

**2018-2019 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 was renewed in winter 2019 and will be up for renewal in winter 2024.

With the support of students' and alumni contributions, the 2018-2019 allocations have gone towards capital projects, student contract staff positions, technology enhancements, and special projects. The LIFC attempts to allocate funding according to student experience, longevity, accessibility, and feasibility.

Due to cost underruns of previous LIF projects, \$805,640 was available for allocation this year. The LIF spent \$81,680 less than what was originally allocated for this year. The surplus money will roll over towards the 2019-2020 LIF's allocations.

## EXECUTIVE SUMMARY

In 2018-2019, \$805,640 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>                             |                  |
| NAHUM GELBER LAW LIBRARY SEATING EXPANSION          | \$13,000         |
| MARVIN DUCHOW LIBRARY LIGHTING                      | \$3,000          |
| <b>STUDENT CONTRACT STAFF</b>                       |                  |
| STUDENT HIRES (SUMMER 2019, FALL 2019, WINTER 2020) | \$300,000        |
| SPECIAL PROJECT ASSISTANTS                          | \$58,000         |
| CURATORIAL INTERN                                   | \$8,000          |
| OPEN EDUCATION RESOURCES RESEARCHERS                | \$5,000          |
| <b>TECHNOLOGY ENHANCEMENT</b>                       |                  |
| 3D PRINTERS AND SPARE PARTS                         | \$17,194         |
| <b>SPECIAL PROJECTS</b>                             |                  |
| EXTENDED HOURS, ACADEMIC YEAR 2018-2019             | \$289,016        |
| INDIGENOUS ART IN MCGILL LIBRARIES                  | \$30,000         |
| REDPATH BASEMENT MICROWAVES                         | \$750            |
| <b>TOTAL</b>  | <b>\$723,960</b> |

# OUTREACH AND METHODOLOGY

## OUTREACH

In 2018-2019, the LIFC engaged and consulted the McGill community in the following ways:

- Promotion of the LIF on Facebook
- Promotion on McGill Library social media pages, website, and branch digital signage
- Promotion of the LIF on previously funded projects with “tags”

## METHODOLOGY

To evaluate proposals, the LIFC used a holistic proposal evaluation, which was created to inspire discussion between committee members and led to a better understanding of the projects among the LIFC. At the beginning of the year, the committee collectively drafted these criteria. Please refer to Appendix A for the criteria. Please refer to Appendix B for the proposal form questions.

## REFERENDUM

One of the most important activities of the year was the Library Improvement Fund Fee Renewal Referendum, which was held in winter 2019. After campaigning from March 18 to March 29, 2019 with posters and a Facebook event, the students voted 85% YES to renew the fee, until March 2024.

## 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. The LIFC was limited in the quantity of projects it could undertake due to upcoming renovations affecting Library spaces.

#### ***NAHUM GELBER LAW LIBRARY SEATING EXPANSION (\$13,000)***

**The LIF allocates \$13,000 to increase seating space in the Nahum Gelber Law Library.** This will be done by re-purposing under-utilized areas, adding chairs and tables.

#### ***MARVIN DUCHOW LIBRARY LIGHTING (\$3,000)***

**The LIF allocates \$3,000 to purchase desk lights for the Marvin Duchow Music Library.** These lights will permit students to comfortably study past daylight hours.

## STUDENT CONTRACT STAFF

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

### *STUDENT HIRES (SUMMER 2019, FALL 2019, WINTER 2020) (\$300,000)*

The LIF allocates \$300,000 to fund student hires in the McGill Libraries. These positions offer a wide range of employment opportunities, which are available to dozens of students each term. They 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.

### *SPECIAL PROJECT ASSISTANTS (\$58,000)*

The LIF allocates \$58,000 to fund twelve Special Project Assistant positions in the McGill Libraries. During summer 2019, the 12 students will assist the Library Staff and Librarians with preparing books for the move and ingestion into the future Collection Management Facility.

### *CURATORIAL INTERN (\$8,000)*

The LIF allocates \$8,000 to fund one Curatorial Intern for the Visual Arts Collection (VAC) of the McGill Libraries. During summer 2019, this student will help the VAC in planning and creating curated spaces across Library spaces that will maximize previous funding provided by the LIFC for art display.

### *OPEN EDUCATION RESOURCES RESEARCHERS (\$5,000)*

The LIF allocates \$5,000 to fund five Open Education Resources (OER) student researchers. These students will be tasked with compiling OER resources for five classes at McGill (1 student/class). 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.

### *3D PRINTERS AND SPARE PARTS (\$17,194)*

**The LIF allocates \$17,194 to purchase three 3D printers and spare parts.** From Monday to Friday, 9 AM to 5 PM, the Innovation Commons provides a growing 3D printing service staffed by student workers. The three printers will replace the aging 3D printers of the Innovation Commons. The spare parts will be used to avoid service interruptions in the future.

## SPECIAL PROJECTS

### *EXTENDED HOURS, ACADEMIC YEAR 2019-2020 (\$289 960)<sup>1</sup>*

**The LIF allocates \$289 960 to cover the security costs of extended hours.** Extended hours have and continue to be an essential service for McGill students, which is why the LIF will fund extended hours for the upcoming year. This year, this allocation included extended hours for the following branches: Humanities and Social Sciences Library (HSSL), Nahum Gerber Law Library, and Islamic Studies Library.

