

Texas A&M University Libraries

University Libraries Diversity Plan

Effective 12/01/2017

Second Edition

UNIVERSITY LIBRARIES DIVERSITY PLAN

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INTRODUCTION

Diversity is a core shared value of the University Libraries and part of the libraries vision and shared values. The University Libraries recognizes diversity as a strength in our employees, our collections, and our services. We are committed to fostering a community where each person's individual experiences and unique perspectives are valued. We recognize that the contributions made by diverse groups benefit the personal, academic, and professional growth of all members of the Libraries and the Texas A&M community.

As an academic unit open to all students, the libraries has a unique role in helping to promote diversity by acquiring resources representing multiple viewpoints that strengthen the University's efforts to educate in the areas of diversity and multicultural studies. The Libraries provides the Texas A&M community with equitable access to its information resources and services. This access is guaranteed without regard to race, ethnicity, religion, sex, gender identity and expression, sexual orientation, ability, age, veteran status, marital status, or class.

We seek and provide opportunities to learn and grow through experiences and educational programming. These programs approach diversity education through engagement, innovation, and above all, respect for all individuals.

The Libraries acknowledges that the goals outlined in this plan are challenging. We are committed to direct, open-minded communication and collaboration when these challenges arise, addressing and overcoming each challenge allows us to create the organizational culture to which we aspire.

This diversity plan addresses the University Libraries focus on diversity in the following six areas:

- Climate
- Equity
- Accessibility
- Campus and Community Outreach
- Accountability
- Communication

Each focus area is described below and offers goals and challenges, action items and milestones. Three of these areas mirror the Texas A&M University Diversity Plan: climate, equity and accountability. The other three areas relate specifically to our mission and vision as an academic research library. The first, accessibility is critical to providing ensuring delivery of

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services and resources to everyone. The second, campus and community outreach, is the outward facing activities contributing to the University that highlight and promote diversity and inclusion through the Libraries collections, services, exhibits and other activities. The final area, communication, is vital to our Libraries employees' ability to be respectful and inclusive of all who work here.

I. CLIMATE

DEFINITION: Climate is how employees and guests of the University Libraries feel valued and included. A successful climate is one where every person is respected, affirmed, and recognized as an individual. When evaluating our climate for diversity we will focus on:

1. Historical legacy of inclusion or exclusion,
2. Psychological climate (perceptions, beliefs, and attitudes about diversity),
3. Behavioral climate (how different groups interact on campus).

Goals	Action Items	Milestones
Promote and develop a healthy work environment to support our commitment to diversity.	Account for diversity expenditures for current year and ensure diversity funds are included in the annual budget.	Provide the Dean of University Libraries with a request for funds annually during annual budget process.
	Seek out programs and interventions informed by data from recent University Libraries climate assessments and/or climate assessments from the University level.	Identify cohorts and compare our structural diversity to peer groups annually.
Provide employees with educational venues to understand the benefits of 1) creating a diverse	Provide new employee customer service training.	Identify training needs and individuals responsible for finding material, researching options and presenting to DAC/University by June 2018

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workforce, 2) a welcoming, inclusive and respectful workplace, 3) supporting the Libraries' and University's diversity plans.	Provide interactive educational programming on diversity and inclusion.	Create annual plan for diversity programming by the end of the summer semester each year.
	Facilitate training for productive meetings that provide opportunities for all individuals to engage	Identify productive meeting training by June 2018 and plan for implementation across University Libraries. Training to be offered when new committees are formed or committee membership changes.

II. EQUITY

DEFINITION: Equity is ensuring the consideration of all individuals and eliminating the barriers that prevent the full participation of all people.

Goals	Action Items	Milestones
Strive to recruit, retain, and promote diverse faculty, staff, and student employees.	Develop retention and recruitment plan.	Create peer groups and networking opportunities by end of December 2018. Create recruitment plan to attend conferences/job fairs and provide outreach presentations at Information Science programs by end of December 2018. Explore methods for increasing diverse hires and challenging biases in the hiring and interview process by end of FY18.
Increase the number of applicants and selected candidates from minority groups for open positions at University Libraries.	Enhance training to diminish bias in the hiring and interview process.	Provide training as needed.
	Create opportunities for diverse individuals to become professional librarians.	Join the ACRL Diversity Alliance by May 2017. Recruit and support two underrepresented minority residences, MLS/MLIS individuals in a three-year program to provide structured experience in the academic library

