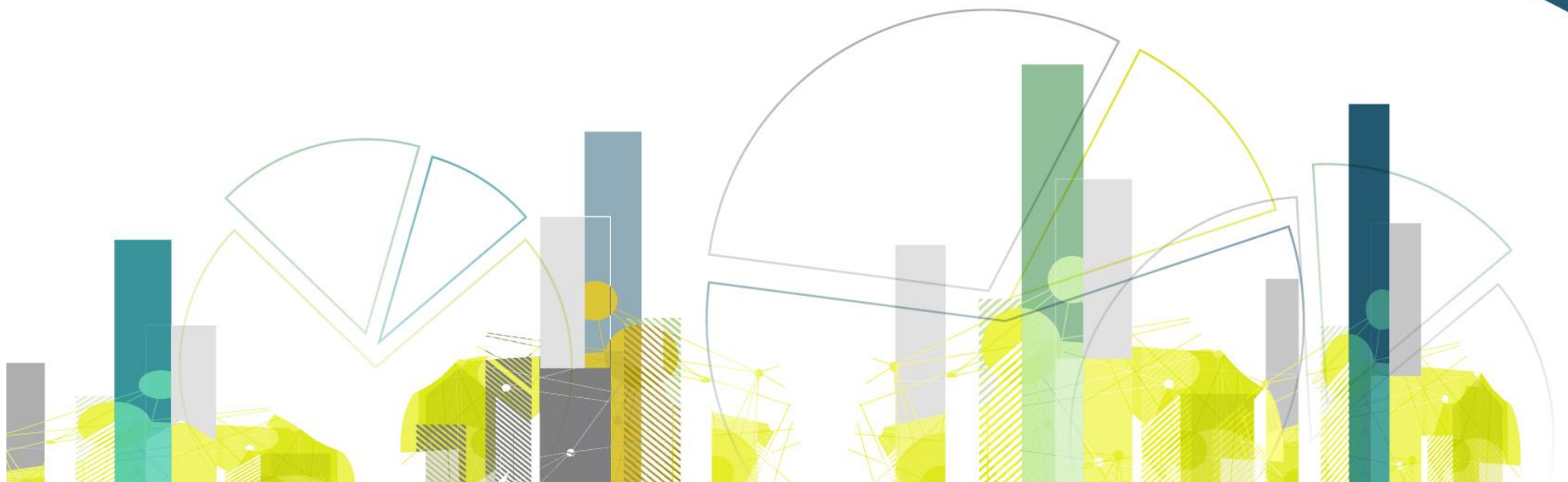


2016–2019 Three-Year Plan Library and Archives Canada

Progress Report Q2 2016–2017



Library and Archives
Canada

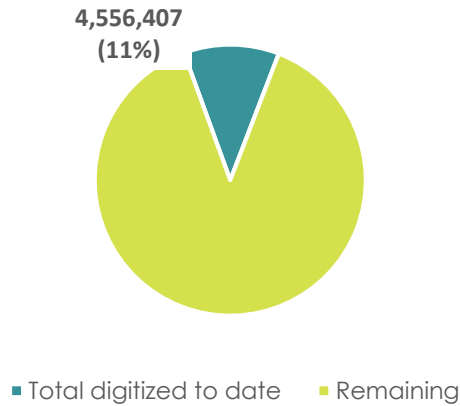
Bibliothèque et Archives
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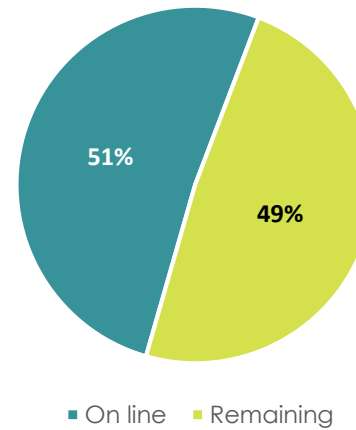
Commitment 1: Fully dedicated to serving all its clients

1. Digitize 40 million pages in three years, including the 650,000 files of the Canadian Expeditionary Force (CEF) that will be available online

