

<b>UASC work summary:</b> <b>Note: Where no name is given, Juanita Rossiter completed this work</b>	<b>Corresponding section of the Robertson Library Strategic Plan:</b>
<p><b>Archival Acquisitions:</b></p> <ol style="list-style-type: none"> <li>1. UASC2024-003: Campbell family videocassettes</li> <li>2. UASC2024-006: A. Howatt records</li> <li>3. UASC2024-017: K. McCabe records</li> <li>4. UASC2025-012: Hon. J. E. Blanchard records</li> <li>5. UASC2025-013: Kierstead family records</li> <li>6. UASC2025-020: UPEI Theatre Studies productions</li> <li>7. UASC2025-022: E. Epperly records</li> <li>8. UASC2025-023: 1660 medical manuscript</li> <li>9. UASC2025-026: Household Sciences handbook</li> <li>10. UASC2025-027: Accrual to C 12 (J. Dewar Collection) - <b>completed</b></li> </ol> <p><b>Book Acquisitions:</b></p> <ul style="list-style-type: none"> <li>• 9 new titles ordered for the PEI - via the Bookmark and Amazon Collection.</li> <li>• 1 title for the History Department - Dr. Raiswell (October 22)</li> </ul> <p><b>Books donated:</b></p> <p>Donated by J. Dewar (October 16)</p> <ul style="list-style-type: none"> <li>• <i>Rhymes of a Prince Edward Islander</i>, by F.H. MacArthur</li> <li>• <i>Worried into Being</i>, by Joseph Sherman</li> <li>• <i>Getting a Life</i>, by Copthorne Macdonald</li> <li>• <i>Prince Edward Island - Its Resources &amp; Opportunities</i></li> </ul> <p><b>Site visits:</b></p> <ul style="list-style-type: none"> <li>• J. Dewar (October 15)</li> </ul>	<p>A-1</p>

<p><b>Monetary Appraisal:</b></p> <ul style="list-style-type: none"><li>• An appraisal report and accompanying file list for D. Campbell's 2020 donation to the LMMI were sent to our external appraiser, F. Holyoke (October 15).</li><li>• Got external appraiser D. Newham set up with (1) Registration form for direct deposit, and (2) New vendor form.</li><li>• External appraisal report received from D. Newham for Accession UASC2025-023 (1660 document)</li></ul>							
<p><b>Research, scan-on-demand &amp; digitization requests:</b></p> <p><b>Research requests:</b></p> <ul style="list-style-type: none"><li>• 32 research summary tickets were entered into the UASC tracker between September 25 and October 28.</li></ul> <p><b>Digitization: - Keltie</b></p> <ol style="list-style-type: none"><li>1. <i>The Standard</i>, September 23, 1950 - on loan from S. MacKay - to be added to the LMMI fonds (F 16)</li><li>2. Two editions of the <i>Southwest Courier</i> newspaper article from February 1948 concerning the death of Bishop Kelley (F 9-2-8 &amp; F 9-2-9)</li><li>3. Uganda, Kenya, and Tanzania - 80 colour slides (C 2-2)</li><li>4. Kenya - Farmers Helping Farmers - 53 colour slides (C 2-3)</li></ol>	A-1						
<p><b>Collections processing and management:</b></p> <p><b>Archival processing:</b></p> <table><tr><th>Fonds/Collection:</th><th>Status:</th><th>Notes:</th></tr><tr><td>C 12</td><td>Completed</td><td><ul style="list-style-type: none"><li>• File list and finding aid completed by Sarah L.</li><li>• Editing by Juanita</li><li>• File list for C 12-2 shared with UPEI Faculty of Education.</li><li>• File list and finding aid added to the website.</li><li>• **social media post - Sarah L.</li></ul></td></tr></table>	Fonds/Collection:	Status:	Notes:	C 12	Completed	<ul style="list-style-type: none"><li>• File list and finding aid completed by Sarah L.</li><li>• Editing by Juanita</li><li>• File list for C 12-2 shared with UPEI Faculty of Education.</li><li>• File list and finding aid added to the website.</li><li>• **social media post - Sarah L.</li></ul>	A-1
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C 11	Completed	<ul style="list-style-type: none"> <li>Phase 1 of processing is complete.</li> <li><b>**social media post</b></li> </ul>
F 9	In progress	<ul style="list-style-type: none"> <li>The file list and finding aid are in process.</li> <li>Initial processing was done by <b>Spencer</b>, and will be completed by <b>Sarah L.</b></li> <li>Editing by Juanita</li> <li>We contacted the following institutions for help in identifying some of the artifacts: <ul style="list-style-type: none"> <li>Diocese of Charlottetown</li> <li>Archeologist at the Canadian Museum of History</li> <li>Archeologist at Université de Montréal.</li> <li>Professor Richard Raiswell</li> <li>Archives of the Roman Catholic Archdiocese of Toronto (ARCAT)</li> </ul> </li> </ul>
F 14	In progress	<ul style="list-style-type: none"> <li>The file list and finding aid are in process (Lib Tech).</li> <li>Editing by Juanita</li> </ul>
F 15	In progress	<ul style="list-style-type: none"> <li>The file list is in progress.</li> </ul>
C 4	Ongoing	<ul style="list-style-type: none"> <li>The file list is in process.</li> <li>Ca. 600 files listed so far.</li> <li>Processing is being done by <b>David</b>.</li> <li>Editing by Juanita.</li> </ul>
<p><b>Cataloging:</b></p> <ul style="list-style-type: none"> <li>Attended bi-weekly Catalogue Unit meetings - Juanita and <b>Sarah L.</b></li> </ul> <p><b>Bindery shipment:</b></p>		

