

2015-2016 Report of the SSMU Library Improvement Fund



**SSMU Library
Improvement
Fund**

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Preface

For twenty years, the Library Improvement Fund (LIF) has been tasked with ensuring 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 ensure that students' most important needs are communicated to Library staff. It is comprised of over a quarter of a million dollars contributed through student fees and an equal amount matched by alumni donors each year.

This year, the Committee broadened and deepened student consultation and engagement, leading to record numbers of proposal submissions and a record high proportion of student-generated proposals. The Committee also introduced a new quantitative proposal evaluation process. As a result, the process was more objective, credible, and fair. To increase transparency, the Committee has included all proposals the LIF received this year, whether accepted or not, in this report.

In the past, with the support of students and alumni, the LIF has gone towards capital improvements and technology additions to enhance our study spaces, student contract positions across the Library system, and various special projects. The LIF attempts to allocate funding according to need, longevity, accessibility, and feasibility. Through the 2015-2016 allocations, students, Library staff, and the LIFC have identified large- and small-scale capital projects across four branches. These projects will add seating, electrical outlets, lighting, and student conveniences to highly-used Library spaces. The Committee recognizes the value of Library computing resources by upgrading a floor of Schulich Library computers.

After much debate, the Committee reduced funds allocated to basic Library operating expenses compared to previous years. Student employment fund requests unattributed to any particular position were not approved by the Committee this year; however, student employment directly related to projects which fit the fund's mandate (open educational resources, Schulich seating additions) were approved. Considering pressing student need, the Committee went ahead with funding extended hours across several Library branches; however, the Committee continues to view such operational costs as within the responsibility of the university budget and encourages the Library to recognize this in future plans and budgets.

To bolster the LIF's transparency, the Committee includes all proposals the LIF received this year, including those the Committee did not allocate funds for,

This year's student contributions and matched contributions by alumni totalled \$653,552; however, due to cost underruns of previous LIF projects, \$725,000 is available to allocate this year. The Committee spent over \$45,000 more than was originally designated for this year. For reasons indicated in Appendix A, the Committee opted to spread this unexpected surplus over future years.

Executive Summary

This year the combined available funds of the SSMU students and matched contributions by alumni totalled \$653,552; however, due to cost underruns of previous LIF projects, **\$725,000** is available for the LIF to spend this year. With these funds, the SSMU Library Improvement Fund Committee asks the McGill Library to undertake the following projects:

<u>Project Description</u>	<u>Cost (\$)</u>
I. Capital Projects	
a. Schulich Seating Additions	272,000
b. McLennan-Redpath Seating Additions	78,847
c. McLennan Brody Chairs	20,700
d. Marvin Duchow Music Self-Serve AV Loan Equipment	15,498
e. Schulich Electrification	10,000
f. Mobile Device Charging Station	6,300
g. Nahum Gelber Law Lighting Additions	5,000
h. Schulich Bookable Group Study Spaces	5,000
i. Schulich 5 th -Floor Whiteboards	3,000
j. Schulich Room 404 Whiteboard	500
k. Extended Hours Sign-in Barcode Scanners	0
	<hr/> 416,845
II. Student Contract Staff	
a. Marvin Duchow Music Extended Hours	12,240
b. Open Educational Resource Researcher	3,357
	<hr/> 15,597
III. Technology Enhancements	
a. Schulich Computer Upgrades	24,000
	<hr/> 24,000
IV. Special Projects	
a. 24/5 and 24/7 Extended Hours	230,795
b. Islamic Studies Weekday Extended Hours	10,404
c. LIF Signage/Branding	1,500
	<hr/> 242,699
Total:	<hr/> 699,141

Outreach and Methodology

This year, the Committee worked hard to expand the breadth (by geography and format) and depth of student consultation to receive a record number of proposals (24). In consulting the broader student population, the Committee carried out the following events and initiatives:

- Realize Your Library Dream online survey campaign
- Facebook and Reddit promotion and proposal solicitation
- Worked with Library Communications team to promote through Library social media, website, and branch digital signage
- Open Forum held in conjunction with the Dean of Libraries in the McLennan-Redpath complex
- Free coffee tabling events in/near the Schulich and Osler branches
- Longer-term stationary whiteboard campaign held in McLennan and Schulich branches

Committee members were trained to elicit thoughtful, critical feedback at in-person events, leading to several proposals generated directly from these outreach efforts. In addition, the Committee performed a vigorous direct email campaign to faculty and departmental associations and student life groups (both staff- and student-run).

