

EXTERNAL REVIEW:

ROBERTSON LIBRARY
UNIVERSITY OF PRINCE EDWARD ISLAND

May, 1992

ARCH
Z
736
.R6
E23
1992

Table of Contents

Outline	1
Brief History	2
Summary of Recommendations	3
Library Collections	7
Resource Planning	9
Staffing	11
Organizational Structure	12
Communications	14
Physical Plant	16
Automation	17
Future Developments	18
Recruiting a University Librarian	19
Retaining Librarians	20
People or Groups Interviewed	21
Supporting Documents Consulted	22
Credentials of Reviewers	24

EXTERNAL REVIEW:

ROBERTSON LIBRARY
UNIVERSITY OF PRINCE EDWARD

by

Mr. Tom Eadie
University Librarian
Mount Allison University
Sackville, NB

and

Mr. Ronald A. Lewis
University Librarian
Saint Mary's University
Halifax, NS

May, 1992

ARCH
Z
736
.R6
E23
1992

Table of Contents

Outline	1
Brief History	2
Summary of Recommendations	3
Library Collections	7
Resource Sharing	9
Staffing	11
Organizational Structure	12
Communications	14
Physical Plant	16
Automation	17
Future Developments	18
Recruiting a University Librarian	19
Recruiting Librarians	20
People or Groups Interviewed	21
Supporting Documents Consulted	23
Credentials of Reviewers	24

Outline

The desire to review the library of the University of Prince Edward Island came about from two factors: one, the President, C.W.J. Eliot felt that as a normal process every academic unit should be reviewed on a regular basis; and two, the impending retirement of the founding University Librarian and the need to search for a successor could benefit from an assessment of the present Library, its organization and services.

Early in 1992 President C.W.J. Eliot contacted Mr. Tom Eadie, University Librarian at Mount Allison University, and Mr. Ronald Lewis, University Librarian at Saint Mary's University, and requested they carry out "an assessment of the current state and management of our library". Credentials of reviewers are attached.

Mr. Eadie and Mr. Lewis reviewed the literature on evaluation and the documentation supplied by the University of Prince Edward Island. They held a series of consultations with library staff members, students, faculty and administrators of the University of Prince Edward Island in the course of a two-day visit. They then collaborated in the production of this Review, which contains 44 recommendations for the consideration of Dr. C.W.J. Eliot and other interested parties at the University of Prince Edward Island.

Summary Recommendations Brief History

The University of Prince Edward Island was established by an Act of the Legislature in April, 1969 because the province had decided to provide a single, public, non-denominational institute of higher learning. Dr. C.W.J. Eliot is the University's third President.

Mr. Merritt Crockett is the University's founding and current University Librarian, having come to the University in 1969 with the specific purpose to establish a library collection, create an administrative organization and to oversee the design and construction of the present Robertson Library. In more recent years, Mr. Crockett has introduced an integrated, automated library system.

The retirement of a University Librarian is always a significant event in the history of a university library, marked by elements of discontinuity and change. The Robertson Library will experience change in abundance: within a year or two of Mr. Crockett's departure, four of the professional librarians will also retire leaving over half of the professional librarians as new appointees.

In a time of such transition, with a new University Librarian and a renewed staff in prospect, it is appropriate to contemplate a formalization of structures, processes and procedures. It is a time for consolidation. It is also timely to emphasize equipping the Library to deal with rapidly evolving information technologies, through appropriate staff training and hiring when vacancies occur.

- 7) That an inventory of library collections be carried out.
- 8) That the adequacy of library collections and budgets to support existing programs, courses of study, and research be assessed.
- 9) That a University policy be established requiring that the Library be consulted for a library assessment before new courses or programs are approved.

Resource Studies

- 1) That the Library actively participate in local, provincial, and regional cooperative ventures.
- 2) That the Library review services offered to off-campus locations.
- 3) That a determination be made whether the Library should bear any responsibility for the Island Union Catalogue.

Summary of Recommendations

The following is a listing of the 44 recommendations made by the reviewers.