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		profession starting Spring semester 2018.
Encourage and support internal candidates to advance to positions of higher responsibility.	Mentor faculty and staff.	Support faculty mentoring committees as needs change over time and explore formation of a staff mentoring program by end of FY18
	Create opportunities for faculty and staff to develop leadership skills.	<p>Provide opportunities for University Libraries faculty and staff to participate in career advancement through external and internal skill development programs by fall 2019.</p> <p>Encourage staff and faculty to pursue further educational opportunities, utilizing McLemore Funds, the Berg Endowment, or other funds where possible.</p> <p>Create practical experience opportunities where possible for University Libraries staff, especially diverse staff pursuing MLS/MLIS degrees and Library Support Staff Certification.</p> <p>Provide continuing education, support and encouragement to individuals assigned to positions of higher responsibility.</p> <p>Maintain a culture in which faculty and staff feel supported to take advantage of opportunities.</p>
Maintain a transparent, systematic selection process for University Libraries' award committees, criteria, and processes.	Review committees to ensure transparency in selection of members and selection process for awards.	Communicate selection process and structure of the award committees within the University Libraries. Goal Completed during FY17.
	Celebrate and publicize success of University Libraries employees.	Establish communication process for announcing employee successes. Completed during FY17.

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III. ACCESSIBILITY

DEFINITION: Accessibility is the design and/or provision of environments, systems, information, exhibits, technology, collections, and services that can be used by everyone.

Goals	Action Items	Milestones
Ensure online resources reach individuals with differing abilities and learning styles.	Request information from the University Libraries Accessibility Committee regarding current goals and status of projects.	Schedule quarterly reports from the University Libraries Accessibility Committee to the Diversity Advancement Committee. Foster a partnership to capture and communicate progress.
Ensure physical resources reach individuals with differing abilities and learning styles.	Complete an audit of physical resources.	Request information from TAMU Disability Services, TAMU Academic Services (OAL), University Libraries Facilities and Public Services to generate a list of what resources we have by end of FY18. Create task force in Fall of 2018 to make recommendations on improvements by May 2019.
Provide accommodations when physical and online resources aren't accessible.	Identify accommodation gaps across the University Libraries.	The task force, mentioned above, will make recommendation for best practices in providing accommodations across the libraries by August 2019.

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IV. Campus and Community Outreach

DEFINITION: Outreach is outward-facing activities that highlight and promote diversity and inclusion through the University Libraries collections, services, exhibits, and other activities.

Goals	Action Items	Milestones
Work continuously to make our vast array of diverse material discoverable through existing library channels.	Create displays, libguides, catalog records, and exhibits highlighting diverse collections.	Create a plan and provide space to exhibit and highlight diverse materials in our collections by June 2018. Create bibliographies for diversity exhibits and host them on the libraries website at time of exhibit opening.
Create campus partnerships to further our role as the indispensable hub of discovery, learning, and creativity at Texas A&M University.	Establish key partnerships on campus to improve diversity efforts and initiatives, and host university level diversity programming at the University Libraries.	Host at least one university level diversity program with a key partner at least once a year.
Provide resources and facilities to approved student groups to aid them in their mission.	Open spaces and resources to approved student groups.	Create a simple policy document that governs how we decide which student groups to provide aid to by end of December 2018.
Provide information literacy to campus community for diverse topics.	Explore methods for collaborating with college faculty on cultural discourse classes utilizing available library resources.	Obtain list of approved cultural discourse classes and distribute the list to appropriate subject librarians by end of FY18. Provide an abbreviated list of diversity databases to University Faculty to encourage use of these databases for course assignments by December 2017.report
	Assist instructors of cultural discourse education as it becomes part of degree plans across campus.	Create a task force to develop best practices for working with faculty in the colleges to integrate library services into cultural discourse classes by end of FY18. The task force will provide a recommendation by the end of FY18.
Support the University and University Libraries' diversity plan and goals in all external communication regarding diversity.	Prior to publication, review all external written and marketing communications regarding diversity.	Share written and marketing external communications regarding diversity with the Dean and Diversity Program Coordinator prior to distribution and publication.

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V. ACCOUNTABILITY

DEFINITION: Accountability is monitoring, analyzing, and reporting activities related to diversity and inclusion goals. It establishes structures, processes, and procedures that expect all library employees to improve individual, interpersonal, group, and institutional responsibility for diversity and inclusion.

Goals	Action Items	Milestones
Analyze our staff demographics to identify opportunities for increased diversity.	Continue to collect and analyze local and peer demographic data.	Continue to collect demographic data based on community and university, or faculty characteristics. Report demographic data annually to the University Libraries with perspectives and identified action items for improvement.
	Investigate new aspirant peers on basis of best diversity practices, not necessarily community, university, or faculty characteristics.	Identify new aspirant peers in diversity practices by end of FY18.
Maintain and monitor processes and procedures for evaluating progress towards diversity goals.	Review and update the University Libraries' Diversity Plan every 5 years.	Revise University Libraries Diversity Plan adopted in 2013 plan by December 2018.
	Produce annual progress reports.	Annual reports due at end of each FY.
Assess internal organizational climate.	Identify robust survey tool to measure our current climate and capture feedback.	Evaluate available survey tools for measuring organizational climate and select by December 2018.
Empower the Diversity Advancement Committee to monitor and evaluate diversity and inclusion initiatives for the University	Establish expectations, goals, and responsibilities for the committee and its members.	Dean of University Libraries Diversity Program Coordinator establish expectations, goals, and responsibilities for the committee. Completed in FY17.