For the first time, the Library Improvement Fund Committee instituted a rigorous, quantitative proposal criteria system. This system made the proposal evaluation process more objective, credible, and fair. It also inspired more critical thinking and a better understanding of the projects amongst Committee members. At the beginning of the year, the Committee collectively drafted these criteria. They were used to help draft the proposal form and inform our consultation strategy. Committee members scored each proposal on 11 criteria placed in four categories, included in Appendix B.

Given the need for the McGill Library to procure their own quotes for proposals regardless of whether an initial estimate is provided, the Committee decided to make logistical and budget considerations optional for initial proposal submissions. Using the initial proposal descriptions, Committee members worked with the Library to develop more detailed quotes and address any logistical concerns. Please refer to Appendix C for the 2015-2016 LIF proposal form.

With these new outreach approaches and changes to the proposal form, we substantially increased the number of student-generated proposals.

I. Capital Projects

For many years, students and staff have identified Library spaces as a key area for improvement at McGill, particularly in regards to student study space. As both McGill and the Library face significant space shortages, it has been a goal of the LIF Committee to identify existing sites that are lacking or underused and develop proposals for their modification. As such, several capital projects this year relate to improving these resources.

I.a. Schulich Seating Additions (\$272,000)

This project adds 50 seats to both the 4th and 5th floors of the Schulich Library of Science and Engineering (100 total). To make room for this seating, professional movers will move collections from these floors to the Library's Currie gymnasium storage facility, where students will reshelve them. Like all collections located within the Currie gymnasium storage facility, students may request their retrieval at a collections desk or online as they can with any Library collection item. This project also includes new overhead lighting, electricity upgrades, and some repainting.

The LIFC requests that the McGill Library:

- Proceed promptly with adding 50 chairs and electrified desks to Schulich's 4th floor, plus 50 electrified desks and chairs to Schulich's 5th floor
- Hire students to complete the reshelving work necessary to complete collection migration
- Ensure appropriate recognition indicating the support from the SSMU Library Improvement Fund

I.b. McLennan-Redpath Seating Additions (\$78,847)

Seating will be added to two areas within the McLennan-Redpath complex: the 2nd-floor Map Room (30 seats, \$61,635) and the Redpath Cybertheque's ottoman-filled area adjacent to Première Moisson (10 seats, \$17,212). The incoming chairs and electrified desks shall match those in the surrounding areas.

The LIFC requests that the McGill Library:

- Proceed promptly with adding 30 chairs and electrified desks (with USB ports) to McLennan's 2nd-floor Map Room
- Proceed promptly with adding 10 chairs and electrified desks (with USB ports) to the section of Cybertheque adjacent to Première Moisson
- Ensure appropriate recognition indicating the support from the SSMU Library Improvement Fund

I.c. McLennan Brody Chairs (\$20,700)

The Arts Undergraduate Improvement Fund (affiliated with the Arts Undergraduate Society) approved a proposal to renovate several landings of the McLennan Library. Part of their investment includes Brody chairs: adjustable ergonomic chairs which include a tilting laptop stand on a swiveling arm, integrated power outlets, and built-in bag storage. To complement the AUIF's purchase of four Brody chairs for the 6th-floor landing, the LIF has allocated eight chairs for the 5th-floor landing.

The LIFC requests that the McGill Library:

- Proceed promptly with the purchase and installation of eight Brody chairs on McLennan's 5th-floor landing.
- Ensure appropriate recognition indicating the support from the SSMU Library Improvement Fund

I.d. Marvin Duchow Music Self-Serve AV Loan Equipment (\$15,498)

The Marvin Duchow branch's growing CD (35,000) and DVD (2,500) collection is currently held behind a loans counter. To access it, students currently require staff retrieval. After carrying out this project, students could access this collection with staff assistance. This means the collection would be accessible during extended hours. Plus, students would avoid the sometimes extensive wait to consult with busy loan desk staff. In accepting LIF funds for this project, the Library has committed to purchasing lockable cases for the CD collection.