Library Collections

- 1) That all librarians be assigned collection and liaison responsibilities for particular academic disciplines.
- 2) That a librarian be appointed Collections Librarian, with responsibility for coordinating collections work. (This task should not fall to the University Librarian.)
- 3) That collection policies be drafted for all academic areas, in consultation with the departments concerned.
- 4) That policies on the retention of collections be developed to meet the needs of the University of Prince Edward Island and its regional and national obligations.
- 5) That a series of studies of collection use be carried out.
- 6) That collections be reviewed in the light of collection policies and use studies.
- 7) That an inventory of library collections be carried out.
- 8) That the adequacy of library collections and budgets to support existing programs, courses of study, and research be assessed.
- 9) That a University policy be established requiring that the Library be consulted for a library assessment before new courses or programs are approved.

Resource Sharing

- 1) That the Library actively participate in local, provincial, and regional cooperative ventures.
- 2) That the Library review services offered to off-campus borrowers.
- 3) That a determination be made whether the Library should bear any responsibility for the Island Union Catalogue.

Staffing

- 1) That an inventory of staff skills and expertise be carried out.
- 2) That job descriptions be developed for all library staff positions.
- 3) That position classifications be reviewed.
- 4) That a program of staff training in such areas as automation, and supervisory/management skills be established.
- 5) That consideration be given to job rotation as a means of broadening staff skills and providing backup.
- 6) That a staff training fund be set up.
- 7) That an additional professional position be established (see Organizational Structure).
- 8) That an additional support staff position be established.
- 9) That the use of student assistants be reviewed.
- 10) That the use of flex time be reviewed.

Communications

Internal

- 1) That there be regular meetings of all Library departments, and that they submit monthly reports to the University Librarian.
- 2) That there be regular meetings of all department heads.
- 3) That there be regular, perhaps semi-annual, meetings at which all Library staff are represented.

University

- 1) That all librarians be assigned responsibility for liaison with specific academic departments.
- 2) That the University Librarian be an ex officio member of the Senate, Academic-Administrative Committee, University Budget Committee.

University Continued...

- 3) That the University Librarian prepare an annual report to the President and for general distribution.

Regional and National

- 1) That the University Librarian represent UPEI at meetings of the Association of Atlantic Universities Library Council, the Canadian Association of Small University Libraries, and the Canadian Library Association.
- 2) That all librarians be encouraged to become professionally active in such bodies as the Atlantic Provinces Library Association and the Canadian Library Association.
- 3) That budgetary provision be made to support such activities.

Physical Plant

- 1) That the classroom space in the library building be incorporated into the Library.
- 2) That an environmental review of the Library be carried out to ensure that conditions are optimal for staff and collections.
- 3) That the availability of study space in the Library during periods of peak use be assessed.
- 4) That concerns regarding noise in the Library be investigated, and solutions such as establishing a staff presence on the second floor, creating more quiet areas and group study areas, and dispersing some study spaces through the stacks, be considered.

Automation

- 1) That the implementation of all modules of the DRA Integrated Library Automation System be completed.
- 2) That the retrospective conversion of manual catalogue records be completed as expeditiously as possible.
- 3) That the possible installation of various bibliographic databases to be accessed through the online catalogue be investigated.

Automation Continued...

- 4) That the Library's CD-ROM resources be enhanced.
- 5) That the Library acquire a high-speed printer.

Future Developments

- 1) That the Library and the University actively pursue the possibility of providing library automation for the Province of Prince Edward Island.

Recruiting a University Librarian

- 1) That a search committee be struck, including representatives from the ranks of the professional librarians and library support staff, and computer services as well as faculty members and administrators.
- 2) That qualities sought in a University Librarian include proven administrative skills acquired and demonstrated in an academic library setting, technological literacy, academic credibility, and the ability to communicate effectively.

Recruiting Librarians

- 1) That in filling professional positions, the Library seek to achieve a balance of academic backgrounds, professional skills and experience among its librarians.
- 3) That collection policies be drafted for all academic areas in consultation with the departments concerned.
- 4) That policies on the retention of collections be developed to meet the needs of the University of Prince Edward Island and its regional and national obligations.
- 5) That a series of studies of collection use be carried out.
- 6) That collections be reviewed in the light of collection policies and use studies.
- 7) That an inventory of library collections be carried out.

