

Best Practices for DEI Committees in Libraries

Presented by Raul Aguilera



About Presenter

Access Services Assistant at UCR Library for 5 years

Committee on Diversity, Equity, and Inclusion 2017-2021

Inaugural member

2019-2020 Vice Chair

2020-2021 Chair

Apply DEI concepts to my work



Committee on Diversity, Equity, and Inclusivity (CODEI)

- **Formed in 2017 by the request of University Librarian**
- **Initial Goal:**
 - Remove obstacles that impede equal opportunity
 - Embrace vigorous and open dialogue
 - Promote cultural plurality and social justice
 - Address the lack of diversity within profession

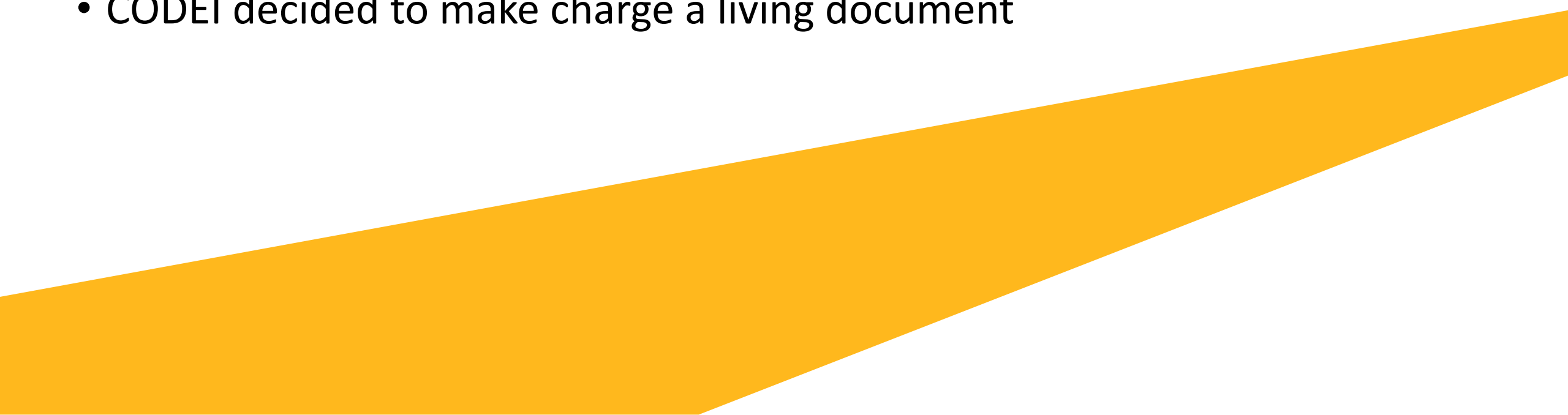




Establish a charge that is
manageable and
achievable, but do not be
afraid to change it.



Charge

- Initially, CODEI's charge was very ambitious
 - Re-evaluated charge after first committee cycle
 - Changed charge to make it more achievable
 - CODEI decided to make charge a living document
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**Establish a solid
membership**



Membership

- Ensure the membership of the committee is representative of the staff makeup in the library
 - Maintain continuity through longer membership terms
 - But also ensure that new voices join in after membership cycle
 - Divide workload evenly
- 



