

Shannon Library and Archives Policy, 2016

College Vision: St. Thomas More College will nurture its identity as a Catholic liberal arts college, and fulfill its calling as an exemplary embodiment of the Catholic intellectual tradition in Canada.

Library Vision: **The Shannon Library is the preeminent Catholic College Library in Western Canada.**

The Mission of the Shannon Library is to support, through its collections and services, the inherent values, vision and culture of St. Thomas More College. The Library offers optimum service for research, teaching and learning, and provides an inspiring and welcoming environment that supports creative discovery, reflection, synthesis and application of knowledge. This service is supported by library professionals and trained staff. The library is one of the most important tangible assets of the Catholic intellectual tradition within the College; we honour our term of stewardship of this valuable cultural resource as we build for the ages.

1. Principles:

- a) **St. Thomas More College** will maintain a strong library and archives, with both print and digital resources, with clearly defined goals in accordance with its status as a Catholic liberal arts college federated with the University of Saskatchewan.
- b) ***Ex Corde Ecclesiae 5:*** Apostolic Constitution of the Supreme Pontiff John Paul II on Catholic Universities.

“Every Catholic University, *as a university*, is an academic community which, in a rigorous and critical fashion, assists in the protection and advancement of human dignity and of a cultural heritage through research, teaching and various services offered to the local, national and international communities (14).

As noted in the Ordinances for the Implementation of the Apostolic Constitution *Ex Corde Ecclesiae* appended to and referenced in the General Bylaws Governing the St. Thomas More College Corporation and Board of Governors, the establishment of a Catholic university or college requires “a description of the library and an indication of financial resources intended for its development.”

This Policy serves in part as a description to meet that requirement.

- c) **Provincial Legislation Requirements:** The Library and Archives adheres to relevant legislation such as *The Local Authority Freedom of Information and Protection of Privacy Act* of the Province of Saskatchewan.
- d) **The Library and Archives** supports in principle and practice, the Canadian Library Association *Statement of Intellectual Freedom* premised upon the *Canadian Charter of Rights and Freedoms* and the *Universal Declaration of Human Rights*.

- e) We recognize that the Shannon Library is part of a larger network of libraries, all of which work together to create an interwoven and interconnected network of library resources. The Shannon Library in the west and St. Michael's College at the University of Toronto in the east provide a rich source of materials supporting the Catholic intellectual tradition in Canada. The Shannon Library's catalogue is integrated with that of the University of Saskatchewan, and as such has records displayed in national databases such as Amicus at the National Library of Canada, and internationally in the Webcat database in the United States. Further, because of the shared catalogue, many users become aware of, and come to use, the library at St. Thomas More College.

2. Aim:

The primary aim of the Library is to support the instructional program of the College in conjunction with the University of Saskatchewan Library and other associated libraries. Such support includes reference and information services and resources, access to digital resources online and those in print, use of supporting technologies, and, space for research and study. In this, it supports faculty teaching and as well as their independent research.

3. Objective:

The primary objective of the Shannon Library is to maintain a collection of materials, both in print and online to which the students and faculty may turn for information and scholarly perspectives in their subject areas. The collection should not only meet the immediate needs of the classroom, but should stimulate students to extend their knowledge beyond class assignments. The Library provides support services for the scholarly research of faculty members.

The Library's fulfilment of its responsibilities should be entirely consistent with the special character of St. Thomas More College as a Catholic college within the University of Saskatchewan.

4. Academic Entity Reporting to the Dean of the College:

The Shannon Library is an academic unit, designed, maintained and sustained for the academic work of St. Thomas More College. As an academic unit, the Library Director reports to the Dean of the College. In its function as an academic unit, the library requires scholarly resources in both print and digital form, adequate space to house, use and access those resources, and professional and trained staff to select and service them. The academic role of the library within the college is premised upon administrative support involving monetary budgets, physical space, and human resources. Further, the Library requires daily management incorporating leadership and planning to provide services which support immediate academic teaching and research needs, and also consider sustainability over the long term needs of the College.

5. Committee of Faculty Council:

Given the important and central role as an academic unit that supports teaching, learning and research within the College, there is a Library Committee of Faculty Council, which comprises faculty and students. The Library Committee is governed by the Bylaws of Faculty Council, adopted in 2015, as follows.

