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## Digital Initiatives & Systems Report for Library Council | Oct., 2025

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**From** Courtney Earl Matthews <cmatthews@upei.ca>

**Date** Wed 10/22/2025 12:00 PM

**To** library-council <library-council-group@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

- Alan Stanley's contract has been extended for six months. Having Alan's expertise and experience has greatly benefited the Islandora Upgrade and Migration project. Thank-you Alan for your work and your presence.
- 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**
  - Completed Prince of Wales College (PWC): A Legacy upgrade on Oct. 6
  - IslandArchives L'nuey collection and UPEI postcard collection (upcoming)
  - Bowing Down Home (upcoming)
- Responded effectively to equipment failure in the McDH Server Room

### 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**
- Attended weekly ITSS Client Solutions meeting **B-4**

#### Paul Pound, Programmer Analyst

- Various maintenance and support issues on library hosted sites and services including Saint Dunstan's University, PEI Legislative Documents, Prince of Wales College (PWC): A Legacy, Island Lives, Island Scholar, Island Newspapers, Library website **A-1**
- Managing and coordinating unit's response to bot attacks **C-2**
- Maintenance and support of Relais ILL, including membership on InterLibrary Loan Working Group. **A-1**
- Created production environment for new Prince of Wales College (PWC): A Legacy site, including vhost, certs, database etc. **A-1, C-2**

#### Tarvinder Singh, Systems Administrator

- Evergreen
  - General troubleshooting of reported Evergreen issues **C-2**
  - Addressed reported patron issues **C-1**

- Backups
  - Configuring VEEAM back-ups for VMs hosted on ITSS infrastructure. Investigating and working to complete configuration and solve issues with ITSS and vendor **C-1**
  - Configured BB4 storage in the Veeam environment to make instances count down.
- 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 upgrade for Prince of Wales College (PWC): A Legacy **A-3, B-2, B-3, C-1**

### Alan Stanley, Programmer Analyst

- Working with the DIS and Library team on the Islandora Upgrade and Migration project, including contributing to the upgrade for Saint Dunstan's University (SDU) Digital Archives **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 Islandora Upgrade and Migration Project including planning, meetings, and documentation **A-3, B-2, B-3, C-1**
- Joined the ILL Working Group **B-2**
- Participating as a member of the CAAL-CBPA Indigenous Knowledge Committee **B-1**

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

*I acknowledge, recognize, and respect the Mi'kma'ki territory in which I live, work, and learn. It is the ancestral and unsundered lands of the Mi'kmaq people.*

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