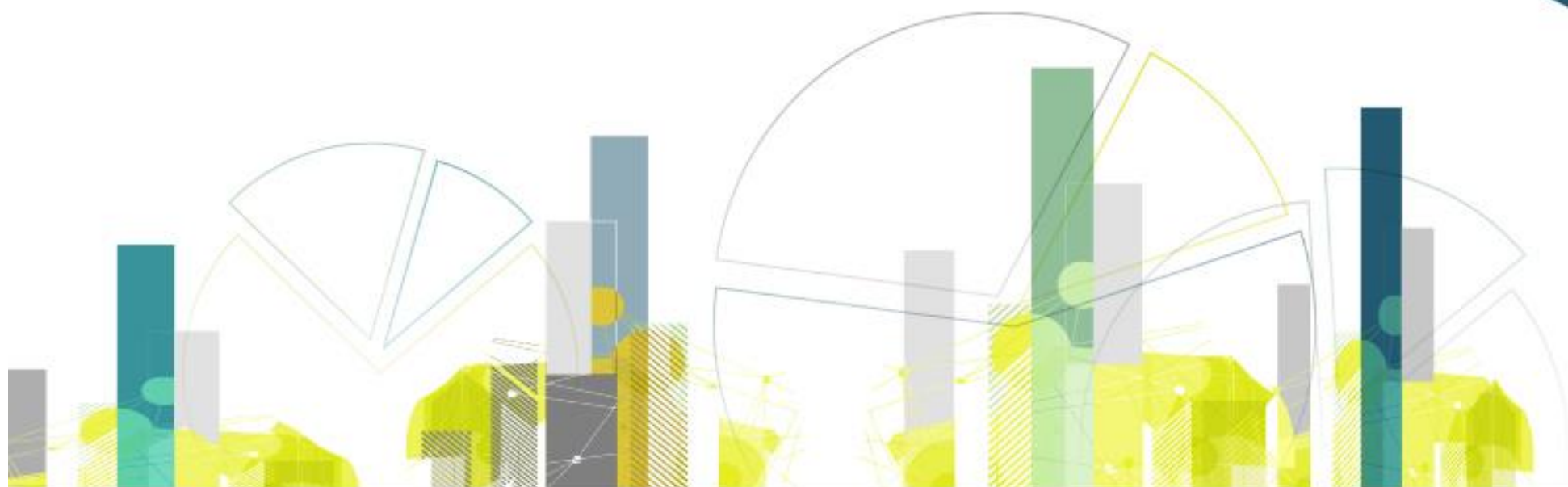


# 2016–2019 Three-Year Plan Library and Archives Canada

## Progress Report 1st Quarter 2018–2019



Library and Archives  
Canada

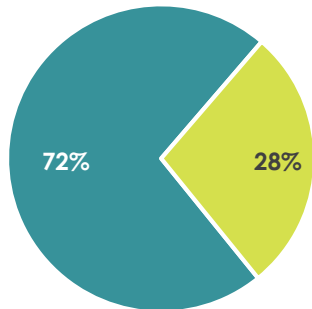
Bibliothèque et Archives  
Canada

Canada

# Commitment 1: Fully dedicated to serving all its clients

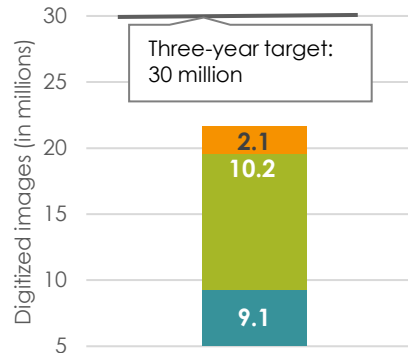
## 1. Digitize 30 million images in three years, including the 622,000 files of the Canadian Expeditionary Force (CEF) that will be available online

