

!

LIBRARY AND ARCHIVAL
STUDIES STUDENTS
ASSOCIATION

POLICIES & PROCEDURES
MANUAL

February 2011

!

Table of Contents

Section 1: Constitution

1.1. Constitution - Appendix A

Section 2: Executive Positions

2.1. MAS and MLIS Co-presidents 2.2. Secretary 2.3
Treasurer 2.4. Events Coordinators 2.5. MLIS Member
at Large 2.6. MAS Members at Large 2.7. Dual
Member at Large 2.8. MACL Member at Large 2.9.
PhD Member at Large 2.10. Graduate Student Society
(GSS) Representatives 2.11. Alma Mater Society
(AMS) Representative 2.12. Faculty of Arts
Representative 2.13. Program Evaluation Project
(PEP) Coordinators 2.14. Webmaster 2.15.
Communications Officer 2.16. MLIS and MAS First
Year Representatives

Section 3: LASSA Executive Meetings

3.1. LASSA Executive Meetings

Section 4: Annual General Meeting & Elections

4.1. Annual General Meeting
4.2. Quorum and Attendance
4.3. Elections and By-elections

Section 5: Finances

5.1.
Finances

Section 6: SLAIS Committees & Appointments

6.1. SLAIS Committee
Appointments 6.2. Appointing

Representatives 6.3. Committee
Norms

LASSA Policies & Procedures Manual

6.4. Representative(s) Responsibilities to the Committee (SLAIS)
6.5. Representative(s) Responsibilities to LASSA 6.6. SLAIS
Committees 6.7. Accreditation and Oversight Committee 6.8.
Arts Co-op Program Advisory Committee 6.9. Curriculum and
Program Development 6.10. Facilities and Resources 6.11.
School Admissions and Adjudication 6.12. Faculty Search
Committee Procedures - Appendix F 6.13. External Review
Procedures - Appendix G 6.14. Director Search Committee
Procedures - Appendix H 6.15. Task Force(s)

Section 7: Events

7.1 Event Planning 7.2.
Event Locations 7.3. Alcohol
at LASSA events 7.4. Event
Funding

Section 8: LASSA Events

8.1. LASSA Events 8.2 New
Student Orientation
Planning New Student Welcome Letter -
Appendix B Orientation Packages New Student
Handbook - Appendix C Speeches Lunch -
Appendix D Tours - Appendix E Photographs
Sample Orientation Day Schedule Orientation
Wrap-up and De-Brief 8.3 Potlucks & Liquor 8.4
Director's Forum

Section 9: Joint Events

9.1. Joint Events 9.2 Job
Fair/Career Expo

Section 10: Graduation Photographs

10.1. Graduation Photographs

Procedure
Composite
Recommendation
s

Section 11: Program Evaluation Project (PEP)

11.1. Timeline for PEP Survey

Section 12: Appendices

Appendix A: Constitution Appendix B: New Student
Welcome Letter Appendix C: New Student Handbook
Appendix D: Sample Orientation Grocery Lunch List
Appendix E: Tour Itinerary Appendix F: Faculty Search
LASSA Representative Duties Appendix G: External Review
LASSA Representative Duties Appendix H: Director's Search
LASSA Representative Duties

Section 1: Constitution

1.1 LASSA Constitution

The LASSA Constitution establishes the rules and principles that govern LASSA. For a copy of the Constitution, see *Appendix A*.

Section 2: Executive Positions

2.1 MAS and MLIS Co-Presidents

Duties of the MAS and MLIS

Co-Presidents:

- Chair all LASSA Meetings
- Serve as the official joint representatives of LASSA
- Meet with the School Director and other SLAIS staff members
- Bring student concerns to the Director, faculty and staff of SLAIS, as well as to UBC
- With Treasurer, act as a secondary financial signing officer of LASSA
- With Secretary assist with drafting meeting agendas
- Organize the Director's Forums every term
- With Events Coordinators, assist with coordinating the New Student Orientation for students (September/January)
- Organize the composite photos of graduating students
- Liaise with the SLAIS Alumni Association
- Act upon student initiatives and suggestions
- Act as the AMS Representative if no other Representative can be found
- Responsible for updating the LASSA Procedures Manual
- Responsible for updating the LASSA Constitution
- Responsible for the management and preservation of all LASSA publications, documents and records

The MAS and MLIS Co-Presidents will share the above duties between them as they see fit.

Voting: These are voting positions

LASSA Policies & Procedures Manual

2.2 Secretary

Duties of the Secretary:

- With the Co-Presidents, prepare the agenda for all LASSA meetings, including the AGM.
- Record the minutes of all LASSA meetings, including the AGM
- Send out draft minutes of meetings to the LASSA executive within one week after the meeting for corrections/additions
- With the Webmaster, post all meeting agendas, minutes and other important documents to the LASSA website

Voting: This is a voting position

2.3 Treasurer

Duties of the Treasurer:

- Act as the principle financial signing officer for LASSA and all student chapters whose accounts are maintained through LASSA (currently BCLA/CLA, SLA, ALA, ASIS&T, CHLA/ASBC, LWB)
- Coordinate with student chapter treasurers whose accounts are maintained through LASSA (currently BCLA/CLA, SLA ALA, ASIS&T, CHLA/ASBC, LWB)
- Collect and disburse funds as directed by the LASSA executive
- Maintain accurate and current records of LASSA finances
- Responsible for processing all paperwork so members can be reimbursed
- Submit the LASSA budget to the AMS
- Check the LASSA Treasurer's folder at the AMS on a regular basis

Voting: This is a voting position

2.4 Events Coordinators

- Duties of the Events Coordinators:

- Plan and promote social and academic events for students, including Orientation Lunch, Director's Forum, and AGM
- Coordinate and work with student chapters for planning to plan events

LASSA Policies & Procedures Manual

- Promote all LASSA and LASSA-sponsored events
- Put forth new events that LASSA may want to hold

Voting: This is a voting position

2.5 MLIS Member at Large

The MLIS Member-at-Large acts principally as a vital link between students in the Masters of Library and Information Studies program and the LASSA executive, who in turn provide a voice of authority when approaching SLAIS faculty and staff with areas of concern. As such, most duties for this position are ongoing and reactive as situations arise. However, the MLIS Member-at-Large is responsible for co-organizing the photographing of new SLAIS students during the September and January orientations with his/her fellow MAS, Dual, MACL & Ph.D (if applicable) Members-at-Large.

Duties of the MLIS Member at Large:

- Make themselves available to all MLIS students
- Act as a contact between MLIS students and the larger LASSA membership
- Bring concerns of MLIS students to LASSA
- During Orientations work with the other Members at Large to take photos of the new students. See New Student Orientation - Photographs for further information
- Help recruit a MLIS First Year Representative

Recruiting the Next MLIS

Member-at-Large:

Help recruit the MLIS Member-at-Large for the following year, unless the current MLIS Member-at-Large wishes to continue in the same position. Regardless, a nomination form will need to be submitted to LASSA.

- Approach the first-year MLIS class and advertise the position (clear this first with the faculty member of the class you wish to address)
- Send emails to mlis-students and mlis-core to SLAIS listservs advertising the position
- Following the point above, attach the nomination form available on the LASSA website and ensure that each nomination has the signature of two nominators.

Voting: This is a voting position

2.6 MAS Members at Large

The MAS Member-at-Large acts principally as a vital link between students in the Archival Studies program and the LASSA executive, who in turn provide a voice of authority when approaching SLAIS faculty and staff with areas of concern. As such, most duties for this position are ongoing and reactive as situations arise. However, the MAS Member-at-Large is responsible for co-organizing the photographing of new SLAIS students during the September and January orientations with his/her fellow MLIS & Dual, MACL & Ph.D (if applicable) Members-at-Large.

Duties of the MAS

Member-at-Large:

- Make themselves available to all MAS students

- Act as a contact between MAS students and the larger LASSA membership
- Assist other LASSA executive at various LASSA functions and with other duties if/when time permits
- Maintain the LASSA Bulletin Board with any new announcements from LASSA
- Encourage graduating students to arrange for a graduation photograph to be taken (details to be provided by LASSA)
- During Orientations with the other Members at Large, take photos of the new students and post the photos on the boards in SLAIS. See New Student Orientation - Photographs for further information
- Help recruit an MAS First-Year Representative (September only)
- With the MLIS and Dual Members at Large, fill the LASSA print cards on a bi-weekly basis

Recruiting the Next MAS Member-at-Large

Help recruit the MAS Member-at-Large for the following year, unless the current MAS Member-at-Large wishes to continue in the same position. Regardless, a nomination form will need to be submitted to LASSA.