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Libraries.	Create high quality education opportunities that encourage participation by University Libraries employees.	Develop a diversity education philosophy statement that emphasizes relevance, broadness, and timeliness by end of FY18.
Provide collections, electronic resources, and services that are inclusive of diverse perspectives and views.	Assess currently held collections for gaps and define policies for future purchases that include diverse material.	<p>Work with subject selectors and Libraries Acquisitions to enhance the selection plan by the end of FY19.</p> <p>Include a “challenge” to University faculty to include a diverse collection/database in coursework by December 2017.</p> <p>Include language from overarching collection development plan on diverse collecting and purchasing of award-winning titles.</p> <p>Each year pick an area to focus on diverse collections to analyze (gap analysis). See Appendix 6.</p>

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VI. COMMUNICATION

DEFINITION: Communication is healthy engagement between University Libraries employees, collaborating with each other, being transparent, and acting with integrity as defined in our Shared Values.

Goals	Action Items	Milestones
Confront and resolve conflict through healthy communication methods. Remember that conflict is not good or bad, it simply exists.	Provide conflict resolution and communication skills training.	Complete 5 mediation training 40 hour course sessions, reaching 100 employees by end of FY17. Continue mediation training offerings one or two times per year. Continue mediation alumni sessions with refresher topics.
	Identify processes to address conflict.	Create a University Libraries conflict resolution model that includes best practices for communication by December 2018. Create mini-learning sessions on skill sets acquired during mediation training by end of FY18.
	Provide tools to engage in difficult dialogs.	Explore training that provides tools to engage in difficult dialogs by December 2017. Collaborate with University Libraries Faculty Grievance Procedure completed FY17.
Encourage a culture where opinions are respected.	Provide multiple opportunities for employees to give feedback.	Create a modern solutions box and review/response policy by December 2017. Host quarterly meeting with Dean of University Libraries for new staff and their supervisors.

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Exorcise commonly held perceptions based on the past (Library ghosts).	Highlight changes that have occurred and their historical context in our organization.	Identify mechanisms and ways to systematically exorcise library ghosts mentioned in last ClimateQual survey by spring 2019.
Highlight the culture by design that includes the University Libraries Mission, Vision, and Shared Values.	Remind University Libraries employees of our mutually-adopted Shared Values.	Create Shared Values posters by December 2017 and plan for other strategic reminders.
Share information about other units and jobs within the University Libraries.	Broadly highlight units and processes/workflows in the internal newsletter and announce interesting projects.	Create an internal newsletter which includes unit highlights, HR information, and marketing announcements starting in fall 2017.
Create opportunities to interact with individuals from other parts of the library.	Introduce new employees.	Introduce new employees with picture in internal newsletter in addition to announcing at Dean's Corner.
	Reexamine current employee activities to increase participation and effectiveness.	Generate ideas and recommendations in Diversity Advancement Committee for employee activities to be shared with University Libraries Executive Team by September annually. Identify the purpose of each event.

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APPENDIXES

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Appendix 1 Context and Historical Perspective

CONTEXT

The University Libraries Diversity Plan was originally created in 2012. After 5 years, the Diversity Advancement Committee decided the plan needed to be refreshed and updated to reflect a deeper understanding of diversity and specifically how it relates to libraries and our mission, vision and values.

We recognize that diversity is core to what we do at Texas A&M University and the University Libraries. We must acknowledge that the discussion of diversity has evolved from the days when it was about treating each other the same to understanding what makes us different. Diversity can no longer be a passive acceptance of equal treatment and processes. We must support a culture where all individuals are respected for their identity, difficult conversations are encouraged and conflict is seen as part of our daily lives – neither good nor bad, simply something to be positively addressed and resolved.

Many of the objectives and goals of the 2013 Libraries Diversity Plan have been accomplished as seen in Appendix 7. As we move forward, we recognize the need to create a plan that can grow through the years. As such, this updated diversity plan provides for areas of focus and goals, challenges, action items and milestones to accomplish our plan. Appendices are provided to give annual updates of our progress and to capture a historical picture of our diversity initiatives.

HISTORICAL PERSPECTIVE

A Diversity Program Committee has been active at University Libraries since 2003. Each year the committee provided educational sessions on selected themes including religion, social status, ethnicity, micro-aggressions and international cultures.

The Diversity Advancement Committee (DAC) was formed with the completion of the original University Diversity Plan in 2012. Members consisted of 3 elected, 3 appointed and 3 administrative members representing Libraries locations, faculty, staff and ethnicity. The committee membership was adjusted as individuals left the Libraries or their schedule changed their ability to participate.