The LIFC requests that the McGill Library:

- Proceed promptly with purchasing one Sentry Media Un-locker, 2 decoupler keys, and 2,500 lockable DVD cases.
- Ensure funding for CD collection lockable cases.
- Ensure appropriate recognition indicating the support from the SSMU Library Improvement Fund

I.e. Schulich Electrification (\$10,000)

Although much of the Schulich branch's 5th-floor desks are already electrified, some older, wooden desks at the floor's periphery are not. This project would supply electrical outlets near these desks with the installation of a Steelcase Thread unit, allowing for under-carpet wiring to support outlets which will protrude from spaces between desks.

The LIFC requests that the McGill Library:

- Proceed promptly with the installation of a Steelcase Thread unit near the section of Schulich containing non-electrified wooden desks (between the northern wall and the 5th-floor lobby)
- Ensure appropriate recognition indicating the support from the SSMU Library Improvement Fund

I.f. Mobile Device Charging Station (\$6,300)

Student lives and learning are now often powered by mobile devices – until those devices run out of power. Should a student's charger malfunction, or if they forget their charger elsewhere, a mobile device charging station as proposed in the project should fill the gap. This particular model contains eight lockers – six which can fit mobile phone-sized devices, two which can fit tablet-sized devices. All lockers have mini-USB, micro-USB, 30-pin, and Lightning adapters.

The LIFC requests that the McGill Library:

- Proceed promptly with purchasing a ChargeBar CBL-008 mobile device charging station to be placed in a highly visible location within the McLennan-Redpath complex
- Upon purchase of the unit, train Library staff (including security staff) to assist students that have difficulties with the unit

- Allow the LIF to control the content placed on the charging station's screen, so long as the content relates to LIF activities
- Ensure appropriate recognition indicating the support from the SSMU Library Improvement Fund

I.g. Nahum Gelber Law Lighting Additions (\$5,000)

Nahum Gelber Law branch patrons enjoy three sunny 5th-floor tables directly below a skylight during the day. At night, this space, along with three computers near the 5th-floor photocopy room, is inadequately lit. To address this, no more than \$5,000 should be spent on individual desk lamps or overhead lighting.

The LIFC requests that the McGill Library:

- Proceed promptly with purchasing appropriate lighting for the three 5th-floor tables directly below the skylight and the three computers near the 5th-floor photocopy room not exceeding \$5,000.
- Ensure appropriate recognition indicating the support from the SSMU Library Improvement Fund

I.h. Schulich Bookable Group Study Spaces (\$5,000)

On the eastern flank of campus bordering University Avenue, there is only one bookable group study room available to all SSMU members. This project will create three (roughly) 3.5m x 5m bookable group study spaces using two custom-built whiteboard space separators along the southern wall of Schulich's 5th floor. Students shall be able to book these spaces via the Library's group room booking Internet service.

The LIFC requests that the McGill Library:

- Proceed promptly with crafting and installing the custom-built whiteboard space separators to form three bookable group study spaces
- Proceed promptly with labelling these spaces and making them available to book via the Library's group room booking Internet service
- Ensure appropriate recognition indicating the support from the SSMU Library Improvement Fund

I.i. Schulich 5th-Floor Whiteboards (\$3,000)

On Schulich 5th floor, the McGill Library's system single largest group study area, there is currently only one whiteboard available. With the 50 additional seats added by project I.a., the need for open whiteboard space will only grow more urgent. This project will fund five new mobile whiteboards.

The LIFC requests that the McGill Library:

- Proceed promptly with purchasing five new \$700 mobile whiteboards for use on Schulich's 5th floor.
- Ensure appropriate recognition indicating the support from the SSMU Library Improvement Fund

I.j. Schulich Room 404 Whiteboard (\$500)

In addition to the group study screen to be purchased on LIF funds for this space (see project V.a.), this project seeks to add a whiteboard to this space. The whiteboard will further accommodate different learning styles and equipment availabilities.

