

## Diversity Group Charge

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## Library Committee Handbook

- Index of Committees
- Planning Calendar

## Diversity Committee

Committee Charge

Agendas and Minutes

Diversity Goals 2007-2012

Diversity and Multicultural Information

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Library » Committees » Library Diversity Committee » Charge and Membership

## Library Diversity Committee Charge and Membership

### Charge

The Library Diversity Committee provides leadership and guidance to the Library by encouraging awareness about and discussions of diversity. Specifically, the Committee will focus on diversity issues with regard to Library climate, staff training and development, services to patrons, and campus outreach.

Working with the Outreach Librarian for Multicultural Services, the Staff development and Training Advisory Committee, and the Human Resources Office, the Library Diversity Committee will establish and prioritize goals regarding the provision of diversity services and training. The Committee will also plan and promote diversity activities within the Library. Finally, the Committee will support, if and when appropriate, the work of the Library's Affirmative action Officer and Equal Employment Opportunity Committee.

### Composition

The Committee is appointed by the University Librarian, with the advice of the Executive Committee. The Outreach Librarian for Multicultural Services serves as an ex-officio member. In addition, the Committee is comprised of at least six members at-large. Members at-large are full- or part-time Library employees from both academic and support staffs, serve two-year staggered terms, and may be appointed to one successive term. The chair is appointed annually by the University Librarian. Additional members may be appointed to represent special concerns.

### Membership

\*Cindy Ingold, chair (08/15/11)  
\*Paula Carns (08/15/12)  
\*Kim Matherly (08/15/11)  
Geoff Ross (08/15/12)  
Gennye Varvel (08/15/11)  
Pam Ward (08/15/12)

Emily Love (Outreach Librarian for Multicultural Services) *ex-officio*

Cindy Kelly, *ex-officio*

\*second term



University Library  
University of Illinois at Urbana-Champaign  
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Last modified by: Kimberley Matherly on 8/17/10

## **Diversity Committee**

### **Current Membership**

Library Human Resources Manager – Chair  
Library Human Resources Program Assistant  
Four library representatives appointed by the Dean of the Library

### **Purpose**

The Committee exists to support the commitment of the University Library to equal opportunity and affirmative action by providing formal education, by assisting Library staff in the hiring process, and by serving as an informal resource.

### **Mission and Responsibilities**

The Library Committee on Diversity works with the Dean of the Library to develop and promote a diverse work force within the ISU Library. The creation and maintenance of a community of women and men that is multicultural, multiracial, multinational and respectful of the dignity of all persons is essential to the educational mission of this library.

The Committee's role is:

1. To inform and educate Library personnel concerning diversity issues.
2. To maintain a focus on equal employment opportunity and affirmative action within the Library.
3. To help create a work environment in which all personnel are able to develop to the fullest extent of their potential.
4. To review with selection committees the recruitment process in relation to members of protected classes for professional positions, and to serve as a resource for hiring at all levels.

### **Organization**

1. The Committee on Diversity will consist of not more than six members with the Human Resources Manager serving as Chair and the Human Resources Program Assistant serving as a standing member. The other four members will be appointed by the Dean to two-year terms, and may be reappointed once. Members will not ordinarily be reappointed for more than four consecutive years.
2. The Chair, with recommendations from the committee, will recruit new members by issuing a call for interested individuals then forwarding applications to the Dean. Vacancies should be filled as soon as possible.
3. The committee will be responsible to and report as needed through its Chair to the Dean of the Library.
4. Committee meetings will be called as needed by the Chair, a committee member, or the Dean of the Library. Brief minutes of each meeting will be routed to members. A permanent file of most recent committee papers will be in the custody of the chair, with older materials placed in the Archives collection.

## **Guidelines for the Committee on Diversity**

### **Diversity Educators**

1. Each year, the Committee on Diversity will identify possible staff development programs to educate Library personnel on all issues pertaining to diversity.
2. The committee, with the aid of the Human Resources office, will coordinate, publicize and host these programs.
3. The committee will educate library staff through articles in Inform, messages to all-users and/or material on the Intranet.
4. The committee will provide training and up-to-date guidelines for the selection process at all classification levels.

### **Faculty & P&S Search Processes**

#### ***Faculty Search Committees***

1. The Committee on Diversity will designate a representative to each faculty search committee to serve as a resource and advocate for equal opportunity and affirmative action issues; provide the search committee with pertinent background information; help the group to understand the library's commitment to equal opportunity and affirmative action.
2. The Committee representative will distribute EEO/AA information packets to search committee members at or before the first meeting of the search committee.
3. In an effort to assist the library in better affecting the principles of equal employment opportunity, the Committee representative is provided a fifteen-minute exit interview with each candidate.
4. The committee chair will keep a file documenting committee activities relevant to search
5. The committee representative will report to the Committee on Diversity chair and the Dean any concerns related to equal opportunity or affirmative action.