In 2015, committee membership changed to a voluntary participation of any employee who is willing to champion the goals and challenges outlined in this diversity plan. The two committees Diversity Program and Diversity Advancement became one. The Dean of Libraries and the Diversity Program Coordinator are permanent members of this committee, providing executive support and focus to ensure advancement of our diversity initiatives. Committee members are expected to attend committee meetings, actively contribute to discussion and share perspectives, and participate in planning and implementation of diversity events and activities.

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The DAC CHARGE states:

The University Libraries Diversity Advancement Committee (DAC) proactively identifies and recommends strategies and initiatives to the Dean of Libraries and University Libraries Executive Team that promote a climate and culture of diversity and inclusion.

DAC membership is open to all staff and faculty who wish to help promote diversity and inclusion. The committee meets regularly to share perspectives and ideas in a respectful, open manner.

The definition of diversity continuously evolves and is filled with unexpected discoveries. Valuing diversity means recognizing that we are all shaped by many factors, making each of us uniquely qualified to contribute to the collective goals of the Libraries. The DAC supports diversity by furthering an inclusive climate and culture that fosters, promotes and encourages interactions that support appreciation and celebration of our differences.

The University Libraries Diversity Plan was created in support of the Texas A&M University Diversity Plan, which focuses on three main components: climate, equity and accountability. The University plan the guiding document the DAC uses to inform our strategies and initiatives.

The DAC will review and analyze data related to climate and equity at the Libraries. The committee will discuss and reach a consensus on strategies, opportunities for learning and initiatives based on this data analysis. The recommendations should include plans for implementation, an explanation of how the recommendation supports the Libraries' diversity initiatives, estimated financial expenditures and any identified concerns.

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Appendix 2 Milestones Timeline

Ongoing/Annual

Accountability	Continue to collect demographic data based on community and university, or faculty characteristics.
Accountability	Report demographic data annually to the University Libraries with perspectives and identified action items for improvement.
Accountability	University Libraries Diversity Plan progress reports due annual at the end of each fiscal year.
Accountability	Generate ideas and recommendations in Diversity Advancement Committee for employee activities and share with University Libraries Executive Team each September. Identify the purpose of each event.
Accessibility	Schedule quarterly reports from the University Libraries Accessibility Committee to the Diversity Advancement Committee. Foster a partnership to capture and communicate progress.
Campus and Community Outreach	Provide an annual report of collections and electronic resources that are inclusive of diverse perspectives and views.
Campus and Community Outreach	Develop a method to ensure broad diversity across our collections. See Appendix 6.
Campus and Community Outreach	Create bibliographies for diversity exhibits and host them on the libraries website at time of exhibit opening.
Campus and Community Outreach	Host at least one university level diversity program with a key partner at least once a year.
Campus and Community Outreach	Share written and marketing external communications regarding diversity with the Dean and Diversity Program Coordinator prior to distribution and publication.
Climate	Provide the Dean of University Libraries with a request for funds annually during the annual budget process.
Climate	Identify cohorts and compare our structural diversity peer groups
Climate	Create annual plan for diversity programming by the end of the summer each year.
Communication	Generate ideas and recommendations in Diversity Advancement Committee for employee activities to be shared with University Libraries Executive Team by September each year. Identify the purpose of each event.

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Communication	Continue mediation training offerings one to two times annually.
Equity	Create practical experience opportunities where possible for University Libraries staff, especially diverse staff pursuing MLS/MLIS degrees and Library Support Staff Certification.
Equity	Provide training on diminishing bias in the hiring and interview process as needed.
Equity	Encourage staff and faculty to pursue further educational opportunities, utilizing McLemore Funds, the Berg Endowment, or other funds where possible.
Equity	Create practical experience opportunities where possible for University Libraries staff, especially diverse staff pursuing MLS/MLIS degrees and Library Support Staff Certification.
Equity	Provide continuing education, support and encouragement to individuals assigned to positions of higher responsibility.
Equity	Maintain a culture in which faculty and staff feel supported to take advantage of opportunities.

End of FY17

Communication	Complete 5 mediation training 40 hour course sessions, reaching 100 employees by end of FY17.
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Fall 2017

Campus and Community Outreach	Create a provide space to exhibit document that governs how we decide which student groups to provide aid to by end of December 2018.
Communication	Host quarterly meeting with Dean of University Libraries for new staff and their supervisors started during FY17.
Communication	Introduce new employees with picture in internal newsletter in addition to announcing at Dean's Corner.
Communication	Create an internal newsletter which includes unit highlights, HR information, and marketing announcements starting fall 2017.

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December 2017

Accountability	Include a “challenge” to University faculty to include a diverse collection/database in coursework by December 2017.
Accessibility	Provide an abbreviated list of diversity databases to University Faculty to encourage use of these databases for course assignments by December 2017.
Climate	Revise University Libraries Diversity Plan adopted in 2013 plan by December 2017.
Communication	Create a modern solutions box and review/response policy by December 2017.
Communication	Create Shared Values posters by December 2017 and plan for other strategic reminders.
Equity	Establish communication process for announcing employee successes by December 2017.

