SENATE LIBRARY COMMITTEE
MEETING MINUTES
Thursday, April 11, 2024 2:32-3:57 pm via Zoom

Attendees

Senators F. Andrew, E. Baniassad, B. Bhandar, L. Burr (Vice-Chair), J. Cool, D. Dahl, A. Esteves, B. Gopaluni, M. Ho (Chair), X. T. Jiang, S. Singh, R. Yada

Ex Officio E. Kwakkel, S. Parker

Guests E. Wodarczak

Regrets C. Dai, A. Mitchell, R. Ng, S. Razia

Senate Staff J. Iverson

Call to Order and Land Acknowledgement The meeting of the Senate Library Committee (the “Committee”) was called to order at 2:32 pm on 11 April 2024 by L. Burr, Vice-Chair. L. Burr gave a land acknowledgement.

Agenda That the Senate Library Committee adopts the 11 April 2024 agenda.

Moved: L. Burr
Seconded: F. Andrew
Carried.

Meeting Minutes That the Senate Library Committee approves the 14 March 2024 meeting minutes.

Moved: L. Burr
Seconded: E. Baniassad
Carried.

Business Arising Following February’s presentation on the UBC Library and the Indigenous Strategic Plan, Rochelle Mazar, IKBLC Assistant Director, offered to facilitate a live reading of UNDRIP for the Committee. The session is voluntary and will not replace a regularly scheduled meeting. Members expressed interest in participating. J. Iverson will organize the session via email.

University Librarian Update S. Parker provided the monthly University Librarian update. Highlights included:

• S. Parker attended the annual meeting of the Harry Hawthorn Foundation and the AMS OER Champions Gala.
• S. Parker met with the Library Student Advisory Committee to discuss what students like about the Library and what more they would like the
Library to do. Biggest recommendation: make students aware of available resources and what librarians can offer.

- The Library is interviewing for two positions: Director of Library Communications and Marketing and Senior Director of Library Development. The applicant pool is strong.
- UBC has published a balanced budget but the Library’s budget has been impacted. The Library did not receive supplemental funding for promotion through the ranks for librarians and to cover inflationary costs on the collections purchasing budget. The Library’s reserves do not address ongoing funding requirements. The Library is looking at whether or not it can maintain current hours of operations, as well as other areas of reorganization. Cost saving measures are realized over time, not immediately. More updates to come.
- Following last month’s 24/7 operations conversation, the Library has not yet met with the Vice-President, Students, but it has talked to the Provost and consulted with Safety & Risk Services (SRS). SRS does not recommend overnight hours at IKBLC but it does recommend finding another space to operate 1-6 am. The Library is pursuing this avenue.

S. Parker responded to questions about the budget.

**UBC Archives**

*Guest: Erwin Wodarczak, Acting Head, University Archives*

E. Wodarczak gave a presentation on the UBC Archives. Key points were as follows:

- UBC Archives is a part of the Library. It was first established in 1970 as part of Special Collections, and became its own unit in 2001.
- UBC Archives is responsible for identifying, acquiring, and preserving UBC's permanently valuable historical records and making them available for researchers and staff. The Records Management Office is part of the Archives. It provides a unified approach to the management of current, active records.
- The activities and responsibilities of the Archives are articulated in two Board policies, first passed in the 1990s and then revised in 2005. The Archives’ mandate, as defined by these policies, covers the administrative records of the University and its constituent units.
- The Archives acquire records from not only individuals associated with the University, such as prominent alumni, faculty members, and senior administrators, but also related organizations, like student and employee clubs and organizations, the Faculty Association, and some alumni groups.
- The Archives acquire records of all media: textual paper records, photographs, film, audio and visual recordings, cartographic materials, artwork, and digital.
- The acquisition of records has become more methodical over time. Pre-1990s, the archives were intended as a means of collecting a range of historical materials pertaining to UBC. Beginning around 1989, the
archives began moving toward a more comprehensive and focused mandate that was triggered in large part by the implementation of BC's Freedom of Information and Protection of Privacy Act (FIPPA). Responding to FIPPA requests requires a comprehensive archives and records management program.

- The Records Management Office creates retention schedules, which are guidelines for what records will have continuing value and should be transferred to the archives at the end of their active period. The long-term value can be historical, legal, administrative, or financial. Consultation with staff can reveal other historical records.
- UBC Archives occasionally receives requests to take on old administrative records outside the formal records management process. Non-institutional records, like private manuscripts and private records from individuals or outside organizations are usually acquired through donation. The Archives can arrange for a monetary appraisal, and then the University issues a tax receipt to the donor for that amount.
- University records are also governed by related provincial and UBC regulations. Requests by external researchers to look at records require completion of a research agreement which sets the terms under which those materials can be accessed. Archives staff respond to requests, vetting them for anything that might violate regulations and the basic principles of protection and privacy. Information may be redacted before the record is released. UBC Archives will periodically consult with the Office of the University Counsel.
- Records from individuals and other organizations may not be covered by FIPPA. Archives staff use their professional judgement and discretion to allow or limit those records on a case-by-case basis.
- Some donors request that their records remain restricted for personal reasons. UBC Archives discourages this practice on the principle of maximizing access to historical records, but may institute limited restrictions (e.g. ten years from the time of donation).
- In conclusion, UBC Archives serves as UBC’s corporate memory by identifying, preserving, and making available for use its permanently valuable records. It operates under the authority of policies elected by its parent body, UBC, and also must comply with BC’s legislation regarding institutional records.

E. Wodarczak responded to questions about retention schedules and the application of privacy principles.

M. Ho resumed the chair.

**Senate Committee Engagement with the Indigenous Strategic Plan**

J. Iverson summarized the presentations the Committee has received this year and sought feedback on what other information members need in order to respond to the Senate Nominating Committee’s request for a report on engagement with the Indigenous Strategic Plan (ISP).
Comments from members were as follows:

- Suggestion that future presentations include an ISP lens.
- The presentations the Committee has received have been more informative than those made at other committee meetings.
- It is helpful to consider how to continue to augment the work of the Library.
- The Library can regularly report to the Committee on its engagement with, and implementation of, the ISP and can continue to work on its commitments.

**Action item:** J. Iverson to write a status report based on members’ suggestions and circulate to the Committee for review.

**Other Business**

- M. Ho is not returning to Senate for another term. In the event this meeting is last, F. Andrew led a round of thanks for chairing the Committee.

**Next Meeting**

- Thursday 9 May 2024 2:30-4 pm in Irving K. Barber Learning Centre 240A. Gallery tour will follow.

**Adjournment**

- The meeting adjourned at 3:57 pm.