

IDEA EQUITY PROPOSAL

FOR EXECUTIVE TEAM

IDEA Membership: David Swedman (Chair), Christina Trunnell, Leila Sterman, Heather Martelle, Lori Hiris, Jason Clark, and Venice Bayrd.

The IDEA committee, tasked with taking the college's collective input and prioritizing actions, submits the following recommendations to address and create sustainable change for a more equitable college and workplace.

This document provides a broad roadmap for future projects. We recognize that this work will require the effort and support of many individuals and groups in the library. We suggest that to start work on the goals outlined in this document, a member of IDEA pairs up with an Executive Team member to form the appropriate working groups for each goal or sub-goal. Other members of each working group will be selected based on expertise and interest. The goals have timelines that vary from nearly immediate to over the next twenty years.

Each working group will be comprised of a member of Executive Team, a member of IDEA, and the additional members. The ADP will facilitate the start of each working group and monitor progress for each project. Each working group may, in discussion with the ADP, modify the goal, its timeline, or the success metrics to improve outcomes. IDEA also identified key internal stakeholders. These are people within the Library whose participation is essential to meeting the goals IDEA established in this document, and that we see comprising the core of each working group.

INSTITUTIONAL POWER

GOAL: IMPROVE HIRING PRACTICES TO DIVERSIFY LIBRARY FACULTY AND STAFF

Executive Team Lead(s): TBD

IDEA Lead(s): David Swedman

Key Internal Stakeholders: Jodi Allison-Bunnell, Kenning Arlitsch, Amy Foster, Kris Johnson, Brian Rossmann, Doralyn Rossmann

Recommended Actions:

1. Develop an action plan for recruiting and retaining employees from underrepresented groups.
 - a. Proposed Recruitment Actions:
 - i. Include an explicit DEI statement on job postings.
 - ii. Post position openings to reach a diverse range of audiences (identify specific places).
 - iii. Reduce the number of required qualifications in postings, where possible.

- iv. Assess hiring practices from other colleges across MSU to identify key language and practices the library should adopt to be aligned with campus standards.
 - v. Examine the composition of past hiring committees and work to set guidelines that enable the formation of future committees to best serve the Library mission and our equity goals.
 - vi. Require candidates to provide an DEI statement during the application process.
 - vii. Consider conducting a blind review of resumes and application materials as a formalized part of the hiring process.
- b. Proposed Retention Actions:
- i. Develop a formal mentorship program for new hires.
 - ii. Update faculty and staff onboarding materials and processes to reflect diversity and inclusion values and actions.

Timeline: guidelines developed over summer 2021. Implemented fall 2021 (or at next formation of a search committee).

Proposed Success Metric(s):

1. Demonstrate that our search process is equitable and removes barriers for candidates who have been historically underrepresented in our hiring processes.
2. Library staff and faculty demographics will meet or exceed the racial diversity [of MSU students](#) by 2040, with [2018 ClimateQUAL Survey](#) serving as our baseline.
3. Demonstrable integration of DEI resources into our onboarding processes.

GOAL: IDENTIFY ROUTES TO ADDRESS CHALLENGES OR CONFLICTS FOR LIBRARY EMPLOYEES.

Executive Team Lead(s): TBD

IDEA Lead(s): TBD

Key Internal Stakeholders: Jodi Allison-Bunnell, Kenning Arlitsch, Amy Foster, Kris Johnson, Brian Rossmann, Doralyn Rossmann

Recommended Actions:

1. Create a SharePoint page/reference sheet with links to existing DEI resources.
2. Bring Office of Institutional Equity representative to present on [university resources and procedures](#) at an All-Staff meeting.
3. Host employee relations trainings focused on difficult conversations and conflict resolution. Employees will be encouraged to opt-in to university-level trainings regarding this topic when available.

Timeline: Fall 2022 (Recommended Actions 1,2), Spring 2023 (Recommended Action 3)

Proposed Success Metric(s):

1. Survey results demonstrating that Library employees understand extant university resources and procedures and how to use them.