Membership

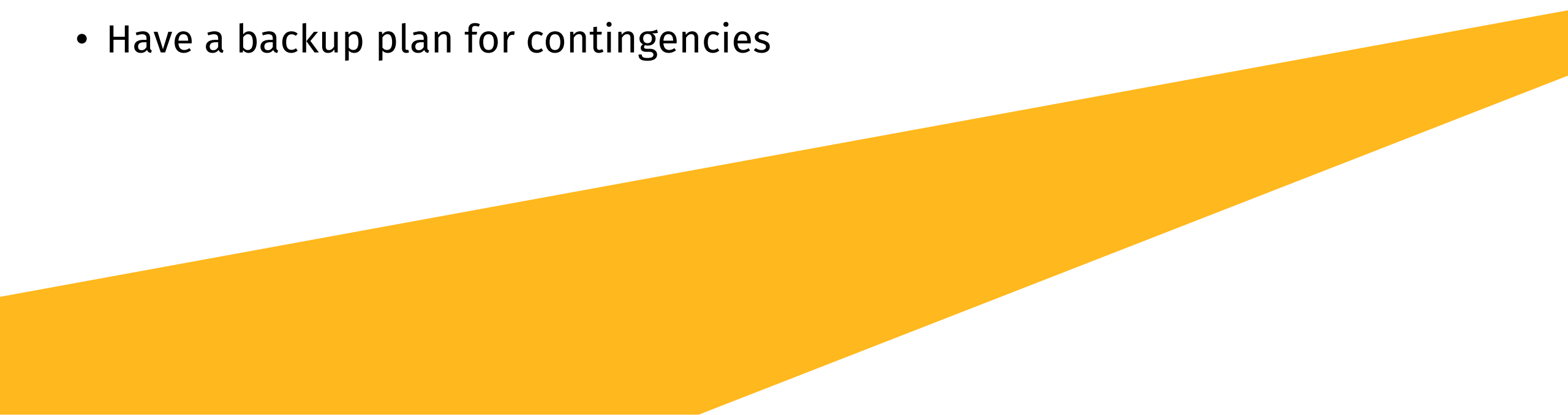
- Establish and define committee roles
 - Co-Chairs vs. Single Chair
 - Vice Chair that will transition to Chair
 - Secretary
 - Discussion Coordinator
 - Meet and Greet Facilitator
 - Members
- 



Make a plan for the year



Planning

- Formulate and schedule out a plan for the year
 - Know the types of programs the committee will host
 - Have an idea of what DEI topics should be addressed
 - Know what new initiatives will be implemented with a clear timeline
 - Have a backup plan for contingencies
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CREATING AND SUSTAINING AN INCLUSIVE DEPARTMENTAL CULTURAL CLIMATE



PRESENTERS: **Dr. Mariam B. Lam**
Vice Chancellor and Chief Diversity Officer

Willis S. Harris III
Diversity, Equity and Inclusion Specialist / Trainer



DATE: **November 18, 2020**

TIME: **9:00 - 11:00 a.m.**

This workshop will serve as a "back to basics" approach to looking at and applying diversity, equity, and inclusion in the workplace. Participants will learn how to create and sustain DEI through employee retention, organizational climate, and creating policies and procedures.

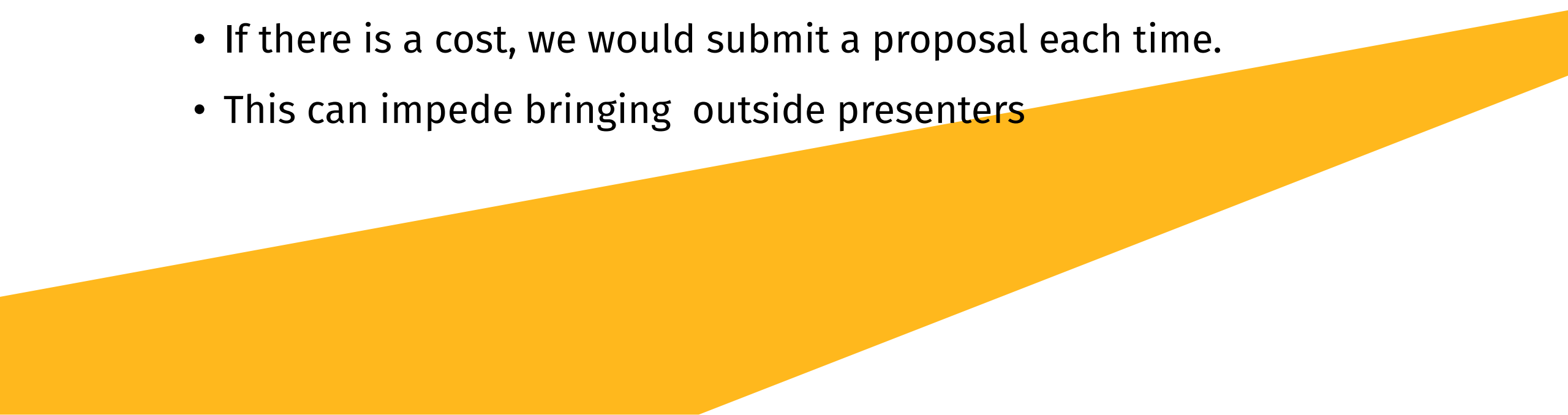
4 Programs per year

- Includes workshops, presentations, panels, etc.
- The goal is to have experts provide educational opportunity on DEI topics to library staff