- Approach the first-year MAS class and advertise the position (clear this first with the faculty member of the class you wish to address)
- Send emails to mas-students, mas-core to SLAIS listservs advertising the position
- Following the point above, attach the nomination form available on the [lassa.ubc google docs page \(LASSA_NOMINATION_FORM\)](#) and ensure that each nomination has the signature of two nominators.

Voting: This is a voting position

2.7 Dual Member at Large

The Dual Member-at-Large acts principally as a vital link between students in the Dual program and the LASSA executive, who in turn provide a voice of authority when approaching SLAIS faculty and staff with areas of concern. As such, most duties for this position are ongoing and reactive as situations arise. However, the Dual Member-at-Large is responsible for co-organizing the photographing of new SLAIS students during the September and January orientations with his/her fellow MAS & MLIS, MACL & Ph.D (if applicable) Members-at-Large.

Duties of the Dual Member at Large:

- Make themselves available to all Dual students
- Act as a contact between Dual students and the larger LASSA membership
- Bring concerns of Dual students to LASSA
- During Orientations with the other Members at Large, take photos of the new students and post the photos on the boards in SLAIS. See New Student Orientation -Photographs for further information

Recruiting the Next Dual
Member-at-Large

Help recruit the Dual Member-at-Large for the following year, unless the current MAS Member-at-Large wishes to continue in the same position. Regardless, a nomination form will need to be submitted to LASSA.

- Approach the first-year Dual class and advertise the position (clear this first with the faculty member of the class you wish to address)
- Send emails to mas-students, mas-core to SLAIS listservs advertising the position
- Following the point above, attach the nomination form available on the [lassa.ubc google docs page \(LASSA_NOMINATION_FORM\)](#) and ensure that each nomination has the signature of two nominators.

*Voting: This is a voting
position*

2.8 MACL Member at Large

The MACL Member-at-Large acts principally as a vital link between students in the Masters of Children Literature Program and the LASSA executive, who in turn provide a voice of authority when approaching SLAIS faculty and staff with areas of concern. As such, most duties for this position are ongoing and reactive as situations arise. However, the MACL Member-at-Large is responsible for co-organizing the

LASSA Policies & Procedures Manual

photographing of new SLAIS students during the September and January orientations with his/her fellow MAS, MLIS, Dual, & Ph.D (if applicable) Members-at-Large.

Duties of the MACL Member at Large:

- Make themselves available to all MACL students
- Act as a contact between MACL students and the larger LASSA membership
- Bring concerns of MACL students to LASSA
- During Orientations with the other Members at Large, take photos of the new students and post the photos on the boards in SLAIS. See section 2.5 (Orientation - Photographs) for further information

Recruiting the Next MACL Member-at-Large

Help recruit the next MACL Member-at-Large for the following year, unless the current MACL Member-at-Large wishes to continue in the same position. Regardless, a nomination form will need to be submitted to LASSA.

- Approach the first-year MACL class and advertise the position (clear this first with the faculty member of the class you wish to address)
- Send emails to macl-students to SLAIS listservs advertising the position
- Following the point above, attach the nomination form available on the [lassa.ubc google docs page \(LASSA_NOMINATION_FORM\)](#) and ensure that each nomination has the signature of two nominators.

Note: This is a voting position

2.9 Ph.D Member at Large

The PhD Member-at-Large acts principally as a vital link between students in the PhD program and the LASSA executive. As such, most duties for this position are ongoing and reactive as situations arise. However, the PhD Member-at-Large is responsible for co-organizing the photographing of new SLAIS students during the September and January orientations with his/her fellow MLIS, MAS, Dual, & MACL (if applicable) Members-at-Large.

Duties of the PhD Member at Large:

- Make themselves available to all PhD students
- Act as a contact between PhD students and the larger LASSA membership
- Bring concerns of PhD students to LASSA

1
0

LASSA Policies & Procedures Manual

- During Orientations with the other Members at Large, take photos of the new students and post the photos on the boards in SLAIS. See section 2.5 (Orientation - Photographs) for further information

Note: This is a voting position

2.10 Graduate Student Society (GSS) Representatives

Duties of the GSS Representatives:

- Act as a link between LASSA and the GSS
- Bring LASSA concerns and issues to the attention of the GSS
- Attend monthly GSS meetings
- Report on GSS meetings and activities to LASSA
- Serve on GSS committees, especially those of specific relevance and interest to LASSA
- Coordinate with Graduate Secretary to promote GSS events to the LASSA membership
- Present on GSS activities, events and services at the Orientation
- Obtain from the GSS office sufficient numbers of the GSS Student Handbook for the two Orientations held each year.
- Prepare and submit the Departmental Committee Petition to the GSS annually

Voting: This is a voting position

Refer to:

GSS Affidavit of Election, GSS Councilors Handbook

2.11 Alma Mater Society (AMS) Representative

Duties of the AMS Representative:

- Act as a link between LASSA and the AMS
- Bring LASSA concerns and issues to the attention of the AMS
- Attend bi-weekly AMS meetings
- Report on AMS meetings and activities to LASSA
- Serve on AMS committees, especially those of specific relevance and interest to LASSA
- Promote relevant AMS events to the LASSA membership

LASSA Policies & Procedures Manual

- Present on AMS activities, events and services at the Orientation

NOTE: The AMS representative cannot miss more than five AMS Council meetings between September and March or they will automatically be unseated from AMS Council. Sending a proxy to the AMS meeting is desirable, but still counts as an official absence of the AMS Rep.

Voting: This is a voting position

Refer to:

AMS Affidavit of Election, AMS Councilors Handbook

2.12 Faculty of Arts Representative

Duties of the Faculty of Arts Representative:

- Act as a link between LASSA and the Faculty of Arts
- Bring LASSA concerns and issues to the attention of the Faculty of Arts
- Attend Faculty of Arts meetings (approximately four per year)
- Report on Faculty of Arts meetings and activities to LASSA
- Serve on Faculty of Arts committees, especially those of specific relevance and interest to LASSA

NOTE: The Faculty of Arts Representative is elected by the students in the LASSA Elections but must still submit the Faculty of Arts nomination form in September in order to be officially seated.

Voting: This is a voting position

2.13 Program Evaluation Project (PEP) Coordinators

Duties of the PEP Coordinators:

- Organize the student survey that is conducted in February or March.
- Liaise with the faculty advisor for the student survey
- Ensure the results of the survey are posted
- Organize the campus tours for Orientations.

Voting: This is a voting position

1
2

LASSA Policies & Procedures Manual

2.14 Webmaster

Duties of the Webmaster:

- Design, Maintain and update the LASSA website
- Moderates the SLAIS wiki.
- With Secretary post all LASSA meeting agendas, minutes and other important documents and records on the LASSA website
- With the Co-Presidents, remove and archive outdated files from the LASSA website, wiki, and ftp space
- Update the events calendar and ensure that all SLAIS committees have access to post their committee events.

Voting: This is a voting position

2.15 Communications Officer

Duties of the Communications Officer:

- Articulate and deliver messages on behalf of LASSA to the student body and faculty of SLAIS via e-Mail. (The Communications Officer shall have majordomo privileges on the SLAIS-admin listserv)
- Articulate the content of the LASSA Blog in conjunction with the Webmaster
- Assist as needed with advertising of LASSA events in conjunction with Events Coordinators

Voting: This is a voting position

2.16 MLIS and MAS First Year Representatives

Duties of the MLIS and MAS First Year Representatives:

- Represent the interests of first year student to LASSA
- Bring concerns of first year students to LASSA
- Build awareness of LASSA events, activities and operations among first year students

Voting: These are voting positions

Section 3: LASSA Executive Meetings

3.1 LASSA Executive Meetings

- The LASSA Executive is required to meet as often as is necessary to conduct the business of LASSA efficiently and responsibly, and meet its mandate as laid out in the mission statement.
- LASSA executive meetings are public and must be advertised to the student body through flyers, the listserv, the website, or any other medium through which all members can access.
- Ideally the meeting agenda should be posted on the website one week prior to the meeting. The minutes must be posted within two weeks after the meeting.
- Quorum for all executive meetings is five Executive Members.

Section 4: Annual General Meeting & Elections

4.1 Annual General Meeting (AGM)

According to the
Constitution:

- The AGM will take place no later than the second Friday of March and no earlier than February.
- Members should be notified of the date and business of the AGM at least one week prior to the AGM through one or more of: the student listserv, the website, the bulletin board, or any other medium through which all members can be reasonably notified.

LASSA should begin to plan for the AGM in January.