Spring 2018

Campus and Community Outreach	Create a plan and provide space to exhibit and highlight diverse materials in our collections by June 2018.
Climate	Identify customer service training needs and individuals responsible for finding material, researching options and presenting to DAC/ULET by June 2018.
Climate	Identify productive meeting training by June 2018 and plan for implementation across University Libraries. Training to be offered when new committees are formed or committee membership changes.
Equity	Recruit and support two underrepresented minority residences, MLS/MLIS individuals in a three-year program to provide structured experience in the academic library profession starting spring semester 2018.

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End of FY18

Accessibility	Request information from TAMU Disability Services, TAMU Academic Services (OAL), University Libraries Facilities and Public Services to generate a list of what resources we have by end of FY18. Create task force in Fall of 2018 to make recommendations on improvements by May 2019.
Accountability	Evaluate available survey tools for measuring organizational climate and select by end of FY18
Accountability	Continue to collect demographic data based on community and university, or faculty characteristics, and identify new aspirant peers in diversity practices by end of FY18.
Accountability	Develop a diversity education philosophy statement that emphasizes relevance, broadness, and timeliness by end of FY18.
Campus and Community Outreach	Create a task force to develop best practices for working with faculty in the colleges to integrate library services into cultural discourse classes by end of FY18. The task force will provide a recommendation by the end of FY18.
Campus and Community Outreach	Obtain list of approved cultural discourse classes and distribute the list to appropriate subject librarians by end of FY18.
Communication	Create a University Libraries conflict resolution model that includes best practices for communication by August 2018.
Communication	Create mini-learning sessions on skill sets acquired during mediation training by end of FY18.
Communication	Explore training that provides tools to engage in difficult dialogs by end of FY18.
Equity	Create recruitment plan to attend conferences/job fairs and provide outreach presentations at Information Science programs by end of FY18.
Equity	Explore methods for increasing diverse hires and challenging biases in the hiring and interview process by end of FY18.
Equity	Support faculty mentoring committees as needs change over time and explore formation of a staff mentoring program by end of FY18.

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Fall 2019

Campus and Community Outreach	Create a simple policy document that governs how we decide which student groups to provide aid to by end of December 2018.
Climate	Distribute the next Libraries faculty and staff climate survey by October of 2018.
Communication	Identify mechanisms and ways to systematically exorcise library ghosts mentioned in 2016 ClimateQual by spring 2019
Equity	Create peer groups and networking opportunities by end of December 2018.
Equity	Provide opportunities for University Libraries faculty and staff to participate in career advancement through external and internal skill development programs.

End of FY19

Accessibility	The task force, mentioned above, will make recommendation for best practices in providing accommodations across the libraries by August 2019.
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Appendix 3 Progress

Ongoing Annual Activities	Climate	Equity	Outreach	Accessibility	Accountability	Communication
Training opportunities and educational events	X					
Forwarding email notification of campus diversity education opportunities	X		X			X
Recruitment and hiring of diverse staff and student employees	X	X				
Activities to express faculty and staff appreciation and facilitate development of collegial relationships (Dean's Coffee, Holiday Party, Staff Appreciation Lunch)	X					
Building and maintaining diverse collections > Approval plan includes diversity parameters > Completing missing series and photos for diverse collections	X					
Faculty mentoring		X				
Aggie Allies Training - meeting space in Evans			X			
Diversity book display case in Evans			X			
Learning and Outreach Veterans Programs		X	X			
Learning and Outreach provided activities to underrepresented populations via groups on campus > Cross departmental to help students get textbooks > PATHS program for students with levels of disability > Tours with underrepresented HS students > First generation college student fairs			X	X		
Extension Service talk about women in A&M before they were admitted		X	X			
Learning and Outreach provided information literacy for classes that deal with diversity issues			X			
Silent witness cutouts representing victims of violence from CLEAR			X			
Libraries Office of Scholarly Communications OakSearch provided access to underrepresented minorities			X			

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Ongoing Annual Activities	Climate	Equity	Outreach	Accessibility	Accountability	Communication
Libraries online tutorials captioned and created with Universal Design Standards				X		
Library group documenting accessibility of web, exhibits, and marketing				X	X	
Beth German, Assistant Professor Dedicated Librarian ensuring and reporting accessibility actions				X	X	
Catalogers provided genre headings to help online search for films produced or written in foreign languages				X		
Catalog records created for books written in foreign languages				X		
Search for books in multiple languages, but not in specific language				X		
Information Services (Collection Advisory Committee) working with vendors to ensure electronic software packages meet accessibility standards or if vendor not able to meet accessibility standards and no alternative resources available, file exceptions				X		
MSL document delivery for public health doctors and veterinarians across Texas			X	X		
Provide HathiTrust proxy for users with print impairment disabilities				X		
Provide quiet spaces for individuals throughout our libraries				X		
University Annual Diversity Report					X	
ClimateQual Survey and focus groups	X	X			X	X
Vision and Values Award given quarterly to staff and faculty who exemplify our University Libraries vision and shared values	X	X			X	
Participation and partnership in Campus Climate Conference	X		X			