Planning

- **Budget**

- Know early on if your library will allow you to have a budget
 - Budget will cover presenter's fees, refreshments, etc.
 - CODEI never established a standing budget
 - If there is a cost, we would submit a proposal each time.
 - This can impede bringing outside presenters
- 



Create opportunities for
engagement



Engagement

- Engagement amongst members:
 - Make members responsible for an area of DEI they are interested in
 - Make the committee an environment where perspectives can be shared
 - Delegate tasks so members can take ownership of work being done
- 



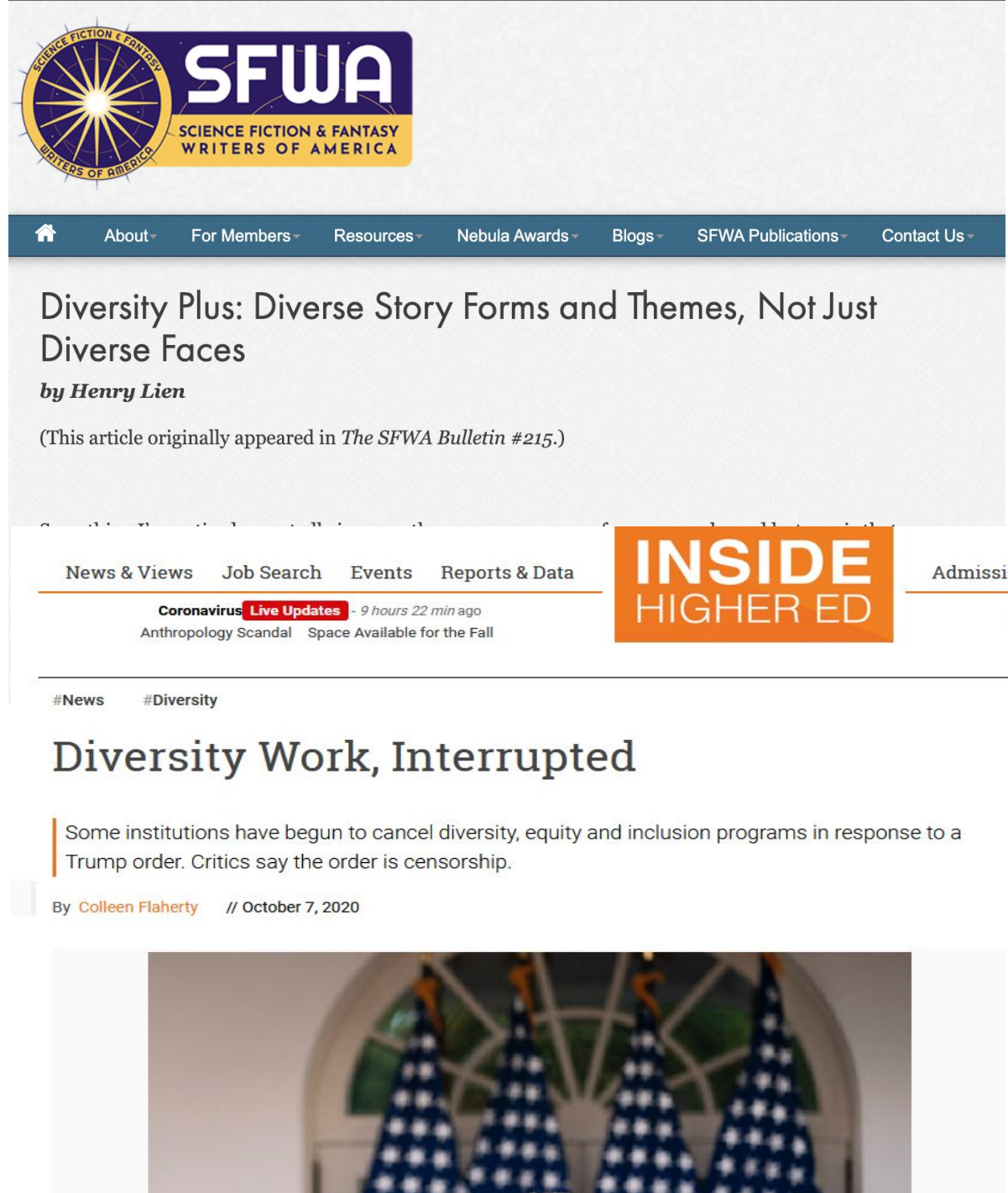
Engagement

- Engagement and collaboration amongst library staff:
 - Create opportunities for non-members to get involved
 - Project proposals
 - Facilitating discussions
 - Meet & Greet
 - Monthly Newsletter
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Project Proposals

- CODEI members and Non-members worked on studying an area of accessibility need for the library and drafted a proposal for library administration.
- Library administration created a task force to make the science library more user accessible and used CODEI's proposals in the process



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Diversity Plus: Diverse Story Forms and Themes, Not Just Diverse Faces

by Henry Lien

(This article originally appeared in *The SFWA Bulletin* #215.)

News & Views Job Search Events Reports & Data Admissions

Coronavirus **Live Updates** - 9 hours 22 min ago
Anthropology Scandal Space Available for the Fall

INSIDE HIGHER ED

#News #Diversity

Diversity Work, Interrupted

Some institutions have begun to cancel diversity, equity and inclusion programs in response to a Trump order. Critics say the order is censorship.

By Colleen Flaherty // October 7, 2020



Facillitated Disscussions

- Non-members choose a piece of media to discuss
- Will facilitate an hour discussion among library staff
- The goal is for DEI topics pertaining to facilitators' interests or work to be highlighted



Meet and Greet

- Allows for non-members to share their ideas to the committee in a non-formal setting
- Committee will share progress reports
- The goal is for non-members to be involved in the process and for CODEI to establish a presence