<ul style="list-style-type: none"> <li>• Met to discuss the bindery process (October 15) - <b>Shawne &amp; David</b></li> <li>• Gathered, bundled, and labelled journals to prepare them to be shipped for binding (Lib Tech)</li> <li>• Bought UASC books for bindery to Shawne (October 28)</li> </ul> <p><b>Retrievals (UASC holdings):</b>  <i>Re-shelving stats (since August Library Council):</i></p> <ul style="list-style-type: none"> <li>• PEI stacks: <b>187</b></li> <li>• PEI vertical files: <b>0</b></li> <li>• Archives stacks: <b>1</b></li> <li>• Archives V/F: <b>0</b></li> <li>• New adds: <b>0</b></li> </ul> <p><b>Art Collection:</b>  Had visits from UPEI staff and updated the database to reflect the art chosen/returned for:</p> <ul style="list-style-type: none"> <li>• D. Needham, Office of Equity, Diversity, and Human Rights (3 pieces) (October 2)</li> <li>• S. Taylor, Dean's Assistant, McDougall Faculty of Business (1piece) (October 6)</li> <li>• K. Ewing and K. Turner, Co-operative Education (0 pieces) (October 8)</li> <li>• A. Petty (0 pieces) (October 14)</li> </ul>	
<p><b>Encourage students to develop critical information and digital literacy skills:</b></p> <p><b>Meetings with students:</b></p> <ul style="list-style-type: none"> <li>• L. Leon (October 1)</li> <li>• J. Clarkin - HIST2110 (October 1)</li> <li>• A. MacEwen - HIST2110 (October 6)</li> <li>• P. Schiller - PhD student in environmental history from Germany (October 8, 9 &amp; 10)</li> <li>• D. Dupuis - HIST2110 (October 8)</li> <li>• F. Carey - directed study (October 9)</li> <li>• E. Murphy - HIST2110 (October 28)</li> </ul> <p><b>Liaison Teaching:</b></p> <ul style="list-style-type: none"> <li>• Corrected 27 assignments (for Library Lab I) (October 14)</li> <li>• HIST 2110 - Library Lab II (October 7)</li> <li>• Reviewed HIST 2110 midterm (October 20)</li> </ul>	A-2

<ul style="list-style-type: none"> <li>• HIST 2110 - Library Lab II (October 21)</li> <li>• Corrected 24 assignments (for Library Lab II) (October 24)</li> </ul>	
<p><b>Support and foster current and ongoing external partnerships while also exploring new engagement opportunities:</b></p> <p><i>External representation:</i></p> <ol style="list-style-type: none"> <li>1. PEI Chapter of APLA Vice President (2025-2026):             <ul style="list-style-type: none"> <li>○ Attended the APLA Fall Executive meeting (October 8)</li> <li>○ Attended the APLA Executive meeting re: SOAR framework - presented by Suzanne van den Hoogen, University Librarian at Saint Mary's University (October 28)</li> </ul> </li> <li>2. Consulting editor, Journal of L.M. Montgomery Studies</li> <li>3. Commonwealth War Graves Commission - volunteer</li> </ol> <p><i>Presentations:</i></p> <ul style="list-style-type: none"> <li>• "Revisiting the Pensie Letters" at the L.M. Montgomery Society of Ontario's annual LMM Days (October 25) - Juanita &amp; <b>Keltie</b></li> </ul>	B-1
<p><b>Engage with institutions, community groups, and individuals on Prince Edward Island to make unique heritage and cultural materials accessible:</b></p> <p><i>L. Townshend (CUSO):</i></p> <ul style="list-style-type: none"> <li>• Shared the C 2-2 (Uganda, Kenya, and Tanzania) digitized slides with her in an attempt to gain further information about the provenance of the images. (October 1)</li> </ul> <p><i>Farmers Helping Farmers:</i></p> <ul style="list-style-type: none"> <li>• Shared the C 2-3 (Kenya - Farmers Helping Farmers) with T. Mellish (October 1)</li> </ul>	B-2