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



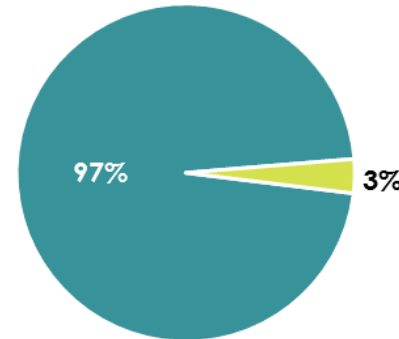
■ Total digitized to date ■ Remaining

Number of digitized images per fiscal year



■ 2016-2017 ■ 2017-2018 ■ 2018-2019

Proportion of CEF files available online

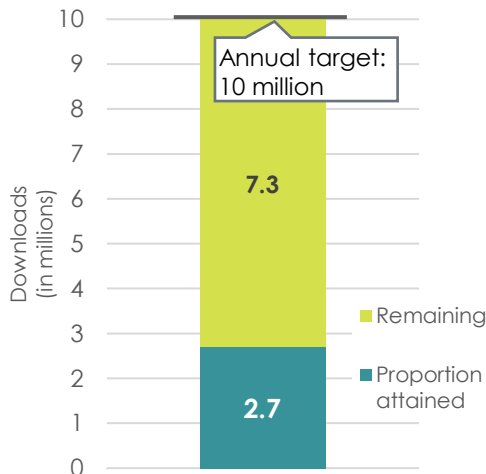


■ Online ■ Remaining

The 622,000 files of the CEF will be available on the LAC website by November 11, 2018.

## 2. Reach 10 million downloads annually from the Library and Archives Canada (LAC) website

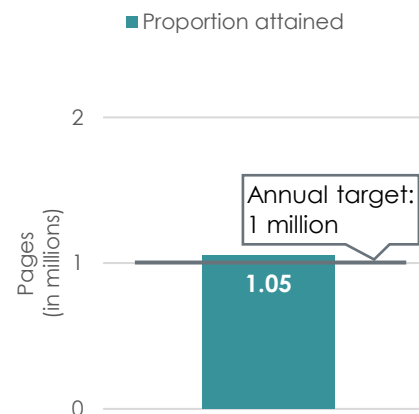
Number of downloads from the LAC website in 2018-2019



■ Remaining  
■ Proportion attained

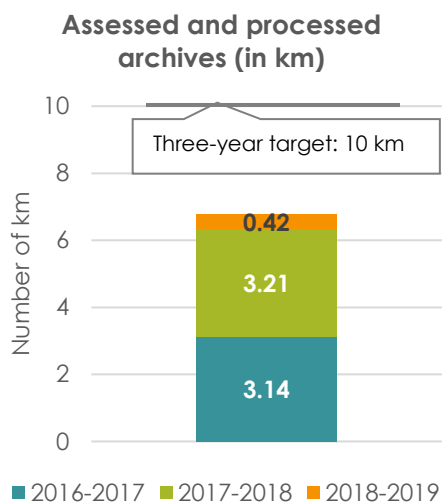
## 3. Make 1 million pages of government records available each year through the block review process

Number of pages made available in 2018-2019



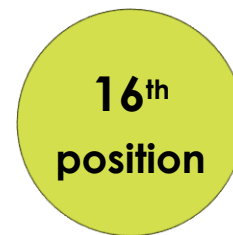
Since the start of the Three-Year Plan, more than 19 million pages of government records have been made available to the public.

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



During the first quarter, an additional 420 metres of records were assessed and processed, along with 577 specialized media items (e.g., audiovisual recordings, medals, stamps).

5. Ensure that LAC's website continues to be one of the top 15 most-visited federal government sites

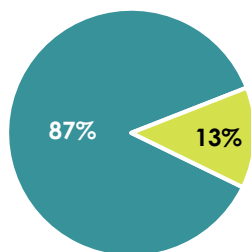


In the first quarter, LAC was in 16<sup>th</sup> position among federal government websites.

6. Optimize our tools so that 85% of traffic to our website results from a referral by a major search engine such as Google or from social media platforms

Proportion of referrals by source of visit

■ Search engines and social media ■ Other sites



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

Step leading to implementation of a new integrated library system (OCLC)	Deadline	Progress to date
<ul style="list-style-type: none"> <li>LAC introduces management modules for acquisition activities</li> </ul>	Q1 2018–2019 <i>[Completed]</i>	In June, LAC began implementing OCLC modules. Going forward, published heritage acquisition activities will no longer be managed through AMICUS.
<ul style="list-style-type: none"> <li>LAC introduces management modules for description and circulation activities</li> </ul>	Q3 2018–2019	LAC will implement OCLC modules to manage description and circulation activities of the library collection.
<ul style="list-style-type: none"> <li>LAC launches the public catalogue of its collection</li> </ul>	Q3 2018–2019	LAC will launch its new catalogue for its own library collection in the fall of 2018.