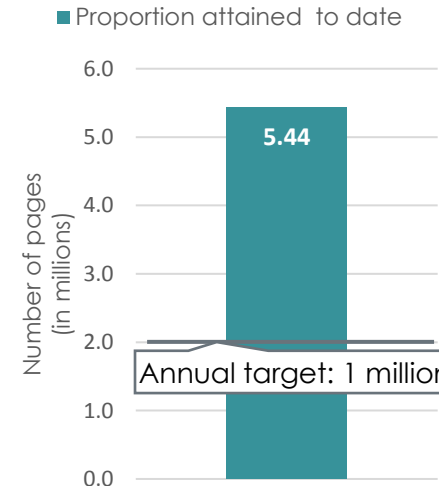
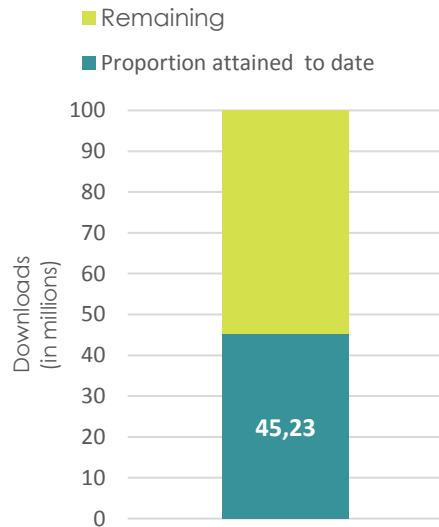
Proportion of the digitization target from the Three-Year Plan attained



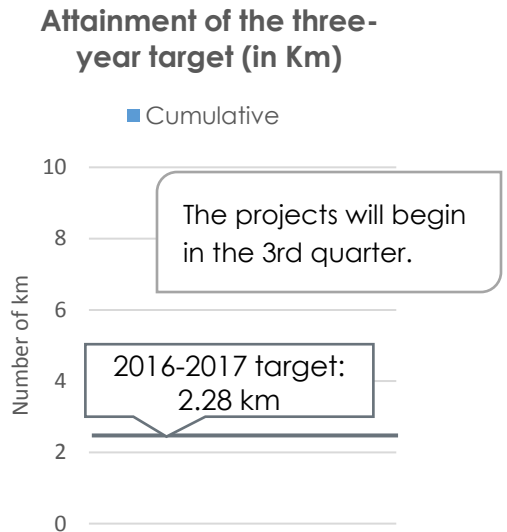
Proportion of CEF files available on line



2. Reach 100 million downloads annually from the Library and Archives Canada (LAC) website
3. Make one million pages of government records available each year by the block review process



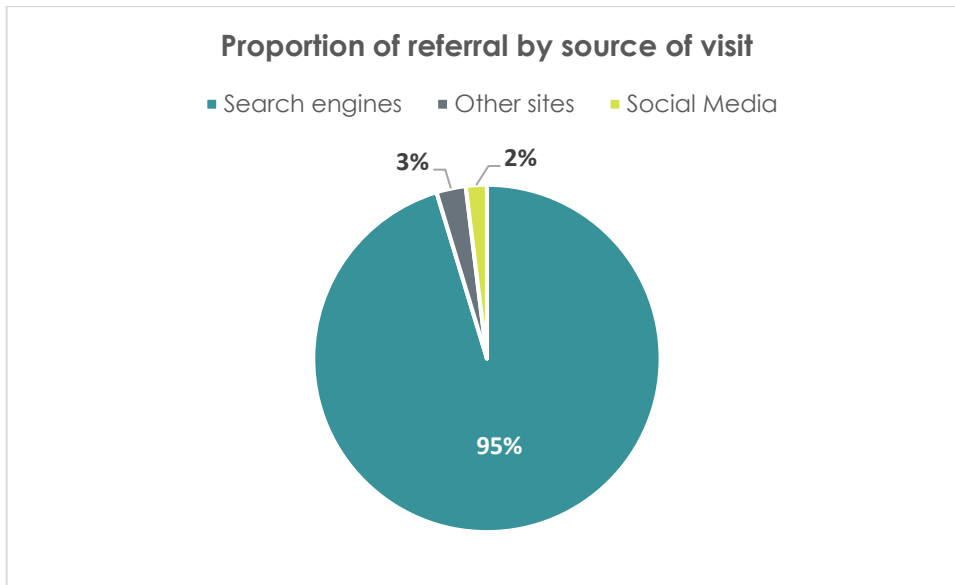
4. Assess and process 10 additional kilometres of archives so that they are discoverable for users *[three-year target]*



