

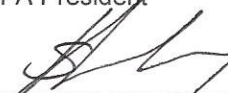
**Memorandum of Agreement on the  
Inclusion of Academic Librarians and Archivists in the Full-time Academic Staff  
Bargaining Unit (FASBU) Collective Agreement**

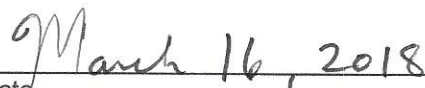
**February 2018**

It is recognized that Nipissing University and the Nipissing University Faculty Association (NUFA) have agreed to the inclusion of Article 22: Duties, Responsibilities and Workload of Academic Professional Librarians (Article 22.1 – 22.11) as attached. These articles are to be included in the FASBU Collective Agreement during the next round of negotiations in 2019.

  
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Provost and Vice President Academic & Research

  
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NUFA President

  
\_\_\_\_\_  
NUFA Vice-President

  
\_\_\_\_\_  
Date

**ARTICLE 22: DUTIES, RESPONSIBILITIES AND WORKLOAD OF ACADEMIC PROFESSIONAL LIBRARIANS**

- 22.1** Academic Professional Librarians, comprising Librarians and Archivists, concern themselves primarily with the academic needs of the Nipissing University and Canadore College communities. They apply their professional expertise to meet needs related to the teaching and research mandates of the University and the College. Academic Professional Librarians are expected to keep informed of current trends, changes and innovation in the profession applicable to their duties and responsibilities, and have the right and responsibility to engage in professional development activity to maintain currency in the profession. Academic Professional Librarians contribute to strategic planning of library resources, and participate in the development and implementation of policies, procedures, and services offered by the Library.
- 22.2** The rights, duties and responsibilities of Academic Professional Librarians derive from the academic, professional and collegial nature of their work in the Library and at the University and College, and from their position as members of the academic community. The primary duties and responsibilities of Academic Professional Librarians shall be those directly related to Professional Practice with provision for professional development and service activities:
- (a) professional practice (80%);
  - (b) scholarly activities, professional activities, and/or innovative practice (10%); and
  - (c) academic service to the University and College community, the professional community, and/or the community at large (10%).
- 22.3** The duties and responsibilities may vary from individual to individual. Without minimizing the importance of Articles 22.2 (b) and 22.2 (c), 80% of the principal duties of Academic Professional Librarians shall normally be those noted in Article 22.2 (a) above. The principal duties and responsibilities will be outlined in the letter of appointment and position description. Any subsequent change in the principal duties and responsibilities shall be agreed upon by the Executive Director of Library Services and the Academic Professional Librarian through the Annual Report process. If an agreement cannot be reached, the matter will be referred to the Provost and Vice-President, Academic and Research.
- 22.4** The normal workload of an Academic Professional Librarian shall consist of a 35 hour work week. The normal workload shall consist of duties and responsibilities specific to the individual position description and those identified as shared duties, such as reference services, information literacy instruction, and collaborative projects.

**22.5** Requests for adjustments to the normal workload can be made by an Academic Professional Librarian in writing to the Executive Director of Library Services. Adjustment to the normal workload can also be made when an Academic Professional Librarian, with his/her consent, undertakes a special assignment requested by the Executive Director of Library Services. In both cases, the Executive Director of Library Services and the Academic Professional Librarian shall attempt to reach agreement on the adjustment. If agreement cannot be reached, the matter will be referred to the Provost and Vice-President Academic and Research or designate.

**22.6 Professional Practice (80%)**

- (a)** A Librarian's professional obligations and responsibilities to the University may vary from individual to individual, consistent with the Librarian's specialties and qualifications, and they constitute the Librarian's principal obligation during the employment year. Duties may include but are not limited to:

  - (i)** collection development and management, including but not limited to appraisal, selection, acquisition, preservation of library materials and management of funds allocated to subject areas;
  - (ii)** bibliographic organization and control of library materials;
  - (iii)** direction, planning, implementation and oversight of library systems and electronic resources;
  - (iv)** building and maintaining digital collections;
  - (v)** information services, including but not limited to, general and specialized reference, interlibrary loan, and information literacy;
  - (vi)** information literacy instruction and curriculum support;
  - (vii)** faculty outreach and liaison, which may include participation in research and support for scholarly communication;
  - (viii)** evaluation, measurement, and analysis of user needs;
  - (ix)** managing, planning, organizing, implementing and shaping the user experience and delivery of service to library patrons;



- (x) development of professional knowledge and performance in the areas of public service, collections development, bibliographic control, professional development, and scholarship;
- (b) Archivists are responsible primarily for the appraisal, selection, acquisition, and preservation of archival materials in all formats, as well as special collections materials to meet needs related to the teaching and research mandates of the University and College. Archivists ensure the continued availability of transferred institutional records of archival value as may be needed for documentation, legal, or other purposes, and as well support the transmission of cultural and historical information and other research. They are responsible for the preservation and continued usability of archival materials in all formats, they facilitate access to archival materials through the production of finding aids and various outreach initiatives, and they perform instructional, consultative and research roles through formal and informal means of instruction.
- (c) The professional practice of Archivists varies according to the primary responsibilities of any particular Archivist. Professional practice for Archivists includes, but is not limited to, one or more of the following:
  - (i) developing and implementing archival policies and procedures;
  - (ii) assessing archival collections for possible and/or for acquisition;
  - (iii) planning, implementing, promoting, assessing, and supervising archival services and preservation strategies and initiatives;
  - (iv) provide direction to staff
  - (v) management of financial resources, which may include grant applications;
  - (vi) collection development and management of library information resources, including but not limited to appraisal, selection, acquisition, preservation of library materials;
  - (vii) duties shared with colleagues, such as reference services, information literacy instruction, and collaborative projects; and
  - (vii) development of professional knowledge in areas of archival and special collection services and resource management.