#### ***P&S Administrative Searches***

The Committee on Diversity will provide the administrator responsible for each P&S search the EEO/AA information packet and serve as a resource for any questions related affirmative action and diversity.

Dean's Council  
March 7, 2002 (revised 6/25/09)

## Appendices

### A. Diversity Outreach Collaborative Charge

#### **Scope**

The Diversity Outreach Collaborative will provide leadership and guidance throughout the UL by encouraging awareness about and discussions of diversity. Specifically, the Collaborative will focus on diversity issues with regard to UL climate, services to patrons, and campus outreach. This Collaborative will act as an advisory group to the Diversity Outreach Librarian.

#### **Context**

In the wake of the University of Minnesota's transformation to become one of the top three research institutes in the world the need for support of diversity throughout the system has been identified as an important theme. During the strategic positioning process a System Wide Academic Task Force on Diversity was included. Beyond that, diversity was an issue that came up in almost every task force report concerning strategic positioning. It is felt that supporting diversity will contribute to faculty, staff and student retention through the creation of an inclusive supportive academic environment. It will also create a level of academic excellence that will assist in the University's goal to be one of the top three research institutions in the world.

The System Wide Academic Task Force on Diversity states, "Diversity should be defined as the full range of human difference that influences access, equity, and relationships in living, learning, and working environments. These differences have resulted historically in under-representation and marginalization based on race, ethnicity, gender identity/expression, sexual orientation, religion, disability, age, socioeconomic status, geography, and citizenship status. In other words, the University will be truly diverse when differences among individuals are leveraged to strengthen and enrich learning, working, and social environments, instead of being viewed as a negative condition."

The University of Minnesota has demonstrated its commitment to diversity by recently appointing Nancy "Rusty" Barceló as the first vice president and vice provost for equity and diversity. The Office for Multicultural and Academic Affairs has become the Office for Equity and Diversity (OED) and the units that report to this office are:

- Disability Services
- Equal Opportunity and Affirmative Action
- Gay, Lesbian, Bisexual and Transgender Programs Office
- Multicultural Center for Academic Excellence (it should be noted that the Diversity Outreach Librarian reports directly through this office.)
- Office for University Women

The University of Minnesota Libraries has demonstrated their commitment to diversity by creating the position of Outreach Librarian to Under Represented Groups in Academic Programs. The Outreach Librarian works in partnership with faculty and other campus professionals to develop programs that extend library collections and services to traditionally underserved populations, with an emphasis on multicultural programs and students of color, including international students.

**Project Sponsor**

Academic Programs  
Karen Williams, AUL for Academic Programs  
Jerilyn Veldof, Coordinated Education Services

**Project Manager**

Jody L. Gray, Diversity Outreach Librarian

**Purpose / Focus**

- Communicate regularly with Libraries staff. Establish a staff Wiki with diversity resources about various departments and roles on campus.
- Collaborate with the OED as well as the student services offices that report to OED (Multicultural Center for Academic Excellence, Disability Services, Gay, Lesbian, Bisexual and Transgender Programs Office, Office for University Women).
- Assess need for, develop and deliver campus programming in partnership with campus stakeholders.
- Develop a mechanism for ongoing environmental scan and inventory of issues, including attention to campus priorities, interests, and needs. Investigate what is happening in the colleges and create a basic inventory of these efforts. A wiki may be appropriate for this.
- Assist with the continued development of a campus climate and culture that supports and celebrates diversity.
- Serve in an advisory capacity to UL to meet diversity goals outlined in the University of Minnesota's Strategic Plan.
- Collaborate with and build coalitions among campus groups.
- Provide trainings for UL' staff to work with diverse populations.

**Team members**

Jody Kempf, PSE  
Kimberly Clarke, SS&PP  
Kate Brooks, A&H  
Leslie Delserone, ABES  
Claudia Sueyras, Libraries Residency Program  
Rafael Tarrago, SS & PP

**Consultants**

Cody Hanson, CES  
Jean Tretter, ASC  
Su Chen, A & H

**Project Stakeholders and Reviewers**

- Academic Programs Directors
- Academic Programs staff
- Surrounding communities in Minnesota
- Libraries Organization Development Office
- University of Minnesota students, faculty and staff
- OED as well as the student services offices that report to OED (Multicultural Center for Academic Excellence, Disability Services, Gay, Lesbian, Bisexual and Transgender Programs Office, Office for University Women).