Tasks to be completed:

- select the date and location for the AGM
- book the location
- solicit nominations (at least two weeks prior to the AGM)
- advertise the AGM (at least one week prior)
- distribute the previous year's minutes via the listserv (at least one week prior)
- distribute the agenda for the AGM (at least one week prior)
- order food and drink

1
4

LASSA Policies & Procedures Manual

When considering the appropriate day and time of the AGM, LASSA members should consider:

- Timing of classes
- Appropriate location
- Time needed to finish business, usually 1 hour if you can keep on schedule (usually 12:30-1:30 works best)
- Free food increases attendance
- If pizza is served, number of recommended pizzas: 12-14
- Plan and order food in advance
- Announcements made in class by members of the executive are effective for increasing attendance

In instances where a class, which is scheduled on the day of the AGM, is scheduled to

be off campus, thus preventing students from attending the AGM, a special advance voting session can be held. The class is only permitted to vote for positions that are contested and on constitutional amendments. Uncontested positions are not included in the special ballots because the constitution states that uncontested positions are filled by acclamation.

Note: Special advanced voting sessions were held in 2004-2005 and 2006-2007.

4.2 Quorum and Attendance

According to the
Constitution:

- Quorum for the AGM is 20% of Members.

The total number of members should be considered all SLAIS students enrolled - ask SLAIS office for number.

In the past, it has been difficult to reach quorum. To encourage attendance, LASSA has:

- Posted signs in classrooms and throughout SLAIS
- Spoken personally at each class
- Sent messages via the listservs
- Left ads in mailboxes
- On the day of the AGM, rounded up people at SLAIS
- Provided free snacks & pizza

Note: The Association can be disbanded if AGM attendance seems to indicate a lack of interest. See AMS for instructions.

4.3 Elections and By-elections

According to the Constitution:

- The Executive will place a call for nominations for all positions of the Executive at least one week prior to the AGM.
- In order to be nominated, the nominee must be a Member and have the signed support of at least two other Members.
- Nominees to the Executive for uncontested positions will be acclaimed at the AGM.

Nomination forms should be provided to students to ensure that nominees can collect two signatures. Some method of collecting the nomination forms should be devised, such as a deposit box or using a mailbox of one of the Co-Presidents. It is advisable to attach an electronic copy of the nomination to any emails requesting nominations. Paper copies should also be available on the LASSA bulletin board, and/or in the office.

The AGM is also a good time to fill any positions that no one has thus far been interested in. Nominations are still required.

According to the Constitution, if Executive positions are contested:

- Nominees in contested elections shall be provided at least three minutes to speak at the AGM.
- The election will be held no later than one week after the AGM.
- Polling time(s) should provide all Members with a reasonable opportunity to vote.
- According to the Constitution, by-elections will be necessary if an Executive position becomes vacant for any reason between elections and:
 - The position will be filled in a by-election held no later than three weeks after the position becomes vacant
 - Nominations for the vacant position will be accepted as outlined in Article 6b (i.e. 2 signatures indicating support, call for nominations at least one week before election).

- There is no indication in the constitution what should happen if nominees in by-elections are uncontested. In the past, LASSA has held the by-election for an uncontested position, allowing voters to either endorse or reject the nominee.

Section 5: Finances

5.1 Finances

LASSA has a standing agreement to hold the funds belonging to most student chapters or student groups at SLAIS in the LASSA AMS account. As such, the LASSA Secretary-Treasurer becomes a de facto financial officer for these groups, meaning that he or she is responsible for submitting receipts or deposits to the AMS for these groups, using the appropriate codes (this is currently the case for the ALA, CLA/BCLA, ASIS&T, CHLA, LWB).

SLAIS Allocating Funds to LASSA

Each fiscal year (April – March), SLAIS gives LASSA \$20.00 from each student’s fees (if a student is receiving assistance with their fees the amount LASSA receives is less). The funds can be distributed in one lump sum at the end of the year (March), or in two sums dispersed in October and February (currently we are receiving this amount in one lump payment). Depending on the fees, LASSA receives about \$1800.00 per year—but that amount will fluctuate depending on the total number of students in each intake and the number of students receiving assistance with their fees.

LASSA Allocating Funds to Student Groups

From the \$1,800 LASSA will distribute a portion of these monies to all student groups. However, the allocation will depend on what SLAIS gives to LASSA. For 2011, we estimate (but this may change), that LASSA can distribute \$50 a year—or \$25 each term.

Each year, LASSA allocates funds to:

- ALA (American Library Association)
- ASIS&T (American Society of Information Science and Technology)
- BCLA/CLA (British Columbia Library Association/Canadian Library Association)
- CHLA/ASBC (Canadian Health Libraries Association/Association des bibliothèques de la santé du Canada)
- LWB (Libraries without Borders)

LASSA Policies & Procedures Manual

Policy/Procedure

LASSA Treasurer will transfer \$50 to each group in March (or soon after LASSA receives the funds from SLAIS).

The LASSA Treasurer should receive expenses (receipts) and revenues from each student group's treasurer. The LASSA Treasurer should maintain good communication with student club Treasurers, in order to ensure that no confusion arises about fund amounts or allowable expenses. It is a good idea to have at least one Treasurer's meeting at the beginning of the year, to make sure all clubs know the amounts in their accounts, and so that specifics and questions regarding procedures can be addressed before problems arise.

The groups' treasurers will ensure that the name of the person to be reimbursed and a brief description as well as the group name is written on the back of all receipts.

The student group Treasurers will prepare a budget at the end of the year for their respective groups that should be signed by the club president and the treasurer. The LASSA Treasurer will then compare this budget with the expenses and revenues shown in the AMS records and will indicate that they agree on the balance to be carried over to the next year.

The groups' treasurers will be responsible for notifying their group members if there

are reimbursements to be picked up.

If a receipt goes missing, then LASSA will need to pass a motion and vote at our meeting to reimburse a student group member to submit those minutes in lieu of a receipt.

In the event of a student group disbanding, LASSA should be given clear instructions on how funds should be dispersed. If there are no clear instructions, and after a reasonable effort has been made to contact a key former group member, then LASSA reserves the right to decide on the use of the remaining funds.

Student groups can apply for additional funds at any time during the year by submitting an application form and making a short presentation at a LASSA meeting. Their proposal will be voted on by the Executive after the presentation is over, and after the Treasurer has verified LASSA can afford to disperse additional funds.

Why LASSA is involved?

SLAIS is not allowed to distribute funds directly to members. The funds must be deposited in an AMS account. Currently the only group registered with AMS is ACA.

1
8

LASSA Policies & Procedures Manual

When SLAIS cuts ACA a check, that check will go directly into ACA's AMS account. However for the other groups (BLCA/CLA, SLA, ASIS&T, CHLA, and LWB), LASSA is your designated 'middle man' for your finances. When SLAIS cuts your checks, the check will be made to LASSA, the check is then deposited into LASSA's AMS account, and then transferred into LASSA's sub-accounts. Each group (BLCA/CLA, ALA, ASIS&T, CHLA, and LWB), has its own sub-account that is managed by LASSA.

Section 6: SLAIS Committees & Appointments

6.1 SLAIS Committee Appointments

As the official liaison between SLAIS and the student body, it is LASSA's responsibility to appoint students to the SLAIS committees where student participation is required.

6.2 Appointing Representatives

LASSA is responsible for finding student representatives for the committees, which entails:

1. Establishing criteria 2. Past appointments: Dual students are recommended for the Curriculum Representative position. Dual students are inclusive, as they are familiar with both the MAS and MLIS programs. 3. Faculty Search Committee: Will depends on the open faculty position. If SLAIS is hiring a MLIS faculty member, an MLIS student is preferable. If SLAIS is hiring a MAS faculty member, then an MAS student is preferable. 4. Advertising the position to all students via the SLAIS student listserv as soon as the faculty position is vacated. 5. Ask those interested in the position to write a short letter of interest (a paragraph will do) explaining why they should be appointed in order for the executive to make informed appointment decisions. 6. At the September executive meeting, The LASSA executive will officially vote and approve the appointments. If there are two students who want to volunteer for the same committee, each student is invited to make a short presentation to LASSA on why they should be selected. The Executive will then vote based on the letter of interest and their presentation. 7. Once the representatives are appointed, one of the Co-Presidents will give a list of representatives to the Director. The list of representatives must include:
 - a. Student name

b. Committee c. Contact Information 8. The Director will then forward this information to the committee chairs. It is the

responsibility of the committee chairs to contact the student, however, to ensure the student is officially seated on the committee, the Co-Presidents might have to contact the Director and follow up.

Students belonging to a committee typically end their term on August 31st. The LASSA executive is responsible for filling all committee positions by September each year if possible. A continuing student may reapply to serve a second term as a committee representative.

6.3 Committee Norms

There are some concerns that the activity of some department committees is either irregular, infrequent, or non-existent. There appears to be little formal structure to these committees. The participation by students in these committees was intended to provide student input into the development and growth of the department, but with the exception of the Curriculum Committee, the Faculty Development Committee, and the Search Committees which are structured and meeting on a regularly basis when the Committees are active.