- (d) Archivists participate in the assessment and acquisition of information technology applications that support the dissemination, organization, and preservation of archival information; provide archival reference, consultation and instruction; and communicate, collaborate, and liaise with University and/or College administration, faculty, students and public users in the identification and analysis of user needs to determine potential improvements to archival resources and services.

**22.7 Service to the University Community, the Professional Community, and/or the Community at Large (10%)**

- (a) Academic Professional Librarians have the right and responsibility to accept a fair and reasonable share of administrative duties through membership on appropriate bodies, including Library, Senate and University committees. Where participation on University committees or such other bodies is by election or appointment, a Librarian Member shall be elected or appointed only with his/her consent.
- (b) Academic Professional Librarians may participate in committees of Canadore College, library consortia, learned societies and professional organizations and associations.
- (c) Should service on committee and/or professional associations require more than 10% of time during regular working hours, Academic Professional Librarians may make a request in writing to the Executive Director of Library Services for approval. In these situations, consideration will be given to operational needs and/or whether temporary adjustments to workload distribution may be required.

**22.8 Scholarly Activities, Professional Activities, and/or Innovative Practice (10%)**

- (a) Academic Professional Librarians are expected to keep informed of current trends, changes and innovation in the profession applicable to their duties and responsibilities and have the right and responsibility to engage in scholarly and professional activities and/or engage in activities that will contribute to innovative practice(s), which may include:
  - (i) attendance at conferences and workshops including professional development and/or project activities that lead to the implementation of innovative practices.
- (b) Although not required to do so, Academic Professional Librarians have the right to be involved in research, scholarly and creative activities which may include:



- (i) formal study, research, publication, refereeing submissions to scholarly publications, and editing scholarly publications;
  - (ii) public presentations, including presentations at conferences and panel discussions;
- (c) Academic Professional Librarians engaged in professional development, research, scholarly and creative activities have the right to apply for University support in the form of financial assistance and/or the use of University facilities.
- (d) An individual Academic Professional Librarian shall inform the Executive Director of Library Services about proposed absences for the purpose of carrying out scholarly or outside professional activity. The Executive Director of Library Services and the Academic Professional Librarian shall attempt to reach agreement on the amount of time that will be accorded for such activities. If agreement cannot be reached, the matter will be referred to the Provost and Vice-President Academic and Research or designate.

## **22.9 Other Expectations**

- (a) Academic Professional Librarians are expected to demonstrate due diligence in the exercise of their duties and responsibilities.
- (b) Academic Professional Librarians are expected to adhere to University policies.

## **22.10 Curriculum Vitae and Annual Report**

- (a) By October 1 of each year, each Professional Librarian Member (except those who have served less than 6 months in their initial year of appointment) will submit an up-to-date curriculum vitae and annual report to the Executive Director of Library Services.
- (b) The annual report will highlight the previous year's (September 1 to August 31) accomplishments and goals for the coming year, including professional practice; research, scholarly and creative activities; and professional service activities.

## **22.11 Academic Professional Librarians on the Board Of Governors**

Any Academic Professional Librarian who is a Senator has the right to be elected by Senate to sit on the Board of Governors as a faculty representative.

## Letter of Agreement

on

### Inclusion of Academic Librarians and Archivists in the Nipissing University Full-time Academic Staff Bargaining Unit (FASBU) Collective Agreement

January 2018

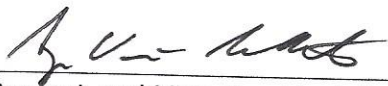
This Letter of Agreement between Nipissing University and the Nipissing University Faculty Association (NUFA) agrees to include the Academic Librarians and Archivists in the Nipissing University Full-time Academic Staff Bargaining Unit (FASBU) Collective Agreement, the details of which will be negotiated in the next round of collective bargaining scheduled for 2019.


The parties also agree that:

1. All conditions of employment set out in the *Nipissing University Guidelines and Regulations for Full-time Administrative Employees* and any other existing rights and conditions of employment, including but not limited to, current salary, years of service, vacation, and benefits, currently accorded to the Academic Librarians and Archivists are maintained until such time as the Academic Librarians and Archivists are bargained into the *Nipissing University Full-time Academic Staff Bargaining Unit Collective Agreement*.

Exceptions to this provision are Article 8: Inexcusable Absences and Article 15.2 Termination and Resignation. These articles of the *Nipissing University Guidelines and Regulations for Full-time Administrative Employees* do not apply and will be replaced by Article 40: Discipline of the current *FASBU Collective Agreement*, and just cause protection in keeping with the Ontario Labour Relations Act which protects workers from the date of certification to the date of the first collective agreement.<sup>i</sup> Any investigation or disciplinary action during the intervening period must follow Article 40. Additionally, there will be no lay-offs in the intervening period for individuals currently holding Academic Librarian and Archivist positions at the level of L6.

2. There will be no fewer than three Academic Professional Librarian positions that will be negotiated into the *FASBU Collective Agreement* during the 2019 round of collective bargaining, even if these positions are not filled at the time of bargaining.

  
Provost and Vice-President Academic  
& Research

  
NUFA President

March 16, 2018  
Date

<sup>i</sup> 12.1 If a trade union is certified as the bargaining agent of employees in a bargaining unit, the employer shall not discharge or discipline an employee in that bargaining unit without just cause during the period that begins on the date of certification and ends on the earlier of the date on which a first collective agreement is entered into 2017, c. 22, Sched. 2, s. 3. Ontario Labour Relations Act