

UASC work summary: Note: Where no name is given, J. Rossiter completed this work	Corresponding section of the Robertson Library Strategic Plan:
<p>Archival Acquisitions:</p> <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. UASC2025-013: Kierstead family records - completed 6. UASC2025-020: UPEI Theatre Studies productions - completed 7. UASC2025-022: Dr. E. Epperly records 8. UASC2025-023: 1660 medical manuscript 9. UASC2025-026: Household Sciences handbook - completed 10. UASC2025-027: J. Dewar collection (C 12) accrual - completed 11. UASC2025-028: C. Beck records - completed <p>Book Acquisitions:</p> <ul style="list-style-type: none"> • 12 titles ordered for the PEI Collection. <p>Books donated:</p> <ul style="list-style-type: none"> • 19 PEI titles from an anonymous donor (kept 5 titles) (November 10) • <i>Naufrage Harbour : They Built it and People Came from Lot 15, Summerside, Morell...</i> (donated by J. McQuaid) <p>Site visits:</p> <ul style="list-style-type: none"> • Returned records to S. MacKay (November 19) 	<p>A-1</p>
Research, scan-on-demand & digitization requests:	<p>A-1</p>

		<ul style="list-style-type: none"> • File list and finding aid added to the website. • Reached out to the following archives for information concerning Bishop Kelley: <ul style="list-style-type: none"> ○ Université Laval archives ○ Notre Dame University Archives 	
UPEI Faculty of Nursing fonds, F 14	Completed	<ul style="list-style-type: none"> • file list and finding aid completed. • Processing and description done by N.M. • Editing by J. Rossiter • File list and finding aid added to the website. • Display created in HSB building by J. Rossiter 	
Campbell family fonds, F 15	In progress	<ul style="list-style-type: none"> • The file list is in progress. 	
Hon. J. E. Blanchard, F 18	In process	<ul style="list-style-type: none"> • Digitization of scrapbooks is complete - K. MacPhee • Preliminary analysis of scrapbooks is underway - N.M. • File list has been started. - N.M. 	
Ryrie-Campbell collection, C 11	In process	<ul style="list-style-type: none"> • File list and finding aid in process. • Arrangement proposal in process • Donations paperwork for 13 separate donations all scanned and organized into C 11 google folder. • Made of summary document outlining 13 donations received between 2006 and 2020. 	
UASC Vertical Files collection, C 4	Ongoing	<ul style="list-style-type: none"> • The file list is in process. • Ca. 620 files listed so far. • Processing is being done by D. Kaminski. • Editing by J. Rossiter 	

<p>Cataloging:</p> <ul style="list-style-type: none"> Entered 31 preliminary catalogue entries into Redmine for PEI print titles (since October 30 Library Council) Attended bi-weekly Catalogue Unit meetings - J. Rossiter and S. Leyenaar <p>Retrievals (UASC holdings):</p> <p><i>Re-shelving stats (since September Library Council):</i> - S. Leyenaar</p> <ul style="list-style-type: none"> PEI stacks: 46 PEI vertical files: 0 Archives stacks: 17 Archives V/F: 0 New adds: 0 <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"> UPEI President - office and reception area (2 pieces taken, 1 added to art inventory) (November 17) 	
<p>Encourage students to develop critical information and digital literacy skills:</p> <p>Meetings with students:</p> <ul style="list-style-type: none"> K. McNally and N. Trowbridge - 1030 (re: Dalton Hall) - (November 4) K. Ledovskikh, S.J. Parnell, and S. Madhav - 1030 (RE: Main Building) - (November 5) M.I Large (economics project about PEI history) - Prepared handout (November 13) S. Henthorn - 1030 (re: Steel Building) - (November 17) C. Dauphinee and V. Lam - 130 (re: Dalton Hall) - (November 21) A. Wood - 1030 (re: Memorial Hall) - (November 24) <p>Liaison Teaching:</p> <ul style="list-style-type: none"> Corrected 21 assignments (History 2110 - Library Lab 3) (October 31) Taught 2 classes of HIST3120 - History of Biology (November 10) <ul style="list-style-type: none"> Met with S. Lloyd to discuss the class (November 7) Created a new .ppt slide deck for the class. Looked up recent appraisal estimates for rare books featured in the UASC collection - S. Lloyd 	A-2