In conjunction with the Director, LASSA should undertake annual reviews of the Committees and student participation in those Committees.

6.4 Representative(s) Responsibilities to the Committee (SLAIS)

As the student representative, it is your job to voice the interests of the student body (which includes the interests of LASSA) to the committee. You are expected to carry out your duties professionally. LASSA expects the chairs of the committee to inform the students on all policies and procedures which govern the committees activities.

All student representatives need to be aware that the proceedings and discussions in certain committees (especially the Search Committees) are sensitive and could have confidentiality requirements. If there are any confidentiality constraints, LASSA expects

the committee chair to inform the student on these constraints prior to the committee meeting, or during the first meeting.

Student reports: Before reporting/disseminating any information to LASSA, the representative must get approval from their Committee on what can and cannot be

2
0

LASSA Policies & Procedures Manual

reported. This approval can be done orally, but depending on the extent and content of the information, the approval should be made in writing prior to its dissemination to LASSA. In short, consider all information that is reported to LASSA public.

6.5 Representative(s) Responsibilities to LASSA

Committee representatives are responsible for reporting back to LASSA monthly, even if all they have nothing to report (this "nothing to report" also applies to representatives who are not allowed to report because of confidentiality). These reports may be communicated at a LASSA meeting, or if the representative cannot attend the meeting, their report must be submitted in writing to LASSA using the email account (lassa.ubc@gmail.com). LASSA, in turn, must disseminate the significant discussions/decisions to the student body through the listserv or website.

Those student representatives who sit on committees with confidentiality requirements and are not permitted to report on the discussions or activities of the Committee, need to say so. Confidentiality will limit, if not eliminate, what the representative is allowed to report back to LASSA. LASSA understands representatives sitting on certain committees are bound to confidentiality requirements and will respect these constraints.

6.6 SLAIS Committees

Accreditation Oversight Committee (only active when the school is being accredited. This occurs every 7 years; the last accreditation took place in 2007)

- Arts Co-op Program Advisory Committee (two seats – one LASSA executive, 1 student at large – both should be in the co-op program)
- Community Relations
- Curriculum and Program Development
- Irving K. Barber Learning Centre Facilities and Resources
- Faculty Development
- School Admissions and Adjudication
- School leadership
- Faculty Search Committee (only active when faculty is hiring)
- Director's Search Committee (Faculty of Arts)
- Task Force(s)

2
1

LASSA Policies & Procedures Manual

6.7 Accreditation Oversight Committee

This committee is only active when the school is being accredited. This occurs every 7 years. The last accreditation cycle was completed during the 2006-2007 academic year.

6.8 Arts Co-op Program Advisory Committee

This committee is administered by the Faculty of Arts Co-op Program. SLAIS students are entitled to hold two seats on this committee. One of these seats is to be held by a member of the one LASSA executive. The second seat is held by a student at large. Both of these seats should be held by a co-op students.

6.9 Curriculum and Program Development

The charge for the curriculum committee is to review the curriculum for all masters programs at SLAIS (MLIS, MAS, Dual, MACL) to ensure that the courses and programs are in keeping with the needs of the professions(s), reflect contemporary issues in the area, and reflect the teaching interests and capacity of SLAIS faculty. While minor changes can be expected across courses and programs at any time, any major change suggested should reflect planning to sustain the program structure for a minimum of five years.

6.10 Facilities and Resources

6.11 School Admissions and Adjudication

6.12 Faculty Search Committee

Faculty Search Committee is administered by SLAIS and is only active when a faculty hiring is in progress. For a breakdown of the procedures of the search committee, and the duties of the student representative **See Appendix F.**

2
2

6.13 External Review

An external review is conducted about every five years, or when the existing School

Director's term is coming to a close. The purpose of an external review is to conduct an assessment of the School, as it regards, curriculum, the degree programs, governance, faculty, students, facilities, external relations (alumni/professional ties to the community), ties to the University, and any other area that is relevant. For a more detailed description and a breakdown of the procedures **See Appendix G.**

6.14 Director's Search Committee

A Director's Search Committee is administered by the Faculty of Arts, and chaired by the Dean of Arts. For a breakdown of the procedures of the search committee, and the duties of the student representative **See Appendix H.**

6.15 Task Force(s)

These are ad hoc committees that are assembled when the need arises.

Section 7: Events

7.1 Event Planning

When planning events, consider the SLAIS timetables for each term and choose the most open time for students. Because of the number of student groups at SLAIS and department-sponsored events, event coordinators should also consult the SLAIS events calendar at <http://www.slais.ubc.ca/NEWS/slais-events.htm> and/or the booking calendar in the department office.

Events coordinators design advertising and buy supplies in advance. In order to ensure attendance, advertising should be done as far in advance as possible. Student listservs, posters, and flyers are effective ways to promote events. Additionally, the Executive should promote events especially on the day of the event to remind potential attendees.

The Executive should support the Events Coordinators in running events. Depending on the scale of the event, the Events Coordinators may also want to consider enlisting the

help of volunteers to help set up and clean up.

LASSA should also inform and invite the Director, faculty and staff to all events.

2
3

LASSA Policies & Procedures Manual

7.2 Event Locations

In the past, LASSA (and SLAIS or the student groups) has had events in:

- SLAIS Lounge
- Thea Koerner House Graduate Student Centre - including Thea's Lounge, the Penthouse, and Ballroom
- Dodson or Lillooet Room – IKBLC
- Student Union Building (SUB)
- Irving K. Barber Learning Centre Rooms
- IKBLC Nass Reading Room

SLAIS Lounge

To book the SLAIS Lounge for an event, contact the SLAIS office.

Thea Koerner House Graduate Student Centre

Thea's Lounge is perfect for September's new student orientation (up to 150 people), while the Penthouse Room is suitable for the smaller January orientation (50-75 people). The Ballroom was used for the 2010 Career Expo, and can accommodate approximately 280 people. The Graduate Student Centre requires a deposit for all

room bookings, including those booked for graduate student events. It is recommended that these rooms be booked well in advance. See <http://www.gss.ubc.ca/thea/index.html> for details.

Dodson or the Lillooet Reading Rooms: Chapman Commons Barber Learning Centre

To book the Dodson or the Lillooet Reading Rooms, LASSA must go through SLAIS.

Student Union Building (SUB)

LASSA has used rooms in the SUB most recently for LASSA meetings. LASSA must appoint a booking representative for the club through the AMS in order to book rooms through in the SUB. This must be done in person and updated every school year. See

2
4

LASSA Policies & Procedures Manual

the AMS website for details: <http://www.ams.ubc.ca/student-government/student-admin-commission/room-bookings-information/>

Irving K. Barber Learning Centre Rooms

Classrooms must be booked through Classroom Services. See the following link for details:

<http://www.students.ubc.ca/classroomservices/event-bookings-and-space-rentals/room-bookings/>. Using Classroom Services requires that LASSA's status as a student club is up-to-date with the AMS.

IKBLC Nass Reading Room

The Nass Reading Room was booked for the 2009 SLAIS Career Expo. Booking the Nass Reading Room for an event set a precedent, as it had never used in this fashion. Permission was granted by the Director of the Barber Centre.

Things to consider with the Nass Reading Room:

- Although the Reading Room can be reserved, this does not include reserving the two classrooms (460/461). The classrooms are controlled by Classroom Services, not the Barber Centre so plan accordingly.
- Depending on the event, request Barber Security to lock the outer door, and use the SLAIS side door as the entrance. Locking the outer door will keep students out of the space.
- Also consider the furniture in the room (tables, chairs and ottomans). Barber will let you re-arrange, but not remove—plan accordingly.

7.3 Alcohol at LASSA events

If LASSA chooses to serve liquor at an event held at the University of British Columbia, then a liquor license **must** be obtained. For complete details see the following link on the Classroom Services website: <http://www.students.ubc.ca/classroomservices/event-bookings-and-space-rentals/liquor-licenses/>.

2
5

LASSA Policies & Procedures Manual

7.4 Event Funding

SLAIS

SLAIS (the Director) is the primary source for funding. The Director should be approached by the LASSA Co-Presidents and Treasurer, with a short summary of the planned event, an estimate of the total cost, and the requested dollar amount from SLAIS. Typically SLAIS will help fund planned events, however they cannot finance the entire event, and any financial support they give will depend on their budget.

Alma Mater Society (AMS): Constituency Aid Fund

- AMS sources of funding are described in the Treasurer's Handbook. The Constituency Aid Fund was utilized during the 2008/2009 year for the SLAIS Career Expo (Job Fair) but the funding is only available for one time only events.
- LASSA Treasurer (or designated representative) must fill out and submit the application form
- Provide a projected budget for the event
- Summary of the event and how the event supports the mission of the AMS
- Application form can be downloaded here:
http://www.amsubc.ca/uploads/government/constituency_aid_fund_june_2008.pdf

Note: For an example of a successful funding application see the Budget Section in the 2009 Career Expo handbook.

