

**Annual Report of the Senate Library Committee**  
D. Moses, University Librarian  
G. F. Naterer, Chair, Senate Library Committee  
March 7, 2024

## Mandate and Composition of SLC

The mandate of the Senate Library Committee (SLC) is to solicit from the University community advice, concerns, recommendations on academic matters pertaining to the library, and to relate these to the University Librarian; to advocate for necessary and appropriate resources for the academic functions of the library; and to advise the University Librarian in the development of policy recommendations in support of research, teaching, and learning. The composition of the SLC includes the Vice-President Academic and Research (Chair), University Librarian, 1 Librarian elected by Senate (2-year term, non-renewable), 3 Faculty members, no more than two from any one Faculty elected by Senate (2-year term, non-renewable), 1 student appointed by the SU President and elected by Senate (1-year term) and 1 graduate student appointed by the GSA and elected by Senate (2-year term). Current membership includes:

- Greg Naterer (Chair)
- Donald Moses (University Librarian)
- Melissa Belvadi (Librarian representative)
- Barry Linkletter (Faculty representative - Science)
- Emily John (Faculty Representative - AVC)
- Nadja Bressan (Faculty Representative - FSDE)
- Anna MacLaren (Undergraduate Student Representative)
- Nayana Sunila (Graduate Student Representative)

Barry Linkletter agreed to serve as the committee's EDI champion.

## Summary of Meetings

The committee met three times during 2023-2024: July 31, 2023, November 23, 2023, and March 5, 2024. Discussion themes are described below.

- **Library's Strategic Plan: 2023-2026**

Committee members reviewed, discussed, and provided feedback on the Library's Strategic Plan. The SLC approved the plan as presented and suggested it be shared with Senate. The Library's Strategic Plan has been published on the Library's website and is available here: [https://library.upei.ca/sites/default/files/Robertson\\_Library\\_Strategic\\_Plan\\_2023%E2%80%932026.pdf](https://library.upei.ca/sites/default/files/Robertson_Library_Strategic_Plan_2023%E2%80%932026.pdf)

- **Library's Budget**

Funding issues related to the budget were shared and discussed with committee members. There is a recognition that the Library has been chronically underfunded as demonstrated by the Macleans ranking as measured by the percentage of the University's budget allocated to the Library<sup>1</sup>. This ranking is likewise reflected in CAUBO's reported General Operating Expenditures. The nature of information resources has moved from one-time cost models to annual subscription cost models and there are vendor/publisher increases annually in the 3-5% range. The Library's collection budget needs an annual increase to maintain existing subscriptions. The Library's staffing model has been static, despite increases in the number of new programs, students, and emerging requirements, though the library has used donor and grant funds to help supplement staffing.

- **Building Fundraising Initiative**

The Robertson Library will be celebrating its 50th year of operation (the building was constructed though 1974 and opened its doors in January 1975). A \$15M fundraising campaign will be launched to support renovation and expansion of student focused spaces within the library and an expansion of the library's Archives and Special Collections space to accommodate the growth of these unique collections. Committee members provided feedback and suggestions around potential testimonials, ways to connect with potential donors, and the need for visualization of the planned renovations. The University Librarian shared promotional materials created by UPEI's Marketing and Communications team and the foundational work underway by the team in the Department of Development and Alumni Engagement. An official launch is planned for April. More information is available online at <https://upei.ca/loveourlibrary>.

- **Quality Assurance Assessment/Review**

As part of our MPHEC Quality Assurance program, the Library will be undergoing a Quality Assurance Assessment/Review. Although it is not an academic program, where there is an established policy/procedure for program reviews, a similar process will be used as for departments/units that support the academic mission of the university. Committee members suggested an examination of other institutions in the region. The University Librarian reached out to colleagues in the region through our membership in the Council of Atlantic Academic Libraries to obtain feedback. There is not a uniform approach across the region. A suggestion that a modified version of the policy for academic programs could be applied to the Library's context. Further work is needed.

- **Services/Projects/Collaborations/Celebrations**

Each meeting the University Librarian brought updates to the committee related to a number of initiatives.

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<sup>1</sup> <https://education.macleans.ca/feature/canadas-best-universities-by-library-expenses-rankings-2024/>

- Support of Open Access through discounts for article processing charges (<https://library.upei.ca/apc-discounts>)
- Library Website Migration (<https://library.upei.ca/>)
- OER Development Grants (<https://library.upei.ca/OERProgram/grants>)
- System upgrades (Evergreen ILS, EZProxy, Redmine, VRE cleanup)
- Islandora Project (<https://islandora.ca>) and migration of our digital collections.
- Collaboration with ITSS to help provide A/V support after hours
- Support for LMM Institute projects (LMM Bookshelf and the Journal of L.M. Montgomery Studies)
- Partnership with PEI Public Library Service to provide leisure reading materials for UPEI students
- UPEI recognized Merritt Crocket, Leo Cheverie, and Betty Jeffery as Founders in 2023 <https://www.upei.ca/communications/news/2023/12/upei-honours-2023-founders-during-ceremony-december-15>
- A number of staff retired at the end of 2023 and a retirement celebration was held to recognize over 150 years of shared service

## Summary Statistics

The Library tracks a number of metrics and the University Librarian shared some of that data with committee members.

### 2022-2023 Reporting Period

- Library Instruction
  - 92 hours of library instruction
  - 80 sessions delivered
  - 2208 participants.
- Library Hours
  - Open 7 days a week
  - 92 Hours weekly
  - 78 Hours of Virtual Chat Coverage
  - 128 Staff Hours Weekly on Service Desk
  - 102 Student Assistant Hours Weekly on Service Desk
- Service Requests/Questions
  - 7,673 Service Desk Transactions
  - 881 Virtual Reference Questions
- Spaces
  - Over 700 seating options in the Library (tables, carrels, etc.)
  - 12 Group Study Rooms, 6 Individual Study Rooms, 4 “Online” Rooms
    - 11,550 Study Rooms booked
    - 1,421 “Online” Rooms
- Technology
  - 2750 Tech related questions at the Service Desk

- 41 PC and Chromebook Laptops available for loan
  - 602 student loans
- 3 Computer Labs (66 computers)
- Over 75 computers outside of labs for students to use
- Printing (black and colour)
- 2 self serve scanners and a multi-function device
- 2 microfilm scanners
- Various digitization tools (slide scanner, VHS digitization unit)
- Variety of chargers / adapters available from the Service Desk
- Collections
  - 12,269 Loans
  - 259,036 physical titles in collection
  - 2,537,677 titles owned or licensed online
  - Journal full text usage: total (unique item requests) = 355,558
  - Ebook full text usage: total (unique title requests) = 26,896
- IslandScholar
  - 14,280 Faculty/Staff works
  - 674 Theses
  - 149 Graduate Projects
  - 196 Undergraduate Works
  - 593 Scholar Profiles
  - 667 new records added during reporting period
- Digital Collections
  - IslandArchives.ca, IslandNewspapers.ca, IslandLives.ca, IslandVoices.ca, pwc.upei.ca, sdu.upei.ca, downingdownhome.ca, islandimagined.ca, and more
  - Over 700,000 Pageviews
- 5 OER Grants awarded

## Other Committee Recommendations

Barry Linkletter suggested that the approved minutes of our meetings should be shared with Senate as a standard practice. The University Librarian reported that recent updates to the Senate website can now accommodate the option of adding committee minutes. It was the intention of the Chair that the approved minutes be added to the Senate Library Committee section on the Senate website.