## 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"> <li>The <i>Keeping in Touch</i> news feed remains the main communication tool for keeping employees informed about LAC and government activities.</li> </ul>
LAC commits to continuing efforts with regard to recognition and engagement	<ul style="list-style-type: none"> <li>On April 19, the "Our Colleagues' Discoveries" mini-conference provided the opportunity to highlight the knowledge and expertise of our employees, such as photography archivists.</li> <li>On April 30, LAC launched a call for proposals for its second edition of "Dragon's Lair." Employees are encouraged to present innovative project ideas for possible support and funding.</li> <li>On May 16, LAC employees participated in the fourth annual Interdepartmental Innovation Fair to present <a href="#">Co-Lab</a>, the new online crowdsourcing tool.</li> <li>On June 11, LAC celebrated and recognized the work of its employees at the 2018 Recognition Ceremony.</li> </ul>
LAC commits to fostering employees' development and to providing them with innovative, reliable and efficient tools	<ul style="list-style-type: none"> <li>On April 26, LAC employees had the opportunity to share and make use of time management and project management techniques presented by LAC's Project Managers Network.</li> <li>In April, LAC promoted its mentoring program, along with leadership development programs for new supervisors, managers and executives offered by the Canada School of Public Service.</li> <li>In May, LAC conducted an awareness campaign to help employees achieve its information management objectives.</li> <li>In May and June, employees had the opportunity to attend information and discussion sessions on various topics, including LAC records as viewed by photographer Michael Schreier; LifeSpeak, the health and wellness platform; trends in advanced technologies in 2018; the proactive opening of government documents using the block review initiative; the LAC–Ottawa Public Library joint facility project; and the history of the Outaouais according to LAC archivists.</li> </ul>

### 9. Review 10 key operational procedures per year

Procedure	Description of change and impact	Deadline
1. Redesign of contract management systems	Provide more effective contract management, electronically.	[Completed]
2. Improvement of the travel request management process	Manage the travel request process automatically and more effectively.	Q2
3. Management of requests for approval from senior management	Provide a central virtual space where approvals will be provided.	Postponed: Q2
4. Heritage consultation procedures	Clarify the roles and responsibilities of stakeholders involved in document consultation to reduce the risk of information leaks and maintain maximum access to documents.	Q2
5. Client registration	Automate the printing of library cards for users who register online.	
6. Copyright services	Implement a solution to replace the aging database.	Q3
7. Improvement of the management process for the acquisition of government documentary heritage	Create a workspace specifically for disposition authorization activities and their validation, which are currently in a combined workspace.	Q3

## 10. Hold six annual conferences with external experts

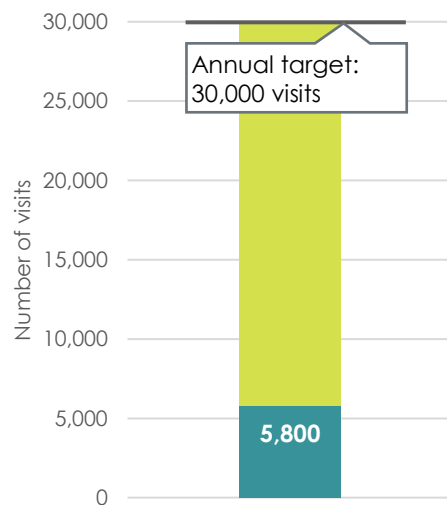
Title	Conference date	Number of participants
<b>1. Francophone Communities and Official Languages at the Intersection of Identities: 400 Years of Immigration and Diversity</b>	May 22, 2018	115
<b>2. Misinformation online</b>	June 18, 2018	115

## 11. Finalize the procurement process for construction of the new preservation building by 2019

Deliverable for the project planning phase	Deadline	Update
<b>1. Request for Proposals (RP) assessment</b>	Fall 2018	The RP assessment will select one of the three pre-qualified private partners, which will be responsible for carrying out the project. The list of those respondents is posted on <a href="http://Buyandsell.gc.ca">Buyandsell.gc.ca</a> .
<b>2. Selection of the private partner</b>	Winter–Spring 2019	
<b>3. Granting of the contract</b>	Spring 2019	
<b>4. Start of design and construction</b>	Spring–Summer 2019	The private partner will proceed with construction once the necessary approvals and permits have been obtained.