Recommendations Continue Library Collections

The reviewers feel that the size of the book collections and journal list of the Robertson Library fall within acceptable limits for a small university library, and that the percentage of the university budget allocated for collections is appropriate. While the ratio of acquisitions funds spent on books as opposed to journal and standing orders is not yet dangerously out of balance, there is no way the Library can insulate itself from current trends: university budgets are not increasing at anything like the rate at which the cost of books and journals are. In particular, the costs of scientific journals have risen in an alarming fashion over the past two decades. Journal costs, in general, have increased at a rate of approximately 15% per year for academic libraries. The small university library, particularly one which must support significant research in scientific areas, is at risk of not being able to provide the essential literature necessary to scholarship and research.

In this situation, it is critically important that the Library's collecting be as judicious as possible; that it be carried out by librarians as knowledgeable as possible not only in the book trade and their profession, but also in the subject areas in which they must collect; and that they act in the closest consultation with academic departments. They must be guided by information on collection use (whether provided by the Library's automated systems, or generated by special use studies) and any other indicators of the needs of the academic community.

Recommendations:

- 1) That all librarians be assigned collection and liaison responsibilities for particular academic disciplines.
- 2) That a librarian be appointed Collections Librarian, with responsibility for coordinating collections work. (This task should not fall to the University Librarian.)
- 3) That collection policies be drafted for all academic areas, in consultation with the departments concerned.
- 4) That policies on the retention of collections be developed to meet the needs of the University of Prince Edward Island and its regional and national obligations.
- 5) That a series of studies of collection use be carried out.
- 6) That collections be reviewed in the light of collection policies and use studies.
- 7) That an inventory of library collections be carried out.

Recommendations Continued ... Resource Sharing

- 8) That the adequacy of Library collections and budgets to support existing programs, courses of study, and research be assessed.
- 9) That a University policy be established requiring that the Library be consulted for a library assessment before new courses or programs are approved.

It is important that the University of Prince Edward Island Library continue as an active participant in cooperative ventures, whether local, provincial, regional, or national. As the sole university library in the province, the library already has a major community and provincial role. It is possible that great benefits could be achieved by the Province and the University if all library automation in the province were provided through the University of Prince Edward Island Library. This could be done using the same network being developed to distribute access to CA*Net throughout the province. It would also facilitate the delivery of the University's extension programs, and in general raise the profile of the University by making its services more apparent and accessible. In anticipation of this possible role, and in support of the University's Extension programs, the reviewers feel that the Library should review, and where possible enhance, services offered to off-campus borrowers.

In the greater international information community being laid out, and in part created, by the Internet (the Network of networks which will soon link computers everywhere) the University of Prince Edward Island will for the most part be a user, able to access rapidly proliferating information sources. This access will in time provide the corrective to the escalating cost of scientific journals, as it begins to replace the journal as the vehicle for scientific communication and publishing. The Library has already made its automated catalogues available on the Internet. It may be that such proposed projects as the Island Union Catalogue will constitute appropriate contributions for University of Prince Edward Island to make to the Internet, and the University should evaluate such projects both in respect of their feasibility and desirability, but also to determine whether the Library should bear any responsibility for them.

Recommendations:

- 1) That the Library actively participate in local, provincial, and regional cooperative ventures.
- 2) That the Library review services offered to off-campus borrowers.

Recommendations continue: Resource Sharing

Whether in respect of collections, staff expertise, or the purchasing power necessary to achieve the most advantageous pricing on supplies or service, not even the largest academic libraries can stand alone. All benefit from cooperative relationships with other libraries. The tradition of cooperation within the Atlantic community is particularly strong, and the University of Prince Edward Island Library has participated fully in cooperative ventures. Recent examples include membership in the Atlantic Consortium for Resource Sharing (which brought the inter-lending software AVISO and the Research Library Group ARIEL document delivery system to the region), the joint automation project carried out with Mount Allison University Library, and other projects in prospect.

It is important that the University of Prince Edward Island Library continue as an active participant in cooperative ventures, whether local, provincial, regional, or national. As the sole university library in the province, the Library already has a major community and provincial role. It is possible that great benefits could be achieved by the Province and the University if all library automation in the province were provided through the University of Prince Edward Island Library. This could be done using the same network being developed to distribute access to CA*Net throughout the province. It would also facilitate the delivery of the University's extension programs, and in general raise the profile of the University by making its services more apparent and accessible. In anticipation of this possible role, and in support of the University's Extension programs, the reviewers feel that the Library should review, and where possible enhance, services offered to off-campus borrowers.

