

Terms of Reference
Library and Archives Master Plan Steering Group
May 25, 2012

The last comprehensive Library space planning occurred more than 20 years ago. Since then, there have been many significant developments: the digital information revolution, university growth, changes in teaching, and the successful introduction of the 'learning commons' space and service model in academic libraries. Current space challenges in the Library include unmet demands for study space and teaching space, at-capacity collections space, interest in locating other services in the Library and space pressures of groups adjacent to Library space. The University Archives faces significant space issues as well, having outgrown its space in Kathleen Ryan Hall. A clear understanding of space needs and opportunities in both the Library and the Archives is required to guide future planning and ensure sound stewardship of university and donor investments.

Purpose

The purpose of this steering group is to guide a project that will:

- assess the current state and future needs of the Library's and the Archives' facilities with regard to space for collections, study, learning, research, collaboration, services and staff, considering best practices in research institutions;
- establish high level options and recommendations for the development of the Library's and Archives' facilities for the next 20 years, integrated with the Campus Master Plan;
- enable subsequent projects to develop detailed programs and costing for identified priorities.

Activities

1. Confirm the group's project charter, including ensuring appropriate consultation, communication and alignment with the development of the Campus Master Plan.
2. Define deliverables to be included in a Request for Proposals to select a planning expert to develop high level concept options.
3. Oversee and monitor the work of the planning expert and facilitate information gathering, stakeholder engagement and broad consultation.
4. Ensure that options are based on a clear understanding of future needs and opportunities relating to physical and digital collections, service trends, user expectations and the university's integrated planning framework, including the Academic Plan, Strategic Research Plan and Strategic Enrolment Plan.
5. Review options and make recommendations for consideration in the Campus Master Plan.

Reporting/Decision Making

Reporting to the Provost and Vice-Principal Academic,

- Provide regular progress reports
- Provide a final report with recommendations by June 2013

Communication

- Campus Master Plan Advisory Committee
- Deans
- Library Advisory Committees
- Senate Library Committee
- Library and Archives employees
- Students, faculty, alumni
- Community

Membership

University Librarian (Chair)	Martha Whitehead
Faculty members	Shelley King, Xiang Li, David Skillicorn
Undergraduate student	Mira Dineen
Graduate student	Matthew Scribner
Library staff/librarians	Kim Bell, Suzanne Maranda
Library Collection Development Coordinator	Jane Philipps
Library Special Collections	Barbara Teatero
QLC Executive and Library Academic Services	Sharon Murphy
University Archivist	Paul Banfield
Library Business Officer (Resource)	Nancy Petri
Manager Campus Planning (Resource)	Yvonne Holland

Term

May 2012 to June 2013