June 2021

Events



CODEI Discussion Facilitated by Andrew Lippert
[Diversity Plus: Diverse Story Forms and Themes, Not Just Diverse Faces](#)
June 21
10:00 AM - 11:00 AM

Zoom details to follow

CODEI Newsletter

- Comprised of Events, Readings, and Videos pertaining to DEI issues
- Developed due to staff requesting this type of resource
- The goal is for staff to engage with DEI outside of CODEI programming



**Collaborate with existing
campus resources**



Collaboration

- "Kick-off" event included ACRL's Director of Diversity and Leadership Programs, Mark Puente.
 - Initially, CODEI was looking to bring in outside consultants for our 4 programs
 - During COVID, we pivoted and looked to partner with student programs on campus
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UNDOCUMENTED ALLY TRAINING FOR LIBRARY STAFF



PRESENTERS: Ana Coria
Coordinator, Undocumented Student Programs

DATE: March 31, 2021

TIME: 10:30 a.m. - 12:00 p.m.



Ana will discuss current immigration policies and their impact on students, the experience of undocumented students navigating the campus, which academic and out-of-classroom support practices show the most promise for immigrant students, and the best practices to allyship.

ZOOM REGISTRATION LINK:

<https://ucr.zoom.us/meeting/register/tJMqdO2spzMjEt0uEjIwDae-yIEcy7YvWTLv>

Collaboration

- We found student programs to be receptive to bring in presentations into the library
- Factor these collaborations in the planning stage and communicate with them early
- The goal was to be more knowledgeable while working with our campus community and know what issues are affecting them



Maintain transparency



Transperancy

- Maintain a wiki space with accessible meeting minutes
 - Have space such as Slack or a Meet and Greet where library staff can interact with the committee
 - Chair or Co-Chairs should keep committee members updated through regular email updates
 - Ensure members know that they have a say
- 



Outcomes



Outcomes

- Attendance at our programs has been consistent
 - Staff is more engaged with DEI topics
 - Library administration has been receptive to the work CODEI is doing
 - Establishing connections with campus partners
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