PARTNERSHIPS

GOAL: ACTIVELY DEVELOP PARTNERSHIPS WITH CAMPUS GROUPS TO ENCOURAGE PARTICIPATORY INPUT FROM UNDERREPRESENTED STUDENT GROUPS

Executive Team Lead(s): TBD

IDEA Lead(s): Heather Martelle

Key Internal Stakeholders: Jan Zauha, Ann Vinciguerra

Recommended Actions:

1. Increase communication with campus groups to support diversity initiatives.
 - a. Identify the academic programs and clubs on campus that represent or are devoted to underrepresented or marginalized groups.
 - i. Maintain contact list of programs/groups/clubs/teams centered on underrepresented identities such as, but not limited to, the Black Student Union, the Queer-Straight Alliance, and the Diversity and Inclusion Student Commons.
 - ii. Contact the leaders of above entities on campus to communicate the library's commitment to supporting diverse communities on campus through partnering with academic programs and groups/clubs devoted to underrepresented or marginalized groups.
 - iii. Ask for library volunteers or IDEA members to act as point of contact and ally with specific groups to strengthen relationship building and ease communication.
2. Communicate with these groups to promote the possibility of library collaboration when planning events or activities.
3. Actively consider including appropriate community members in decision making processes for events, activities, etc.

Timeline: Summer 2021 (Recommended Action 1.a.i.), Spring 2022 (Recommended Actions 1.a.ii, 1.a.iii, and 3), Ongoing (Recommended Action 2).

Proposed Success Metric(s):

1. Increased participation and strengthened connections with the number of underrepresented or marginalized groups on campus.
2. Demonstrated commitment to ensure that underrepresented or marginalized groups on campus are considered and consulted where appropriate.

COLLECTIONS

GOAL: DIVERSIFY COLLECTIONS AND INCREASE VISIBILITY OF DIVERSITY IN COLLECTIONS

Executive Team Lead(s): TBD

IDEA Lead(s): Christina Trunnell

Key Internal Stakeholders: Amy Foster, Rachelle McLain, Hannah McKelvey, Molly Arrendale

Recommended Actions:

1. Actively collect materials from, and representative of, more diverse populations by:
 - a. Creating a collection development advisory board comprised of members from underrepresented communities; and
 - b. Establishing BIPOC owned publishing houses and commit to purchasing from them, especially small, independent, or alternative presses.
2. Increase the visibility of anti-racist, queer, and/or BIPOC-authored works through online promotion, social media, Library Lingo, & e-book expo.
3. Increase visibility of anti-racist, queer, and/or BIPOC-authored works in the library.

Timeline: Spring 2023 (All Recommended Actions)

Proposed Success Metric(s):

1. Collections, cataloging, and stewardship/governance policies will reflect the sensitive nature of some collections and the specific requirements of collections.
2. Demonstrably visible representation of diverse authors and issues in book displays.

GOAL: MODIFY THE DESCRIPTION OF ITEMS TO MAKE DIVERSE COLLECTIONS APPROPRIATELY SEARCHABLE:

Executive Team Lead(s): TBD

IDEA Lead(s): Venice Bayrd, Jason Clark

Key Internal Stakeholders: Jodi Allison-Bunnell, Amy Foster, Jason Clark, Venice Bayrd, Anne Stefani

Recommended Actions:

1. Assess metadata in local collections to ascertain if there are omissions, outdated practices, or opportunities for enrichment.
 - a. Attempt to describe items accurately, sensitively, respectfully. Example: Native American of the Northern Great Plains Digitization project was a collaborative effort to describe items accurately.
 - b. Are there metadata fields in the catalog that we are not using that other institutions use in identifying BIPOC and queer authors? If yes, should we implement those fields
 - c. Understanding/Quantifying use of MARC Field 386, which can hold gender and identity.
2. Investigate integration of the CARE Principles for Indigenous Data Governance into existing collections, metadata, and stewardship/governance policies.
 - a. *For example,* a) investigate the potential to pilot use of the CARE Principles as well as Traditional Knowledge and Bio-Cultural Labels (TK/BC Labels) for relevant collections; or b) investigate classification systems such as the Brian Deer Classification System to develop new and complementary local classification.^{ii iii}

- b. If alternative metadata schemas and principles are identified, the standards we adopt should be thoroughly documented and guidelines for establishing inclusive metadata standards should be considered, e.g. facilitating domain expert and community review of terms; processes and resources for learning about inclusive metadata; listing of alternative vocabularies; how to quantify successful inclusive description.