GSS Department Organizational Fund (DOF)

- Helps cover expenses of events held in the Graduate Student Society Centre (this fund was utilized for the September orientation).
 - The DOF limit is \$3/graduate student (but the GSS can decide on giving less).
 - To apply for DOF funds, the department must have a rep in the GSS Council.
 - The Departmental Organization Committee (i.e. LASSA) must

be approved by Council). ○ A written budget must be submitted to the GSS at least 3 weeks in advance.

2
6

LASSA Policies & Procedures Manual

- The Checklist for DOF Requests form must be submitted. See sample included.
- After the event, a statement of expenditure (with original receipts attached) must be submitted to the GSS).
- Application form can be downloaded here:
<http://gss.ubc.ca/wpmu/files/2009/01/dofform.pdf>

GSS Intramural Partial Rebates

- Covers the cost of sport-related events (this was utilized during the 2005/2006 year for the Day of the Longboat race)
 - The form can be downloaded from the website
 - Must be submitted by October 8, 2005 (date changes each year)
 - Must provide name, student number, phone number, and email address of each team member
 - Covers 50% of registration cost
 - Must provide original receipt

Section 8: LASSA Events

8.1 LASSA Events

- New Student Orientation
- Potluck (2 per term)
- Director's Forum

8.2 New Student Orientation

Planning

- In the past, planning for the September Orientation began in August, although it is highly advisable to plan the basic agenda and times in April or May and inform the Graduate Secretary (Debra Locke), Admissions Secretary (Heather Shand) and the Administrator (Mary Grenier)
- It is important to discuss the Orientation Week schedule with SLAIS office early, so that the LASSA Orientation does not end up at the end of the week, i.e. Friday morning.

2
7

LASSA Policies & Procedures Manual

- The Co-Presidents write a welcome letter (See Appendix B) and include it in the package sent to new students – It is to be to the Admissions Secretary by June 30th for the September Intake and October 1st for the January Intake.
- Locations for the Orientation Sessions have to be booked – Thea's Lounge in the Graduate Student Centre has been a very successful venue for this event. (See section 4.4)
- Volunteers are needed to act as tour guides, set up and for clean up. Email student listservs for volunteers a few weeks before Orientation.
- Ensure that all the orientation volunteers and the LASSA Executive have name tags on the day of Orientation.
- Ensure all executive members have reviewed their Orientation duties.
- Consider setting up a wiki to facilitate planning and communication.

Orientation Packages/Bags

The orientation packages/bags are given to new students at each orientation. The packages/bags are filled with information packs on SLAIS, UBC, the library, and also include freebies such as bookmarks, pens, lanyards etc. Use approximate number of students for both September and January intakes (Heather Shand, Admissions Secretary, is a good person to ask) to determine how many to assemble. In the past, bags have been obtained from the library (e.g. the Fraser Valley Regional Library), and BCLA.

- The bags should be assembled several days before the Orientation
- Volunteers needed to carry the packages to the location of the orientation
- Packages can either be handed out to new students as they enter, or placed on their tables before the orientation starts
- Leftover packages from the September Orientation are stored in cabinets in the computer lab, or in the LASSA filing cabinet.
- Leftover handbooks have been left in the lounge for continuing students, but if they are not taken, they should be removed and stored for the next intake.

The packages/bags can include:

- New Student Handbooks (updated annually to reflect changes and to correct dates).
- GSS Graduate Handbooks (calendar/planner) can be obtained from GSS Office.
- Campus Maps. Note: Approximately 20 free maps can be obtained from Brock Hall, additional maps are 10 cents each.
- UBC library guide booklets.

- Contact information sheet for SLAIS.
- Advertisement for First Year Rep positions and any other open LASSA positions.
- Submissions from other student groups. Other student organization should be contacted at least one month prior and given the opportunity to include material in the orientation package – this should include information about the Peer Mentorship programs run by the BCLA/CLA and ACA – Student groups are responsible for providing sufficient copies of their additions to the orientation packages.
- Freebies from libraries in the area, including lanyards, highlighters, pencils, etc.
- Freebies can be obtained from the AMS. In the past, free clipboards, post-it notes, magnets, pens, etc. have been obtained. Freebies can also be obtained from the Library Development Office.

N.B. Please be sure to thank the donating library or organization for their contributions, either in person or with a thank you card from LASSA.

- The bags should be assembled several days before the Orientation
- Volunteers needed to carry the packages to the location of the orientation location
- Packages can either be handed out to new students as they enter, or placed on their tables before the orientation starts
- Leftover packages from the September Orientation are stored in cabinets in the computer lab, or in the LASSA filing cabinet.
- Leftover handbooks have been left in the lounge for continuing students, but if they are not taken, they should be removed and stored for the next intake.

New Student Handbook

LASSA has authored a New Student Handbook (See Appendix C) which includes a listing and short summaries of all SLAIS, student groups, library and UBC information pertinent to all SLAIS students. The Handbook must be included in the Orientation Packages/Bags. The Handbook also needs to be updated annually, and preferably

the Handbook should be reviewed prior to each Orientation.

2
9

LASSA Policies & Procedures Manual

Speeches

New students need a clear explanation of what LASSA is and what it does for them - i.e. activities and representation in various bodies. To facilitate this, brief introductions and speeches from the Presidents only should be planned. Much of the basics of LASSA are included in the initial mail out and orientation packages of the students. Since the orientation is typically a very long day for new students, point out the material on LASSA that they have in hand and keep any additional information as short as possible.

At orientation only the Co-Presidents should speak about LASSA, but all the Executives who are present should be introduced. In the past, orientation should have included a keynote speaker. If this route is taken, the keynote should speak for 15-20 minutes on a topic relevant to new students, SLAIS or the professions.

Representatives from the Student Groups should be invited to participate in a "Club Fair" on the day of orientation. The groups should be contacted in August and early December to provide them with time to prepare any handouts they wish to distribute. A small table should be available for each group representative, and they should be present throughout the orientation to talk informally to new students about what their club offers. This new format was implemented in January 2011, with great success.

Student Groups:

- American Library Association (ALA)
- American Society of Information Science and Technology (ASIS&T)

- Association of Canadian Archivists (ACA)
- British Columbia Library Association and Canadian Library Association (BCLA/CLA)
- Canadian Health Libraries Association/Association des bibliothèques de la santé du Canada (CHLA/ABSC).
- Libraries Without Borders (LWB)
- Special Libraries Association (SLA)

Lunch

LASSA provides students with a light meal during the orientation. A sample shopping list is provided in **Appendix D**. Having an executive member with a Costco card do the shopping has worked in the past, but Save-on-Foods is a good alternative to Costco.

3
0

LASSA Policies & Procedures Manual

Tours

Organizing the tours is the responsibility of the PEP coordinators.

- Coordinators should go over last term's/last year's tour in conjunction with reviewing student evaluation forms, tour leaders' feedback and coordinators' own personal experiences. Alter or amend tour on paper accordingly. Walk the route and time it. Aim for the tour to take 50 minutes maximum – allowing for questions, slow walkers, and time for new students to buy copy cards at Buchanan.
- Get free campus maps from Brock Hall or UBC library for the use of the tour leaders. Mark or highlight all the stops on the route. Write up tour itinerary and annotate it for convenience of tour leaders.
- Solicit volunteers from the SLAIS-students list-serve. LASSA members

generally take up the slack and fill emergency positions, but other students should be given the chance to volunteer. Emphasize day & time requirements for the task so that volunteers can make sure there are no conflicts in their schedules. (Word of advice – try to get more volunteers than you think you actually need due to the strong possibility of no-shows!) In the September 2006 orientation we got two volunteers for each group which allowed for one person to conduct the tour and the other to roam/answer questions and watch out for stragglers at the back.

- E-mail itinerary to volunteers a few days before the orientation so they can review the route. (This is also a nice reminder that they did volunteer to do this).
- Day of tour: Volunteers are asked to show up ahead of the Orientation session and are given name tags. Even though the itinerary has been emailed to volunteers, have enough copies on hand for each pair. Be
- After tours: solicit feedback from tour leaders via email– what worked, what didn't

*Note: For the detailed tour itinerary see **Appendix E**.*

Photographs

Photos of new students are taken for the photograph wall at the Orientation Lunch. The photos are SLAIS property and LASSA only takes the pictures for them.

New students that weren't caught at the LASSA orientation should be tracked down by: a) contacting them by email (via the SLAIS listserv, if necessary); or b) going to first year classes to take the picture before the start of class (or arranging a separate appointment as needed).

