TO: UPEI Senate
FROM: Senate Library Committee (SLC)
DATE: March 31st, 2025
RE: Annual report of SLC

Mandate and Composition of the Senate Library Committee

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 include the Vice President Academic and Research(Chair), the 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 (as of March 2025) includes:

- Greg Naterer (Chair)
- Donald Moses (University Librarian)
- Keri McCaffrey (Librarian representative)
- Yulin Hu (Faculty representative - FSDE)
- Thomas Larkin (Faculty Representative - Arts)
- Esther Wohlgemut (Faculty Representative - Arts)
- Anna MacLaren (Undergraduate Student Representative)
- Synthia MacEachern (Graduate Student Representative)

Meeting/Discussion Summary

A number of members completed their terms on the Senate Library Committee, and it wasn't until the late fall that when we were able to fill those vacancies. During 2024-2025, the committee met once on January 27, 2025 and a meeting in April is planned. Discussion themes included:

- **Library's Strategic Plan: 2023-2026**
  - The Library continues to use its Strategic Plan to help move our goals forward. Librarians' reports to Library Council connect their activities with our strategic plan's priorities and goals.

- ○ The Library's Strategic Plan is available on the Library's website: https://library.upei.ca/sites/default/files/Robertson_Library_Strategic_Plan_2023%E2%80%932026.pdf
- **Library's Budget**
  - ○ In 2024-2025 a student library fee increase was approved and that has been very helpful. With those funds we've been able to cover the cost of vendor increases in our subscriptions, refresh the laptops lending pool with 22 new laptops to replace those that are at their end of life and/or damaged, added funds to our student assistant budget to cover wage increases and student coverage on the Service Desk, part time staffing of the Service Desk, and software licenses and service contracts.
  - ○ The development of the new Faculty of Medicine has provided phased funding for staffing and resources for the Library's budget to support the program. Kim Mears currently serves as the Medical Librarian for the program. Discussion with the VPAR office regarding a currency exchange stabilization fund has been ongoing.
  - ○ The Library received one-time Graduate Tuition revenue funds from the VPAR and the majority of those funds have been allocated to improving our collections in support of graduate programs.
- **Staffing**
  - ○ D. Moses provided updates on a number of staffing activities related to vacancies in the Library including filling a part time Service Desk position, filled a library technician position in the Metadata Unit (Jan2025), filled a term PA position (Sept 2024) to help us with our Islandora migrations, filled a term Library Technician position in Acquisitions to backfill a staff member, filled a part time service desk position, filled a term position in Archives and Special Collections (backfill). Juanita Rossiter is the acting University Archivist and Special Collections Librarian while Simon Lloyd is on sabbatical. Currently we are going through the process of hiring a Clinical Librarian with the support of the Faculty of Medicine.
  - ○ James Murphy is retiring after 22 years of service as of April 30, 2025.
  - ○ As of the writing of this report, Donald Moses' term as University Librarian will end as of June 30, 2025 and the VPAR has established a Search Committee to fill the upcoming vacancy.
- **Robertson Library Revitalization Fundraising Initiative**
  - ○ The Robertson Library launched its $15M fundraising campaign in April 2024. Since the launch of the campaign, and with the active support of Development and Alumni Engagement, Marketing, and Library staff, **we've raised over $6M** in donations through a direct mail campaign, Giving Tuesday, digital campaign, and active engagement with key donors and stakeholders. University Archivist and Special Collections Librarian Juanita Rossiter helped the Library connect with Alumni with monthly articles appearing in *Panther Connections*. Marketing developed a website, https://upei.ca/loveourlibrary, that includes the goals of the campaign, testimonials, and how donations can positively impact students, faculty, staff, public, and users of the Library's physical and virtual resources.

With the funds and in collaboration with Facilities, RFPs for work on the Library's lobby and an expansion of the Archives and Special Collections are being developed. As of the writing of this report, the design contract for the lobby has been awarded to A4 - https://a4architecture.ca/. In addition, the Library is celebrating its 50th anniversary and Library staff are working on several initiatives to recognize the milestone.

- **Quality Assurance Assessment/Review**
    - One of our strategic planning goals is to "Conduct a holistic quality assurance assessment of the Library, which includes a self-study" and to facilitate that goal we've met with Rachel Hasan (Quality Assurance and Planning Officer) to review the External Quality Assurance process and how it applies to the Library. Unlike other academic programs, where there is an established policy/procedure for program reviews, there isn't one for departments/units that support the academic mission of the university, so the Library reached out to colleagues in the region to determine if there was a standard practice and acknowledged that each institution is different. We established a working group to focus on our self study composed of the University Librarian, Kim Mears, and Rosie Le Faive. To date we have prepared unit and liaison area reporting templates, have prepared survey questions for stakeholders and plan to have the self-study completed by the end of May 2025 We plan to engage external reviewers during the summer of 2025.

