

AGENDA

LIBRARY ADVISORY COMMITTEE

Thursday, September 29, 2022

9:00 AM to 11:00 AM

Room: A225

Zoom link: <https://ufvca.zoom.us/j/63002484795?pwd=bUJ4RFhNUUc0K2tjV3lvQmVpUWd2Zz09>

1. Welcome David Milobar, Chair

2. Territorial Acknowledgement David Milobar

The University of the Fraser Valley is situated on the unceded traditional territory of the Stó:lō peoples. The Stó:lō have an intrinsic relationship with what they refer to as S'olh Temexw (Our Sacred Land), therefore we express our gratitude and respect for the honour of living and working in this territory.

3. Introduction of New Members

4. Minutes Encl.

- March 25, 2022 Minutes to be entered into record
(Bring Forward from the Minutes will be addressed under item 7.2)

5. Roles and Responsibilities for Library Advisory Committee Encl.

- Terms of Reference

<https://library.ufv.ca/media/assets/library-new/documents/Terms-of-Reference.pdf>

6. University Librarian Update Camille Callison
7. Collections Librarian Keltie Ross
- 7.1 Acquisitions Budget Keltie Ross
- 7.2 Accessibility in Collections – Audio Books Selena Karli
8. Strategic Planning Camille Callison
Encl.
- 8.1 Equity Diversity Inclusion Indigenization Decolonization Accessibility
 (EDIIDA) – Indigenous Art Unveiling Event – September 13, 2022
 <https://library.ufv.ca/about-the-library/strategic-plan/>
- 8.2 Organization Changes / Liaison Roles
9. Archival Program Camille Callison
10. Library (External) Review Camille Callison
11. Adjournment and Next Meeting David Milobar
Encl.
- November 25, 2022 – Room A203B
9:00 AM to 11:00 AM

Minutes

LIBRARY ADVISORY COMMITTEE

Friday, March 25, 2022, 9:00 AM – 11:00 AM (

Location: Abbotsford A203B

Present: David Milobar (Chair), Robin Pittman, Patti Wilson, Mary Anne MacDougall, Martin Warkentin, Jeffrey Orr, Harla Sidhu (Minutes)

1. Welcome
 - Camille opens the meeting and introduces David. David Milobar carried on as Chair for this meeting and opens with territorial acknowledgement.
2. Items for Approval
 - Agenda
 - i. Agenda was approved and circulated
 - Adoptions
 - i. Motion for Meetings minutes approved (**May 17, 2021**) have been motioned to be moved forward
 - ii. Rescinding UFV Policy #47 was approved
3. Relationship between the LAC and APPC (Academic Planning and Priorities Committee, a standing committee of Senate)
 - Camille reads the LAC Terms of Reference
 - i. Clarification on teaching and learning committee vs. Department Teaching and learning
 - ii. Recruiting members for the LAC – problems with allocation of representation
 - LAC is not a committee of Senate, but the LAC gives advice to the APPC which is a committee of Senate
 - Clarified that LAC is able to hold virtual meeting so those not able to attend in person are able to join virtually
4. Rescinding UFV Policy #47: Role of the UFV Library
 - Camille – May 17, 2021, UFV Rescind the role of the Library:
 - i. *“Policy #47 dates back to 1982 and has not been updated since. It was created during the Fraser Valley College years and reflects a different time when policies regarding the role of departments were more common. This is the only remaining policy on the role of a university department. Research on library policies at other British Columbia and Canadian universities showed that no other institution has a comparable policy on the role of the library. “*

- Policy #47 has been sent to Senate and has been rescinded.

BREAK 9:45AM – 10:00AM

5. 2022/2023 Library Acquisitions Budget March 11, 2022, Draft & 2022/2023 Library Allocations Draft March 21, 2022

- Patti leads budget – Draft Library Allocation 2022-2023
 - i. Column C – Expected Revenue From UFV
 - ii. Little revenue from Library due to COVID-19
 - iii. Electronic resources – Anticipating 3% inflation for costs
 - iv. Heritage and Special Collections – Anything related to the Fraser Valley
 - v. Demand Driven Acquisitions (DDA) – JSTOR, Kanopy, ProQuest
 - vi. Evidence base Acquisition – Taylor & Francis plan ends in December 2022
- Robin – Wondering about Budget for CDs, DVD's etc.
 - i. It comes out of the ~~respected~~ respective departmental funds
- Patti leads budget – Draft Library Acquisition Budget March 11, 2022
 - i. Allocation formula – Our previous process from a few years ago counted everything in more detail
 - ii. Kept things similar from 2021
 - iii. IPK and FNST courses – Last year there were requests for materials for the collection and course reserves, but we had no specific funds for these courses. In 2022 we will allocate \$3000 for these courses.