### *INDIGENOUS ART IN MCGILL LIBRARIES (\$30,000)*

**The LIF allocates \$30,000 to increase the quantity of Indigenous Art in McGill Libraries.** This amount will be used to purchase cases to display Indigenous Art on the ground floor of McLennan and the Visible Storage Gallery, and to restore and re-install Robert Houle's mural in the Law Library. Robert Houle is a member of the Sandy Bay First Nation, and a McGill alumni.

### *REDPATH BASEMENT MICROWAVES (\$750)*

**The LIF allocates \$750 to purchase and install microwaves in the Redpath basement.** The new microwaves will reduce the wait time to warm food, and thus incentivize students to bring homemade food to eat while studying, which is more affordable, sustainable, and healthier than eating out.

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<sup>1</sup> The LIFC originally allocated \$258,019 to this project. However, McGill University informed the LIF Commissioner in May 2019 that McGill Security changed suppliers and faced a price increase.

## CONCLUSION

With the 2018-2019 allocations, the LIF will enhance Library spaces in big and small ways. From increasing the quantity of Indigenous art 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, Mrs. Diane Koen, Mrs. Giovanna Badia, Mrs. Merika Ramundo and Mrs. Lauren Goldman 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 passion and dedication was pivotal for the success of the LIFC. This year, the committee consisted of:

Marie Lemieux, Library Improvement Fund Commissioner

Jacob Shapiro, Vice-President University Affairs

Gareth Price, SSMU Council Representative

Maeve Botham, Member-at-Large and Undergraduate Member of the Senate Committee on Libraries

Megan Brookbank, Member-at-Large

Isabella Daniele, Member-at-Large

Chloe Garzon, Member-at-Large

Eric Nelson, Member-at-Large

Leah Smith, Member-at-Large

*Respectfully Submitted,*

Marie Lemieux, Library Improvement Fund Commissioner

## APPENDIX A: PROPOSAL EVALUATION CRITERIA

| CRITERIA <sup>2</sup>   |
|---|
| <b>STUDENT EXPERIENCE</b>                                       |
| RELEVANCE TO STUDENTS' NEEDS                                    |
| URGENCY OF NEED   |
| POSITIVE EFFECT ON PERSONAL AND/OR ACADEMIC LIFE                |
| POSITIVE EFFECT ON ACADEMIC LIFE                                |
| <b>LONGEVITY</b>  |
| LIFESPAN OF TECHNOLOGY  |
| DURABILITY AND MAINTENANCE                                      |
| ENVIRONMENTAL SUSTAINABILITY                                    |
| <b>ACCESSIBILITY</b>  |
| NUMBER OF STUDENTS IMPACTED                                     |
| FOSTERS INCLUSION   |
| <b>FEASIBILITY</b>  |
| COST/FEASIBILITY EFFICIENCY                                     |
| CONSIDERATION OF LOGISTICAL CONSTRAINTS (TIMELINE, SPACE, ETC.) |

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<sup>2</sup> Each criterion was evaluated holistically.

## APPENDIX B: LIF PROPOSAL QUESTIONS

| QUESTION  | OPTIONS  |
|---|--|
| NAME OF APPLICANT (FIRST, LAST)   | -  |
| NAME OF ORGANIZATION (IF APPLICABLE)  | -  |
| EMAIL   | -  |
| AFFILIATION   | UNDERGRADUATE STUDENT, GRADUATE STUDENT, MCGILL STAFF, OTHER |
| ARE YOU WILLING TO MEET WITH THE LIBRARY IMPROVEMENT FUND COMMISSIONER TO DISCUSS YOUR PROJECT?   | YES, NO, MAYBE   |
| PLEASE PROVIDE A DESCRIPTION OF THE PROJECT. WHILE ANSWERING THIS QUESTION, PLEASE DISCUSS THE FOLLOWING DETAILS: THE GENERAL PURPOSE OF YOUR PROJECT, THE APPLICABLE LIBRARY BRANCH(ES), THE TARGET POPULATION, ETC. | -  |
| HOW DOES YOUR PROJECT IMPROVE THE LIBRARY/LIBRARIES? WHILE ANSWERING THIS QUESTION, PLEASE DISCUSS THE PROBLEM YOUR PROPOSAL SOLVES, THE NEED IT FULFILLS, THE VALUE IT ADDS, ETC.                                    | -  |
| WHAT WILL THE LIBRARY IMPROVEMENT FUND'S MONEY GO TOWARDS? WHILE ANSWERING THIS QUESTION, PLEASE DISCUSS WHAT YOU ARE LOOKING TO PURCHASE, THE ASSOCIATED COSTS AND OTHER RELEVANT MONETARY DETAILS, ETC.             | -  |
| HAVE YOU SOUGHT ALTERNATIVE SOURCES OF FUNDING FOR YOUR PROJECT? IF SO, WHICH ONE(S)? IF NOT, ARE YOU PLANNING TO?  | -  |
| PLEASE PROVIDE ADDITIONAL INFORMATION ABOUT YOUR PROJECT BELOW, IF NECESSARY.   | -  |
| PLEASE ATTACH UP TO 5 RELEVANT DOCUMENTS, IF NECESSARY (E.G. SPREADSHEET OF BUDGET, DESIGN PLANS, IMAGES, ETC.)   | -  |