

**2017-2018 REPORT OF THE STUDENTS'  
SOCIETY OF MCGILL UNIVERSITY  
LIBRARY IMPROVEMENT FUND**

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## PREFACE

Since 1996, the Library Improvement Fund (LIF) has ensured that McGill undergraduate students have access to the highest quality library facilities and resources. The Fund, overseen by the Students' Society of McGill University (SSMU) and the Library Improvement Fund Committee (LIFC), works to guarantee that the McGill Libraries meets students' most important needs. The Library Improvement Fund (LIF) is administered by the Library Improvement Fund Commissioner, who heads the Library Improvement Fund Committee (LIFC). The members of the LIFC are the SSMU Vice-President University Affairs, a member of Legislative Council, and various Members-at-Large.

The Library Improvement Fund (LIF) fee is an opt-outable \$8.50 fee for full-time students per semester and an opt-outable \$4.25 fee for part-time students per semester. An equal amount is matched by alumni donors, amounting to a total of over \$650,000 yearly. The Library Improvement Fund (LIF) fee is up for renewal in Winter 2019.

With the support of students' and alumni contributions, the 2017-2018 allocations have gone towards capital projects, student contract staff positions, technology enhancements, and special projects. The LIFC attempted to allocate funding according to student experience, longevity, accessibility, and feasibility/logistics.

Due to cost underruns of previous LIF projects, \$1,006,371 was available for allocation this year. The LIF spent \$129,640 less than what was originally allocated for this year. The surplus money will roll over towards the 2018-2019 LIF's allocations.

## EXECUTIVE SUMMARY

In 2017-2018, \$1,006,371 was available for allocation towards a variety of projects. With these funds, the SSMU LIFC asks the McGill Library to undertake the following:

PROJECT DESCRIPTION	COST (\$)
<b>CAPITAL PROJECTS</b>	
HSSL 2 <sup>ND</sup> FLOOR EXPANSION	\$175,000
ISLAMIC LIBRARY STUDY SPACE RENOVATIONS	\$8,000
SCHULICH LIBRARY WASHROOM EXPANSION <sup>1</sup>	\$0
<b>STUDENT CONTRACT STAFF</b>	
STUDENT HIRES (SUMMER 2018, FALL 2018, WINTER 2019)	\$352,000
OPEN EDUCATION RESOURCES RESEARCHERS	\$1,125
<b>TECHNOLOGY ENHANCEMENT</b>	
SPIRIT SCANNERS UPGRADE	\$30,000
ONE TOUCH STUDIO	\$25,000
5 CHARGING STATIONS	\$18,000
EXTERNAL MONITORS	\$1,000
<b>SPECIAL PROJECTS</b>	
EXTENDED HOURS, ACADEMIC YEAR 2018-2019	\$235,000
MUSIC LIBRARY WORKSTATION UPGRADE	\$19,000
ISLAMIC LIBRARY STANDING DESKS	\$8,000
MARVIN DUCHOW MUSIC LIBRARY EXTENDED HOURS	\$3,000
EDUCATION CENTER INSTRUCTION KIT STORAGE	\$1,606
<b>TOTAL</b>	<b>\$876,731</b>

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<sup>1</sup> The LIFC originally allocated \$75,000 to this project. However, McGill University informed the LIF Commissioner in January 2019 that Library Capital Funds would fund the washrooms.

# OUTREACH AND METHODOLOGY

## OUTREACH

In 2017-2018, the LIFC engaged and consulted the McGill community in the following ways:

- Promotion of the LIF on Facebook and Reddit
- Promotion on McGill Library social media pages, website, and branch digital signage
- Tabling in/near the McLennan-Redpath Complex
- Stationary whiteboard campaign held in the McLennan-Redpath Complex

## METHODOLOGY

To evaluate proposals, the LIFC used a quantitative proposal criteria system, which inspired discussion amongst committee members. At the beginning of the year, the committee collectively drafted these criteria to best reflect undergraduate students' priorities. Committee members scored each proposal on nine criteria placed in four categories, included in Appendix A. Please refer to Appendix B for the proposal form questions.

## ALLOCATIONS

### CAPITAL PROJECTS

For many years, McGill undergraduate students have identified Library spaces as a key area for improvement. Thus, it has been one of the goals of the LIFC to increase the quantity and quality of study space for the McGill community. As such, in 2017-2018, the LIF funded several capital projects related to study spaces.

#### *HSSL 2<sup>ND</sup> FLOOR EXPANSION (\$175,000)*

The LIF allocates \$175,000 to increase seating space on the second floor of the **McLennan-Redpath Complex**. This project will be accomplished in two phases. First, the Library will merge the Education Collection into the McLennan call number order, which will be accomplished by a team of four students hired to complete this task. Second, the Library will add 206 seats on the second floor of McLennan, along with numerous tables. This project is funded in collaboration with the AUS.