New students should be notified ahead of the Orientation Lunch that their photograph will be taken and the reasons for doing so (i.e. community building, security). This should be done through the welcome letter, and also through an e-mail about three days before Orientation that also walks students through the Orientation Schedule. It is

important to note that the photographs are not mandatory. Any student not wishing to have their photograph taken, or who wishes to remove their photograph from the wall should be referred to the SLAIS office.

The MLIS, MAS, MACL and PhD members at large are responsible for the photographs taken at Orientation. Be sure to contact your fellow members-at-large to coordinate the logistics.

Between the Members-at-Large, the photographic duties can be divided responsibly three ways:

- One Member-at-Large acquires the list of incoming students from one of the Co-Presidents and prints off appropriately-sized name signs for the orientation. They will distribute them to new students at the orientation.
- Another is responsible for contacting the admissions secretary at SLAIS and arranging to borrow the SLAIS digital camera for the orientation.
- Another is responsible updating the photographs wall in SLAIS shortly after orientation

Procedure

:

- August & December- one of the Co-Presidents will obtain a copy of the names of the new students from the SLAIS office.
- Signs with the names of incoming students can be made for them to hold up in their photographs. These need to be in a large font:
 - This is open to interpretation, but typically these are typed into a word document in a landscape page format, using the largest font-size (usually 32-35) possible in Times New Roman. Some names will not fit in one straight line; do not hesitate to enter them in two lines, especially if entering them in one makes the font much too small.
- During the LASSA Orientation, preferably as the new students arrive, they need be given their name signs and pose for their photographs.
- Take individual photos (mug shots) of all new students in portrait (vertical) rather than landscape format.
- Rule of thumb: don't make the face fill the whole frame of the picture – take them from the middle distance and cut them down (so they fit on the board)

- Return the camera to SLAIS after orientation; SLAIS develops the photographs

3
2

LASSA Policies & Procedures Manual

Posting Photographs on the Bulletin Board

- Photos on the board need to be arranged by program and alphabetically by name
- Photos of students who have graduated need to be weeded out (this is normally done by the Admissions Secretary, but can also be done by LASSA)

Sample Orientation Day Schedule

- A half hour before students arrive, set up the food buffet style. Have the Orientation Bags by the door to hand to students as they arrive, and lay out name tags and also name signs so that students can quickly and easily find their names as they enter. Choose a well-lit area for photographs to be taken.
- When each student arrives, greet him or her, and take his/her photograph.
- After their photograph is taken, the student gets their food plate and sits to eat.
- When all students have arrived and have been fed, Co-Presidents deliver a brief welcome speech and invite students to visit the club tables to learn about student groups.
- Allow time for students to mingle and visit clubs
- Optional Tours
- Clean up

Orientation Wrapping up and De-Brief

- Everyone needs to submit receipts to the treasurer for reimbursement
- At the next LASSA meeting following orientation discuss what worked and what didn't work and what can be planned better

8.3 Potlucks & Liquor

It's the SLAIS tradition to have potlucks at the beginning and end of each term = four potlucks annually.

Potlucks are usually scheduled for the first Friday at the beginning of each term, and on the Friday (or something midweek) at the end of term. SLAIS will provide the drinks, but LASSA (or a student) is expected to provide the Serve it Right license and staff the bar if alcohol is served (See Section 7.3: Events, Liquor Licenses for more information)

- LASSA must coordinate with SLAIS on the dates

3
3

LASSA Policies & Procedures Manual

- Event Coordinators with the Executive need to advertise the event with flyers, the website and the listserv
- LASSA must also make sure SLAIS has enough plates, silverware, cups and napkins.
- As this is a potluck, the food should be provided by the students, faculty and staff, but LASSA can also contribute

8.4 Director's Forum

Once a term, LASSA asks the School's Director to participate in a Director's Forum where students have the opportunity to express their concerns or to ask the Director questions. A new process has begun where every second term (January-April) program chairs are also invited to participate in the forum.

Planning Director's Forum

Scheduling and Advertising

Planning the Director's Forum can be tricky. Scheduling must take into account the availability of the Director (and potentially the program chairs), and the schedule of classes. The goal is to allow both the new students and continuing students attend the meeting.

- To advertise the event, use the listservs (slais-students@interchange.ubc.ca) and postflyers

Location & Refreshments

- Location: A good location for the Director's Forum is the Dodson or Lillooet rooms (have the Graduate Secretary book the room and arrange for refreshments (see below). IKBLC 461 can be an alternative.
- Refreshments: Cookies and coffee are provided by SLAIS or LASSA. Note: If cookies and coffee are provided by SLAIS confirm the cost is not deducted out of the LASSA account as UBC catering services are very expensive.

Meeting

Minutes

In the past, “unofficial” minutes of the Director’s Forum have been posted as an attachment in an e-mail to the student listserv. Prior to posting this document, the minutes must be sent to the Director to review/edit before they are disseminated to the student body. The minutes should be emailed to the students on the list-serve and a copy should be filed in the Archives.

Section 9: Joint Events

9.1 Joint Events

If student groups would like to co-host an event with LASSA, they will need to approach LASSA with a general written proposal of the event including: nature of the event, time frame for the event to take place, benefits to both the student group and the student body at large, how LASSA will assist with, contribute to, or participate in the event. LASSA executive board will respond to the proposal after a consensus has been reached.

If LASSA votes to co-host the event, budget discussions will take place as well as planning meetings. Enough time should be allowed for said planning to take place.

9.2 Job Fair / Career Expo

The SLAIS Job Fair (Career Expo) is the largest joint event where LASSA is involved and takes on the leadership responsibilities. First launched by SLAIS students in 2006 as an annual “Job Fair,” the purpose of the Career Expo is to provide students the opportunity to develop their job searching and interviewing skills. The event is also a fantastic opportunity for students to network and meet working professionals in the library, archival, and information fields. Having a well-represented and attended Career Expo is more important than ever. As students simultaneously face competitive job markets and a weakening economy, they will need both competence and confidence as they negotiate the changing identities of the information professions.

As in previous years, the 2009 SLAIS Career Expo is organized by representatives from many SLAIS student groups: Library and Archival Studies Student Association (LASSA), Association of Canadian Archivists (ACA), British Columbia Library Association/Canadian Library Association (BCLA/CLA), Special Library Association (SLA), American Society of Information Science and Technology (ASIS&T), and the Canadian Health Libraries Association (CHLA). LASSA typically takes a leadership role with organizing this event, and we also provides a larger financial contribution—typically between \$250-\$300. The other student groups give between \$25-\$50.

For more detailed information on the Job Fair and Career Expo, please the planning binders located in the LASSA filing cabinets.

Section 10: Graduation Photographs

10.1 Graduation Photographs

Photographing the graduates is a relatively new tradition that was managed by SLAIS, but is now managed by LASSA. The goal is to get a free composite, but the trade off, LASSA must sign an exclusive contract and send all SLAIS grads to the signed photo studio.

Procedure

- Canvass photographers for prices. In the past LASSA has selected Artona Photography. Artona will provide a free composite, deposit only for proofs, and allow students to book their own appointments.
- When the contract is signed, make a copy and keep a copy for LASSA records.
- Typically, LASSA must provide the studio with the grad hoods (MLIS, MAS, Dual, MACL) which can be checked out from the Graduate Secretary. SLAIS has four different hoods, one for each of the four degree programs:
 - MLIS – Plain Yellow
 - MAS – University blue, silver, and yellow cords
 - Dual (MAS/MLIS) – Pale yellow with a blue and silver twisted cord
 - MACL – University blue with a yellow cord
 - Ph.D -
- The studio must sign for the hoods. Make a copy of the signed form for LASSA and for SLAIS.
- The Co-Presidents should assign a LASSA liaison to work with Artona and send out reminders to the students.
- The liaison must: post the booking information (posters/flyers) at SLAIS and on the LASSA website, and send announcement/reminder emails to the listserve
- Timeline:

Composite

- When the composite is ready, the studio will send the proof for approval.
- Triple check the spelling of the graduate's names
- Triple check the degree program(s)
- The Dual Degree should not be labelled Dual but MAS MLIS
- Triple check to ensure the graduates are wearing the right hood. If the hood is incorrect, ask if it can be Photoshoped.
- Hang composite up on the wall

LASSA Policies & Procedures Manual

Recommendation

s

- If you choose to use Artona – sign contract in April so students finishing coursework in June or August can easily participate.
- When a photographer is selected it is strongly advisable to clear your decision in a LASSA meeting.
- Make sure you are able to defend your decision of photographer, whether that be because it was cheaper or a closer location, etc.
- Make sure you are well informed of as many of the operations of the photographer as possible.
- Keep all documentation related to this activity, including e-mail correspondence between you and all other parties
- Make sure always you double check the work completed by the photographer. Examples include, making sure the names, programs, and hood colours are correct on each student.