In the greater international information community being linked, and in part created, by the Internet (the Network of networks which will soon link computers everywhere) the University of Prince Edward Island will for the most part be a user, able to access rapidly proliferating information sources. This access will in time provide the corrective to the escalating cost of scientific journals, as it begins to replace the journal as the vehicle for scientific communication and publishing. The Library has already made its automated catalogue available on the Internet. It may be that such proposed projects as the Island Union Catalogue will constitute appropriate contributions for University of Prince Edward Island to make to the Internet, and the University should evaluate such projects both in respect of their feasibility and desirability, but also to determine whether the Library should bear any responsibility for them.

Recommendations:

- 1) That the Library actively participate in local, provincial, and regional cooperative ventures.
- 2) That the Library review services offered to off-campus borrowers.

Recommendations continued...

- 3) That a determination be made whether the Library should bear any responsibility for the Island Union Catalogue.

Staffing

The Library invests more of its resources in staff than in its collections. For this reason alone, it is vitally important that every effort be made to achieve the greatest return on this investment, through the appropriate recruitment, training and utilization of staff. It is particularly important that major initiatives be taken in this area at this time. A relatively large proportion of the Library's professional staff are nearing retirement, so that the collective memory of the Library will be diminished, and informal or ad hoc procedures and practices should now be formalized. Rapid developments in the field of information technology should be taken into account in future recruiting, and measures must be adopted for the training of existing staff members. The staff complement of the Library is inadequate in comparison with like university libraries and in respect to the work to be carried out. Every effort should be made to bring this complement into line. Additionally, a review should be carried out of staff responsibilities and position classifications, to ensure that staff are being effectively utilized and appropriately compensated.

Recommendations:

- 1) That an inventory of staff skills and expertise be carried out.
- 2) That job descriptions be developed for all library staff positions.
- 3) That position classifications be reviewed.
- 4) That a program of staff training in such areas as automation, and supervisory/management skills be established.
- 5) That consideration be given to job rotation as a means of broadening staff skills and providing backup.
- 6) That a staff training fund be set up.
- 7) That an additional professional position be established (see Organizational Structure).
- 8) That an additional support staff position be established.
- 9) That the use of student assistants be reviewed.
- 10) That the use of flex time be reviewed.

Organizational Structure

Whatever the historic reasons for the Library's current organizational structure, and its proven functionality, the reviewers propose a 'flatter' table of organization, in order to improve communication and efficiency.