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Fiscal Year 16 Annual Activities	Climate	Equity	Outreach	Accessibility	Accountability	Communication
Begin to host quarterly meeting with Dean of University Libraries for new staff and their supervisors						X
Provided 20 tickets to employees who wanted to attend the annual Woodson Black Awareness Committee Dr. Martin Luther King Breakfast	X					
Coffee conversations at the MSC, led by Subject Librarians. Create a safe space for difficult conversations			X			X
Libraries support of Step In Stand Up Program through presentation to Library employees and display on Evans Concourse			X			
40 hour Mediation (communication and conflict resolution) training attended by 40 Library leaders (executive team, directors, managers, committee chairs)	X					X
Implicit Bias session from Dr. Kate Ratliff, Project Implicit	X		X			X
You Me All Welcome Campaign posters, window clings, videos on social media	X		X			
Visit from Mark Puente, Director of Diversity and Leadership Programs, Association of Research Libraries	X					
Cushing Programs and Exhibits > Don Kelly Research Collection > Don Kelly Fellowship > Houston Mayor Annise Parker > Muslim Student Group film presentation > Hal Hall SciFi Lecture Series: Martha Wells 86 Worldbuilding			X			
Touring exhibits with MSL on confronting violence			X			
Presidential debate watch parties in Library Annex			X			
Dean Carlson established a holiday decoration policy	X					

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Fiscal Year 17 Annual Activities	Climate	Equity	Outreach	Accessibility	Accountability	Communication
Joined the ACRL Diversity Alliance						
Family friendly restroom planned for opening in FY18 with completion of Reimagine remodel of Evans 2 nd floor	X	X		X		
5 Diversity Advancement Committee members attended the National Diversity in Libraries Conference	X				X	
40 hour Mediation (communication and conflict resolution) training attended by 40 Library employees including faculty, staff and non-titled leadership for throughout our Libraries	X					X
You Me All Welcome Campaign was awarded and ARLIE for best video on diversity and the TLA Branding Iron award in the Public Relations Campaign	X					
Inaugural Human Library held in May 2017 with 26 books and 40 readers with many books providing conversations on intersectionality of their identities.	X					
University Libraries hosted a University Wide presentation on Implicit Bias by Dr. Kate Ratliff from Project Implicit	X					X
Libraries Brown Bag Gender Inclusive pronoun presentation by Chad Mandala to inform and allow conversation on the use of gender pronouns	X					
Employees are allowed to include their preferred pronouns above their signature line on emails	X					
Hosted the first Disability Awareness Panel Discussion on campus. Panel members were Texas A&M University students sharing their experiences on campus and in the Libraries	X			X		
Opened Prayer and Meditation Room on Evans 5 th floor. Room created with input from area faith leaders	X					
Sent 5 Diversity Advancement Committee members to the 2016 National Diversity in Libraries Conference	X					
Sent 6 Diversity Advancement Committee members to the National Conference on Race and Ethnicity	X					
Hosted a viewing and discussion for Library employees of the movie "Ruby Bridges" during Black History Month	X					

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Fiscal Year 17 Annual Activities	Climate	Equity	Outreach	Accessibility	Accountability	Communication
Provided 26 tickets to employees who wanted to attend the annual Woodson Black Awareness Committee Dr. Martin Luther King Breakfast	X					
Joined the ACRL Diversity Alliance to provide support as we build our Diversity Residency Program for FY18 implementation	X					

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Appendix 4 Minimum Data for Accountability

Dimension	Reports and Content	Libraries Responsible Party
Climate	Provide results and analyses of climate studies conducted by the Libraries every 3 years (next survey Fall of FY19)	Diversity Program Coordinator
Accountability	Provide an annual report of initiatives and interventions that have been implemented or being developed.	Diversity Advancement Committee
Equity	Use historical and current data to support and provide an annual report on the Libraries structural diversity with numerical and proportional representation of the diverse groups, by rank and position in comparison to selected peer institutions and groups	Diversity Program Coordinator
Climate/ Accessibility	Provide an annual report of existing and planned marketing media to ensure: 1) commitment to diversity is being consistently represented visually and in language regarding equal opportunity, affirmative action and accommodation and 2) where possible, all publications are provided in accessible formats	Coordinator of Marketing and Communications
Outreach	Provide annual report of collections and electronic resources that are inclusive of diverse perspectives and views.	Director of Collection Development
Climate Equity/	Provide an annual report on the number of diverse applicants and individuals hired, retained and promoted for both faculty and staff positions.	Employee Resources
Equity	Provide an annual list of recruitment sources for each position posted and/or hired.	Employee Resources
Equity	Provide the Executive Team an annual report on salaries showing years of experience, ethnicity, job title and rank to be used for determining salary equity.	Employee Resources
Equity	Provide an annual report of faculty and staff utilizing McLemore funds to pursue higher education in areas related to work.	AD Faculty Svcs
Equity	Provide an annual report to the Libraries Executive Team of performance evaluation ratings by diversity group.	Employee Resources
Accountability	Annual University Diversity Accountability Report	Diversity Program Coordinator