6. Library Committee Bylaws (as approved by Faculty Council, October, 2015):

- (a) Roles and Responsibilities
 - (i) To formulate Library Policy with respect to academic matters subject to approval of Faculty Council;
 - (ii) To advise the Library Director on implementation of Library Policy;
 - (iii) To provide advice on budget matters to the Library Director, who then makes recommendations to the Budget Committee on the Library Budget;
 - (iv) To provide advice on Library gift and donation matters to the Library Director;
 - (v) To provide advice on resources to the Library Director as outlined in the Library Policy;
 - (vi) To submit a written annual report to Faculty Council.

- (b) Composition
 - (i) Library Director (ex officio)
 - (ii) Dean (ex officio)
 - (iii) Two members of Faculty Council, with staggered three-year terms, one from the Humanities Departments and one from the Social Science Departments.
 - (iv) One student who is appointed by the STMSU.

- (c) Procedures
 - (i) The Library Director shall be the Chair.
 - (ii) Quorum shall be three voting members, one of whom must be the Chair.
 - (iii) The Committee will meet at least twice per academic year.
 - (iv) At the request of the Chair, a recording secretary may also attend.

7. The Library Committee

The Library Committee, being concerned with the development of the Library as a whole, is responsible for formulating library policy and for advising the Library Director on its implementation. It also advises the Library Director on budgetary matters. Its approval must be obtained for (a) standing orders and new subscriptions to serials and periodicals, (b) the acquisition of special collections, (c) donations of books, money or materials, and (d) requests for additional funds.

The Library Committee reviews and revises the Library Policy, from time to time, and presents it to Faculty Council for approval.

The Administration of the College will take any action affecting the finances, physical quarters, equipment or staff of the Library only in consultation with the Library Director and the Library Committee.

8. Library Budget

The Library budget should be prepared each year by the Library Director and the Library Committee with a view to the proper pursuit of the principles governing the Library. The budget will be submitted to the Budget Committee for approval.

If the funds allotted in the approved Library budget require adjustments from one category to another, such adjustments may be made at the discretion of the Library Director in consultation with the Library Committee.

Anticipated capital expenditures for new equipment and for replacement and maintenance fall outside the Library operating budget and should be reviewed by the Library Committee at the same time as the Library operating budget. After review by the Library Committee, requests for major expenditures will be made by the Library Director to Chief Financial Officer as part of the annual budget process.

9. Acquisitions of Books and Technological Resources

9.1 Principles Governing Acquisitions:

- 9.1.1. Priority is given to the support of the instructional program.
- 9.1.2. Faculty research and acquisitions for individual research resources is encouraged, particularly where it supports the course offering at STM, but also where it supports the research of faculty directly related to their teaching or publications.
- 9.1.3. There should be accommodations made to support Distinctive STM Programming as identified in the Strategic Plan.
- 9.1.4. Due account will be taken of the fact that there may be books, periodicals and online resources focusing on the relationship of religion and the social sciences and humanities, or any materials that cannot be ordered through corresponding University departments, or which are not purchased by the University Library, that support STM courses. Such materials may therefore be ordered through the Shannon Library.

9.2 Allocation of Acquisitions Budget: The policy for the acquisition of books is applied according to the following formula:

- 40% Departmental: To be divided among the departments according to a formula which takes into account the number of the faculty members in each department.
- 30% General: Standing Orders long acquired at STM, duplicate and replacement copies, reference material, materials of a special nature including those online, second-hand and out-of-print material, works of an interdisciplinary nature, and materials for Special Collections of the Library, such as Moreana, Marian literature, G.K. Chesterton, Fathers of the Church series, etc. This fund is also used to supplement departmental funds to collect intensively in new areas of teaching / specialization particularly when new faculty are hired to meet their teaching / research needs.
- 20% Materials in the Catholic tradition
- 10% Distinctive STM Programming

9.3 The Ordering of Books and Materials:

The selection of books, materials and online resources for the Library is the responsibility of Library Director.

All members of the faculty are strongly encouraged to make recommendations to order books, videos, DVDs, online resources, or other materials. New faculty are especially encouraged to approach the Library Director to develop collections that will support their areas of teaching and research, particularly if it suits the collection profile of the College. Staff, students and alumni may also make recommendations. Recommendations can be made online, via email, or through consultation with library staff. If requested materials are not suitable for our collections, they can be requested through the University of Saskatchewan Library; STM works with the Murray Library to coordinate collections to avoid unnecessary duplication. The decision as to the inclusion and retention of books belongs to the Library Director. Any cases of disagreement arising from this matter or orders of extraordinary amounts shall be referred to the Library Committee.