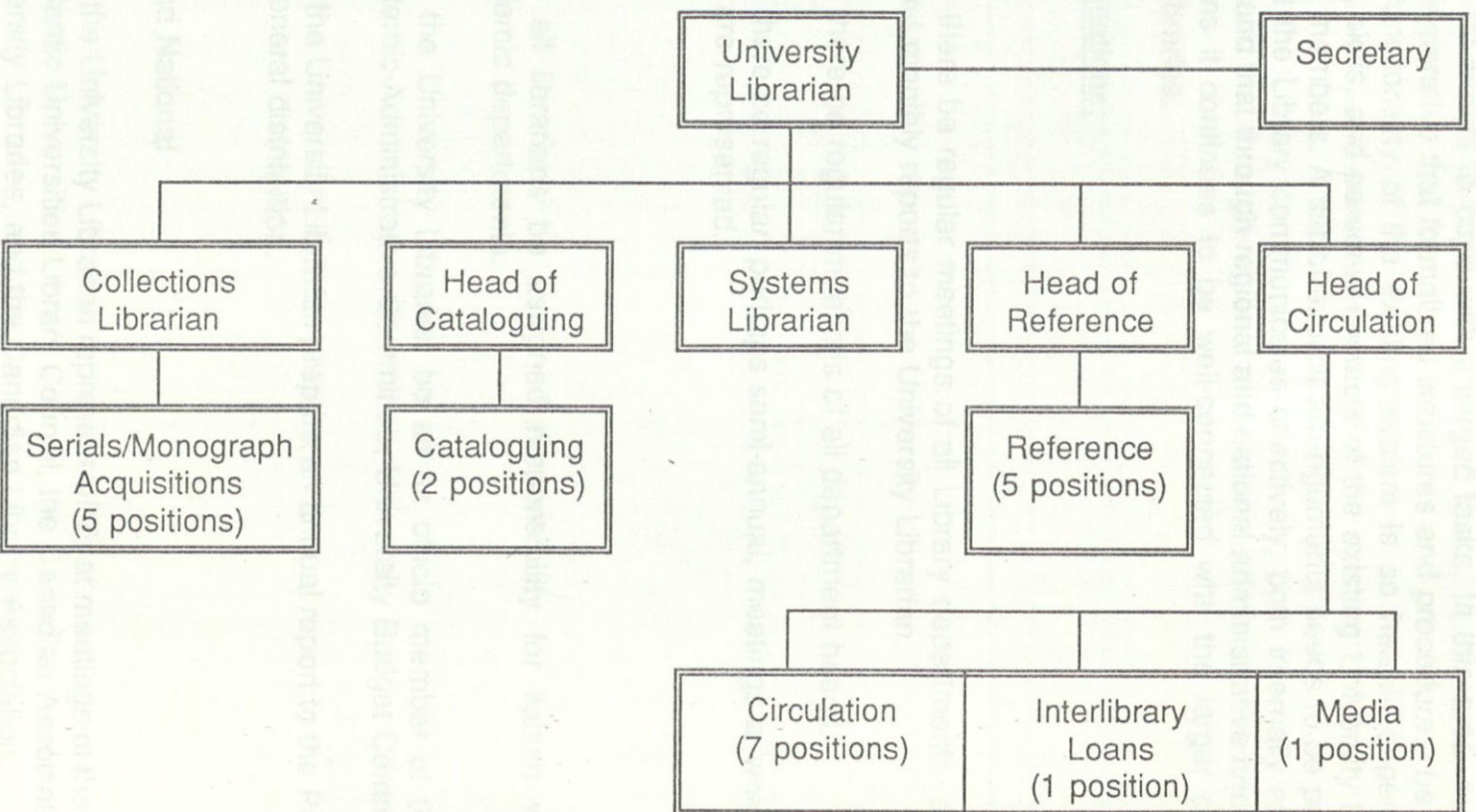
Additionally, it appears to the reviewers that the Library is understaffed, both in comparison with other libraries with similar missions, and also in the context of the work that must be undertaken. Specifically, the cataloguing unit must be increased through the addition of a support staff cataloguer. This will go some distance toward providing the capacity necessary to complete the retrospective conversion of manual catalogue records. It will also provide an element of backup absent when there is only one cataloguing clerk. The "flattened" organizational structure also eliminates the position of Associate Librarian, and replaces it with the position of Head of Cataloguing. This should result in closer supervision of the cataloguing unit, for while the cataloguer currently reports directly to the Associate Librarian, there are many other claims on the Associate's attention.

The other position that the reviewers feel should be added to the Table of Organization is that of Systems Librarian. This position has been established on a term basis during the implementation of the DRA Integrated Library Automation System, but the reviewers see an ongoing need for a systems librarian, to oversee future automation, train staff, and generally keep the Library abreast of developments in the field of information technology.

The reviewers propose amalgamating the existing periodicals and acquisitions units, in part because the DRA automation package will provide significant integration of these operations. This unit should be headed by the Collections Coordinator. Internal restructuring of this unit will in part be driven by the requirements and capabilities of the DRA Serials and Acquisitions modules, and the reviewers do not have detailed recommendations to make, beyond observing that staff should be trained to cover each others jobs, so that an element of backup is provided.

9 } The reviewers also propose grouping Inter-library Loans and the Media Centre together with the Circulation Department, to facilitate cross-training and the provision of backup for emergency, overload, or vacation coverage. These operations would best remain as separate units, but would report through the Head of Circulation.

Table of Organization



Recommendations Continued Communications

Effective communications are essential to the efficiency and well-being of an organization. This is particularly so in times of change, or when an organization is challenged by events to cope with enlarged tasks. In this area, more than any other, it is imperative that formalized structures and procedures be put in place, since the functionality of the existing system is so heavily dependent on the knowledge, skills, and personal contacts of the existing University Librarian and senior staff members. A set of explicit arrangements needs to be put in place to ensure that the Library communicates effectively, both internally and within the University, and that through regional and national administrative and professional organizations it continues to be well-connected with the larger community of university libraries.