Contact Information of Past Studios

Artona Photography www.artonagroup.com

Section 11: Program Evaluation Project Survey

11.1 Timeline for PEP Survey

- November – Meet with Faculty Advisor to discuss PEP survey for upcoming year. Discuss when to start survey.
- December, January – Look at survey instrument from past year and think about possible revisions/focuses for this year.
- February or March - Meet to decide on questions for survey. Download or choose software/platofrm and start to, input questions
- March: Conduct Survey: Decide how long to run the survey (In 2005, they opted for 2 weeks, in 2011 we are opting for the same length of time) Send out a notice to students explaining what PEP is and why they should participate.
- Week before survey – Advertise survey. Put up signs around SLAIS. A day or so before the survey starts, send email to student listserv. Any other necessary advertising.
- While survey is running (or before survey starts) – Decided what reports to run on the data collected. Look at previous year’s files for suggestions. Sent another email to listserv the day or so before the survey ended to alert people to the fact that it was almost over.
- Week to 2 weeks after survey is finished – Collect and prepare reports.

3
7

LASSA Policies & Procedures Manual

- End of survey– Analyzed results. Prepared list of recommendations for faculty.

The timeline for everything is relatively fluid – nothing is set in stone. However, you should decide by then end of fall semester or the very beginning of spring semester when you want to run the survey. Spring semester, as you can see from above, is where the brunt of the work for this position is going to be. Some years the Director or Faculty Advisor will have specific requests for questions they will want you to ask in the survey.

Faculty Advisor’s Role in Data Collection

The results are anonymous.

The faculty advisor is an advisory role and is there to offer advice and support.

PEP Results

The results of the PEP Survey are compiled into two forms.

1. The complete results in full
2. Summary of the results

Typically both of these are provided to the Director and posted on the LASSA website. The Survey results are discussed at the faculty retreat each year, and SLAIS policies and procedures are revised accordingly, however, LASSA is not provided with the specifics.

Section 12: Appendices

Appendix A:
Constitution

Appendix B: New Student Welcome Letter

Appendix C: New Student
Handbook

Appendix D: Sample Orientation Grocery
List

Appendix E: Orientation Tour
Itinerary

Appendix F: Faculty Search LASSA Representative
Duties

Appendix G: External Review Search LASSA Representative
Duties

Appendix A: Constitution

**Library and Archival Studies Students Association
Constituency Constitution**

PREAMBLE

This is the Constitution of the University of British Columbia Library and Archival Studies Students Association (LASSA). As of February 2011, this Constitution shall take precedence over all previous.

**ARTICLE I –
NAME**

The name of this organization shall be the Library and Archival Studies Students Association (LASSA).

**ARTICLE II –
MEMBERS**

LASSA shall consist of *all* students currently registered in the School of Library, Archival and Information Studies (SLAIS), herein called "Members."

**ARTICLE III-
MISSION**

3. 1: LASSA shall promote, direct, sponsor and co-ordinate such activities as will benefit the Members socially, academically and professionally.

3.2: LASSA recognizes the importance of all the programs offered at SLAIS, and strives to facilitate the fair treatment of all students and all programs.

3.3: LASSA shall act as the formal liaison between its Members and the faculty, the administration and other associations; however, LASSA recognizes the importance of and necessity for informal communication.

ARTICLE IV - EXECUTIVE

The Executive of LASSA, herein called "Executive Members," shall consist of the following Members and the following major responsibilities:

LASSA Policies & Procedures Manual

4.1: MLIS and MAS Co-Presidents: organize and conduct executive meetings, the AGM and elections, act as secondary signing officers of LASSA, act as official representatives of all Members to the administration of SLAIS and other agencies and ensure that the mission of LASSA is fulfilled to the best of the Executive's ability and that the provisions as stated in the LASSA constitution are followed.

4.2: Secretary: maintain an accurate and adequate record of the meeting minutes and activities of LASSA; schedule and make other arrangements for LASSA executive meetings.

4.3: Treasurer: act as principle signing officer, and disburse and collect funds as directed by the Executive; maintain an accurate and adequate record of the finances/financial activities of LASSA.

4.4: MLIS Member at Large: orient and represent the interests of new students.

4.5: MAS Member at Large: orient and represent the interests of new students.

4.6: Dual Member at Large: orient and represent the interests of Dual Students.

4.7: PhD Member at Large: orient and represent the interests of PhD students.

4.8: MACL Member at Large: orient and represent the interests of MACL students.

4.9: Faculty of Arts Representative: represent the Association on the Faculty of Arts and on the committees thereof.

4.10: Alma Mater Society Representative: represent Members on the Student Council of the Alma Mater Society and on the committees thereof.

4.11: Graduate Student Society Representative(s): represent Members on the Graduate Student Council and on the committees thereof.

4.12: Two Event Coordinators: coordinate, promote and sponsor events for Members that enhance their social, academic and professional lives.

4.13: Webmaster: maintain and update the LASSA website, administer the SLAIS Wiki, and update and manage the SLAIS blog.

4.14: Two Program Evaluation Project Coordinators: liaise with the faculty advisor and conduct the Program Evaluation Project.

4.15: MLIS and MAS first year reps: orient and represent the interests of first year students.

4
0

LASSA Policies & Procedures Manual

4.16: Communications Officer: Articulate and deliver messages on behalf of LASSA to the student body and faculty of SLAIS; assist with advertising in conjunction with Events Coordinator.

ARTICLE V – EXECUTIVE RESPONSIBILITIES

5.1: The minimum responsibilities of an executive shall be to fulfill the functions of his or her position as defined by the practices and policies of LASSA. These responsibilities include attendance at LASSA meetings and the representation of students to the best of his or her ability.

i) An executive shall remain a member in good standing unless he or she does not attend 3 consecutive executive meetings or he or she does not attend 5 executive meetings in total throughout their term. For exceptions see ARTICLE V - 5.1 - ii.

ii) In lieu of attendance at an executive meeting an executive may submit a report with regards to duties performed or with regards to the agenda of the meeting to be missed.

iii) If an executive member does not appear to be maintaining their position in good standing they shall be given reasonable notice to this effect by the executive body. If they miss the next scheduled meeting or do not supply a report after receiving notice the executive body shall proceed with a vote to remove the person in question from their executive position. The removal of an executive shall initiate a by-election as outlined in ARTICLE XI – 11.1.

5.2: The responsibilities of executive members can be added to and further defined by the practices and policies of LASSA.

5.3: All Executive Members must report on their activities at the AGM.

5.4: No Executive Member shall receive remuneration from LASSA except for expenses authorized by the Executive.

ARTICLE VI – ANNUAL GENERAL MEETING

6.1: The Annual General Meeting (AGM) will take place no later than the second Friday of March and no earlier than February.

6.2: Quorum for the AGM is 20% of Members.

6.3: Members should be notified of the date and business of the AGM at least one week prior to the AGM through one or more of: the student listserv, the website, the bulletin board, or any other medium through which all members can be reasonably notified.

LASSA Policies & Procedures Manual

6.4: Business conducted at the AGM includes constitutional amendments, annual report of the executive, business relating to elections, changes to fees and other business regarding the operations of LASSA.

ARTICLE VII - ELECTIONS

7.1: The Executive will place a call for nominations for all positions of the Executive at least one week prior to the AGM.

7.2: In order to be nominated, the nominee must be a Member and have the signed support of at least two other Members.

7.3: Nominees to the Executive for uncontested positions will be acclaimed at the AGM.

7.4: Nominees to the Executive in contested elections shall be provided at least three minutes to speak at the AGM.

7.5: The election will be held no later than one week after the AGM.

7.6: Polling time(s) should provide all Members with a reasonable opportunity to vote.

7.7: If an Executive position becomes vacant for any reason between elections, the position will be filled in a by-election held no later than three weeks after the position becomes vacant. Nominations for the vacant position will be accepted as outlined in ARTICLE XII – 7.2

ARTICLE VIII – AMENDMENTS TO THE CONSTITUTION

8.1: A two-thirds majority at the AGM is required to pass amendments to the constitution.

8.2: Notice of the proposed amendments shall be given through one or more of: the student listserv, the website, the bulletin board, or any other medium through which all members can be reasonably notified.

8.3: All amendments to the constitution must be forwarded to the Student Administrative Commission (SAC) or the Alma Mater Society.

ARTICLE IX – TRANSFER OF AUTHORITY

9.1: The new Executive will assume its responsibilities on the first day of April in the year it is elected.

9.2: During the period between the election of the new Executive and its official assumption of duties, it will be the responsibility of the old and new Executive to ensure

4
2

LASSA Policies & Procedures Manual

that the new Executive is oriented to its responsibilities and registered with appropriate campus agencies prior to the official transfer of authority.