9.4 Periodicals and Serials:

The Library Director, in consultation with the Library Committee, will make decisions regarding the purchase of new periodicals or serials, in print or online.

9.5 Material Donations:

While appreciating the generosity of private donors, the Library can accept gift books and collections if they align with the general principles of the library policy, or the nature of the collection overall. Other considerations will include the time involved in processing and cataloguing such books and the space required to house them. The Library Director, in consultation with the Library Committee, will make decisions regarding large donations; small donations can be accepted at the discretion of the Library Director.

9.6 Special Collections:

Although the general emphasis of the Library Policy is to support the instructional program of St. Thomas More College, special collections for research purposes may be also acquired. They can form a valuable resource both for research and for the development of students' or faculty's interests.

The Library has a number of collections including: Moreana, Catholic Authors, The Canadian Catholic Church History Collection, G. K. Chesterton, Recusant Literature, and the Teunisen/Hinz Memorial Collection in 20th Century Literature. With the exception of rare and valuable books, such collections will be housed in the open stacks. Any decision regarding acquisition of a special collection will be made with great care and with the approval of the Library Committee.

10. Development and Monetary Donations

The STM Donation Policy and Procedures will apply to donations designated to the Shannon Library. Also, the following will apply:

10.1 All donations are received and processed by STM Accounting Services.

- 10.2 The Development Office, the Dean and the Library Director are notified of donations by the Manager of Accounting Services.
- 10.3 The Dean will confirm in principle the use of all donations.
- 10.4 The Library Director will properly acknowledge the donor, and may initiate any other recognition or consultation that is required or deemed suitable for the disposition of donations. The Development and Communications office will be advised and / or consulted, as appropriate.
- 10.5 The Library Director will propose use of the funds, which may be done in consultation with the Library Committee, and any relevant academic department, as appropriate.
- 10.6 The Dean will confirm the proposed use, provided that the proposal conforms with the donor's intent.
- 10.7 The Library Director will begin investigation of the application of the funds and work with any college offices that may be required, such as departments, development, financial services, etc. to realize those plans.
- 10.8 In addition to the above, for any funds over the amount of \$1,000.00 the President of the College will write the donor a thank you letter, which is copied to the Library Director, and Development Office.
- 10.9 The Library Director will report back to the Dean on the application of donations.
- 10.10 The Manager of Accounting Services will report annually to the Library Committee the balance of Library Donations.
11. Technology Implications and Requirements

The Library, to the best of its ability, will endeavour to meet the emerging and changing technological needs of the students and faculty such as access to digital resources, printing, duplicating, scanning, wireless transfer with both hardware and software, as is reasonable to expect in an academic institution.

The Library will meet the requirements of the University of Saskatchewan Library, as required by *Library Catalogue Integration Agreement Between the University of Saskatchewan Library and St. Thomas More College Library*. Though this Agreement, St. Thomas More College is also obligated to meet some of the requirements of other online partners including COPPUL, the National Library of Canada and World-Cat.

12. Archives

St. Thomas More College will maintain an Archives which meets the requirements set out by the *Local Authority Freedom of Information and Protection of Privacy Act*, Chapter L-27.1 of the Statutes of Saskatchewan. The Archives is part of the Library, and responsibility for new acquisitions and maintenance are the responsibility of the Library Director. The Library Director will chair a Records Management Committee that will, in due course, set out and maintain Terms of Reference for Archives Retention.

13. Library Personnel

Library Directors Role and Duties in Regards to this Policy

The Library Director is a member of the Faculty of the College, and the Faculty Council. He or she reports to the Dean. The Library Director is an ex-officio member of the Library Committee of Council and of all committees formed by the Faculty Council, the administration or the Board of Governors that directly concern the Library. The Library Director serves as Chair of the Library Committee.

The Library Director is responsible for the implementation of the Library Policy. Implementing this Policy is done in consultation with the Library Committee, STM administration, faculty and staff. Such implementation will also require consultation with outside stakeholders, such as the University of Saskatchewan Library, with which the Library Director is the first point of contact.

The Library Director is responsible for all recommendations to the Dean concerning the appointment of the Library's professional and clerical staff.

Library Staff in Regards to this Policy

Maintenance of this Policy will require library support staff. The needs of the Library and of its users should determine the quantity and quality of the library professional and clerical staff.

14. Policy Revision

This policy statement is intended as the major guide for the operation of the Library in the future. It should be reviewed by the Library Committee from time to time so that appropriate amendments may be presented to, and approved by Faculty Council. The Policy is then sent to the Board of Governors for information purposes.