

## **Library and Archives Master Plan: Transition and Implementation**

January 27, 2014

The Library and Archives Master Plan (LAMP) was approved by Queen's Board of Trustees on December, 6, 2013. With that go-ahead, implementation can now proceed.

### **Transition**

A review of the deliverables stated in the LAMP RFP confirms that CS&P Architects has fulfilled its mandate (see relevant excerpt from the RFP, attached). The project came in 'on time and on budget' and was considered a success by all parties.

Follow-up is required on one of the details not stated in the deliverables: production of print copies of the plan documents, and continued access to the electronic files for the plan and other files shared with Queen's during the planning process. In consultation with CS&P, it was agreed that Queen's will download the appropriate electronic files from CS&P's FTP site to a password protected site at Queen's, and that CS&P will arrange print copies of the plan documents, with production costs to be pre-approved and paid by Queen's.

The official record of the planning process is in the Office of the University Librarian and will be managed according to the University's record retention schedules.

### **Implementation**

Board level approval and close alignment with the Campus Master Plan have provided a high profile for the future of the Library and the Archives, and high expectations. Responsibility for 'keeping the LAMP lit' lies not only in the Library and the Archives, but also with Campus Planning, Advancement and governance bodies, particularly the Campus Master Plan Advisory Committee (CMPAC) and Queen's University Planning Council (QUPC). Within the Library and the Archives, LAMP will also inform elements of collections management, service development and organizational structure.

Implementation will be supported as follows:

1. As soon as possible, Campus Planning will work with the Library and the Archives to identify standalone and enabling projects and their specific costs and sequencing, based on the framework provided by LAMP.
2. A group similar in composition to the LAMP Steering Group will be formed to encourage continued staff and community engagement in the plan and its implementation. This group will be advisory to the University Librarian and will meet 2-3 times per academic year.
3. Advancement will advise the University Librarian on the development of a 'campaign cabinet' to support fundraising for LAMP projects.

4. The Library Leadership Team will form project groups related to particular aspects of implementation (for example, the LAMP Collections project) and LAMP will inform all planning and projects (for example, the Public Services Renewal project).
5. The Senate Library Committee will include LAMP implementation on its annual roster of agenda items and in its annual reports to Senate.
6. Periodic implementation updates will be provided at least annually to CMPAC and QUPC. Capital projects will adhere to the University's approval processes.
7. Queen's will continue to maintain the [LAMP website](#) to provide a public record of the planning process and to support implementation.