* We spend much more than \$3000 on materials related to Indigenous Studies. We have a process to tag all orders and can produce a report that identifies titles. This year's report is 65 pages long. The requests came from all different departments.
 - iv. EDI – We are purchasing a lot of material in support of equity, diversity and inclusion and made that a focus this year. We don't have a report that tags these orders yet.
 1. Jeff- audio books – for accessibility or for leisure?
 - a. Patti - in view of English language learners or any languages. The plan for purchasing audio books has not been completely figured out. Selena is the librarian who will be leading this project.
 2. Camille – Discusses accessibility and audiobook to revisit in May?
 3. Mary-Anne– tools are already given to those who are needing accessibility-
 - v. Camille – Libraries is looking at how we integrate Indigenous knowledge. Development for SAS, but to show how we are doing it. (Budget/reports reflects ALL of the UFV community)
 - vi. Camille – Thank you to Patti and Martin for working on the budget – Patti is retiring at the end of April, and we would like to extend our thanks to her for her

stewardship of the Acquisitions budget and work as Collections Librarian.

- vii. Camille – encourage other UFV department to use the DDA
- viii. Camille - Library donations– depends on donation and if it is consistent with the library collection policy and has valuable to the collection

6. Update on Library activities- Camille

- Libraries are reopened for faculty/students in August and fully open in September
- During the floods, Libraries remained open with a few exceptions when the flooding first started to allow everyone to return home safe. There were some shortened hours, but library resources were available online.
- Those who could worked from home when asked to by the BC government during the gas shortages
- January' return was complicated by the omicron variant and was online until in-person classes resumed January 23rd, 2022
- Been a tough year for many people with the fires, covid, flooding, the omicron variant, and the change in leadership – she is grateful to all of the library staff for their seamless delivery of amazing Library services to students and faculty.
- Events - Library staff place names tours – with Dr. Sonny McHalsie
- All Library staff was given the opportunity to attend The Access Services conference virtually which coincided with the flooding so many were able to attend.
- Since January, several workshops have been held including Communication, Team building, and Respectful Workplace have been attended by all Library employees
- Starting to work on the Library Strategic Plan so that it aligns with the UFV Strategic Plan and setting some KPIs specific to Libraries around Engaging Learners, Transforming Lives, and Building Community.
- SSHRC/NSERC research granted by the Tripartite Council require that a Research Data Management plan be in place by Fall 2023. Libraries is working with the Research Office on the research data management and has applied to IT for approval of the purchase of Dataverse.
- The Research Office, IT and Libraries are looking at the foundation of a Digital Assets Management/technology plan related to Archives, Research Data Management, Digital Humanities, the two CEC (South Asian Studies and Peace & Reconciliation) have developed oral history collections and archives, and the current digital collection held in the Library with the Special Collections and Local History Collection. The Budget for this project is expected to be passed on April 7, 2022
- The Archivist position, again reliant on the budget passing in April, is for the records of UFV as an organization. Areas that will be covered by the archivist are working with the Special Collections, SAS, PARC, etc. on the overarching plan mention above. The last report plan related mainly to Records Management was done 2004/2005 and needs to be updated and then an Archive Program Implementation plan needs to be developed.
- Mary Anne, Special Collections Librarian, is now at 50% and will be retiring at the end of the year so the Archivist will work with her to ensure those collections are cared for.
- Mission Redevelopment – Start developing a Learning Commons (which will include the

Curriculum collection). Campus is to be expected to be open Fall 2023

- Deep listening session with the communities – part of the meeting.
- Position is filled for the Assistant to the University Librarian – Sandra Reid will be joining us April 1, 2022.
- Retirement – Leslie Olsen, Chilliwack Library Tech-in-Charge will be retiring mid-April and the SAC made the recommendation for the successful candidate and the Recommendation letter will be forward to the Provost for approval.
- Patti's position was sent for posting in early February but due to an error on the part of the Library job board, it was not posted on the site although it was invoiced and paid for. Therefore, it had to be extended and we hope to have it filled by the end of April 2022

Questions for the LAC?