5. Ensure that LAC's website continues to be one of the top ten most visited federal government sites

19th position

6. Optimize our tools so that 95% of traffic to our website results from a referral by a major search engine such as Google *[three-year target]*



7. Implement a new integrated library management system for published documents

Step leading to implementation of a new integrated management system for published documents	Deadline	Progress to date
1. Conclusion of a contract with a supplier of integrated published heritage management services	Q3 2016	Contract in the process of being signed

Commitment 2: At the leading edge of archival and library science and new technologies

8. Implement the Destination 2020 action plan

Activity	Update
LAC commits to fostering a transparent and open internal dialogue	<ul style="list-style-type: none"> • The LAC Management Forum launched a series of discussions with senior public servants. These discussions provide an opportunity to share knowledge and experience. The first was on innovation and the public service. • The <i>In Touch</i> news feed is the main communication tool for keeping employees informed, sharing information on government activities and promoting training opportunities. • “Tea with Hervé” sessions with students in the Corporate Services Sector. • Publication of the Destination 2020 Action Plan for 2016-2019.
LAC commits to continuing efforts with regard to recognition and engagement	<ul style="list-style-type: none"> • When the all-staff meeting was being organized, employees were asked to submit questions for the Deputy Head, which resulted in open and constructive dialogue on the issues raised. • Unveiling of themes for the Conference Centre rooms.

9. Review 10 key operational procedures per year

Procedure	Description of change and impact	Deadline
1.Implementation of computerized system for real property service requests	Allows for automation of requests for real property services through a portal accessible on the intranet site. The system is intended to facilitate the submission and tracking of requests.	Q1 2016–2017 <i>[Completed]</i>
2.Review of procedures for deeds of gift	Review the process and determine its effectiveness.	<i>[Completed]</i>

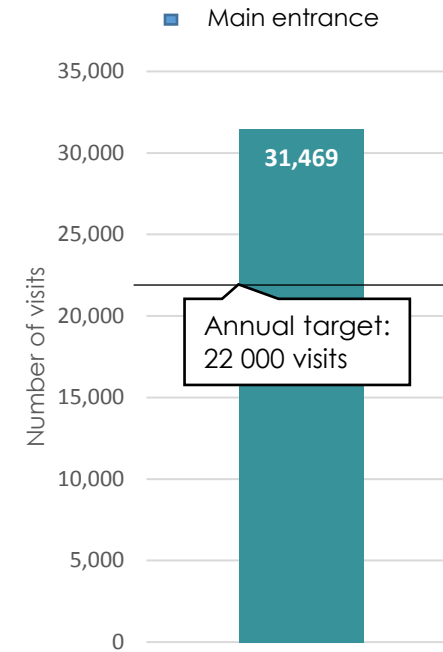
10.Hold four annual conferences with external experts

Title	Conference date	Number of participants
1. Lowy Council event: Brad Hill	April 3, 2016	70
2. Thematic seminar: Resource Description and Access (RDA)	April 28, 2016	120
3. Wallot-Sylvestre Seminars: Caroline Brazier	May 2, 2016	205
4. Signatures Série avec Bado	September 20, 2016	55

11. Start to build the new preservation facility

Deliverable	Deadline	Update
Guiding principles for the Gatineau 2 project	April 2016	The guiding principles for Gatineau 2 have been defined and shared.
Gatineau 2 project Web presence	June 2016	LAC has launched a website dedicated to the project.
Letter of interest for Gatineau 2	June 2016	Public Services and Procurement Canada (PSPC) has posted a letter of interest on LAC's behalf, for the project to build the Gatineau 2 preservation building.
Functional program	Sept 2016	[<i>Completed</i>] The functional program was completed and approved by senior management.
Hiring of cost estimators	July 2016	A contract was awarded to the firm Turner & Townsend.
Hiring of consultant architects	August 2016	A contract was awarded to GRC Architects and Dialog Ontario, in joint venture.