- **Draft Library Strategic Enrolment Management Plan**
    - As part of institutional planning, the Library held a workshop that included librarians, library staff, and our student representatives from Library Council. Discussion at the workshop surfaced a number of themes that intersected with the Library, its strategic plan, and how we can and do support student recruitment and retention. Themes reflected in the draft plan include *Academic Success and Persistence through Information Literacy, Supporting Affordable, Accessible and Sustainable Education, and Build Capacity to Support Student Success and Retention.*

- **Services/Projects/Collaborations/Celebrations**
  The University Librarian provides a brief summary of the activities that the Library is undertaking or involved in. This report relates those activities to the goals from the Library's Strategic Plan.
    - Our strategic planning goal "*A-1: Ensure the Library's information resources support the University's instructional and research activities*" is reflected in our ongoing investment and curation of information resources and in the recent awarding of six OER development grants in March.
    - Our strategic planning goal "A-2: Encourage students in developing the critical information and digital literacy skills necessary to be successful contributors to society" is reflected in our extensive engagement in all of the First Year Experience courses, program courses, individualized research appointments for students, and the ongoing development and updating of the Academic Integrity tutorial.

- Our strategic planning goal "*A-3: Serve as stewards of the University's scholarly and research output, and champion a campus culture of open access*" is reflected in:
    - Support for Faculty Open Access publications through discounts or waived fees for article processing OA charges (https://library.upei.ca/apc-discounts)
        - Faculty members can contact their Library Liaison if they have questions or need support.
    - As part of our large software upgrade and migration project we updated and relaunched UPEI's institutional repository, IslandScholar. https://islandscholar.ca.
- Our strategic planning goal *"B-1: Support and foster current and ongoing external partnerships, while also exploring new engagement opportunities"* is reflected in our ongoing partnership with PEI Public Library Service to provide leisure reading materials for UPEI students, the loan of the "Black Islanders" exhibit from the PEI Museum and Heritage Foundation, the facilitation of the "Sharing our Research" course for Seniors College, and a developing partnership with L'Nuey to host digital content.
- Our strategic planning goal *"B-2: Engage with institutions, community groups, and individuals on Prince Edward Island to make unique heritage and cultural materials accessible."* is embodied in our ongoing creation of digital content and the migration and upgrade of our digital collections - many of which are the result of partnerships with memory institutions on PEI and individuals. Recent collections that have been relaunched include:
    - https://islandlives.ca
    - https://islandimagined.ca
    - And actively working on https://islandvoices.ca
- Our strategic planning goal *"B-3: Contribute and champion open source and open scholarship initiatives such as Islandora"* are actively supported by the Library.
    - We are members of the Islandora Foundation (https://islandora.ca) and contribute funds, code, and expertise to support the project which was originally developed at UPEI and now used and supported by the Foundation and an international community. Islandora provides the framework for our digital heritage collections, institutional repositories, and many of the VREs we support. https://github.com/islandora
    - We support Pressbooks, an open publication platform, that is used for OER materials - https://pressbooks.library.upei.ca/ - and participate in the AtlanticOER initiative, and it is also used to support UPEI's academic calendar - https://calendar.upei.ca.
    - We use an open source Integrated Library System, Evergreen, to manage metadata records and transactional information. https://islandpines.roblib.upei.ca.

- - We developed, host, and support the open access *Journal of L.M. Montgomery Studies.* https://journaloflmmontgomerystudies.ca
  - Our strategic planning goal "*B-4: Build relationships with campus partners to enhance student experience and success*" is reflected in our ongoing partnership with the Registrar's Office and the support for the Academic Calendar, Accessibility Services and provision of space and our exploration to increase support for learners with accommodations, with Research Services and provision of graduate student workshops, collaborations with the Teaching and Learning Centre related to OERs, and the collocation of the Writing Centre in the Library all contribute to the student experience and success.
  - Our strategic planning goal *"C-1: Reinvigorate the Library's physical and digital infrastructure to create inspiring and inclusive spaces"* is being realized in our fundraising efforts to revitalize the Library's physical spaces.

Summary Statistics

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

Metric	2022-2023	2023-2024	2024-2025 (May - February)
Service Desk Questions	7673	7579	4506
Virtual Reference Questions	881	980	654
Room Bookings (rooms)	11550	12428	9549
Room Bookings ("online" rooms)	1421	1671	1295
Room Bookings Total	12971	14045	10844
Entry Stats	139404	170093	142925
Circulation Stats	12269	16428	13713
Instruction - # of Sessions	80	115	113
Instruction - # of Students	2208	2773	3167
Instruction - # of Hours	92	167.2	134

My sincere thanks to the Librarians, library staff, and student assistants for all of their ongoing contributions to provide resources, services, activities, and welcoming spaces in support of our campus community and the public.

Respectfully submitted by Donald Moses, University Librarian.