As part of our role in overseeing policy and strategic planning and providing advice and support to Information Services, the following steps have been taken:

- A subcommittee was struck to examine options for implementing recommendation 7.1 of the Task Force on Information Services (TFIS) Report. The subcommittee is chaired by Prof. Lynne Howarth. The terms of reference and subcommittee membership are attached as Appendix A to this report.
- Elisa Sze reported that the move of our materials to Downsview has been halted until more space is made available there. Only material from the central library system is able to be transferred to Downsview for the foreseeable future. The Committee provided suggestions on temporary space locally as an interim move.
- The Committee reviewed the TFIS Report for proposals for reconfiguration of the 5th floor space that Susan will take to Space Planning people at the University.
- The Committee reviewed the IS budget and renewed our desire to draft a policy for including iField Institute equipment, expertise, and services as direct expenses on research grant applications. An inventory of services and valuations for each will be prepared.
- The Committee brainstormed possible funding opportunities to support research work through Information Services and will bring in a person from the University’s Research Services group to give an overview of different opportunities. The invitation to learn more from this person will be extended beyond the Committee members.
- The Committee learned that the Inforum will not be able to be open on Sundays for the winter term. The Committee was asked to relay this information to our respective constituents. The Inforum staff welcomes creative suggestions to manage service provision with less funding to hire assistants. More information is provided as Appendix B to this report.

**Future Meetings of the Information Services Committee: (in DCR (212) unless notified otherwise)**

Thursday, 19 December 2013 from 1-2:30 pm
Thursday, 23 January 2014 from 1-2:30 pm
Thursday, 13 February 2014 from 3-4:30 pm
Thursday, 3 April 2014 from 1-2:30 pm
Thursday, 8 May 2014 from 3-4:30 pm
Thursday, 5 June 2014 from 1-2:30 pm
Appendix A: Terms of Reference of the Subcommittee to Examine Options for Implementing Recommendation 7.1

Subcommittee of the Information Services (IS) Committee to Examine Options for Implementing Recommendation 7.1 of the Task Force on Strategic Directions for Information Services (TFIS) Report

Terms of Reference

Whereas the Task Force on Strategic Directions for Information Services Report (TFIS Report) in item 7.1 Governance, Leadership, and Management recommends that: the governance accountability of the iField Institute be through the IS Committee; the primary administrative accountability be to the Dean through the head of the iField Institute; and, a full-time leader is required to determine strategies and priorities in order to fulfill its mandate; and

Whereas at the May 22, 2013 meeting of the IS Committee, a motion was passed indicating that the IS Committee endorse the TFIS Report and that the IS Committee be tasked with overseeing the implementation of the TFIS Report; and

Whereas at the May 27, 2013 Special Meeting of Faculty Council, a motion was passed to endorse the TFIS Report;

Whereas at the September 19, 2013 meeting of the IS Committee, the Dean indicated a desire to hire a full-time leader for the iField Institute but indicated financial and operational barriers to doing so,

Be it resolved that a Subcommittee of the IS Committee be struck to Examine Options for Implementing Recommendation 7.1 of the TFIS Report

With a mandate to:
  a. consult broadly within the iSchool community;
  b. examine and report on mechanisms for implementing Recommendation 7.1;
  c. advise Information Services on the use of resources to hire a leader for the iField Institute;
  d. prepare a report for the December 19 meeting of the IS Committee

And a proposed Membership of:
  - Susan Brown
  - Andrew Drummond
  - Lynne Howarth (Chair)
  - Rhonda McEwen
  - Mike Ridley
  - Kim Silk
  - Elisa Sze
  - Eva Piorkowski
  - Student representative TBD

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Appendix B: Inforum Sunday Hours in Winter 2014

Information Services wishes to consult the iSchool community on the Inforum’s Winter 2014 hours, which may affect student, staff, and faculty use of the Inforum’s services and resources.

During the Fall 2013 term, the Inforum’s regular hours of operations continued to be offered as normal largely due to the library technicians extending their information desk hours above and beyond the percentages in their job description; they have done so without giving up their other responsibilities. As well, Information Services has relied on a team of dedicated student assistants who cover the Inforum’s information desk in the evenings and on Sundays. The current financial situation has left no room for unanticipated absences such as staff illnesses and emergencies, and we have been concerned about staff burnout.

We have already attempted to alleviate the stress on the desk schedule and staff by implementing the following measures:

- We have moved to single-staffing the Inforum information desk for much of the day
- We have closed the Inforum during long weekends
- We have reduced our Friday hours
- We reduced our evening hours during Reading Week, and have had occasional assistance from Prof. Wendy Duff in covering our reference desk
- The librarians have been in discussions with the Dean’s Office to explore different options for expanding our student assistant budget (e.g., integration of work-study funding with student assistant funding, and developing award/bursary-funded student positions) in the hopes of offering some day-time information desk shifts to our student staff, thus alleviating the stress on full-time staff. However, these discussions are still in their early stages.

The current desk schedule is unsustainable for hours of operation, even in light of the reduction in our service hours. At this time, no other solutions have come forward, and so, we are in the difficult position of proposing the redistribution of our student assistants’ Sunday hours across Monday to Friday, by closing the Inforum on Sundays in the Winter 2014 term.

Since its inception, the Inforum has been open 7 days a week during the Fall and Winter terms. Before we make any decision to close the Inforum on Sundays, we want to consult with iSchool students, staff, and faculty to find out whether the Sunday closure would have a negative impact on their academic and research needs.

With the end of the Fall term approaching, a decision will need to be made in the very near future for the following reasons:

- We need to notify our student assistants about their winter term desk shift times in the next week or two, before they make commitments to their other jobs
- We need to finalize our Inforum opening hours for Winter 2014, since those hours need to be reported soon to UTL for the UTL website
- Opening hours also need to be reported to UTL in order for correct loan periods and fines to be calculated in Sirsi (the system used for circulating our collection items).

On behalf of all Information Services staff, we appreciate your feedback as representatives of the iSchool community.