Recommendations:

Internal

- 1) That there be regular meetings of all Library departments, and that they submit monthly reports to the University Librarian.
- 2) That there be regular meetings of all department heads.
- 3) That there be regular, perhaps semi-annual, meetings at which all Library staff are represented.

University

- 1) That all librarians be assigned responsibility for liaison with specific academic departments.
- 2) That the University Librarian be an ex officio member of the Senate, Academic-Administrative Committee, University Budget Committee.
- 3) That the University Librarian prepare an annual report to the President and for general distribution.

Regional and National

- 1) That the University Librarian represent UPEI at meetings of the Association of Atlantic Universities Library Council, the Canadian Association of Small University Libraries, and the Canadian Library Association.

Recommendations Continued ...

- 2) That all librarians be encouraged to become professionally active in such bodies as the Atlantic Provinces Library Association and the Canadian Library Association.
- 3) That budgetary provision be made to support such activities.

The reviewers noted and understood the concerns of a faculty member, whose letter is listed among the supporting documents consulted for this report. It is most important that the proper materials are selected for storage, and that errors in selection, as demonstrated by significant use of materials, be corrected. We understand this to be the Library's policy and practice. On the topic of remote storage in general, its use is a matter of sound professional practice, and long standing. To quote remarks by Thomas Hollis of London addressed to the College Authorities at Harvard in 1725: "If you want rooms for modern books, it is easy to remove the less useful into a more remote place."

Concerns were expressed to the reviewers concerning lack of study space, noise in the Library, and environmental concerns regarding air quality. Whether these concerns represent mis-perceptions or facts, the concerns exist and should be addressed.

Recommendations

- 1) That the classroom space in the library building be incorporated into the Library.
- 2) That an environmental review of the Library be carried out to ensure that conditions are optimal for staff and collections.
- 3) That the availability of study space in the Library during periods of peak use be assessed.
- 4) That concerns regarding noise in the Library be investigated, and solutions such as abolishing a staff presence on the second floor, creating more quiet areas and group study areas, and dispersing some study spaces through the stacks, be considered.

Physical Plant

The Robertson Library of the University of Prince Edward Island shows the consequences of good planning. Despite its age (17 years) it can continue to house the collections for some time to come, through the incorporation of the classroom space in the library building into the Library, and the continued judicious use of compact storage to house little used parts of the collection.

The reviewers heard and understood the concerns of a faculty member, whose letter is listed among the supporting documents consulted for this report. It is most important that the proper materials are selected for storage, and that errors in selection, as demonstrated by significant use of materials, be corrected. We understand this to be the Library's policy and practice. On the topic of remote storage in general: its use is a matter of sound professional practice, and long standing. To quote remarks by Thomas Hollis of London addressed to the College Authorities at Harvard in 1725: "If you want roome for modern books, it is easy to remove the less usefull into a more remote place."

Concerns were expressed to the reviewers concerning lack of study space, noise in the Library, and environmental concerns regarding air quality. Whether these concerns represent misconceptions or facts, the concerns exist and should be addressed.

Recommendations:

- 1) That the classroom space in the library building be incorporated into the Library.
- 2) That an environmental review of the Library be carried out to ensure that conditions are optimal for staff and collections.
- 3) That the availability of study space in the Library during periods of peak use be assessed.
- 4) That concerns regarding noise in the Library be investigated, and solutions such as establishing a staff presence on the second floor, creating more quiet areas and group study areas, and dispersing some study spaces through the stacks, be considered.

Full Automation

The Library and the University are to be congratulated on the great strides made in automating the library system. The selection of the DRA Integrated Library Automation System was well made with respect to the existing computing hardware on campus and the developed VMS expertise in Computer Services. The Library's drive to automate has been strongly supported by Computer Services, and the hardware selected for the Library (a Vax 4300) has adequate capacity for the Library's needs. This system will provide an excellent platform for delivering enhanced information services as they become available. In particular, it will permit mounting a variety of databases (periodical indexes, for example) and providing access through the Library's online catalogue.

The major tasks confronting the Library are creating 'machine-readable' records for all its collections, completing the installation of the remaining modules of the DRA system, and acquiring the expertise necessary to keep abreast of developments in information technology and resources.