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Appendix 5 Individual Contributions to Diversity

FY17

- ✓ University Employee and Organizational Development Diversity in the Workplace certificate program completed by 5 library employees to date.
- ✓ Brenda White provided a talk at Black History Museum furthering interest in Black History events.
- ✓ Lisa Furubotten has provided outreach to researchers in Mexico and worked with researcher on Mexican Colonial collection
- ✓ Fulbright scholar took students on field trips to introduce local culture
- ✓ Sierra Laddusaw increased the diversity of speakers for the 2016 GIS Day
- ✓ Libraries submitted a proposal for the GIS Challenge in 2016 to help improve accessibility of our Libraries. The team who won provided a renovation of Evans Library Concourse
- ✓ Leadership roles in national groups:
 - Pixey Mosley is incoming President of LLAMA (Library Leadership and Management Association)
 - The Honorable Rebecca Hankins appointed to the National Historical Publications and Records Commission
 - Rebecca Hankins awarded the Wendler Professorship.
 - Rebecca Hankins inducted as a fellow of the Society of American Archivists (SAA), one of only 10 persons of color to receive this honor from SAA and one of only 2 Texas A&M University recipients
- ✓ Michael Maciel was awarded American Research Library Diversity Scholarship, part of the Initiative to Recruit a Diverse Workforce.
- ✓ Rebecca Hankins hosted Ruby Bridges and guided the conversation at the Dr. Martin Luther King Breakfast
- ✓ Bruce Neville is Aggie Ally facilitator
- ✓ Michael Jackson is the recipient of the ACE (Accountability, Climate and Equity) Aggie Allies Award
- ✓ Greg Bailey provided a presentation on the history of GLBT on Texas A&M Campus at the recognition of 40 years since the U.S. Supreme Court declined to hear the case of Gay Student Services v Texas A&M University, allowing gay students to become a recognized student organization on campus.

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Appendix 6 Diverse Collections

The Texas A&M University Libraries' 83-page approval plan directs our vendor whether to send a book automatically as it is received from the publishers. The primary factor in the approval profile is the subject matter of the book, but there also many non-subject parameters, such as price, format (e.g., spiral-binding), language, audience (e.g., juvenile), and many others. Additionally, there is a variety of interdisciplinary markers (e.g., Asian-American Studies, Irish Studies, Multicultural Studies, Speech and Hearing Impaired) for diversity topics. These diversity aspects are marked for inclusion in the approval plan, which means that books with these markers will be sent automatically, unless rejected for another reason (e.g., in a language not selected by Texas A&M University Libraries), thus enhancing our diverse collections. All award winners, including diversity award winners (e.g., Black Caucus Awards, Conference on Christianity Award, Lambda Book Awards, National Jewish Book Awards), are automatically sent.

To create an approval plan, the Subject Librarians create collection development policies based on knowledge of the departments they serve. These policies discuss the areas of concentration and specialization within each department, the degrees offered by the department, the level of activity (minimal, educational, or research) on various topics covered by the department, and any other special library needs of the department. Subject Librarians can adjust the non-subject parameters at a very fine level; for instance, biographies may be included for history but rejected for computer science. Currently, each policy requires a librarian to oversee it, as the policies are not static objects. These collection development policies are reviewed periodically and approved by a Collection Advisory Committee. These policies are tied to departments and programs within the University, because of assignments of the Subject Librarians.

Currently, we have approved CD policies for:

- Africana Studies
- Chinese and Southeast Asian Studies
- Hispanic Studies, Language, and Literature
- Race and Ethnic Studies
- Religion
- Women and Gender Studies

Subject Librarians also receive notifications of books that do not fit the approval profile, from which they can make individual selections. This allows the Computer Science Librarian to purchase that biography of a woman computer engineer that did not fit the profile. In this way, important diversity materials that do not necessarily fit the main profile can be acquired by the Texas University A&M Libraries. The Diversity Advancement Committee recommends that diversity awareness be incorporated into the annual cycle of Subject Librarian meetings, perhaps prior to the annual approval plan review.

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The Texas A&M University Libraries also has a “suggest a purchase” process for all patrons-- students, faculty, and staff--to select items for acquisition by the Libraries. Except for extremely expensive items, these are automatically acquired, so this is another path through which diversity-related items are acquired.