- No questions were asked during this time

7. LAC membership for 2022/23

- All the LAC members terms have expired except for Robin and Grant so Camille invited all to renew their term in light of there not being many meetings during Covid. Some have expressed a willingness to renew while others have been unable to. Camille will follow up regarding recruitment for the LAC with the Deans that have empty seats on LAC.
- Motion to nominate David to be chair – Jeff and Robin appoint David
- Jeff- LAC being fewer high stakes committee good for new faculty. Willing to continue for the remainder for the year and is willing to recruitment for next year
- Alison Pritchard-Orr – agreed to join LAC
- Carmen Herman – agreed to come to the next meeting, if possible, with their scheduling
- Cindy Ramage – agreed to come to the next meeting, if possible, with their scheduling

8. Adjournment

- Meeting is adjourned at 11:17AM

Bring Forward May 20, 2022, LAC Meeting

- Accessibility in the Acquisitions Budget (Audio books)

NEXT LAC Meeting – May 20, 2022, at 9 AM

LIBRARY ADVISORY COMMITTEE TERMS OF REFERENCE

1. The Library Advisory Committee (LAC) advises the University Librarian on matters relating to the Library and library services. These include but are not limited to the following:
 - a) The policies, role, functions and priorities of the Library.
 - b) Communication between the Library and its users.
 - c) Advocacy in support of the Library in its central and critical role within UFV .
 - d) Methods of allocating the library acquisitions budget and other resources.
 - e) Methods of evaluating the services of the Library.

The LAC advises Senate on educational policy relating to the Library, through the Academic Planning and Priorities Committee.

2. The Chair of the LAC is selected annually from among its members.
3. Terms for faculty members of the LAC will be two-years, staggered.

4. Membership:

| | |
|--|------------|
| Faculty of Humanities: | 2 faculty |
| Faculty of Social Sciences | 2 faculty |
| Faculty of Professional Studies | 2 faculty |
| Faculty of Science | 2 faculty |
| Faculty of Health Sciences | 1 faculty |
| Faculty of Access and Continuing Education | 1 faculty |
| Faculty of Applied and Technical Studies | 1 faculty |
| Teaching & Learning representative | Ex-officio |
| University Librarian | Ex-officio |

5. Committee members will represent equitably the interests of their constituents and the campus distribution of programs and services.
6. Decision-making is by consensus. If consensus is not achievable, or it is inappropriate to the question, Robert's Rules of Order will apply. A quorum consists of 50% of the members.
7. If a member is unable to attend a meeting, she/he is encouraged to find a substitute who can represent the constituency.
8. LAC meetings are normally held on a bi-monthly basis between September and May. At least one meeting per year will be held in Chilliwack. Meetings may be held electronically.
9. Librarians and library technicians may attend meetings as resources for the Committee.
10. LAC meetings are open. Any member of the University community may ask to have an item added to the agenda and may attend and speak to it. Observers are welcome.

How do we, over the next five years, position The University of the Fraser Valley Library to serve the students and faculty in inclusive and innovative ways that strengthen the library's relevance and continue to establish and sustain the library as a pillar of UFV's community?



UFV LIBRARY STRATEGIC PLAN Executive Summary 2022-2027

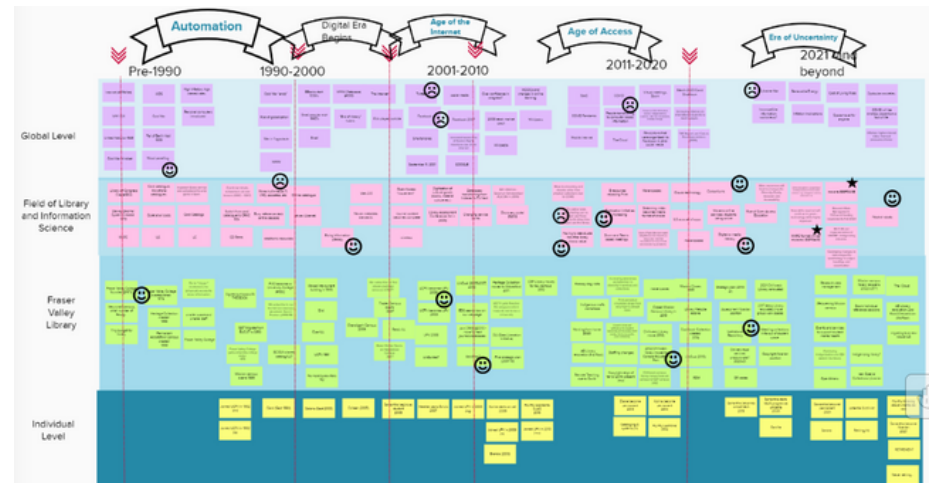
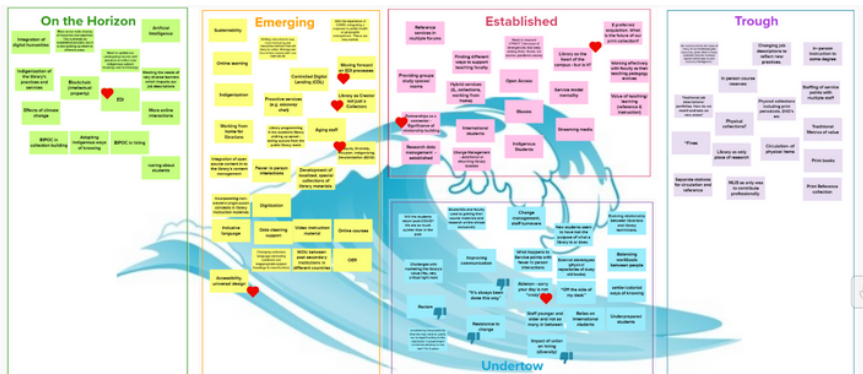
Implications of the UFV Libraries Current Reality