The LIFC requests that the McGill Library:

- Proceed promptly with purchasing and installing a single whiteboard, or applying whiteboard paint to a section of the room's walls, as appropriate for the room. If an appropriate solution is available for less than the amount allocated, the Library should proceed with said solution.
- Ensure appropriate recognition indicating the support from the SSMU Library Improvement Fund

I.k. Extended Hours Sign-in Barcode Scanners (\$0)

This project entails implementing a system to scan McGill ID card barcodes instead of manually signing in and out with pen and paper. Not only would such a system reduce wait times, it would make access to students' investment in extended hours more accessible. The Library has volunteered to cover the roughly \$500 cost of purchasing three barcode scanners.

The LIFC requests that the McGill Library:

- Proceed, before April 13, 2016, with acquiring three barcode scanners
- Proceed, before April 13, 2016, with setting up a service using existing Library laptops (which are not designated for student use) to replace the current extended hours sign-in system within the McLennan-Redpath, Schulich, and Nahum Gelber Law Libraries.
- Ensure appropriate recognition indicating the support from the SSMU Library Improvement Fund

II. Student Contract Staff

Student employment benefits everyone. Students have the opportunity to support themselves, build their job experience, and participate in the functioning of the libraries—facilities in which they spend so much of their time. These projects do not interfere with existing labour or union regulations around staff or student employees, and applications are open to all undergraduate students eligible for the McGill Work Study Program.

II.a. Marvin Duchow Music Library Extended Hours (\$12,240)

Through this proposal, Music Library hours would extend to M-TH: 8am-11pm, FRI: 8am-6pm, SAT: 10am-6pm, SUN: 12-11pm. The LIF would contribute wages to keep the branch open M-TH: 7-9pm, SAT-SUN: 12-5pm for 34 weeks across the Fall 2016 and Winter 2017 terms. Unlike other branches, Library administration has determined that hiring two Work Study students (as opposed to professional security guards) would be sufficient.

The LIFC requests that the McGill Library:

- Proceed promptly with hiring Work Study staff to supervise the Library 18 hours per week, M-TH: 7-9pm, SAT-SUN: 12-5pm, over 34 weeks across the Fall 2016 and Winter 2017 terms
- Provide the LIFC with the number of students who use the Library during these hours for the 2014-2015 year, and when available, the 2015-2016 year
- Ensure appropriate recognition indicating the support from the SSMU Library Improvement Fund

II.b. Open Educational Resource Researcher (\$3,357)

Students face mounting financial pressures, including textbook costs. These resources, in whatever format offered, are also inflexible (for instance, some sections may be irrelevant to the course). In response, open educational resources (found online and free for instructor and student use) have appeared in recent years. One student, hired under the Work Study program, shall investigate open educational resources with the aim of recommending specific cost-effective educational resource alternatives (which includes, but is not limited to, alternative textbooks and changes to course packs) to be used in a particular course or discipline offered to undergraduate students. The position spans 320 hours between Summer 2016 and Winter 2017.

In addition to the responsibilities above, the student researcher shall give an hour-long open presentation to SSMU faculty and departmental society VP Academics and produce a report of their findings for the SSMU VP University Affairs. The Library shall also make the researcher's findings visible and available through their website.

The LIFC requests that the McGill Library:

- Proceed promptly with hiring and supervising an open educational resource researcher via the McGill Work Study program
- Make the researcher's findings visible and readily available on their website
- Ensure appropriate recognition indicating the support from the SSMU Library Improvement Fund

III. Technology Enhancements

The LIF recognizes that technology and new media play an increasingly significant role in student learning on-campus, and this logically extends to our Library spaces. Technology enhancements include new ways of viewing, processing and sharing information, whether for learning, research, or study, and are particularly reflected in our group study areas.

III.a. Schulich Computer Upgrades (\$24,000)

Many engineering students find the computers on Schulich's 5th floor unsuitable for their coursework: slow and lacking necessary software. This project will replace all 16 computers located on the 5th floor with Engineering Microcomputing Facilities (EMF)-level specification (higher than those usually purchased by the Library) computers. These 16 computers shall also be loaded with engineering-related software already available under campus-wide licenses.

Priority for use of these computers shall be given to academic coursework or work requiring the specialized software not available on other Schulich Library computers. Like all Library computers, access to these computers shall remain available to all students.