<p><i>Office of Senator J. MacAdam:</i></p> <ul style="list-style-type: none"> <li>Assisted the Senator's office with statistics regarding St. Peter's Bay having the highest number of enlistments and casualties per capita during World War I and World War II, for a Remembrance Day message from the Senator.</li> </ul> <p><i>J. Gallant, journalism student, Holland College:</i></p> <ul style="list-style-type: none"> <li>Looked for sources for her research project on the Seacow Head Lighthouse.</li> <li>Sent sources from UASC, and pointed out some other sources at PARO, LAC, and Canada's Historic Register.</li> </ul> <p><i>PEI Museum and Heritage Foundation:</i></p> <ul style="list-style-type: none"> <li>Initiated and helped organize a tea to meet and greet PEIMHF staff (October 24)</li> </ul> <p><i>PEI Guardian newspaper:</i></p> <ul style="list-style-type: none"> <li>Provided instruction for journalist Y. Sasaki on where to find the Guardian microfilm and how to use the microfilm machine (October 24)</li> </ul>	
<p><b>Build relationships with campus partners to enhance student experience and success:</b></p> <p><i>TRC Mawi'omi at UPEI:</i></p> <ul style="list-style-type: none"> <li>Volunteer - <b>Sarah L.</b> (October 3)</li> </ul> <p><i>School of Mathematical and Computational Sciences:</i></p> <ul style="list-style-type: none"> <li>Found a reference for C. Vessey concerning the May 16, 1843, laying of the cornerstone of the Colonial Building, which is now Province House National Historic Site (October 3)</li> </ul> <p><i>Lucy Maud Montgomery Institute (LMMI):</i></p>	B-4

<ul style="list-style-type: none"> <li>• Liaised with L. Lowther to establish the 2026 visitation dates for the Enchanted Book Club in California (October 3)</li> <li>• Added hard copy books to the LMM Bookshelf display in UASC - <b>Sarah L.</b></li> <li>• Met with S. MacKay to collect documents on loan for digitization (October 7)</li> </ul> <p><i>LMMI - Presentations regarding LM Montgomery holdings:</i></p> <ul style="list-style-type: none"> <li>• S. MacKay (October 7)</li> <li>• Visitors from Moncton, New Brunswick (October 14)</li> </ul> <p><i>Institute of Island Studies:</i></p> <ul style="list-style-type: none"> <li>• Provided epub ISBN for an upcoming title, <i>Another Landscape</i> (October 20)</li> </ul>	
<p><b>Reinvigorate the Library's physical and digital infrastructure to create inspiring and inclusive spaces:</b></p> <p><i>Library website:</i></p> <ul style="list-style-type: none"> <li>• Updated references to RefWorks on the Citing Sources pages for Classics, Island Studies, and Political Sciences (October 3)</li> </ul>	C-1
<p><b>Ensure the Library's online presence meets the accessibility and usability requirements of our communities:</b></p> <p><i>UASC webpage:</i></p> <ul style="list-style-type: none"> <li>• Continuing to add finding aids and file lists to the <a href="#">Archives section of the webpage</a> as fonds/collections get processed.</li> </ul>	C-2
<p><b>C-3 Foster a culture of communication:</b></p>	C-3

<p><i>Development and Alumni Engagement:</i></p> <ul style="list-style-type: none"> <li>• Ongoing contribution to Library fundraising with an article written for the October 2025 Panther Connections e-newsletter.</li> </ul> <p><i>Robertson Library Friday Forecast:</i></p> <ul style="list-style-type: none"> <li>• “UASC Corner” articles in the Friday Forecast weekly newsletter to highlight UASC holdings and activities. (ongoing): <ul style="list-style-type: none"> <li>◦ Catholic Extension Society (October 10) - <b>Sarah L.</b></li> <li>◦ Bishop Kelley Deed (October 24) - <b>Sarah L.</b></li> <li>◦ October 1975 (October 31)</li> </ul> </li> </ul>	
<p><b>Seek avenues for library employees to build skills and foster their well-being:</b></p> <p><i>E-learning:</i></p> <ul style="list-style-type: none"> <li>• Introduction to Archives (Council of Nova Scotia Archives) - <b>Sarah L.</b></li> <li>• DS Artistry Collections Inc.: Rare Books Collections in Today’s Life webinar (October 4)</li> </ul>	C-4

Respectfully submitted,

Juanita Rossiter  
Interim University Archivist and Special Collections Librarian  
October 30, 2025