WAVE (Library Trends)

- The most valuable library resource is the people who work here
- Climate change is going to have a large impact on what we do
- Long-range campus/ institution plans (e.g., facilities usage)
- Micro-credentials may cause the 2- and/or 4-year degree to lose some importance
- We are going to have to fight to maintain relevance with administration - meeting the needs of students and faculty
- There is a tension between how we see ourselves in the past (busy, beautiful space full of collections) and the library of the future with remote access/spaces
- Must keep up with providing pertinent resources for researchers who have rapidly and ever-revolving needs
- Shifts in needs of students (type and method/mode of accessing resources)

HISTORY JOURNEY (Wall of Wonder)

- We will have to be more creative in resource allocation. May have to grieve loss of how libraries used to traditionally function.
- Professional development to learn new areas.
- People are wearing many hats, and are performing diverse work. Need to narrow focus so staff isn't overwhelmed. Need to strike balance.
- New initiatives- but have limited space, personnel, and money. Need to decide what is important
- May have to find different ways to forge relationships with communities
- Competing priorities
- How do we market the importance of what we do to senior administration?



Areas the library can contribute to the University Strategic Plan

UNIVERSITY STRATEGIC PLAN: Where can the library contribute/impact the overall plan?

Engage Learners

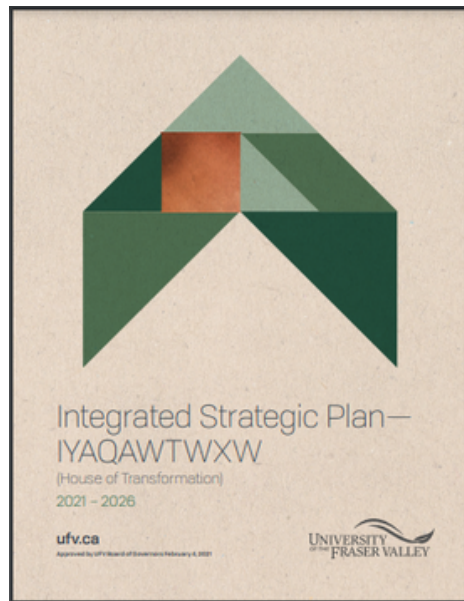
- Collections
- Services- group study rooms without computer; no zoom room
- Honor Indigenous- Events, Displays Collections, Art
- Information Literacy/Competency
- Access to technology/ provide computers
- Digital Literacy- Lib Guide- Info on Fake News; data visualize
- Remove barriers (Abelism LibGuide was most-used non-course specific libguide)
- Reference printer is most used in UFV (access to technology)

Transform Lives

- Residential School Exhibits
- Indigenous Foods/ MMIWG2S/ Elders/ Workshops
- Health Well-being; therapy dogs.. Could use flex space for yoga/games, Kin Talks
- Faculty research
- Feature faculty publications
- Exhibit events, new books
- Personal/Professional/Cultural Awareness Events

Build Communities

- Truth and Reconciliation Calls to Action; CFLA-FCAB Reports and 10 Recommendations
- Purple Night Event
- Could Commit "safe space" on campus



UFV will be known as a gathering place for learners, leaders, and seekers. We will pursue diverse pathways of scholarship, leading to community connection, reconciliation, and prosperity, locally and beyond