**Initial Program Priorities 2008 and Timeframe**

1. Advise Diversity Outreach Librarian on action plan for the UL to address the needs of the diverse student population at the University of Minnesota. This plan should align with the efforts that are being made throughout the rest of the University of Minnesota. (By first part of April 2008)
2. Identify key issues and collect data to determine which topics and initiatives should be addressed. Share knowledge and provide support and leadership to colleagues. Identify a small number of high impact or signature programs that the Libraries should initiate in the coming year. (By the end of April 2008)

**Time Commitment**

Will vary by project group. Collaborative members should plan to spend 2-4 hours per week on this work in the initial phase.

**Budget**

Budget requests developed as needed.

**Collaborative Review**

After the first year, the Sponsors will conduct a review of the Diversity Outreach Collaborative to determine if any changes need to be made to the group membership and/or its charter. At this time it the sponsors will determine a rotation of members so that we always have some new and some continuing members on the group. Reviews will be conducted yearly thereafter.





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- Course Resources
- About the Libraries
- Resources For...

[MU Libraries](#) > [Staff Web](#) > [Committees](#) > [Affirmative Action](#)

## Diversity Action Committee

"MU Libraries' services are based on the belief that sustained intellectual excellence is, in part, a direct result of diverse experiences and expressions interacting freely in an open society. Accordingly, the Libraries will follow recruitment, hiring, and promotion practices that guarantee equal opportunity for employment and advancement."



- Employee Directory
- Forms Online
- Library Policies

- [Introduction](#)
- [Mission/Goals](#)
- [Survey](#)

- [Programs 2009-2010](#)
- [Policy Documents](#)
- [Diversity Executive](#) magazine

- [Contact Us](#)
- [Related Links](#)
- [Annual reports and past programs](#)

Updated MU Libraries' Diversity Mission/Goal Statements 8/08

### MU LIBRARIES COMMITMENT TO DIVERSITY

As Missouri's leading public academic research library, the MU Libraries cultivates a welcoming environment for all members of the MU community, and will continue to support diversity, promote services, resources, and collections for an increasingly diverse society. We recognize diversity as a positive force that strengthens our abilities to solve problems, foster creativity, stimulate growth, pursue excellence, and continually increase the effectiveness of each of us.

### MU LIBRARIES DEFINITION OF DIVERSITY

At the MU Libraries, diversity means accepting, respecting and valuing the differences of other human beings. MU Libraries celebrates the fact that each individual is unique, and acknowledges individual differences, including race, ethnicity, economic status, age, religious faith, sexual orientation, talent, abilities, geographic origin, political beliefs or cultural values.

### MU LIBRARIES PROMOTES DIVERSITY IN THESE WAYS:

- A) To support and promote the Libraries' diversity mission and to support the University's Diversity Initiative.
- B) To act as a resource for employees, units, and divisions in achieving their diversity action goals.
- C) To develop activities for diversity consciousness.

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## Introduction

### SCOPE OF DIVERSITY ACTION COMMITTEE

The Diversity Action Committee functions as an information resource and awareness group on behalf of the MU Libraries and its employees. Specific questions about the Committee may be directed to [Leo Agnew](#), HR Manager, or [Jim Cogswell](#), Director of Libraries.

The Diversity Action Committee serves in an advisory capacity to the HR Manager. The Committee works with the HR Manager to develop diversity initiatives for the MU Libraries. The HR Manager serves as chair of the committee.



- Affirmative Action Committee
- Interview Packet
- Introduction
- Policy Documents
- Bibliography
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ANNUAL REPORTS TO MU HUMAN RESOURCES				
2003	2004	2005	2006	2007
2008				

Last updated: Jan. 22, 2009  
 Contact: [Leo Agnew](#)

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RUTGERS

STAFF RESOURCES

Administration:  
Cabinet, Committees, and Task Forces:

### Libraries Advisory Committee on Diversity: Charge

The Libraries Advisory Committee on Diversity includes both library staff and faculty and is libraries-wide in scope. The Committee is charged with providing advice on issues of diversity. The overall goal of the library diversity program is to assure that all library personnel and library users feel welcomed, valued, and respected and to assure that library personnel, services, and collections appropriately reflect the diversity of the Rutgers community and its curriculum and research interests. To accomplish this, the Committee provides advice to the University Librarian on programs or policies affecting staff development, recruitment/retention, public services, and collections. The Committee works with the library faculty standing advisory committees, other library committees, and administrative offices as appropriate to carry out its charge.