<p>Review the Library's programs and services to ensure alignment with the needs of the University community:</p> <p><i>APCC forms - History Department:</i></p> <ul style="list-style-type: none"> • HIST1120, Resist! Protest and Civil Disobedience (Dr. T. Larkin) (October 30) • HIST2120: History in Action: Experiencing the Past through Roleplay (Dr. R. Raiswell) (Nov. 12) <p><i>APCC forms - Political Science Department:</i></p> <ul style="list-style-type: none"> • POLS 3XXX: Social Policy in Prince Edward Island (Dr. D. Desserud) (November 24) 	A-4
<p>Support and foster current and ongoing external partnerships while also exploring new engagement opportunities:</p> <p><i>External representation:</i></p> <ol style="list-style-type: none"> 1. PEI Chapter of APLA Vice President (2025-2026): <ul style="list-style-type: none"> ○ APLA SOAR Follow up Meeting (November 21) ○ Prepared PEI news section for the upcoming APLA Bulletin ○ Developed the framework for a membership survey 2. Consulting editor, Journal of L.M. Montgomery Studies 3. Commonwealth War Graves Commission - volunteer <p><i>Pensie Macneill project:</i></p> <ul style="list-style-type: none"> • Met with Dr. E. Woster (College of St Scholastica, Minnesota), A. Warnqvist (Research Manager and Director of the Swedish Institute for Children's Books & Linnaeus University), and K. MacPhail to discuss an online exhibit project concerning the Pensie Macneill fonds (F 4) (November 17) 	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>PEI Museum and Heritage Foundation:</i></p> <ul style="list-style-type: none"> • Provided Curator S. Kelly with a list of possible SMI records from C 1 holdings regarding an ask out for footage relating to an upcoming exhibit on women's work - specifically of Island women doing things that we wouldn't typically see them doing (October 31) • Finished off the paperwork for the loan regarding the Nurses Exhibit with M. Preston (November 5) • Answered question about possible K. Dewar oral history recordings in our holdings (November 20) • Transferred 14 oral interviews on DVDs to digital files for S. Kelly (November 26) <p><i>PEI Archives & Records Office:</i></p> <ul style="list-style-type: none"> • Agreed to become a member of the PEI Archives Council again (November 20) 	B-2
<p>Build relationships with campus partners to enhance student experience and success:</p> <p><i>UPEI Faculty of History:</i></p> <ul style="list-style-type: none"> • Provided clarity for Dr. S. Quaile on a publication in special collections (October 30) <p><i>UPEI Faculty of Nursing:</i></p> <ul style="list-style-type: none"> • Created a display for the nursing exhibit in the Health Sciences Building from records recently donated by M. Thornton (November 3) • Organized a meet and greet with donor M. Thornton to take place December 5th <p><i>Lucy Maud Montgomery Institute:</i></p> <ul style="list-style-type: none"> • Met with Chair L. Robinson to discuss the Ryrie-C. collection (November 4) • K. Scarth's class, ACLC 4060: Putting Arts to Work 3 <ul style="list-style-type: none"> ◦ Reviewed the project scope for the to create a small collection of stock images for the LMMI to support its marketing, communications and social media. 	B-4

<ul style="list-style-type: none"> ○ Worked with Project Manager F. Rodrigues to set up meeting times for the photoshoot. ○ Pulled LMM artifacts and worked with the students to photograph the images (November 20) ● Correspondence with 2026 LMMI Conference Chair A. Hudson about exhibit cases and lecture space for the opening talk (November 24) <p><i>UPEI Political Studies Department:</i></p> <ul style="list-style-type: none"> ● Showed Dr. J. Collins on how to access the Globe & Mail newspaper via OneSearch (November 13) <p><i>UPEI Athletics & Recreation:</i></p> <ul style="list-style-type: none"> ● Continued to look for images of G. Gravel (UPEI Men's Panthers Hockey) who is being inducted into the UPEI Sports Hall of Fame <p><i>UPEI President's Office:</i></p> <ul style="list-style-type: none"> ● Attended a Rise and Shine event to discuss issues, priorities and plans for the future (November 26) 	
<p>Reinvigorate the Library's physical and digital infrastructure to create inspiring and inclusive spaces:</p> <p><i>Library Expansion:</i></p> <ul style="list-style-type: none"> ● Entertained a short visit from T. Walker (VP, Administration and Finance) of the UASC holdings room 272 (October 29) ● Reviewed updated drawings for the UASC expansion (November 25) 	C-1
<p>Ensure the Library's online presence meets the accessibility and usability requirements of our communities:</p>	C-2

<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 Holdings Room 272:</i></p> <ul style="list-style-type: none"> Arranged for two more filing cabinets to be removed and lightbulbs replaced. 	
<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 November Panther Connections e-newsletter. <p><i>Robertson Library Friday Forecast:</i></p> <ul style="list-style-type: none"> Andrea Martin in the 1973 Production of Anne of Green Gables (November 7) - S. Leyenaar. Faculty of Nursing fonds, F 14 Capturing the Magic of Literature: Bringing the Works of L.M. Montgomery to Life <p><i>Public Lecture: The Other Island Diaspora: PEI Books Abroad, by The Reverend Edward Rix</i></p> <ul style="list-style-type: none"> Promotion and logistics done by S. Lloyd Assisted setting up the room and displays (November 6) 	C-3
<p>Seek avenues for library employees to build skills and foster their well-being:</p> <p><i>Training:</i></p> <ul style="list-style-type: none"> Provided S. Daley with training regarding UASC. Cybersecurity Awareness Training (November 3) Digitization training - S. Leyenaar by R. Drew (November 13) Learning RAD with MemoryNS - S. Leyenaar. (Week of November 17th) 	C-4

<i>Self-directed Professional Development:</i> <ul style="list-style-type: none">• Exhibition making in archives, The Gordon W. Prange Collection blog (November 2)• Developing workflows for digital preservation at Acadia University (November 3)• DS Artistry Labs - A Fairy Tale Town — From Drawing to Etching (November 16)	
Miscellaneous: <ul style="list-style-type: none">• Completed: UPEIFA Bargaining Survey 2025• Attended a meeting to discuss Librarian Collective Bargaining language (November 6)• Attended a meeting regarding UPEI-Library Budget (November 7)	

Respectfully submitted,

J. Rossiter
Interim University Archivist and Special Collections Librarian
November 27, 2025