



Senate Committee on University Planning

Academic Unit Review Summary: Libraries and Archives

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|-------------------------------|---------------------|
| Site Visit                    | October 22-23, 2018 |
| Informal Response to Planning | February 20, 2019   |
| Formal Response to Planning   | March 25, 2019      |
| Implementation Update         | October 2019        |
| Midterm Review                | 2022-23             |

Review Team Members:

- Francesca Holyoke, University of NB Libraries Archives & Special Collections (Chair, Review Team)
- Creighton Barrett, Dalhousie University Libraries
- Mark Lee, Modern Languages and Literatures, Mount Allison University

Note: The following recommendations are taken mostly verbatim from the external review. For context they should be read in conjunction with the department’s formal response.

Recommendations of the Libraries and Archives Review

9.1 Short-term recommendations (next two years)

9.1.1 Establish an ad-hoc committee of Library Council to oversee the transition to Novanet

9.1.2 Consider more frequent all-staff meetings, team meetings, and other configurations to share information and advance key priorities

9.1.3 Develop new or revised organizational charts to explain reporting structures and committee structures

9.1.4 Update terms of reference for Library Council and all library committees and working groups

9.1.5 Conduct a systematic review of all endowments related to the Libraries & Archives

9.1.6 Provide modest increases to support staff numbers while sustaining the existing librarian complement as a bare minimum

9.1.7 Work with the University administration to secure increased cleaning services from Facilities Management.

## **9.2 Medium term recommendations (next three to five years)**

9.2.1 Re-imagine information literacy services

9.2.2 New UL should assume a leading role in fundraising and planning for renovations to the Library & Archives

9.2.3 Initiate an all-staff discussion re: organization, workload, collegial discussion, management, etc.

9.2.4 Work with colleagues from Novanet libraries to consider collaborative collection development initiatives

9.2.5 Develop improved systems and procedures to allocate library space and services to support University research and teaching

## **9.3 Long-term recommendations (next five + years)**

9.3.1 Consider secure off-site storage for some University records and other library materials

9.3.2 Consider hiring a records analyst to support the University Archivist with day-to-day aspects of managing a University Records Management Program

9.3.3 Begin developing staffing plans and budget models to support administration of Libraries and Archives after renovations