The LIFC requests that the McGill Library:

- Proceed promptly with replacing all 16 computers on the 5th floor of Schulich Library with computers of equal specification to those in the EMF
- Load all EMF software available through campus-wide licenses onto the aforementioned replacement computers
- Ensure all students may access these new 16 computers
- Ensure appropriate recognition indicating the support from the SSMU Library Improvement Fund

IV. Special Projects

Special projects proposed to the LIF represent initiatives that students have identified as needing improvement, addition, or change, but that might not normally be considered central to the LIF mandate.

IV.a. 24/5 and 24/7 Extended Hours (\$230,795)

This project funds 24/7 access to the McLennan-Redpath, Schulich, and Nahum Gelber Law branches for the final three weeks of the Fall 2016 and Winter 2017 terms in addition to 24/5 (weekdays) access to these branches during the preceding six weeks.

The LIFC requests that the McGill Library:

- Proceed promptly with hiring security guards to allow 24/7 access to the McLennan-Redpath, Schulich, and Nahum Gelber Law branches for the final three weeks of the Fall 2016 and Winter 2017 terms
- Proceed promptly with hiring security guards to allow 24/5 access to the aforementioned three branches for the six weeks preceding the final three weeks of the Fall 2016 and Winter 2017 terms.
- Promptly provide the LIFC with the number of students who visit each of the aforementioned three branches during extended hours for each of the 2014-2015 and 2015-2016 years and each of the Fall 2016 and Winter 2017 terms as soon as they become available
- Seek out alternative sources of funding for extended hours
- Ensure appropriate recognition indicating the support from the SSMU Library Improvement Fund

IV.b. Islamic Studies Weekday Extended Hours (\$10,404)

Extending weekday hours 5-9pm was originally proposed by a student group in 2014-2015. The Library proposed continuing these hours, which the Committee in turn accepted.

The LIFC requests that the McGill Library:

- Proceed promptly with hiring security guards to allow 5-9pm weekday access to the Islamic Studies Library for 32 weeks during Fall 2016 and Winter 2017.
- Promptly provide the LIFC with the number of students who visit the Islamic Studies Library during extended hours for each of the 2014-2015 and 2015-2016 years and each of the Fall 2016 and Winter 2017 terms as soon as they become available
- Seek out alternative sources of funding for extended hours
- Ensure appropriate recognition indicating the support from the SSMU Library Improvement Fund

IV.c. LIF Signage/Branding (\$1,500)

Several LIF-funded projects across campus, in the Committee's opinion, could be more prominently recognized as per previous LIF reports. Better visibility helps the SSMU membership understand where their fees are being spent, and how the fees, through the LIF, improve their university experience. Making the fund more visible spurs student-generated proposals, maintaining the fund's autonomy. Here, the LIFC outlines specific projects and recommendations of specifically what signage should be affixed.

LIF-Funded Project	Signage/Branding Material to Apply
Space Improvements: I.a. Schulich Seating Additions I.b. HSSL Seating Additions I.c. Brody Chairs I.e. Schulich 5 th -Floor Electrification McLennan Library Seating Additions (funded 2014-2015) Redpath Group Study Zone Expansion (funded 2013-2014) Schulich Seating Additions (funded 2013-2014) HSSL 3 rd Floor Project (funded 2011-2012) Blackader-Lauterman Refurbishment (funded 2008-2009) Nahum Gelber Law Library Refurbishment (funded 2008-2009)	In each new space, a prominently displayed plaque indicating LIF support.
Computers: III.a. Schulich Computer Upgrades All Library computers	Appropriate signage indicating LIF support and the priority usage policy outlined in item III.a. Add the LIF logo to computer desktop backgrounds in all Library branches.
Extended Hours Paper Sign-in II.a. Marvin Duchow Music Library Extended Hours IV.b. Islamic Studies Weekday Extended Hours	On paper sign-in sheets, prominently display the LIF's support of extended hours.
Equipment: I.d. Marvin Duchow Music Self-Serve AV Loan Equipment I.i. Schulich 5 th -Floor Whiteboards I.j. Schulich Room 404 Whiteboards V.a. Schulich Library Group Study Room Screen Music Library Chairs (funded 2014-2015) Spirit Scanners (funded 2013-2014)	Apply visibly a sticker/decals to indicate the LIF's support.
Student Contract Staff: II.a. Marvin Duchow Music Library Extended Hours II.b. Open Educational Resource Researcher	Include a note regarding LIF support along with letters of hire.
I.k. Extended Hours Sign-in Barcode Scanners (by extension, should cover IV.a. 24/5 and 24/7 Extended Hours)	On the laptops needed to operate the system, apply visibly a sticker/decals to indicate the LIF's support of 24/5 and 24/7 extended hours. Also, add a tent card or poster near/on the table where students must sign in upon entry during extended hours.
I.f. Mobile Device Charging Station	Allow the LIF to control the content placed on the charging station's screen, so long as the content relates to LIF activities.
Redpath Washroom Renovation (funded 2013-2014)	Just outside the washrooms, place at least one highly visible sign indicating the LIF's support.

