean, Faculty of Nursing, **S. Lloyd** and **N.M.** (December 5)
- Wrote a **social media post** about the visit (December 7)
- Wrote about the visit for the *Friday Forecast* (December 12)

<p>Deed of Gift templates:</p> <ul style="list-style-type: none"> At the request of the LMML, a new Deed of Gift template for records donations to the LMML was developed. Sent this new template and our regular Deed of Gift template for review and possible updates to the UPEI Contracts and Insurance Office (December 17, 2025) <p>Cataloging:</p> <ul style="list-style-type: none"> Attended bi-weekly Catalogue Unit meetings - J. Rossiter and S. Leyenaar <p>Retrievals (UASC holdings):</p> <p><i>Re-shelving stats (since November Library Council):</i> - S. Leyenaar</p> <ul style="list-style-type: none"> PEI stacks: 49 PEI vertical files: 0 Archives stacks: 0 Archives V/F: 0 New adds: 19 <p>Art Collection:</p> <p>Had visits from UPEI staff and updated the database to reflect the art chosen/returned for:</p> <ul style="list-style-type: none"> Sonia Stewart-O' Neil (Graduate and Academic Administrative Coordinator) - 1 piece (January 20) <p>Culling:</p> <ul style="list-style-type: none"> Finished going through carts of books assigned for culling: <ul style="list-style-type: none"> Culled: 82 Retained: 4 Forwarded to Book Lives: 2 	
<p>Encourage students to develop critical information and digital literacy skills:</p> <p>Liaison Teaching:</p> <ul style="list-style-type: none"> Corrected outstanding assignments for HIST2110 (December 19) Dr. Justin Kakeu's EC 2110, Intro to Resource Economics <ul style="list-style-type: none"> Did a short library tutorial in class which focussed on PEI resources available (January 21) Prepared a reference handout for the students (January 21) 	A-2

<p>Review the Library's programs and services to ensure alignment with the needs of the University community:</p> <p>Contributed to the Academic Program Action Plan Follow-Up for Robertson Library's Quality Assurance Program Review.</p>	A-4
<p>Support and foster current and ongoing external partnerships while also exploring new engagement opportunities:</p> <p><i>External representation - J. Rossiter:</i></p> <ol style="list-style-type: none"> 1. PEI Chapter of APLA Vice President (2025-2026): <ul style="list-style-type: none"> ○ Worked with President Elect L. Marshall to develop an APLA membership survey 2. Consulting editor, Journal of L.M. Montgomery Studies 3. Commonwealth War Graves Commission - volunteer <p><i>External representation - S. Leyenaar:</i></p> <ol style="list-style-type: none"> 1. Representative on the National Library Workers Committee for CUPE 1870 	B-1
<p>Engage with institutions, community groups, and individuals on Prince Edward Island to make unique heritage and cultural materials accessible:</p> <p><i>Souris Public Library:</i></p> <ul style="list-style-type: none"> ● Going through my carts of books from compact storage, I found 2 books with bookplates for the "St. Alexis Lending Library." I contacted the Souris Library and asked if they would like these books for display purses, and they said yes. 	B-2

<p><i>PEI Public Archives and Records Office:</i></p> <ul style="list-style-type: none"> Brought them the December 24, 2002 issue of <i>The Guardian</i>, which had been missing from their permanent collection (December 11) <p><i>Acadian Museum:</i></p> <ul style="list-style-type: none"> Contacted N. Richard at the Acadia Museum to let her know about our small collection of east coast music audiocassettes that are mostly by French artists. I inquired if there were any collections in the Museum's holdings that were comparable. 	
<p>Build relationships with campus partners to enhance student experience and success:</p> <p><i>Lucy Maud Montgomery Institute (LMMI):</i></p> <ul style="list-style-type: none"> New books added to the LMMI bookshelf in UASC common area - S. Leyenaar K. Scarth's class, ACLC 4060: Putting Arts to Work 3 <ul style="list-style-type: none"> Met with Project Manager F. Rodrigues to provide citations for the LMM related records and artifacts imaged. Rehoused L.M. Montgomery artifacts in LMMI fonds/collections (December & January) Began preparing presentation for LMMI that will document: <ul style="list-style-type: none"> Processing of Ryrie-Campbell collection, C 11 Re-housing of LMM artifacts <p><i>Economics Department:</i></p> <ul style="list-style-type: none"> Provided a detailed outline for Associate Professor Justin Kakeu on possible PEI sources for his Natural Resource Economics course this semester (January 9) <p><i>History Department:</i></p> <ul style="list-style-type: none"> Provided Professor L. Chilton with options of digital images for the cover of the Canadian Historical Association conference program. (January 15) 	B-4

<p>Ensure the Library's online presence meets the accessibility and usability requirements of our communities:</p> <p><i>UASC webpage:</i></p> <ul style="list-style-type: none"> Continuing to add finding aids and file lists to the Archives section of the webpage as fonds/collections get processed. <p><i>UASC expansion:</i></p> <ul style="list-style-type: none"> Provided feedback on 50% drawings provided by Eastpoint Architects (November 28) Provided feedback on questions posed by Peter Doiron (December 7) 	C-2
<p>C-3 Foster a culture of communication:</p> <p><i>Development and Alumni Engagement:</i></p> <ul style="list-style-type: none"> Ongoing contribution to Library fundraising with an article written for the January Panther Connections e-newsletter. <p><i>Robertson Library Friday Forecast:</i></p> <ul style="list-style-type: none"> L.M. Montgomery Kimono (November 28) L.M. Montgomery photos (December 5) A donor visit (December 12) Christmas (December 19) Happy New Year (January 9) Vintage SDU (January 16) <p><i>Listening Tour with President Rodgers:</i></p> <ul style="list-style-type: none"> All UASC staff attended this event (December 4) 	C-3
<p>Seek avenues for library employees to build skills and foster their well-being:</p>	C-4

<i>Self directed Professional Development:</i> <ul style="list-style-type: none">• Northeast Document Conservation Centre: No Budget Preservation Tips - S. Leyenaar• Rare Books Collections in Today's Life - S. Leyenaar	
Miscellaneous: <ul style="list-style-type: none">• Contacted W. MacLauchlan about the images of A. Campbell recently found in the UL office (December 4)	

Respectfully submitted,

J. Rossiter
Interim University Archivist and Special Collections Librarian
January 22, 2025