12. Receive 22,000 visitors annually at 395 Wellington Street in Ottawa



* The target was exceeded because the method used to count the number of visitors changed in July 2016. Laser counters located at the main entrance doors are used instead of the number of signatures in the second- and third-floor registry.

13. Preserve 100 % of our digital acquisitions using a digital curation platform

Development stage of the digital curation platform	Deadline	Update
Request for Information (RFI)	Q1 (2016-17) <i>[Completed]</i>	25 service providers responded to the Request for Information (RFI) process and 24 of them were met. LAC was thus able to confirm the viability of a digital curation platform.
Digital collections inventory	Q3 (2016-17) <i>[Under way]</i>	Work is continuing to develop a digital collections inventory that will allow for the creation of a complete profile of LAC's digital collections and assets, so as to identify needs and the risks related to development of the digital curation platform.
Prioritization of application replacements	Q4 (2016-17) <i>[Under way]</i>	A review of the status of LAC applications is under way as part of the assessment of LAC's corporate capabilities.
Archiving of government records	Q2 (2017-18) <i>[Under way]</i>	A feasibility study for a government records archival system has been completed. LAC expects that PSPC will reach an agreement to conduct proof of concept testing.
Digital asset management system	Q2 (2017-18) <i>[Under way]</i>	Business requirements are being identified in preparation for a tender to be launched to provide LAC with a digital asset management system.

Commitment 3: Proactively engaged in national and international networks

14. Set up a secretariat to manage implementation of the National Digitization Strategy

Strategy implementation stage	Update
Development of work plan	A first draft of the secretariat's work plan has been developed. The plan will be finalized with the steering committee in the 4th quarter.
Establishment of secretariat	The secretariat will be established late in the 3rd quarter.
Identification of key players and initiatives	The key players and initiatives in the field of documentary heritage digitization will be identified in the 3rd quarter.
Creation of a steering committee	A steering committee will be created in the 3rd quarter.

15. Reach 10 agreements with new partners by 2019

#	Name of partner	Date of signature	Duration of partnership	Description of partnership
1	Canadian Museum of Immigration at Pier 21	April 15, 2016	10 years	Co-location agreement to enhance the national presence of LAC by providing a new service offering in the Atlantic region, at Pier 21 in downtown Halifax.
2	Open Books	Mai 27, 2016	September 29 to November 30, 2016	Agreement for an exhibition entitled <i>Open Books: International Artists Explore the Chinese Folding Book</i> at 395 Wellington Street.
3	National Centre for Truth and Reconciliation	June 2, 2016	Renewal every 12 months	Agreement to guarantee the preservation and accessibility of Truth and Reconciliation Commission of Canada records on residential schools.
4	Library of Parliament	July 5, 2016	2017	Agreement for an exhibition of Canada's fundamental documents at the Library of Parliament in 2017.
5	Icons of Knowledge	July 8, 2016	September 22, 2016 to March 10, 2017	Agreement for an exhibition of models of various national libraries at 395 Wellington Street, in collaboration with two curators from Harvard University.
6	The National Archives UK (TNA)	September 7, 2016	Ending on December 31, 2017	Agreement for three projects: a blog, a podcast and a virtual exhibition.
7	Laval University	September 21, 2016	5 years from the signature date	Collaborative agreement for acquiring and sharing skills and knowledge concerning technological development and research theories and methods, as well as promoting Canada's documentary heritage.

