



**SENATE LIBRARY COMMITTEE MEETING
MINUTES**

Thursday 17 March 2022
2:32-3:40 pm
via Zoom

Attendees

Senators

F. Andrew
J. Bulkan
L. Burr (*Vice-Chair*)
V. Chitnev
T. Jiang
M. MacPhee
S. Matsui (*Chair*)
A. Scott

Ex Officio

E. Kwakkel
S. Parker
M. Quayle

Guest

A. Doyle
B. Towell

Regrets

G. Averill
D. Born
C. Godwin
S. Mehta
K. Ross
R. Topping
L. Wang

Senate Staff

B. Menard

**Call to Order and
Land**

The meeting of the Senate Library Committee (the “Committee”) was called to order at 2:32 pm on 17 March 2022 by Shigenori Matsui, Chair.

Acknowledgement

Agenda

THAT THE Senate Library Committee adopts the 17 March 2022 agenda as presented.

Carried by general consent.

Minutes

THAT THE Senate Library Committee approves the 17 February 2022 meeting minutes as presented.

**Moved: A. Scott
Seconded: J. Bulkan
Carried.**

Business Arising

None.

**University
Librarian Update**

As presented by Susan Parker.

The Library’s external reviewers were on campus last week. Some members of the Committee were able to meet with the reviewers. The Provost will receive a copy of the review in due course. The Provost will share recommendations with S. Parker.

S. Parker was elected for a second three-year term as an associate faculty member in the School of Information. Having this role presents opportunity to engage with faculty and students and to enhance connections between the Library and the School of Information.

The Library hosted guests from the United State of America, Canada and beyond for an online event about the Library's Joan Gillis fonds entitled "I Know We'll Meet Again: Correspondence and the Forced Dispersal of Japanese Canadians". This program featured experts who spoke about the importance of these letters for understanding the government's forced dispersal of approximately 22,000 Japanese Canadians from British Columbia, starting in 1941. This event was co-sponsored by UBC's Equity Enhancement Fund. A digital exhibition of the Gillis fonds can be found here: ubc-library-rbcs.github.io/gillis-2021.

The Library has sponsored a major program at the BC Library Association Conference. The speaker will be Prof. E.J. Knox from the University of Illinois' School of Information Sciences. The program topic will be intellectual freedom and social justice. S. Parker will be a panelist at the conference for a discussion about crisis leadership.

At the spring meeting of the Council of Prairie and Pacific University Libraries (COPPUL), Xwi7xwa Library's Names of Nations Thesaurus was featured as well as the challenges of competing subject heading systems in academic library catalogues with a focus on how UBC is actively decolonizing subject headings.

Discussion:

Discussion ensued regarding the Library's external review. S. Parker was able to speak with the reviewers before they met with stakeholders and then afterwards. It was noted that the reviewers were effective and that the discussions went well.

**Thank Student
Senators**

Student Senators whose terms of service have ended were thanked for their service on the Committee.

**University Records
Management**

As presented by Susan Parker, Alan Doyle and Barbara Towell.

Records Management at the University is governed per Board of Governor's Policy G4 entitled "Records Management Policy": [universitycounsel-2015.sites.olt.ubc.ca/files/2021/10/Records-Management-Policy_GA4.pdf](https://2015.sites.olt.ubc.ca/files/2021/10/Records-Management-Policy_GA4.pdf). The policy translates into two key tasks – coordinating the effective management of paper and electronic records on campus, and coordinating the efficient management of paper records storage and Library PARC (Preservation and Archives). Library PARC is located at UBC Vancouver's South Campus, in the Research Precinct. The facility houses a campus-wide records management service, a small digitization area, a staff work area and a publicly accessible reading room.

Work has been done to create an updated retention schedule and to update the Records Management Office's (RMO) website to help the end-user to more easily navigate available resources and information. The RMO is actively engaging with Campus Communications to ensure that the services provided by the RMO are shared with campus stakeholders.

Some of the key services provided by the RMO includes off-site (fee-based) storage at Library PARC, providing advice and training on records management, and performing records management projects.

Discussion:

Discussion ensued about the scope of support and services provided by the RMO. It was noted that support and services are available to the entire UBC community.

It was asked how retention schedules are operationalized and who is responsible for adhering to them. In response, it was noted that all units, staff and faculty at the University have records management responsibilities, in that they need to manage records appropriately. Retention schedules can be found here: recordsmanagement.ubc.ca/schedules.

It was asked whether medical records are sent to the RMO. In response, it was noted that files containing research materials and confidential personal information are accepted, with the exception of student files. Files containing confidential information are managed using strict protections.

It was noted that digital records are more challenging to manage than physical records, as they are easily corruptible. It was also noted that preserving digital records and retaining them permanently can be more expensive than physical records. Guidelines for archival records can be found here: rmo.sites.olt.ubc.ca/files/2021/04/ArchivalRecords_GUI_0012_Rev4.pdf.

Action Item:

S. Parker to invite the University Archivist to speak at a future meeting of the Committee.

Next Meeting The next meeting of the Committee will be held on Thursday 21 April 2022 from 2:30-4:00 pm.

Adjournment The meeting adjourned at 3:40pm.