The LIFC requests that the McGill Library:

- Consult with the incoming Library Improvement Fund Commissioner on the design (which should incorporate the LIF's new logo) and implementation of the initiatives noted above.
- Proceed promptly with installing signage as discussed above, striking an optimal balance between economic value and durability
- Prioritize signage for student-proposed and resource-intensive projects should the demand for branding listed here exceed the allotted budget

V. Previous Allocations

The LIF requests that the Library implement the following project, which had been allocated funds by the 2014-2015 LIFC:

V.a. Schulich Library Group Study Room Screen (\$4,500)

In past years, projectors and media collaboration screens have been added to group study rooms in various Library branches. Currently, the only bookable study room in the Schulich Library, located on the fourth floor, is without a screen. This project will add a wall-mounted screen with wireless, app-based connectivity across multiple devices, for use by students and student groups.

The LIFC requests that the McGill Library:

- Proceed promptly with the purchase and installation of the group study room screen
- Ensure appropriate recognition indicating the support from the SSMU Library Improvement Fund

Conclusion

In 2015-2016, the LIF made sizable and successful steps to broader student consultation and greater fund autonomy. Through this year's projects, the fund will greatly enhance Library spaces in scales both large and small. The Committee is confident they will produce a sizable positive impact on student life and learning at the University.

The Committee recommends that next year, the broad student consultation process be repeated and further targeted. Future Committees should proactively draft concrete proposals based on common student feedback gathered this year and in future years. In future years, the quantitative proposal evaluation process, just initiated this year, should be further refined. The committee may want to solicit broader student input to determine key criteria.

Any concerns or questions that the McGill Library has regarding the allocations detailed in this report should be requested of the SSMU Vice-President (University Affairs), who will bring these suggestions to the attention of the SSMU Executive Committee for consideration.

On behalf of the LIFC, I thank Diane Koen, Francisco Oliva, and Amber Lannon of the McGill Library for working tirelessly to generate quotes and gauge the feasibility of all the proposals we received. No matter how late in the process we requested their feedback or how complex the project at hand was, they were happy to assist. The Committee continues to appreciate that the Library, under the leadership of Dean Colleen Cook, has prioritized student consultation in many activities across their operations. We hope they continue to engage students thoroughly in the future.

Thanks to Erin Sobat, 2013-2015 LIF Coordinator, for tirelessly advocating for the fund even after leaving the role. His work in revitalizing the LIF during his term will have a lasting impact on the fund and the students who benefit from it.

Finally, I'd like to thank the members of this year's LIFC. Their passion, discipline, and hard work were the reasons why 2015-2016 was so pivotal for the fund. They latched on to a vision of consulting students and engaging them with the fund and realized it fully. The Committee consisted of:

Evan Vassallo, Library Improvement Fund Coordinator
Caroline Thompson, Member-at-Large
Shauna Ganten, Member-at-Large
Bruno Savoie, Member-at-Large
Tracey Cui, Member-at-Large
Lawrence Angel, Undergraduate Member of the Senate Committee on Libraries
Malcolm McClintock, SSMU Council Representative
Chloe Rourke, Vice-President (University Affairs)

Respectfully Submitted,

Evan Vassallo
Library Improvement Fund Coordinator

Appendix A: Proposals Not Allocated Funds

The LIF received the following proposals from the McGill community this year but decided not to allocate funds to them. These proposals were either fell outside the LIF's mandate or were deemed infeasible.