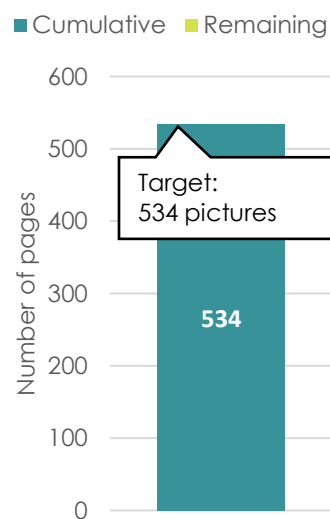
16. Allow the public to help enhance information related to two collections per year

17. Provide \$1.5M annually for community projects under the Documentary Heritage Communities Program (DHCP) [yearly target]

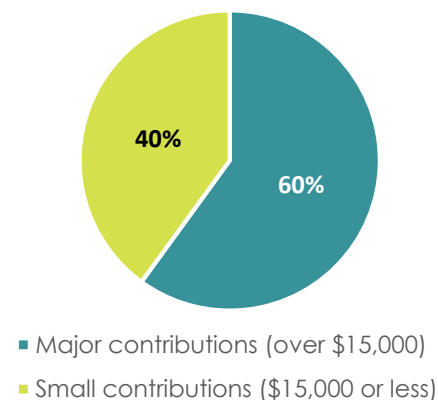
Until now, the public has been able to help build **one of two** collections.

The first collection, the Coltman Report, was made available to the public in the 1st quarter, and the 534 pages have since been transcribed.

The second collection will be made available to the public in November or December.



Distribution of contributions granted in June 2016 by size



18. Adopt an international relations strategy

Steps leading to adoption of the strategy	Deadline	Update
Approval of the international relations strategy by the Management Board	June 2016	The international relations strategy was approved by the Management Board on June 27, 2016.

19. Have 10 Canadian representatives on the major international documentary heritage committees [three-year target]

Nom du comité	Nombre de membres canadiens
International Council on Archives	12
International Organization for Standardization (ISO)	5
International Federation of Library Associations and Institutions	3
InterPares	2
Resource Description Access (RDA)	2
NATO Archives Committee	2
International Internet Preservation Consortium	1
Machine Readable Cataloguing (MARC)	1
UNESCO	1
International Association of Music Libraries, Archives and Documentation Centres	1
Music Library Association	1
Total	31

Commitment 4: Greater public visibility

20. Hold a total of 21 exhibitions organized by or in collaboration with LAC [three-year target]

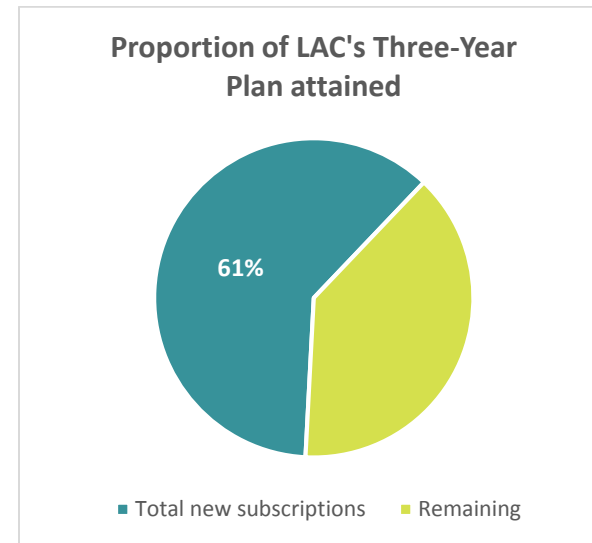
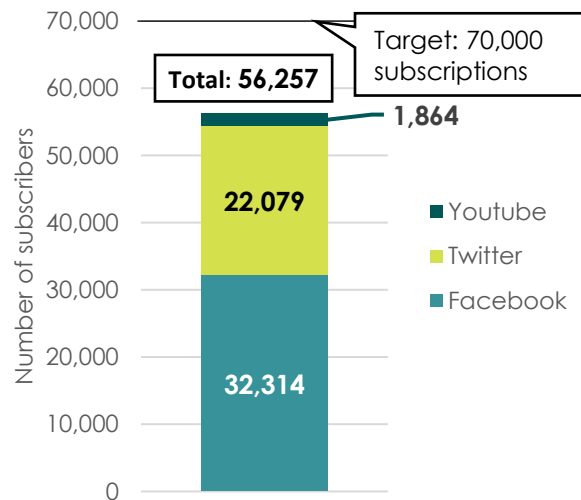
Exhibition title	Location	Start	End
1. Sir John A. Macdonald: Rare and Intriguing Treasures from the Vaults of Library and Archives Canada	Dalnavert Museum and Visitors' Centre, Winnipeg, Manitoba	June 4, 2016	Sept. 2016
2. Alter Ego: Comics and Canadian Identity	395 Wellington, Ottawa, Ontario	May 12, 2016	September 14, 2016
3. A Sunny Legacy: Celebrating Sir Wilfrid Laurier	Laurier House, Ottawa, Ontario	June 1, 2016	November 20, 2016
4. A Greater Sisterhood: The Women's Rights Struggle in Canada	Plaza Bridge, Ottawa	July 1, 2016	October 28, 2016
5. Icons of Knowledge: Architecture and Symbolism in National Libraries	395 Wellington Street, Ottawa, Ontario	September 22, 2016	September 28, 2016
6. Open Books: International Artists Explore the Chinese Folding Book	395 Wellington Street, Ottawa, Ontario	September 28, 2016	November 30, 2016