Recommendations:

- 1) That the implementation of all modules of the DRA Integrated Automation Library System be completed.
- 2) That the retrospective conversion of manual catalogue records be completed as expeditiously as possible.
- 3) That the possible installation of various bibliographic databases to be accessed through the online catalogue be investigated.
- 4) That the Library's CD-ROM resources be enhanced.
- 5) That the Library acquire a high-speed printer.

Recommendations Future Developments

The University of Prince Edward Island possesses the major library resource in the province, and is the clear leader in the field of information technology. Accordingly, the Library and the University should explore the possibility of acquiring federal and provincial funding to provide library automation and access to national and international data resources for the entire province. Nowhere else in Canada could such a uniting of university, community college, public and school library resources be carried out on a province-wide basis at so little cost, nor could the necessary communications infrastructure to give effective access to all of the province be provided so cheaply. Thus Prince Edward Island could serve as a testbed for more ambitious projects elsewhere. The successful completion of such a project would also make the province an ideal location for information based industries.

Recommendations:

- 1) That the Library and the University actively pursue the possibility of providing library automation for the Province of Prince Edward Island.

Recruiting a University Librarian

One matter has strongly impressed itself upon the reviewers: the new University Librarian will have to satisfy extremely high expectations. There will also be major new challenges that person will have to meet. Accordingly, it is most important that the best possible candidate be recruited. Substantial penalties would attach themselves to a decision to settle for second-best.

Because the successful candidate will have to command support from a variety of quarters, it is important that all major University constituencies (particularly from within the Library) be represented in the selection process.

Recommendations:

- 1) That a search committee be struck, including representatives from the ranks of the professional librarians and library support staff, and computer services as well as faculty members and administrators.
- 2) That qualities sought in a University Librarian include proven administrative skills acquired and demonstrated in an academic library setting, technological literacy, academic credibility, and the ability to communicate effectively.

People Recruiting Librarians

There are a number of retirements in prospect among the librarians at the University of Prince Edward Island. While the qualities and qualifications sought in particular cases will be readily determined at the time of posting, the reviewers do wish to suggest that liaison responsibilities be taken into account, and that an attempt be made to ensure that a reasonable balance of academic backgrounds between the sciences, social sciences, and humanities be achieved. They also wish to recommend that some attempt be made to achieve a degree of "cross-fertilization" by recruiting graduates from different library schools, preferably with some work experience in other academic or special library settings. Because of the number of positions potentially involved, the Library (and the new University Librarian) has an enviable opportunity to put a new team in place to meet the challenges of a new information era.

Recommendations:

- 1) That in filling professional positions, the Library seek to achieve a balance of academic backgrounds, professional skills and experience among its librarians.

April 2 Continued People or Groups Interviewed

April 1, 1992

Dr. C.W.J. Eliot President, UPEI	9:a.m. - 9:30 a.m.
Merritt Crockett University Librarian	9:30 a.m. - 10:30 a.m.
John Smith Senate Library Committee	11:00 a.m. - 11:30 a.m.
Extension: I. MacDonald, A. Sawicki, H. Baglole	1:30 p.m. - 2:00 p.m.
Library Staff	2:00 p.m. - 3:00 p.m.
Rick Cawthorn Senate Library Committee	3:30 p.m. - 4:30 p.m.
Suzanne Jones	4:30 p.m. - 6:00 p.m.

April 2, 1992

Crystal Gavard, Circulation	9:00 a.m. - 9:15 a.m.
Jim Hancock, Computer Centre Mike Reid, Computer Centre	9:30 a.m. - 10:00 a.m.
Gerry Forsythe, Bibliographic Searching	10:00 a.m. - 10:15 a.m.
Joy MacLaine, Secretary	10:15 a.m. - 10:30 a.m.
Harry Baglole, Extension	10:30 a.m. - 10:45 a.m.
Leo Cheverie, Reference Technician Virginia Kopachevsky, ILL	10:45 a.m. - 11:00 a.m.
Roger Black, President Faculty Association	11:00 a.m. - 11:30 a.m.
Judy Callaghan, Cataloguing	11:30 a.m. - 11:45 a.m.