General Student Employment (\$100,000)

This proposal, submitted by the McGill Library, was not clear on which student positions would be created or maintained with these funds. After reviewing previous LIF-funded student positions proposed by the Library, the Committee could not determine with certainty that these funds would not be used to carry out normal operating tasks. Further, the Committee determined no mechanism exists to effectively enforce which positions these funds would cover. For these reasons, the Committee determined this proposal fell outside the mandate of the LIF.

Outlet Additions to Computer Workstations (\$30,000)

Currently, many Library desks with set desktop workstations do not have any accessible outlets nearby. As personal computers have become more common among students, and as seating has become more scarce, student have resorted to unplugging the desktop computers at these stations to make their outlets accessible for personal computer chargers. To alleviate this issue, the addition of outlets to the top of these desks was proposed.

The proposal was not clear on how much the physical unit and its installation would cost, where these outlets would be placed, and how many units ought to be purchased. Given such ambiguity, the Committee could not move forward with funding this project.

Cybertheque "Production Zone" Seating (\$20,654)

Included in the same proposal as accepted project I.b., this would have added 12 chairs and electrified desks to the Cybertheque "Production Zone" (the area near the terrace-facing window that contains several uPrint devices). Although the need for additional seating in the Cybertheque exists, the Committee felt this particular, generic seating proposal for this space did not suit the area's primary function and furniture scheme. The Committee encourages the Library to revisit this proposal and resubmit with a furniture arrangement better suited to this unique space.

Schulich Security Cameras (\$5,000 per camera)

The proposal submitter sought to reduce theft (in particular, laptop theft) by installing security cameras in the Schulich Library. An effective camera network in this branch (i.e., one that would not merely drive theft into different areas of the branch) would be cost-prohibitive for this fund to build out – the branch has too many small, isolated seating areas. Installing fake cameras poses a liability to the Library and would deceive Library users (and in turn, SSMU members). Even if such a camera network were built, the Library currently lacks the ability to have camera footage viewed in real-time. It is unlikely, according to the combined experience of the Library, McGill Security, and the Committee, that reviewing camera footage after a theft would tangibly assist most efforts to recover stolen property.

Although the Committee determined a camera network would be infeasible to build with this fund, they asked the Schulich Library and McGill Security if they had any other theft-reduction initiatives the Committee should consider. None were brought forward, in part because one signage initiative had been implemented weeks before the Committee's allocation decision.

PSYC Textbooks (\$1,459)

The Committee viewed this proposal to purchase 11 copies of textbooks required by PSYC courses as outside of the LIF's mandate. It seeks to bolster the Library's collection, which falls under the Library's normal operating expenses.

PHGY Course Packs (\$420)

Multiple proposals to purchase PHGY course packs only sought to bolster Library collections. Again, the Committee determined such proposals do not fall within the LIF's mandate.

Research Journal One-time Subscription Fund (deemed infeasible, \$10,000 estimate)

This proposal outlined a temporary, year-long journal subscriptions to be used for specialized student research. The Library insisted this not be considered by the Committee, acknowledging they felt obligated to fill students' collections needs with their own funds.

Redpath Meditation Space (deemed infeasible, \$5,000 estimate)

This space, proposed for the Redpath branch, did not receive the University permission required to pursue an appropriate space or an accurate financial quote for the project; hence, the Committee could not consider it. The Committee encourages the incoming SSMU Vice-President University Affairs and Library Improvement Fund Commissioner to continue developing this project with University officials.

Installing Seating on Redpath Upper Floors (deemed infeasible, no estimate)

This proposal sought to move storage located on the Redpath Library's upper floors to make way for student seating. Such a move is infeasible at this time.

Appendix B: Proposal Evaluation Criteria

Student Experience:

- Relevance to student needs (present or future)
- Urgency of need addressed
- Positive effect on personal life
- Positive effect on academic life

Longevity:

- Technological relevance
- Functional lifespan

Accessibility:

- Number of students impacted
- Avoids exclusion of specific student groups
- Scalability

Feasibility/Logistics:

- Cost/benefit efficiency
- Consideration of logistical constraints

Appendix C: LIF Proposal Form



SSMU Library Improvement Fund (LIF) 2015-16 Proposal Form

Preamble

For almost two decades, the Library Improvement Fund (LIF) has invested in the most important Library needs of the undergraduate student body in order to enrich the student academic experience. The Fund is administered by the Students' Society of McGill University (SSMU) and is made up of a fee contribution of \$8.50 per full-time student and \$4.25 per part-time student each semester, matched equally by alumni donors. In the past, the LIF has contributed to 24-hour library access, new student study spaces, student employment and a variety of special projects. For more details on past initiatives and to view previous Fund Reports, please see the [SSMU website](#).

