

This letter will not form part of the Queen's-QUFA Collective Agreement but will be posted on the Queen's University Faculty Relations and QUFA websites.

Dr. Jordan Morelli, President
Queen's University Faculty Association

Dear Dr. Morelli:

I am writing to summarize a shared understanding related to the creation of a Librarian and Archivist forum within Queen's University Library.

The Queen's University Library (the "Library") will implement a forum to create stronger pathways for Librarian and Archivist engagement with each other and with administration; model and develop collaborative and respectful practice and organizational culture; engage in strategic and planful discussion about the future directions of libraries and archives in academic settings and participate in continuous reflection and discussion related to the evaluation of and potential changes in library services, programs, and operations.

The Librarian and Archivist forum will initially be characterized by the following points, which will be reviewed on an annual basis:

- The forum will be scheduled at least four times during the academic year, starting in the winter of 2023. Scheduling and meeting logistics, including providing meeting summary notes and the creation and maintenance of a Microsoft Teams space for file sharing and asynchronous collaboration, will be managed by the Office of the Vice Provost and University Librarian.
- The meeting agenda will include standing items, the opportunity for spotlight topics for broad discussion, and additional items resulting from an open call for agenda items in advance of each meeting and subject to the agreement of attendees to the agenda at the beginning of each meeting.
- Standing agenda items will be:
 - Updates from the Vice Provost and University Librarian, followed by an opportunity for questions and discussion
 - Informal updates or formal presentations by each library department to discuss ongoing, upcoming, or completed initiatives or other relevant departmental or project-based news; departments or cross-departmental project groups will self-determine who will speak on their behalf
 - Spotlight topic, allowing for a brief presentation followed by open conversation on a topic of mutual interest (e.g., strategic planning and/or trends in collections, research data, copyright and scholarly publishing, pedagogical practice, virtual learning objects, library spaces, discipline-specific professional practice)
 - the spotlight topic for each meeting will be discussed at the previous meeting and determined by consensus

- guest speakers or discussants may be invited to attend this portion of the meeting as appropriate and as determined by consensus before the meeting
- As required and depending on the time of year, the election of members to, and the receipt of updates from, committees identified in the Collective Agreement between the Queen's University Faculty Association and Queen's University; non QUFA members will not participate in any elections and, depending on the committee being struck or discussed, may not attend this portion of the meeting. These sections of the meeting will be chaired by a librarian and archivist QUFA member selected by all librarian and archivist QUFA members.
- Meetings may be virtual or in-person and will be chaired by the Vice-Provost and University Librarian.
- Invitees will include all Librarians, all Archivists, all Associate University Librarians, the Library's HR Director, and up to two representatives from other employee groups (ideally representing both CUPE 1302 and USW)
- Quorum will be met when at least 50% of Librarians and Archivists are in attendance, in addition to the Vice Provost and University Librarian

I look forward to initiating these meetings in the shortest possible order.

All the best.

ORIGINAL SIGNED BY MARK ASBERG
November 8, 2022

Mark Asberg, MLIS, PhD | Vice-Provost & University Librarian | Queen's University Library
mark.asberg@queensu.ca | 613-888-2558 | library.queensu.ca