Marianne I. Gaunt  
University Librarian

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URL: [http://www.libraries.rutgers.edu/rul/staff/groups/diversity\\_com/charge.shtml](http://www.libraries.rutgers.edu/rul/staff/groups/diversity_com/charge.shtml)  
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Charge  
Task Force On Diversity Recruitment Plan

The Task Force on Diversity Recruitment is charged with developing a five- year plan to increase the diversity of the faculty and staff of the University Libraries, and provide recommendations to insure that the Libraries attract a diverse pool of candidates for all positions. The plan should include:

- Methods for increasing the diversity of candidate pools (target programs/target groups), including successful practices elsewhere
- Changes needed in position profile descriptions, if necessary
- Placement of position postings if different from current practices
- Roles of and composition of search committees, especially in outreach, if different from current practices
- Recommendations for interview process changes, if necessary

The Task Force should consult existing documentation on library processes, diversity statistics of the university and nationally, the faculty handbook on diversity, and other materials and groups inside and external to the Libraries, as necessary.

Your report should be completed by April 30.

Members:

Lila Fredenburg, Director for Administrative Services, Chair  
Judy Gardner, Interim Deputy Associate University Librarian for Research and Instructional Services  
Triveni Kuchi, Chair of the Diversity Committee  
Mark Winston, Assistant Chancellor and Director, Dana Library

02/09/10



# Yale University Library



ABOUT THE LIBRARY

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## Library Diversity Council

### Purpose and Vision

The *Yale University Library Diversity Council* was formed in August 2005 to enhance the diversity and cultural competence of our staff so that our workplace continues to evolve into an even more inclusive and congenial environment. This type of atmosphere is conducive to job satisfaction and will in turn lead to even more effective service to our diverse patrons.

Diversity includes, but is not limited to, attributes such as age, gender, gender identity, sexual orientation, religion, race, national origin, cultural heritage, and ethnic background. Recognizing diversity is a key component of excellence in the workplace that allows individuals to reach their full potential.

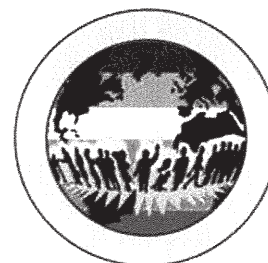
The Diversity Council is taking a leading role in developing and implementing initiatives that promote diversity within our staff community.

Please take a look at our [Strategic Plan 2009 - 2011](#) and Meeting Minutes, and feel free to call or email any of us with your comments and questions.

### Meeting Minutes

- [June 17, 2009](#)
- [June 2, 2009](#)
- [March 3, 2009](#)
- [January 6, 2009](#)
- [December 2, 2008](#)
- [November 4, 2008](#)
- [October 1, 2008](#)
- [June 4, 2008](#)
- [May 7, 2008](#)
- [April 2, 2008](#)
- [March 5, 2008](#)
- [February 6, 2008](#)
- [November 20, 2007](#)
- [October 17, 2007](#) - All Staff Meeting - [Photograph of DC with Jerome Offord and Allison Sutton](#)
- [October 3, 2007](#)
- [September 12, 2007](#) - Welcome new members
- [June 5, 2007](#)
- [May 16, 2007](#)
- [April 25, 2007](#) - Special Guest, Nydia Gonzalez, Yale University Chief Diversity Officer
- [April 4, 2007](#)

### Members



#### Chair:

• **Mary Caldera**, Archivist, Manuscripts & Archives. Tel: 432-8019. [mary.caldera@yale.edu](mailto:mary.caldera@yale.edu)

#### Immediate Past Co-Chairs:

• **Teresa Miguel**, Head of Foreign & International Law Reference, Law Library. Tel: 432-8023. [teresa.miguel@yale.edu](mailto:teresa.miguel@yale.edu)

• **Rich Richie**, Curator, South & Southeast Asia Collections. Tel: 432-1858. [rich.richie@yale.edu](mailto:rich.richie@yale.edu)

#### Council Members:

• **Frank Boateng**, Documents Assistant IV, Canadian Federal & FAO Collection, Government Documents. Tel: 432-3211. [frank.boateng@yale.edu](mailto:frank.boateng@yale.edu)

• **Amy Burlingame**, Human Resources Supervisor and Staffing Representative, Library Administrative Services. Tel: 432-1810. [amy.burlingame@yale.edu](mailto:amy.burlingame@yale.edu)

• **Carolyn Hardin Engelhardt**, Ministry Resource Center Director, Divinity Library. Tel: 432-5319. [carolynhardin.engelhardt@yale.edu](mailto:carolynhardin.engelhardt@yale.edu)

• **Gregory Eow**, Kaplanoff Librarian for American History and American Studies. Tel: 432-1757. [gregory.eow@yale.edu](mailto:gregory.eow@yale.edu)

• **Dawn Ferguson**, Library Acquisition Assistant III, Sterling