Timeline: Fall 2022 (All Recommended Actions)

Proposed Success Metric(s):

1. Audit of 3 digital collections using the new documentation and guidelines.
2. Initial audit of ASC Finding Aids using the ArchivesWest corpus for inclusive vocabulary.

PROFESSIONAL DEVELOPMENT

GOAL: CREATE AND INCENTIVIZE OPPORTUNITIES FOR LIBRARY EMPLOYEES TO ATTEND ANTI-RACISM FOCUSED TRAININGS AND DISCUSSIONS.

Executive Team Lead(s): TBD

IDEA Lead(s): TBD

Key Internal Stakeholders: Jodi Allison-Bunnell, Kenning Arlitsch, Amy Foster, Kris Johnson, Brian Rossmann, Doralyn Rossmann

Recommended Actions:

1. Coordinate discussion groups led by IDEA committee members, *IDEA Sessions*, that focus on DEI initiatives and topics. Suggested topics: Recruitment and retention of BIPOC employees, Inclusive metadata practices, etc.
2. Provide time for library employees to attend courses in [the Diversity Development Certificate Program](#).
3. Host sessions from the Montana Racial Equity Project. E.g., "[Ending Bias Bigotry and Racism: Skills and Strategies You Can Use](#)" or "[Challenging White Supremacy: Understanding Power, Privilege, and Oppression](#)".

Timeline: Spring 2021 (Recommended Action 1), Fall 2023/Spring 2024 (Recommended Actions 2,3)

Proposed Success Metric(s):

1. Demonstrated increase in the number of opportunities for library employees to discuss/learn about DEI issues.

TEACHING AND LEARNING

GOAL: CREATE A MORE EQUITABLE LEARNING SPACE

Executive Team Lead(s):

IDEA Lead(s): Jason Clark

Key Internal Stakeholders: Meghan Salsbury, Sara Mannheimer, Hannah McKelvey, Doralyn Rossmann, Brian Rossmann, Scott Young

Recommended Actions:

1. Include DEI statements in LSCI courses (https://www.montana.edu/studentdiversity/faculty_resources.html).
2. Complete a baseline scan of existing course materials to assess the current inclusion and room for addition of meaningful content related to race, racial justice, racial equity, diversity, and inclusion.
3. Develop guidance for syllabus language regarding triggering topics and texts (<https://www.montana.edu/diversity/bipoc/challenges/CoreChallenge1.html>)
4. Develop guidelines faculty can use to review their course content for diverse perspectives/voices.

Timeline: by Fall 2021 (All Recommended Actions)

Proposed Success Metric(s):

1. LSCI courses include DEI content as appropriate.
2. All LSCI course syllabi include a DEI statement.

SPACES

GOAL: CREATE A MORE REPRESENTATIVE LIBRARY SPACE

Executive Team Lead(s): TBD

IDEA Lead(s): Heather Martelle

Key Internal Stakeholders: Kris Johnson, Brian Rossmann

Recommended Actions:

1. Conduct an art audit. Assess the source, depiction, and origin of art in the library. Identify holes in representation, any problematic works, and spaces that might benefit from the display of art.
2. Assess our current signage. Make suggestions for ways to amend current signs to be more inclusive.
3. Develop/promote a process that allows outside groups to create displays in the Library.
4. Establish a designated physical space for IDEA specific book displays/popup collections.
 - a. Work with Collection Management Committee (CMC) to establish the space and establish workflow for the space.

Timeline: Spring 2022 (All Recommended Actions)

Proposed Success Metric(s):

1. Demonstrate a library environment that is visually welcoming and reflects our stated values.
2. Demonstrate that external groups have the ability to create displays.

ⁱ Carroll, S.R., Garba, I., Figueroa-Rodríguez, O.L., Holbrook, J., Lovett, R., Materechera, S., Parsons, M., Raseroka, K., Rodriguez-Lonebear, D., Rowe, R., Sara, R., Walker, J.D., Anderson, J. and Hudson, M., 2020. The CARE Principles for Indigenous Data Governance. Data Science Journal, 19(1), p.43. DOI: <http://doi.org/10.5334/dsj-2020-043>

ⁱⁱ See <https://www.enrich-hub.org/knowledge-centre> for more information on TK/BC Labels.

ⁱⁱⁱ See <https://guides.library.ubc.ca/Indiglibrarianship/briandeer>