#### *ISLAMIC LIBRARY STUDY SPACE RENOVATIONS (\$8,000)*

The LIF allocates \$8,000 to increase the quantity of study space in the **Islamic Study Library**. This will be accomplished by transforming a room on the second floor of the Islamic Studies Library recently vacated by the Islamic Studies Faculty. This renovation will necessitate the removal of walls to open the space. The Library will provide tables and chairs at no cost extra cost.

#### *SCHULICH LIBRARY WASHROOM EXPANSION (\$0)*

The LIF allocated \$75,000 to increase the quantity of washrooms in the **Schulich Library of Physical Sciences, Life Sciences, and Engineering**. In January 2019, Library Capital Funds informed the LIF Commissioner that they would fund the washrooms. Thus, \$75,000 was returned to the LIF. The washroom expansion will add 10 to 12 washrooms throughout the Library, of which a majority will be gender neutral.

## STUDENT CONTRACT STAFF

Student employment in the McGill Library benefits the entire McGill community. Student staff can support themselves, gain valuable experience, and participate in the administration of the McGill Libraries.

### *STUDENT HIRES (SUMMER 2018, FALL 2018, WINTER 2019) (\$352,000)*

**The LIF allocates \$352,000 to fund student hires in the McGill Libraries.** They offer a wide range of student employment opportunities, which are available to dozens of students each term. These positions vary from student navigator positions to special assistants in several Library initiatives. Hired students are informed of the support from the SSMU Library Improvement Fund in their letters of hire.

### *OPEN EDUCATION RESOURCES RESEARCHERS (\$1,125)*

**The LIF allocates \$1,125 to fund three Open Education Resources (OER) student researchers.** These students will be tasked with compiling OER resources for three classes at McGill (1 student/class). The three classes are ECON 208, HIST 213 and MATH 140/141. Before the end of their contract, each student researcher will devise a method for assessing the success of the project at the conclusion of its first implemented semester. The Library will oversee the hiring process and serve as employment supervisors.

## TECHNOLOGY ENHANCEMENT

The LIF recognizes that technology plays an increasingly significant role in student learning. The centrality of technology extends to Libraries. Technology enhancements include new ways of viewing, processing, sharing, and creating knowledge.

### *SPIRIT SCANNERS UPGRADE (\$30,000)*

**The LIF allocates \$30,000 to upgrade the software of 5 Spirit Scanners.** Spirit Scanners are used by students, faculty and the broader McGill community to scan book chapters for later use. This upgrade will now permit individuals to email their scan instead of downloading it on a USB key.

### *ONE TOUCH STUDIO (\$25,000)*

**The LIF allocates \$25,000 to purchase and install a One Touch Studio.** This facility is a simplified video recording studio that can be used without any previous video production experience. Users will only need to bring a flash drive and push a button.

### *5 CHARGING STATIONS (\$18,000)*

**The LIF allocates \$18,000 to purchase 5 charging stations.** The stations contain eight lockers – six which can fit mobile phone-sized devices, two which can fit tablet-sized devices. All lockers have mini-USB, micro-USB, 30-pin, and Lightning adapters. The Charging Stations will be located in the Humanities and Social Sciences Library and in the Schulich Library of Physical Sciences, Life Sciences, and Engineering.

### *EXTERNAL MONITORS (\$1,000)*

**The LIF allocates \$1,000 to purchase four external monitors and connecting cables.** This will allow students to connect their laptops to monitors.

## SPECIAL PROJECTS

### *EXTENDED HOURS, ACADEMIC YEAR 2018-2019 (\$235,000)*

The LIF allocates \$352,000 to cover the security costs of extended hours. Extended hours have and continue to be an essential service for McGill students. This year, this allocation includes extended hours for the following branches: Humanities and Social Sciences Library, Schulich Library of Physical Sciences, Life Sciences, and Engineering, Nahum Gerber Law Library, and Islamic Studies Library.

### *MUSIC LIBRARY WORKSTATION UPGRADE (\$19,000)*

The LIF allocates \$19,000 to purchase 18 new desks for the Marvin Duchow Music Library. These desks will be spread across the three floors of the Library. The desks will be in various heights, with and without chairs, and with and without attached computers.

### *ISLAMIC LIBRARY STANDING DESKS (\$8,000)*

The LIF allocates \$8,000 to purchase and install standing desks in the Islamic Studies Library. These standing desks will replace standard tables, which currently support PC computers.