There are several methods used by libraries to assess the quality of holdings in areas of interest or to identify gaps in the collection. Primary among these are:

- Comparison with standard lists
- Comparison with recognized collections
- Examining patron requests (ILL or purchase)

There are electronic tools available to perform the first two comparisons, and our vendor can assist, but such comparisons are time-consuming and difficult. Frequently, such comparisons are performed across a small, narrowly-defined subject area and result in peer-reviewed publications. To assess “diversity” across all of our collections would be a monumental task, particularly retrospectively.

Rather, it is the recommendation of the Diversity Advancement Committee that one aspect of diversity and inclusion (e.g., ability, ethnicity, gender) be identified for study each year moving forward and that ILL and patron purchase requests be reviewed for items that are being missed by our approval plans, with the intention of adjusting the approval plans accordingly.

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Appendix 7 Mission, Vision, Values, Service Standards

University Libraries Texas A&M University

VISION STATEMENT

The UNIVERSITY LIBRARIES will be THE INDISPENSABLE HUB of discovery, learning & creativity at Texas A&M University.

The Pillars of this vision will be:

A distinguished COLLECTION of information resources unbounded by place and preserved for future generations;

A suite of robust SERVICES and a TEAM exceeding customer expectations;

An inspirational ENVIRONMENT that delights and invites use;

And an ORGANIZATIONAL CULTURE celebrated for its trust, openness to risk and strengthened by its collaboration and diversity.

COMMON PURPOSE

We enrich minds and inspire learning by providing quality information, services and resources to the Texas A&M Libraries global community.

SERVICE STANDARDS

SAFETY – Protecting people, places and ideas

RESPECT – Welcoming and valuing everyone

RELATIONSHIPS – Building connections with each other and our customers

EXCELLENCE – Surpassing service expectations, built on distinguished content

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SHARED VALUES

Collaboration: Open sharing of ideas and actions to effectively and efficiently achieve a common goal, producing a result that is better than what could have been achieved by an individual.

As a member of the University Libraries and modeling the shared value of Collaboration, I will:

- actively seek input and expertise from others
- consider stakeholders and ask if anyone is left out
- provide multiple opportunities for people to contribute
- participate in opportunities for constructive comments and opinions
- demonstrate flexibility, openness and support for final decisions
- offer my ideas as contributions that, if used, can be adopted or modified
- confirm with stakeholders before making commitments on their behalf

Accountability: Awareness, ownership and communication of actions and their consequences.

As a member of the University Libraries, and modeling the shared value of Accountability, I will:

- engage in open dialog about expectations and professional growth
- communicate progress on achieving objectives
- celebrate accomplishments and openly acknowledge strengths
- accept consequences of my actions and make needed changes and improvements
- stay abreast of established forms of communication

Diversity: Recognize and respect each person as being authentic and individual in their own right.

As a member of the University Libraries, and modeling the shared value of Diversity, I will:

- listen and engage in a professional manner when presented with ideas and perspectives with which I do not agree
- seek to understand and not assume intentions
- honor boundaries set by others
- seek to understand the differences and connections amongst all of us

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Transparency: Open, intentional and timely communication and sharing of ideas, processes and decisions.

As a member of the University Libraries, and modeling the shared value of Transparency, I will:

- respectfully give and receive constructive feedback
- share information using established forms of communication
- provide rationale behind decisions to appropriate groups of stakeholders and non-stakeholders
- create a welcoming environment that allows colleagues to comfortably add to the conversation without fear of reprisal

Integrity: Consistently acting according to ethical values, principles and professional standards.

As a member of the University Libraries, and modeling the shared value of Integrity, I will

- acknowledge, publicly and privately, the contributions of others
- acknowledge and accept responsibility for mistakes and seek to learn from them
- provide information that is accurate, complete and up-to-date
- maintain confidentiality
- refrain from spreading rumors and gossip
- make decisions based on evidence and professional assessments
- keep my commitments

Positive Engagement: Actions, statements and behaviors that emphasize and promote a supportive organizational culture.

As a member of the University Libraries, and modeling the shared value of Positive Engagement, I will:

- celebrate accomplishments
- encourage my colleagues
- acknowledge and greet my colleagues and customers
- seek continuous improvement
- model the shared values
- give honest feedback in a constructive and collegial manner

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Leadership: To guide, encourage and empower individuals and teams to fulfill the Libraries vision as the indispensable hub of discovery, learning and creativity at Texas A&M.

As a member of the University Libraries, and modeling the shared value of Leadership, I will:

- Seek solutions and create opportunities out of challenges
- Use my skills and expertise to assist my colleagues and the needs of the Libraries
- Participate in growth and development opportunities and encourage others to do so
- Act responsibly by following the rules, regulations and policies of the TAMU system, the University and the Libraries.
- Model the shared values of the University Libraries through my words and action.