Project Development

The LIF is open to proposals of all sizes, pertaining to any [branch library](#) on McGill's Downtown Campus. Proposals may be submitted by any member of the McGill community so long as the proposal would improve the undergraduate student experience. The LIF Committee is available to assist with the development of proposals and liaising with the necessary contacts at the Libraries. Submissions will be accepted on a rolling basis until March 7, 2015; early submissions are highly encouraged. Any questions about the proposal process or the Fund itself should be directed to the LIF Coordinator.

Submission & Review

Completed proposal forms should be submitted in .docx or .pdf format to the LIF Coordinator at lifc@ssmu.mcgill.ca by **March 7, 2015**. If you need help at any point in filling out this proposal or in the proposal process, please email the LIF Coordinator.

General Information

- Name: [Click here to enter text.](#)
- Email Address: [Click here to enter text.](#)
- Affiliation (Undergraduate, Post-Graduate, Staff, etc.): [Click here to enter text.](#)
- Organization/Unit (if applicable): [Click here to enter text.](#)
- Position (if applicable): [Click here to enter text.](#)

Project Details

Provide a description of the project. Note the student need (and its urgency) the project addresses, how the project will enrich student experience in the present and the future, and which branch(es) the project will affect (if applicable).

[Click here to enter text.](#)

Monetary Details (optional)

Do not fret if you do not have the information to complete this section. The LIF Committee will help find these details after you submit the proposal. Proposals will not be penalized for initially missing this information.

Are there additional expected costs such as installation, renovation or maintenance?

[Click here to enter text.](#)

Are there any other possible sources of funding for this project? If so, please identify these sources and provide any relevant information.

[Click here to enter text.](#)

Please include below anything else you would like to tell us. You may wish to include a detailed budget, quotes, timelines, survey results, photographs, or examples of similar projects.

[Click here to enter text.](#)

If you need help at any point in filling out this proposal or in the proposal process, please do not hesitate to email the LIF Coordinator at lifc@ssmu.mcgill.ca.

Addendum: Changes to Projects I.a. and I.e.

On April 11, 2016 (after SSMU Council ratified the list of LIF-funded projects on April 7, 2016), the McGill Library notified the LIF of upcoming critical Schulich Library masonry work's effect on projects I.a. (Schulich Seating Additions) and I.e. (Schulich Electrification). The masonry work is scheduled to begin in 2017 and end at earliest in 2019.

Inspections related to the masonry work may reveal previously unknown electrical issues in the Schulich Library's building. Such issues could require repairs that would effectively "undo" this year's LIF-funded electrical upgrades. As a result, project I.e. will be postponed until the Library is confident construction activities would not nullify the LIF's investment. Also, 16 of project I.a.'s new 4th-floor seats will not be electrified immediately. The LIF will work closely with the Library to ensure these projects are implemented in full as soon as feasible.

Temporary interior walls that allow construction workers sufficient access to the masonry will be erected throughout the construction project. These walls will encroach on some student Library space, including the space designated for new seating as outlined in project I.a. Throughout the construction project, seats may need to be temporarily moved elsewhere in the branch or to a storage facility outside the branch. Nevertheless, the Library will proceed promptly with installing all seats outlined in project I.a.

In the coming year, LIF will develop a communication strategy with the Library to keep students informed of Schulich construction updates and how these updates affect their Library experience, including their continued investment in the LIF. The Library and the LIF will work together throughout the construction process to implement this strategy.

Also on April 11, 2016, the Library proposed changes (unrelated to the masonry work) to the number of seats added through project I.a. The Library will now add 60 seats on the 5th floor instead of 50 and 47 seats on the 4th floor instead of 50. This net increase of seven seats will not require any additional LIF investment past their initial \$272,000 allocation.

- Added April 13, 2016