Libraries Desired Future

LEARNING ENVIRONMENTS

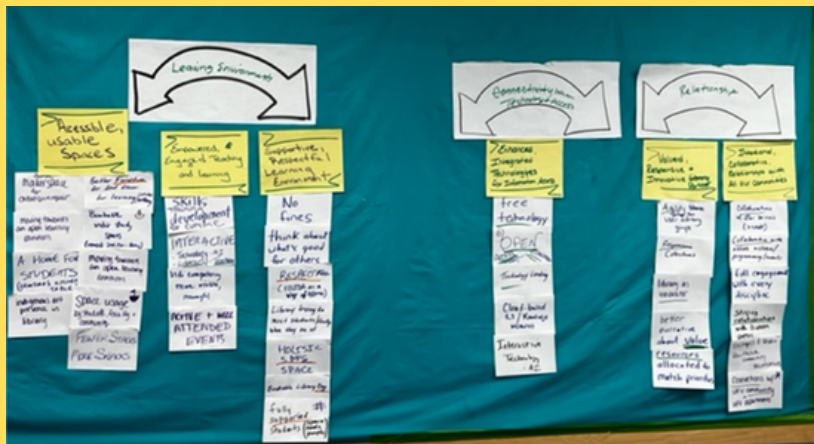
- Accessible Usable Spaces
- Empowered, Engaged, Teaching and Learning
- Supportive, Respectful Learning Environmentt

CONNECTIVITY BETWEEN TECHNOLOGY & ACCESS

- Enhanced, Integrated Technologies for Information Access

RELATIONSHIPS

- Valued, Responsive & Innovative Partner
- Responsive, Intentional, Collaborative, Relationships with All Our Communities



Blocks & Barriers to Achieving the Future

Competing Interests, Ineffective Communication & Workloads Throughout the Organization Impedes Building Effective Relationships & Community

Institutional & Library Bureaucratic Practices Prevent Progress

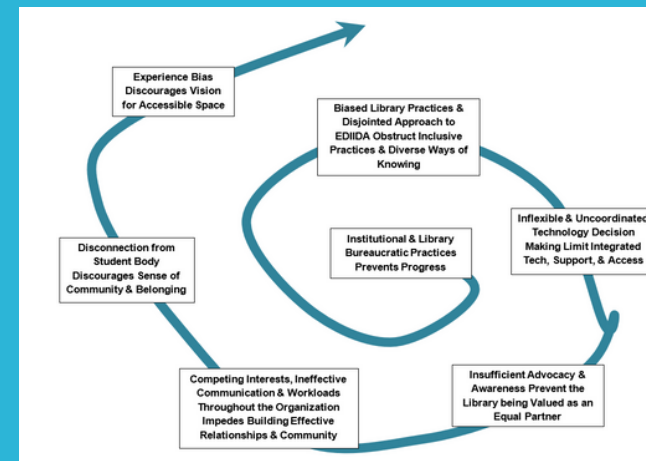
Inflexible & Uncoordinated Technology Decision Making Limit Integrated Tech, Support, & Access

Insufficient Advocacy & Awareness Prevent the Library being Valued as an Equal Partner

Biased Library Practices & Disjointed Approach to EDI/IDA Obstruct Inclusive Practices & Diverse Ways of Knowing

Disconnection from Student Body Discourages Sense of Community & Belonging

Experience Bias Discourages Vision for Accessible Space



Strategy Areas

Empowering Users

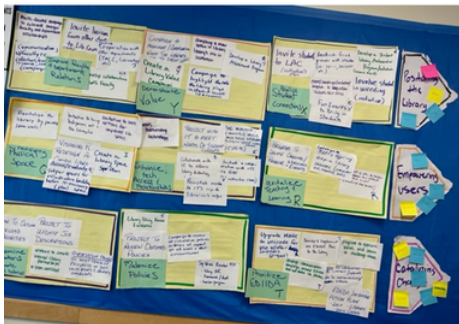
- Revisoning Physical Space
- Demonstrate Value
- Build Student Connections

Positioning the Library

- Improve Faculty & Department Relations
- Enhance Tech Access & Relationships
- Revitalize Teaching & Learning

Catalyzing Change

- Streamline Operations to Create Workload Balance
- Modernize Policies
- Prioritize EDIIDA






