Inclusion Action Plan, Musselman Library
December 2, 2020

Highlighted strategies to be addressed in FY 2021

Action Area 1: Access and Equity – Recruitment and Retention (faculty, staff, students)			
Goal	**Objective**	**Strategy**	**Responsible Party/Measures**
Increase diversity within our library and the greater profession of librarianship	Expand opportunities for students from groups underrepresented in our field to explore careers in libraries, archives, and/or museums	Reimagine Holley Internship in order to create a new "pathway" to our field.	Working group will bring options to department heads by 1/31/21
		Improve recruitment practices in order to Increase diversity of applicant pools and hires in higher-level student positions (internships, fellowships, etc.)	Wertzberger and Library Diversity & Inclusion Committee Collect demographic data about student applicants and assess how well it mirrors the diversity of the overall student body (in progress)
		Build connections with local schools to provide job shadowing or internship opportunities.	Odess-Harnish and cross-department working group
	Increase diversity of applicant pools and hires for support staff and administrator positions in the library	If we are permitted to fill vacancies: Audit and revise job descriptions for inclusive language	Research & Instruction Update job description and ad for First Year Experience Librarian, Spring 2021
		If we are permitted to fill vacancies to hire: Develop positional flexibility in order to accommodate hybrid or remote work	Advocate to HR
		Investigate possibility of joining a national library initiative devoted to increasing diversity in our profession (ex: ACRL Diversity Alliance) (would require funding)	Dean and Department Heads; Advocate to HR

Action Area 1: Access and Equity – Policy/Administrative Initiatives			
Goal	**Objective**	**Strategy**	**Responsible Party/Measures**
Create, preserve, and enhance access and discovery of collections that feature diverse populations	Improve access to resources that highlight the lived experiences, interests, and priorities of diverse populations	Supplement or update descriptive metadata with inclusive language to address limitations in current Library of Congress subject headings	Technical Services
		Evaluate collection practices to increase representation of historically underrepresented groups • Investigate BIPOC publishers, literary awards, and prizes to add to approval plan • Advocate for library platforms to include more diverse publishers • Investigate purchasing from BIPOC-owned businesses • Analyze select call number ranges in order to target areas for collection development and deaccession	Technical Services
		Create end cap guides to assist with browsing the collection/classification	User Services
	Broaden representation in Special Collections and College Archives	Actively collect and preserve oral history interviews with members of historically underrepresented communities at Gettysburg College	Special Collections & Archives (in progress - McKinney)
		Prioritize collections that describe the experience of Gettysburgians from non-dominant groups (in metadata work, exhibits, guides, and active collection)	Special Collections & Archives Digitize negatives from 1960s-1970s in order to make more campus history events discoverable
			Special Collections & Archives with other partner - ? Update Gettysburg College: A Diversity Story (timeline originally created by Ivana Lopez Espinosa)

Action Area 2: Campus Climate			
Goal	**Objective**	**Strategy**	**Responsible Party/Measures**
Improve campus climate	Ensure that our physical space is welcoming and affirming for everyone in our community	Perform audit of our public spaces (with special attention to artwork and what is communicated by collections in high-traffic areas)	User Services
		Examine placement of and language use in signage	User Services
		Establish student advisory committee and solicit that group for feedback and input	User Services
		Build connections with other groups/departments on campus to hold events in building	User Services
	Ensure that our virtual space is welcoming and affirming for everyone in our community	Conduct usability testing	Web Advisory Committee
		Establish student advisory committee and solicit that group for feedback and input	User Services and Web Advisory Committee

Action Area 3: Diversity in Curriculum/Co-curriculum			
Goal	**Objective**	**Strategy**	**Responsible Party/Measures**
Contribute to a more equitable student learning experience inside and outside of the classroom	Employ inclusive teaching strategies when delivering information literacy instruction, workshops, or staff training in order to address the needs of individuals with a variety of backgrounds and learning differences	Prioritize professional development opportunities for library staff about inclusive and anti-racist teaching practices with applications for in and outside the classroom	Department Heads and Diversity & Inclusion Committee Provide at least two workshops or webinars for library staff per academic year (facilitated by Gettysburg staff or from national organizations)
		Revise the Teaching Square program (teaching development program) to include a goal for all participants around inclusive and anti-racist teaching	Research & Instruction Provide an opportunity each semester for teaching librarians to participate in a teaching square
		Ensure that examples used in class visits, instruction sessions, exhibits, LibGuides, and online tutorials feature diverse lived experiences and are discussed in the context of the historical era and present-day reflections	Research & Instruction Special Collections Ongoing, but someone should audit existing LibGuides and tutorials
	Create flexible and accessible teaching and learning spaces in order to support all learners and current teaching practices	Complete updates to the library classroom (room 014) to improve accessibility, promote active teaching practices, and incorporate flexible technology for multi-modal instruction post COVID-19	Research & Instruction Complete an assessment of the renovated classroom's impact on student learning and teaching in AY 2021-22
		Develop other spaces in the library that support the post-COVID 19 diverse learning needs for all students, including spaces that can facilitate individual or small group work in person or remotely	User Services Complete a space assessment and consult relevant professional literature for how students use existing library space post-COVID 19 and articulate their needs for study, collaboration, etc.
	Ensure that collections of online tutorials and other digital learning objects are accessible to all learners and follow best practices for accessibility and inclusive design	Provide training and support for librarians and staff to create online learning objects (e.g. tutorials, video, LibGuides) that are accessible and inclusive	Research & Instruction Conduct a formal accessibility audit of newly created digital learning objects at the end of each semester

	Explore interest in and develop a campus wide Textbook Affordability Initiative	Reconceive library services as a spectrum of support for textbook affordability	Scholarly Communications and others Update website and other public-facing materials to clearly communicate our range of services
		Educate and support faculty who eliminate or reduce course costs through using Open Educational Resources (OER), library-licensed materials, and Course Reserves	Scholarly Communications
	Reexamine library policies that impact students unevenly	Evaluate student loan policies and fines, which disproportionately impact BIPOC (currently, employees are not charged fines)	User Services
	Focus library programming and exhibits/displays on promoting dialogue for social change and bridging difference	Reconceptualize longstanding programming and develop new initiatives with key campus partners that highlight voices and experiences of underrepresented groups	Library Leadership Marketing Committee Exhibits Committee
		Highlight experiences of diverse populations and include contextual discussions of historical and current events in library exhibits	Technical Services
		Use main floor thematic microcollections to promote awareness of current events and highlight diverse collections	Technical Services

Action Area 4: Organizational Learning - Internal			
Goal	**Objective**	**Strategy**	**Measures**
Prioritize on-going professional development for library staff about diversity, equity, and inclusion in libraries and higher education.	Encourage and support intercultural learning for every library employee	Require library-wide IDI participation (note: it will be required of all new hires beginning Jan 2021)	Library Dean Track in annual report
		Create more local opportunities to talk about anti-racist library practices, critical librarianship, feminist practices in librarianship, etc. Small groups, etc.	Department Heads Diversity & Inclusion Committee
		Provide on-going opportunities for reading, viewing, discussions.	Diversity & Inclusion Committee
		Share conference learnings	Dean and Department Heads

Action Area 4: Organizational Learning – Community Outreach			
Goal	**Objective**	**Strategy**	**Measures**
Promote the library as a learning resource for *everyone* on campus	Support individual intercultural development	Continue updating and promoting the Antiracism reading list and resources in OverDrive/MUSCAT Plus	Technical Services
	Note – many goals in *Action Area 3: Diversity in Curriculum/Co-curriculum* also support this action area		