OLSAC Meeting, OISE Library - 3rd Floor
November 28, 2019

Present:
Monique Flaccavento
Arielle Baker
Megan Steciw
Janeya Webb
Heba Elsherief (remote)
Ashleigh Woodward (remote)
Jenna Mylnaryk
Latifa Soliman
Fiorella Morzi
Maria Gonzaga

Regrets:
Danielle Cantave

Chair: Arielle Baker
Minutes: Kate Reid

1. Land Acknowledgement
-Arielle opens the meeting; reads the Land Acknowledgement; invites all committee members to introduce themselves

2. Names and introductions
-all committee members introduce themselves

3. Approval of the agenda for today's meeting
-approval of meeting agenda confirmed

4. Upcoming OLSAC Meeting dates
-Megan will send out a Doodle Poll to members for Tuesday dates in January
-Fiorella will send out a Doodle Poll to members for Thursday dates in March

5. Review and approval of minutes of October meeting
-minutes approved from October meeting

6. Review of OLSAC Terms of Reference and Membership; voting on any proposed amendments, approval of the final ToR
-Monique provides hard copies of TR&M to all members, soft copies to Heba and Ashleigh (remote)
-members read over

-require ⅔ majority vote to pass
-all members vote to approve
-Monique will post to web page [DONE]
-OLSAC will revisit if amendments need to be made in the future

7. Consultations with the student body
-Latifa provides an update about conversation with Graduate Student Association (GSA) about adding consultation survey/questions to newsletter: received approval from GSA; is still collecting all the question that OLSAC will send for newsletter; will bring final draft of questions to OLSAC January meeting so members can discuss/finalize; questionnaire will most likely go out with the GSA newsletter near the end of January
-Fiorella tells members that LHAE communication goes out through LHAE Weekly, Library information could be included in that newsletter; OLSAC could also use the LHAE Facebook page
-members still don't know what kind of communication with student body in CREFO and SJE departments is the most appropriate. Danielle Cantave is both our CREFO and SJE representative - hopefully she can provide us with advice.

Discussion about Questionnaire for Students on Library Services
-members discuss and finalize list of questions for student body: Arielle reads out each question for member discussion and approval:

1. Study Rooms
   What method of study room booking at the OISE Library do you prefer?
   a) All rooms pre-booked online (current system)
   b) Half of the rooms pre-bookable online, half of the rooms reserved for use on a first-come first-served basis
   *note: if rooms are pre-booked, they are reserved for the OISE community. If available on a first-come first-served basis, they are available to anyone with a T-Card.

2. How long should study room bookings be? OR How long do you normally use a study room? (either open-response or a) 1 hour b) 2 hours c) 3 hours d) 4 hours e) 5 hours f) 6 hours)

3. Library Space and Services
   Which services would make you feel more supported at the library? (open response)
   Are there any changes we could make to the library space (e.g. furniture, layout, lighting, etc.) to make it more comfortable and better for studying? (open response)

-in order to clarify the current use of Library Study Rooms, Arielle added the following information to the top of questionnaire: *There are 26 group and individual study rooms in the*

Library. 22 of these can be booked by current OISE students, staff, and faculty. The remaining 4 rooms can be booked by anyone at UofT with a T-Card.

-Arielle added the following statement to the second question: *Currently, rooms can be booked for up to four hours, up to two weeks in advance.*

-members brought up the issue: what does "supported" at the Library mean?; discussed that the "kind" of support should be specified; developed a two-part question around the issue of support and included it in question #3