### *MARVIN DUCHOW MUSIC LIBRARY EXTENDED HOURS (\$3,000)*

The LIF allocates \$3,000 to cover the various costs of maintaining the extended hours of the Marvin Duchow Library of Music. The project is funded in collaboration with the Music Undergraduate Students Association.

### *EDUCATION CENTER INSTRUCTION KIT STORAGE (\$1,606)*

The LIF allocates \$1,606 to purchase a locked storage cabinet, which will protect over \$3,000 in education materials for Education students. This storage cabinet will be located in the Education Curriculum Resource Centre (ECRC). The ECRC is a non-traditional library space, where there are no security gates, and is not monitored at all times. Thus, this cabinet will protect expensive education materials from theft.

## CONCLUSION

With the 2017-2018 allocations, the LIF will enhance Library spaces in big and small ways. From offering students the opportunity to gain work experience in Libraries to continuing our commitment to extended hours, the LIFC is confident that its allocations will produce a positive impact on student life and learning.

On behalf of the LIFC, I thank Dean Collen Cook and Mrs. Diane Koen of the McGill Library for working tirelessly to help us make the McGill community's vision for the McGill Libraries a reality.

Finally, I would like to thank the members of the LIFC. Their participation was pivotal for the success of the LIFC. This year, the committee consisted of:

Marie Lemieux, Undergraduate Member of the Senate Committee on Libraries & Library Improvement Fund Commissioner (2018-2019)

Malcolm McClintock, Library Improvement Fund Commissioner (2017-2018)

Isabelle Oke, Vice-President (University Affairs)

Tre Mansdoerfer, Engineering Senator & SSMU Council Representative

Saud Ayub, Member-at-Large

Isabelle Daniele, Member-at-Large

Gaurav Karna, Member-at-Large

Sruthi Sudhir, Member-at-Large

*Respectfully Submitted,*

Marie Lemieux, Library Improvement Fund Commissioner (2018-2019)

## APPENDIX A: PROPOSAL EVALUATION CRITERIA

CRITERIA <sup>2</sup>
<b>STUDENT EXPERIENCE</b>
RELEVANCE TO STUDENT NEEDS (PRESENT OR FUTURE)
URGENCY OF NEED ADDRESSED
POSITIVE EFFECT ON PERSONAL LIFE
POSITIVE EFFECT ON ACADEMIC LIFE
<b>LONGEVITY</b>
TECHNOLOGICALLY RELEVANT
<b>ACCESSIBILITY</b>
NUMBER OF STUDENTS IMPACTED
AVOIDS EXCLUSION OF STUDENT GROUPS AND/OR PROMOTES INCLUSION
<b>FEASIBILITY/LOGISTICS</b>
COST/FEASIBILITY EFFICIENCY
CONSIDERATION OF LOGISTICAL CONSTRAINTS (SPACE, POLITICS, ETC.)

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<sup>2</sup> Each criterion was given a score from 1 to 5, (1 = low, 5 = high).

## APPENDIX B: LIF PROPOSAL QUESTIONS

QUESTION	OPTIONS	NOTE
NAME (FIRST, LAST)	-	CAN BE LEFT ANONYMOUS
ORGANIZATION	-	NOT REQUIRED
AFFILIATION	STUDENT, STAFF, OTHER	-
EMAIL	-	-
WOULD YOU BE WILLING TO MEET WITH THE COMMITTEE?	YES, NO, I'M NOT SURE	IF YOU ARE COMFORTABLE MEETING UP WITH THE COMMITTEE TO FURTHER DISCUSS THE PROPOSAL, PLEASE SELECT YES.
PROVIDE A DESCRIPTION OF THE PROJECT	-	PLEASE INCLUDE ANY RELEVANT DETAILS: WHICH LIBRARY BRANCH, GENERAL PURPOSE, WHO IT WOULD AFFECT, ETC.
HOW DOES IT IMPROVE THE LIBRARY?	-	WHAT PROBLEM DOES IT SOLVE? IS THERE AN URGENT NEED FOR IT? WHAT VALUE DOES IT ADD?
MONETARY DETAILS	-	EXPLAIN WHAT THE FUND'S CONTRIBUTION WOULD DO
ALTERNATIVE SOURCES OF FUNDING	-	ARE THERE OTHER FUNDS THAT COULD CONTRIBUTE TO THIS PROJECT?
ADDITIONAL DETAILS	-	PLEASE PROVIDE ANY ADDITIONAL INFORMATION ABOUT THE PROJECT; ADDITIONAL FILES CAN BE ATTACHED BELOW
ATTACH A FILE (UP TO 3)	-	ADD ADDITIONAL FILES HERE (E.G. BUDGET SPREADSHEET OF THE PROJECT, DESIGN PLANS, IMAGES, ETC.)