



Re: Digital Initiatives & Systems Report for Library Council | Nov., 2025

From Courtney Earl Matthews <cmatthews@upei.ca>

Date Fri 11/28/2025 1:14 PM

To Melissa Belvadi <mbelvadi@upei.ca>

Most activities in this report are coded with the organizational priority goals defined in Robertson Library's [Strategic Plan for 2023-2026](#).

Unit Updates

- Islandora Upgrade and Migration project group continues to identify, prioritize, and undertake upgrade work. Our entire unit has been part of the discussions and planning. **A-3, B-2, B-3, C-1**
 - IslandArchives 2 featuring the UPEI postcard collection was soft launched on Nov. 20
 - Bowing Down Home (upcoming)
 - Island Newspapers (upcoming)
 - IslandArchives 2 L'nuey collection (upcoming)

Individual Updates

Bhavya Jadav, Client Services Technician

- Assisted Staff members with technical issues **C-1**
 - Printers
 - Network related issues
 - Hardware
 - Peripherals
- Ongoing collaboration and communication with ITSS
- Disposal of E-waste **C-1**
- Reimaging and repairing loaner laptops **C-1**
- Working to replace student printers and Collaboratory computers **C-1**
- Attended weekly ITSS Client Solutions meeting **B-4**

Paul, Programmer Analyst

- Various maintenance and support issues on library hosted sites and services including Prince of Wales College (PWC): A Legacy, Island Newspapers, Library website **A-1**
- Applied Drupal security updates across library sites **C-2**
- Managing and coordinating unit's response to bot attacks **C-2**
- Maintenance and support of Relais ILL **A-1**
- Membership on InterLibrary Loan Working Group **A-1**
- Installed and configured Dataverse for testing and review **A-1**
- Installed OPENRS ILL software locally for testing **A-1**

- Setup and tested multisite search on islandarchives2 **A-1**
- Prepared future.islandarcives.ca for launch **A-1**

Tarvinder Singh, Systems Administrator

- Evergreen
 - General troubleshooting of reported Evergreen issues **C-2**
 - Addressed reported patron issues **C-1**
- Backups
- Equipment
 - Installing new tape drive
- EZProxy
 - Responding to EZProxy security notifications **C-2**
 - Adding new Preceptor and IB students **C-2**
 - Renewing patrons accounts
- Attended weekly ITSS Change Advisory Board meetings **B-4**
- Working with the DIS and Library team on the Islandora Upgrade and Migration project, including contributing to the soft launch on Nov. 20 of IslandArchives 2 **A-3, B-2, B-3, C-1**
- Applied Drupal security updates applied to a library site **C-2**

Alan Stanley, Programmer Analyst

- Working with the DIS and Library team on the Islandora Upgrade and Migration project, including contributing to the soft launch on Nov. 20 of IslandArchives 2 **A-3, B-2, B-3, C-1**
 - Media prep and migration
 - Islandora configurations
 - Code management
 - General troubleshooting

Courtney Matthews, Systems Librarian

- Attended
 - Weekly ITSS Change Advisory Board meetings **B-4**
 - Weekly ITSS Client Solutions meetings **B-4**
 - Librarian Workload meeting **C-3**
- Organized and attended
 - Monthly Library IT Collaboration meeting with ITSS **B-4**
 - Monthly Library ITSS Operations Meeting **B-4**
- Coordinating DIS unit meetings **C-1, C-3**
- Coordinating Virtual Research Environment Meetings including planning, meetings, and documentation **A-3, B-2, B-3, C-1**
- Coordinating Islandora Migrations with members of the project group **A-3, B-2, B-3, C-1**
- InterLibrary Loan Working Group **B-2**
- Participating as a member of the CAAL-CBPA Indigenous Knowledge Committee **B-1**