## 12. Receive 30,000 visitors annually at 395 Wellington Street in Ottawa

Cumulative number of visits at 395 Wellington Street, Ottawa



The number of visits to 395 Wellington Street includes visitors who sign in on the second and third floors as well as visitors registered by the laser counter at the entrance to the exhibition hall. In the first quarter, LAC welcomed 5,800 visitors.

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

Development stage of the digital curation platform	Deadline	Update
<b>Testing and configuring the digital content management system for published heritage</b>	(2018–2019)	During the first quarter, LAC worked on system configuration to prepare for testing that is planned throughout 2018–2019.

## Commitment 3: Proactively engaged in national and international networks

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

LAC completed its establishment of the secretariat in 2016–2017.

### 15. Reach 10 agreements with new partners by 2019

Although the three-year target was reached in [2016–2017](#), LAC continues to work on new agreements in 2018–2019. LAC has entered into 14 agreements since April 1, 2016.

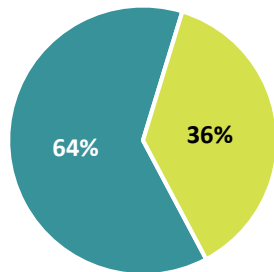
### 16. Allow the public to help enhance information related to two collections per year

In April 2018, LAC launched [Co-Lab](#), a new, simple, user-friendly online tool that allows the public to transcribe and describe more digitized images and documents from its collection.

During the first quarter, LAC made [five elements in its collection](#) available online to the public. Transcription of two of these elements has been completed: correspondence between Sir Robert Borden and Sir Sam Hughes from 1916, and letters written by Wilfrid Laurier to Zoé Laurier (née Lafontaine, 1841–1921) between 1863 and 1890.

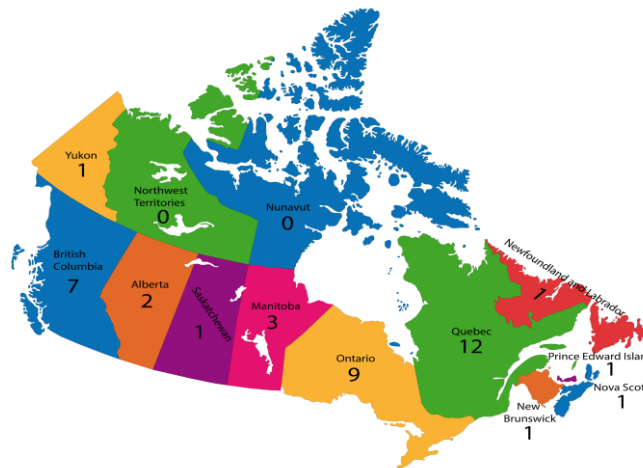
### 17. Provide \$1.5M for community projects under the Documentary Heritage Communities Program (DHCP) [yearly target]

Distribution of contributions granted by size



- Major contributions (over \$15,000)
- Small contributions (\$15,000 or less)

All funds available in 2018–2019 were distributed to program recipients in the first quarter.



Geographic distribution of grant recipients in the DHCP in 2018–2019

## 18. Adopt an international relations strategy

In 2016–2017, LAC achieved its target by adopting an international relations strategy.

## 19. Have 10 Canadian representatives on the major international documentary heritage committees<sup>1</sup> [*three-year target*]

Name of committee	Number of Canadian members
International Council on Archives	4
International Federation of Library Associations and Institutions	6
International Internet Preservation Consortium	1
<b>Total</b>	<b>11</b>

<sup>1</sup> This indicator focuses exclusively on three international organizations. The emphasis is on the steering committees of these organizations and on the Canadian members with leadership or committee chair positions. Canadian members include both LAC employees and other Canadians from the documentary heritage community. Individuals with multiple roles are counted once only.