Updates on other possibilities for Library communication with student body:
-members discuss how it would be good to hear from grad students about *what* info they would like to know about what the Library offers
-**OLSAC Poster Campaign**: members have a discussion about the possibility of doing a poster campaign throughout the OISE building about Library services; members are enthusiastic about this idea
-Arielle will add a section to the OLSAC Google Doc for members to add ideas about what kind of information about the library should be put on the posters
-**OSLAC Facebook Page**: Latifa brings up the idea of the possibility of having a public Facebook page to solicit feedback and share Library updates: members are enthusiastic about this idea; members discuss potential name and who would manage the page, deciding that several members could help moderate the page; discuss the possibility of responding to possible negative feedback;
-members discuss the following important considerations regarding the Facebook page: need to write a brief policy about response time to comments and questions, discussion about letting students know it's a place for them to give the Library feedback, also to share Library events; including the Facebook page on any Library posters and in department emails would be a good way to let student body know about the Facebook page
-Latifa volunteers to lead this initiative: will create the Facebook page and send out a link to OLSAC members
-Arielle will add to the OLSAC Google Doc a section for members to add ideas on what to include in the write-up for the Facebook page

Other miscellaneous pieces of OISE Library information to note:
-Therapy Lights: 4 therapy lights have been installed by the open carrels on the 2nd floor
-Library Printers: Library printer is quite slow, especially when printing off PDFs from a browser (as opposed to saving PDFs first to desktop)
-the Library acknowledges that the printer is very slow and is working on solutions for printer upgrades: Monique lets committee know that the Library is implementing short-term solution for this term; in the new year, the Library will be working towards a long-term solution.
-Library Information and Service Workshops: Monique reminds committee that the Library offers workshops in consultation with faculty members and students about what they would like to know about various Library information and services; Monique and Library staff can customize

workshops to suit the needs of any group

-<u>Graduate Student Personal Librarians</u>: Monique reminds committee that graduate students' access to and support from personal librarians continues throughout each person's degree

8. Members discuss other ideas for Library services
-<u>Theory Guides:</u> members discuss possibility of creating a research guide of common theories that students/scholars draw from; members agree to continue to think about ways to compile theories for students to use; could revisit this idea at the next meeting

-<u>Book Clubs:</u> Heba brings up the possibility of the library hosting book clubs on certain theories; members are enthusiastic about this idea

-club attendees could suggest certain subjects/theories they would like to learn about

-each month could focus on one book/a particular theory

-each club meeting could include a bibliography of relevant readings

9. Outstanding items from last year
-Fiorella reports some feedback from LHAE students to be discussed at next meeting: students would like tutorials on how to improve their skills around conducting research in the Library, in particular, how to research theory when one is a student in a multi-disciplinary department LHAE

-locating grey literature: to be discussed at next meeting

-French Juvenile Fiction Literature section: Monique would like any suggestions here

-Educational Maker-Space: Monique tells committee that this is on hold right because there is a new director of Education Commons IT who would also like a Maker-Space at OISE (he developed a Maker-Space at Ryerson) and Monique is excited about partnering with him to work on this idea; Monique will keep the committee updated on progress regarding this item

10. Update on OISE Library, Robarts Library, and Gurstein Library holiday hours
-OISE Library and entire OISE building is closed: Dec. 21, 2018-January 6, 2019 (holidays and renovations)

-Robarts Library is closed: Dec. 24, 25, 31, 2018; Jan. 1, 2019

-Gerstein Library is closed: Dec. 24, 25, 26, 31, 2018; Jan. 1, 2019

10. Reminder about Student Research Posters
-Monique discusses the hanging poster system on the 2nd floor of the OISE Library: there is a rotating display of student research posters; the Library is looking for research posters from any students who have a conference poster they would like to hang in OISE; if so, students can let Jenaya (jenaya.webb@utoronto.ca) know

12. Setting Winter semester meeting dates
-see point #4 above

13. Review of action items and wrap-up
-Arielle will circulate Google Doc to address/get feedback on following items: (point #7) member

ideas about information for Library poster campaign, ideas on what to include in the information and policy write-up for the Facebook page

-Megan will send out a Doodle Poll to members for Tuesday dates in January

-Fiorella will send out a Doodle Poll to members for Thursday dates in March

-Megan will chair next meeting; members please have agenda items to her at least 3 days in advance of next meeting

-Latifa will set up Facebook page once we have a introductory blurb for the page and circulate link to members

Meeting wraps at 6:30pm