

OISE Library Student Advisory Committee  
Agenda items

Date: Wednesday, April 21st, 2021

Time: 5 - 6:30pm

Location: Zoom

**Present:** Monique Flaccavento (OISE Library Director, Ex Officio), Qiongli Zhu (Co-Chair), Lifei Qian (Co-Chair) Mira Chow (Secretary), Julia Woznowski, Erika Colby, Annie McCarron (OISE Graduate Student Library Assistant), Cherie Daniel, Laura Facciolo, Huda Salha

**Regrets:**

Time	Agenda item	Speaker(s)	Meeting Notes
5 min	Acknowledgment of Traditional Lands	Qiongli	<ul style="list-style-type: none"><li>- Qiongli delivers land acknowledgement.</li></ul>
2 min	Approval of the agenda	Qiongli	<ul style="list-style-type: none"><li>- Agenda is approved by the committee</li></ul>
3 min	Approval of minutes from the last meeting	Qiongli	<ul style="list-style-type: none"><li>- Minutes approved by the overwhelming majority.</li></ul>
20-30 min	Annual report draft	Qiongli	<ul style="list-style-type: none"><li>- Qiongli reintroduces the annual report draft from last meeting</li><li>- Monique mentions adding a new section in the report, after gathering feedback from members. She raises a question about whether to include her work with Cherie.</li><li>- Qiongli and Monique discuss touching base with Latifa taking down the OLSAC Facebook page.</li><li>- The committee decides to have outreach and communications combined in the report.</li><li>- Erika suggests adding a new section about COVID sections and</li></ul>

			<p>new user interfaces</p> <ul style="list-style-type: none"> <li>- Monique adds that Matthew's suggestion on the pop-up boxes was not yet implemented. She will follow up with ITS.</li> <li>- CIDEDEC → Monique asks for contact information for this group</li> <li>- Monique has mentioned that Desmond is committed to facilitating book clubs next year, and that we can continue to work with him.</li> <li>- Monique mentions that outreach generally comes in the form of reference instruction, and through orientation at ORSS.</li> <li>- Monique suggests that we connect with Robarts' student advisory committee, and that this should be more student-driven to ensure open discussions.</li> <li>- Qiongli suggests expanding the scope of events, and echoes the suggestion of creating library posters for professors to include in course outlines.</li> <li>- Laura poses the question of whether OISE can be included in the messages from OISE wide emails and newsletter.</li> <li>- Monique responds by saying that OISE library has limited resources and still figuring out how to best reach out to students</li> <li>- Erika suggests that we can provide a template for faculty members to include information about the library in course outlines</li> <li>- Qiongli suggests finishing and publishing the final report by the end of May, so that students have more time to make revisions.</li> <li>- Lifei echoes the timeline suggested.</li> <li>- Qiongli will check in with Justin</li> </ul>
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			about editing the report
10 min	Changes to library services and spaces in light of COVID-19 restrictions	Monique	<ul style="list-style-type: none"> <li>- Monique mentions that the last day of library opening, scan-and-deliver and curbside pickup is on Friday Apr 23rd. Last day to request was yesterday. This is until further notice, and not due to provincial mandated changes. This ensures the safety of library staff.</li> <li>- Monique mentions that if there is a print book you need, the library will purchase the ebook if possible. Scan and deliver services will be unavailable due to safety issues.</li> <li>- Monique mentions that course scanning (i.e. Syllabus Service) is still open.</li> <li>- Robarts and Gerstein are closed as of Friday. OISE library is open at the M-level with study rooms. There are 10 bookings allowed per day. Decisions are made by the CAO and Dean at OISE.</li> <li>- UTL has been extending book due dates. Book drop slot at Robarts is still open for returns. No shelving; this may impact availability of texts.</li> <li>- No inter-campus deliveries are available as of now. Return the books wherever they are most convenient; they will be shipped back their respective locations when things reopen.</li> <li>- Cherie asks if unreturned books will impact their graduation status.</li> <li>- Monique responds that they won't.</li> <li>- Annie adds that fines are charged on the UTL system, and we can rectify that if needed.</li> <li>- Monique mentions that OISE students can contact her for information on book returns.</li> </ul>

			<ul style="list-style-type: none"> <li>- Qiongli mentions that the scan and deliver services are efficient.</li> <li>- Monique adds that college libraries may be operating with a different schedule or availability.</li> </ul>
5 min	Reminders: suggest a book for the collection and co-curricular record	Monique	<ul style="list-style-type: none"> <li>- Monique reminds everyone to fill in the form for collection development; a book plate will be placed in the text. She asks that we check to see whether OISE library already has it, and that it is within the scope of our collection.</li> <li>- Monique mentions that CCR is updated for those who attended 3 or more meetings. If any issues arise, contact her via email.</li> </ul>
5 min	Closing remarks	Monique, Qiongli, Lifei	<ul style="list-style-type: none"> <li>- Thank you to everyone.</li> </ul>