## Commitment 4: Greater public visibility

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

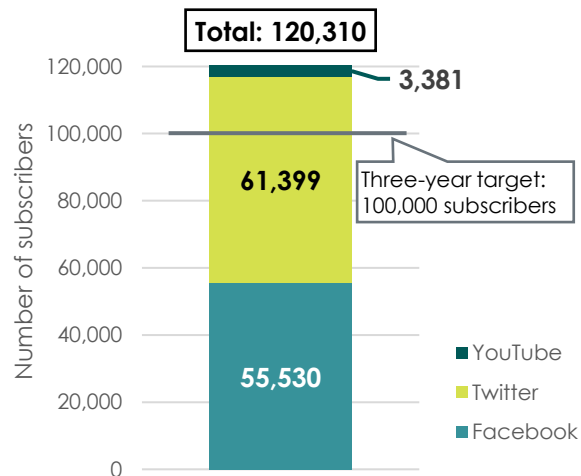
LAC reached its target in 2017–2018 with [24 exhibitions](#) organized since 2016–2017 and it continues to work on new exhibitions for the public in 2018–2019: five new exhibitions were presented in the first quarter.

	Exhibition title	Location	Start	End
2018–2019	25. <i>Constant Companions: Pets in Nineteenth Century Photography</i>	National Gallery of Canada (Canadian and Indigenous Galleries), Ottawa	April 10, 2018	April 9, 2019
	26. <i>Premiere: New acquisitions at Library and Archives Canada</i>	395 Wellington Street, Ottawa	April 24, 2018	Dec. 3, 2018
	27. <i>Alter Ego: Comics and Canadian Identity</i>	Toronto Reference Library	May 12, 2018	July 29, 2018
	28. <i>Hiding in Plain Sight: Discovering the Métis Nation in the Archival Records of Library and Archives Canada</i>	Batoche National Historic Site, Saskatchewan	June 2, 2018	Aug. 26, 2018
	29. <i>Photographs by Alexander Henderson</i>	National Gallery of Canada (Canadian and Indigenous Galleries), Ottawa	June 15, 2018	June 15, 2019

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

LAC reached its objective in 2017–2018 by creating two designated spaces for its collection, at the Canadian Museum of History in Gatineau and at the Glenbow Museum in Calgary.

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



Although LAC reached and even exceeded its three-year target in 2017–2018 with 115,254 subscribers, it continues working to increase the number of subscribers to its social media pages in 2018–2019.

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

From 2016–2017 to 2017–2018, LAC entered into [39 loan agreements](#) for exhibitions.

	Exhibition title	Location	Time frame	Size of loan
2018–2019	40. <i>Charles F. Gibson: Events of a Military Life in Kingston</i>	Agnes Etherington Art Centre, Kingston	April 28 to Aug. 5, 2018	2 items
	41. <i>Scotiabank Photography Award</i>	Toronto	May 2 to Aug. 5, 2018	1 item
	42. <i>1914–1918, The Battle for the North Sea</i>	Provincial Palace, Bruges, Belgium	April 21 to Aug. 31, 2018	1 item
	43. <i>Àdisòkàmagan Nous connaître un peu nous-même We'll all become stories</i>	Ottawa Art Gallery	April 28 to Sept. 16, 2018	25 items
	44. <i>Laurent Amiot: Canadian Master Silversmith</i>	National Gallery of Canada, Ottawa	May 11 to Sept. 16, 2018	2 items
	45. <i>1918: The Last 100 Days</i>	Royal Canadian Artillery Museum, Canadian Forces Base Shilo, Manitoba	May 17 to Dec. 14, 2018	3 items
	46. <i>Constant Companions: Pets in Nineteenth Century Photography</i>	National Gallery of Canada (Canadian and Indigenous Galleries), Ottawa	April 9, 2018, to April 9, 2019	22 items
	47. <i>Photographs by Alexander Henderson</i>	National Gallery of Canada (Canadian and Indigenous Galleries), Ottawa	June 15, 2018, to June 15, 2019	17 items
	48. <i>Gold and Silver: Images and Illusions of the Gold Rush</i>	Foam Fotografiemuseum, Amsterdam, Netherlands	April 20, 2018, to June 10, 2018	20 items

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

In 2017–2018, LAC reached its objective by implementing a renewed service offering in its two new points of service located in the Canadian Museum of Immigration at Pier 21 in Halifax, and in the main branch of the Vancouver Public Library.