April 2 Continued Supporting Documents Consulted

Cathy Dillon, Periodicals 11:45 a.m. - 12:00 noon
David Weeks, Periodicals

Verner Smitheram, Dean of Arts 1:00 p.m. - 2:00 p.m.
Winston Pineau, Dean of Science
Robert Mahen, Dean of Education
Ron Collins, Dean of Business Administration
Lawrence Heider, Dean of Veterinary Medicine

Jo Anna Murphy, President 2:00 p.m. - 2:30 p.m.
Student Union

Jennifer Taylor, Reference 2:30 p.m. - 2:45 p.m.

Mary Beth Harris, Reference 2:45 p.m. - 3:00 p.m.

Faculty and Students 3:00 p.m. - 3:30 p.m.

Supporting Documents Consulted

(Due to their length, these documents have not been appended. They are, however, available from the reviewers upon request.)

Computer Technology Assessment, prepared by the Computer Advisory Committee, University of Prince Edward Island, April 3, 1992.

Institute of Island Studies pamphlet, University of Prince Edward Island.

The University of Prince Edward Island Academic Calendar 1990-1992, University of Prince Edward Island.

Floor plans of Robertson Library, University of Prince Edward Island.

Collective Agreement between The University of Prince Edward Island and Local Union No. 1870, Canadian Union of Public Employees (Expires April 30, 1992).

Five-year budget figures for the Robertson Library, University of Prince Edward Island.

University of Alberta Library Unit Review Committee, Report to the President's Advisory Committee on Campus Reviews, January 1991.

Library Review April, 1992, Robertson Library, University of Prince Edward Island.

Birdsall, William and Merritt Crockett, **Report of the Consultants on The External Review of The Acadia University Library**, May 1983.

Bonin, K. Roy, Ellen Hoffmann, and Patricia King, **Report of the External Review Committee for the Mount Saint Vincent University Library**, April 1991.

Cregier, Don M. Letter to Ronald Lewis, Saint Mary's University, dated March 30, 1992.

Crouch, K., **Summary of the Collection Funding Problem**, October 3, 1986.

Eadie, Tom and Hazel Fry, **Brandon University Library External Review**, February 1990.

Hornby, Jim and John Shaw, **Report on a Sound & Film Archives for Prince Edward Island** for the Institute of Island Studies, University of Prince Edward Island, September 30, 1988.

Credentials of Reviewers

(Complete curriculum vitae have not been included; however, they are available upon request from the reviewers.)

Mr. Tom Eadie

Mr. Eadie received a B.A. (Hon.) in English and Philosophy from Queen's University in 1968 and a M.A. in Philosophy in 1971. From there he went on to receive his M.L.S. from the University of Western Ontario in 1972.

Mr. Eadie began his professional librarian career as an Information and Orientation Librarian at the University of British Columbia in 1972. In 1974 he relocated to the University of Waterloo to assume duties as the Head of Reference and Collection Development at the Porter Library. Since 1987 Mr. Eadie has been the University Librarian at Mount Allison University in Sackville, New Brunswick. In July of 1992, Mr. Eadie will become the Director of Libraries at the University of Calgary.

Throughout his professional career, Mr. Eadie has contributed greatly to the development of professional librarianship through his work on assorted local, national and international organizations as well as being the author of various publications.

Mr. Ronald Lewis

Mr. Ronald Lewis received his education at the London College of Bible and Missions, London, Ontario where he received a Diploma in Theology (1953); Wheaton College for a B.A. in Philosophy (1956); a M. Div. at the Wheaton College Graduate School of Theology (1961); the University of Chicago, Graduate Library School (1962-63); the University of Rochester (1969-70); and Kent State University, School of Library Science for an M.L.S. in 1970.

Throughout his professional career, Mr. Lewis has held the position of Librarian at Wheaton College, Graduate School of Theology (1957-60); Assistant Librarian, University of Chicago, Swift Hall, Library of Divinity School and Philosophy Department (1960-64); Assistant Librarian and Cataloguer, Bexley Hall, Divinity School of Kenyon College (1964-68); Librarian for Technical Services at Colgate Rochester Divinity School/Bexley Hall/Crozer (1968-74); and Head, Catalog Department and book Preparation at State University of New York at Binghamton with rank of Full Librarian (1974-1976). Since 1976 he has been the University Librarian at the Patrick Power Library, Saint Mary's University, Halifax where, in 1977, he also assumed responsibility of Audio Visual Services.

Throughout his professional career, Mr. Lewis has served on assorted local, national and international organizations to promote professional librarianship, as well as teaching and lecturing.