21. Create designated space for LAC's collections in two well-known exhibition venues [three-year target]

Steps in the creation of the designated space at the Canadian Museum of History (CMH)	Deadline	Update
Signing of an agreement	Q3	[Underway] A memorandum of understanding with the CMH is underway for a room designated to LAC.
Planning of exhibitions	Q3-Q4	[Under way] The LAC and CMH teams are planning the first exhibition, to be presented in 2017 in the CMH room designated to LAC.

Steps in the creation of the designated space at the Glenbow Museum	Deadline	Update
Signing of an agreement	Q1-Q3	[Under way] Final negotiations were completed in September 2016, and the agreement was finalized for the signing ceremony in October.

22. Double the number of subscribers to LAC's social media pages [three-year target]



23. Conclude 60 loan agreements for exhibitions [three-year target]

Title of exhibition	Location	Time frame	Size of loan
1. Long-term loan – a painting of Sir Wilfrid Laurier	Office of the Prime Minister	April 6, 2016 to fall 2019	1 articles
2. The Wounds of War – A.Y. Jackson. Tom Thomson. 1916	McMichael Canadian Art Collection	June 4, 2016 to January 4, 2017	2 articles
3. Long-term loan – painting of John A. Pearson	House of Commons	June 21, 2016 to June 21, 2018	1 articles
4. Carol Sawyer: The Natalie Brettschneider Archive	Art Gallery of Greater Victoria	October 1, 2016 to January 8, 2017	7 articles
5. Canada's Legal System	Canadian Museum for Human Rights	October 1, 2016 to February 28, 2018	5 articles
6. Reading the GGs: a library of people, places and things	Canada Council for the Arts	October 24, 2016, to February 28, 2017	9 articles
7. Notman: A Visionary Photographer	McCord Museum	November 4, 2016 to April 17, 2017	1 articles
8. It's All Happening So Fast	Canadian Centre for Architecture	November 16, 2016, to April 9, 2017	11 articles
9. 1867 – Rebellion and Confederation	Canadian Museum for Human Rights	December 9, 2016, to mid-May 2017	56 articles

24. Provide a renewed service offer in two Canadian cities [three-year target]

Steps in the creation of a renewed service offering in <u>Halifax, Nova Scotia</u>	Deadline	Progress
Signing of an agreement	Q1	[Completed] In April 2016, LAC signed a memorandum of understanding with the Canadian Museum of Immigration at Pier 21, in Halifax, N.S.
Transition activities	Q2-Q4	[Under way] Procurement requests are under way for the move, security and information technology. New work methods are being developed for orientation and reference services, in collaboration with the museum.

Steps in the creation of a renewed service offering in <u>Vancouver, British Columbia</u>	Deadline	Progress
Signing of an agreement	Q2	[Under way] Negotiations were completed in September 2016, and the agreement was finalized for the signing ceremony in October.