First-Year Accomplishments

- Launch LibCal Appointments
 - Create marketing campaign around librarians
 - Relaunch (in original areas) and expand offsite services
 - Identify student groups not currently using library
 - Explore pathways to embed library/librarians into Learning Management Systems
 - Create Library Space Plan
-
- 2 faculty/student events per campus (half should be fun-centered events)
 - Establish relationship with Student Union
 - Explore Framework for Student Club
 - Develop Library Assessment Plan
-
- Create EDIIDA Committee
 - Identify EDIIDA Priorities
 - Hold 2 Professional Development Workshops
 - Individualized Professional Development Plan for each employee
 - Systematic Review of Roles and Functions of Library Employees



First-Year Calendar

| | SMART Goal & Shepherd | Quarter 1 - 2022 Apr-June | Quarter 2 - 2022 July-Sept. | Quarter 3 - 2022 Oct.-Dec. | Quarter 4 - 2023 Jan.-Mar. | |
|--|---|-------------------------------------|-------------------------------------|--------------------------------|-------------------------------|--|
|  <p>Empowering Users</p> | A. Create library space plan - Moira & Brenda | [Green bar spanning all quarters] | | | | |
| | B. Explore ways to embed librarians/library into LMS | | | [Green bar spanning Q3 and Q4] | | |
| | C. Identify student groups not currently using library | | | [Green bar spanning Q3 and Q4] | | |
| | D. Relaunch (organize) & expand offsite services - Selena | [Green bar spanning all quarters] | | | | |
| | E. Create marketing campaign around librarians - Korina | [Green bar spanning Q1, Q2, and Q3] | | | | |
| | F. Launch LibCal appointments - Diane | [Green bar spanning all quarters] | | | | |
|  <p>Positioning the Library</p> | A. Develop library assessment plan - Colleen | | | | Year 2 | |
| | B. Explore framework for students club - Sam | | [Green bar spanning Q2, Q3, and Q4] | | | |
| | C. Establish relationship with student union (SUS) | | | [Green bar spanning Q3 and Q4] | | |
| | D. Two faculty or student events per semester per campus (1/2 fun) - Dan | [Green bar spanning all quarters] | | | | |
|  <p>Catalyzing Change</p> | A. Systematic review of roles & functions of employees - Colleen | [Green bar spanning all quarters] | | | | |
| | B. Create individual plan for each library employee in EDIIDA | | [Green bar spanning Q2 and Q3] | | | |
| | C. Hold 2 professional development workshops re: EDIIDA | | [Green bar spanning Q2, Q3, and Q4] | | | |
| | D. Identify EDIIDA priorities | | [Green bar spanning Q2, Q3, and Q4] | | | |
| | E. Create EDIIDA Committee - Heather and Hongfei | [Green bar spanning Q1 and Q2] | | | | |

Thank you

University of the Fraser Valley Library
for supporting this effort



Library - Advisory Committee(LAC)

From 2022-09-06 to 2023-06-30

| September 29, 2022 | | | | | | | | | |
|--------------------|---------|---------------|--------------------------|-------------|---|-------------|----------|-----|------|
| Time | Event | Event Contact | Activity | Reservation | Room | Config Type | Rec Type | DoW | #Att |
| 8:30 AM - 11:30 AM | Library | | ADVISORY COMMITTEE (LAC) | 32 | AB ABA 203B A225 | | | R | 0 |
| November 25, 2022 | | | | | | | | | |
| Time | Event | Event Contact | Activity | Reservation | Room | Config Type | Rec Type | DoW | #Att |
| 9:00 AM - 11:00 AM | Library | | ADVISORY COMMITTEE (LAC) | 28 | AB ABA 203B This Meeting may be moved to Chilliwack - Breakfast Meeting | | | F | 15 |
| January 27, 2023 | | | | | | | | | |
| Time | Event | Event Contact | Activity | Reservation | Room | Config Type | Rec Type | DoW | #Att |
| 9:00 AM - 11:00 AM | Library | | ADVISORY COMMITTEE (LAC) | 29 | AB ABA 203B | | | F | 15 |
| March 24, 2023 | | | | | | | | | |
| Time | Event | Event Contact | Activity | Reservation | Room | Config Type | Rec Type | DoW | #Att |
| 9:00 AM - 11:00 AM | Library | | ADVISORY COMMITTEE (LAC) | 30 | AB ABA 203B | | | F | 15 |
| May 26, 2023 | | | | | | | | | |
| Time | Event | Event Contact | Activity | Reservation | Room | Config Type | Rec Type | DoW | #Att |
| 9:00 AM - 11:00 AM | Library | | ADVISORY COMMITTEE (LAC) | 31 | AB ABA 203B | | | F | 15 |