ARTICLE X - MEETINGS

10.1: The Executive is required to meet as often as is necessary to conduct the business of LASSA efficiently and responsibly, and meet its mandate as laid out in the mission statement.

10.2: LASSA executive meetings are public and reasonable advance notice of meetings should be given to the members through one or more of the following: student listserv, the LASSA website, the bulletin board, or any other medium through which all members can be reasonably notified.

10.3: Quorum for all executive meetings is five Executive Members.

ARTICLE XI - RECALL

11.1: Any Member of the Executive shall be recalled if a recall petition containing the signatures and names of a simple majority of the Members is submitted to the Executive. The petition must be verified within one week of submission by a third party chosen by the Executive and initiators of the petition. The signatures and names on the

petition must be collected within one continuous two-week period.

11.2: If an Executive position becomes vacant due to a recall, a by-election shall be held according to ARTICLE XII - 7.7.

ARTICLE XII - PROCEDURES

12.1: Robert's Rules of Order shall govern all procedural matters.

12.2: The Student Court of the Alma Mater Society shall decide any disputes over procedural matters.

ARTICLE XIII - COMMITTEES

13.1: LASSA shall be responsible for filling any positions on committees or other representative bodies that require or solicit representation from the students of SLAIS.

13.2: The Executive shall appoint student committee members after soliciting and receiving a list of volunteers for the positions. If more than one person volunteers for a position, a vote by the Executive will determine who is appointed.

13.3: Representatives appointed by LASSA shall report to each Executive meeting and the AGM on their activities as a representative.

4
3

LASSA Policies & Procedures Manual

ARTICLE XIV – FINANCIAL PROCEDURES

14.1: The financial procedures of the Association shall be governed by the By-Laws of the Alma Mater Society.

ARTICLE XV – FEES

15.1: LASSA shall collect the fee listed in the Calendar of the University of British

Columbia in the any manner that ensures the most efficient and complete collection as possible.

15.2: All fee changes shall be approved through a referendum, held in accordance with the AMS Bylaws and Code of Procedure.

i) Voting will conducted by secret ballot.

ii) Fee changes will be submitted for approval to the AMS Council. AMS Council will submit the approved changes to the UBC Board of Governors.

ARTICLE XVI – LIABILITY

16.1: The Association is not responsible either legally or financially for the actions of individual Members or any groups thereof.

ARTICLE XVII – REPUGNANCE

17.1: Nothing in this constitution shall be interpreted in a manner repugnant to the Constitution, By-Laws and Code of the Alma Mater Society.

Appendix B: LASSA Welcome Letter

Welcome!

On behalf of the Library and Archival Studies Student association (LASSA), we'd like to extend a warm welcome to all incoming students of the School of Library, Archival and Information Studies (SLAIS).

LASSA is your student association, and we are here to support you in whatever way we can throughout your studies. We represent SLAIS and its students to wider university governing bodies, including the Alma Mater Society, Graduate Student Society, and Faculty of Arts. In addition to this advocacy work, we organise social events and keep students informed of relevant news and views from UBC and other institutions.

Tuesday January 4, 2011

We look forward to meeting you at Orientation on Tuesday January 4th. LASSA will host an orientation lunch, where we will provide you with some essential survival tips for your time at SLAIS and give you a chance to socialize with your cohort. We will also be taking pictures of each student for the famous "SLAIS Wall of Photos" which is found just inside the school entrance. These photographs are a community service for SLAIS staff and students to get to know one another more personally. Optional tours will be available after lunch for students. You will also have a chance meet and ask questions to members from other student groups active at SLAIS. Representatives will be available from:

- The British Columbia Library Association (BCLA)
- Association of Canadian Archivists (ACA)
- American Society for Information Science & Technology (ASIS&T)
- Special Libraries Association (SLA)
- Libraries Without Borders (LWB)
- The American Library Association (ALA)

Friday January 7, 2011

LASSA and SLAIS are jointly hosting a welcome potluck party for the entire SLAIS community - faculty included, on Friday January 7th. Post-potluck we will be continuing the good times at the Irish Heather Pub for any and all who wish to join.

In closing, we'd like to remind you that LASSA is your student organisation, so please get involved! For more information, visit our website or contact our Communications Officer at ...

Cheers and see you in January!

Joanna Hammerschmidt & Leah Hopton Co-presidents, Library and
Archival Studies Student Association lassa.ubc@gmail.com
<http://www.slais.ubc.ca/PEOPLE/students/student-groups/lassa/index.htm>

4

5

Appendix C: New Student Handbook

Welcome!

A warm welcome to all the new School of Library, Archival and Information students! We are your student association, known as LASSA or the Library and Archival Studies Student Association, and we are here to support you throughout your studies at SLAIS. LASSA is your representative with SLAIS, with UBC's Alma Mater Society (AMS), the Faculty of Arts, and the Graduate Student Society (GSS). Throughout the term, LASSA will provide valuable information and most importantly, organize academic and social events.

This orientation handbook will give you information about LASSA, and the other student associations at SLAIS and UBC, academic resources, employment opportunities, health, safety and wellness, on campus and off campus housing, transportation information, awards and financial assistance, information on textbooks and handy tips.

Academic Resources

At SLAIS

All your SLAIS professors offer weekly office hours and students are encouraged to take advantage of this time to ask any questions about their classes.

SLAIS has two computer labs. One is the instructional lab, where classes are sometimes held. If there's no class in session (check the schedule posted outside the door before you barge in!), you're free to use it. The other lab is always available for student use and has a printer, scanner, and Mac in addition to the PCs.

At the UBC Library

The UBC Library provides many different academic resources and services for graduate students. For information and a listing of the general services visit the library website at <http://www.library.ubc.ca/home/grads.html>.

Additionally, the library offers graduate student workshop/tutorial sessions. Examples of session include tutorials on using various databases and RefWorks. For more

LASSA Policies & Procedures Manual

LASSA Policies & Procedures Manual

information and to register online, visit Upcoming Library Sessions in the Graduate Student Workshop Series <http://toby.library.ubc.ca/booking/searchevents.cfm> for the current schedule.

The library also maintains a subject resource web page for SLAIS that has search strategies to find articles, union catalogs, catalogue and metadata standards, professional associations, library blogs, and much more. This page can be found on the library website at <http://toby.library.ubc.ca/subjects/subjpage1.ccfm?id=55>.

Online Reference Service: Ask Away

AskAway is a free online reference service for students, faculty at staff at all publicly-funded, post-secondary institutions in British Columbia. This service is supported by reference librarians from the participating schools. They welcome all questions but expect to help students with course-related research tasks such as finding books, journal articles, and other resources. For more information visit the AskAway website at <http://www.askaway.org/>.

Elsewhere at UBC

There are a number of facilities on campus to help students with their academic performance, such the UBC Writing Centre (<http://www.writingcentre.ubc.ca/>) and the Student Success workshops (<http://www.students.ubc.ca/success/>) on topics ranging from study and research skills to counseling. Others may find the Centre for Teaching and Academic Growth (TAG) workshops (<http://www.tag.ubc.ca/>) to be a valuable resource. They offer graduate student instructional and presentation skills workshops, along with other resources, and they come with the highest recommendations!

Public Libraries

Don't forget the Lower Mainland has excellent public library systems.

- Vancouver Public Library (VPL): <http://www.vpl.ca/>

- Richmond Public Library (RPL): <http://www.yourlibrary.ca/>
- Burnaby Public Library (BPL): <http://www.bpl.bc.ca/>
- North Vancouver District Public Library (NVDPL): <http://www.nvdpl.ca/>

Printing & Photocopying

At SLAIS

SLAIS does not have a copier available for student use.

4
7

LASSA Policies & Procedures Manual

To print in the SLAIS computer lab, you first need purchase a “debit” copy card from a card vending machine in Buchanan. The cost of the card is \$1.00, and each copy is 12 cents. To add value, the card machines will only accept cash so plan ahead. This is a Faculty of Arts copy card, which is different from a Library copy card. (sigh)

Tip: If your copy card runs out at SLAIS and you need to print something fast, LASSA provides emergency copy cards and a payment jar for the amount used to help you out during those last minute panicked moments. Alternately, if you have a Library copy card, you can go downstairs and use the Library printers.

At the UBC Library

Making photocopies and printing at the Library also requires a copy card, which you can purchase from a card vending machine or from the circulation desk. The cost of the card is \$1.00, and each copy is 12 cents. To add value, the card machines will only accept cash so plan ahead.

There are also copiers that accept coins are located in the Barber Centre, Koerner,

Law, Music and Woodward Biomedical libraries. When you use coins the cost is 25 cents per copy.

Tips: If you need to do lots of photocopying, go to Copyright in the Student Union Building to get a better deal. If you need to refill your copy card at Koerner Library and you're short on cash, there is a ATM across from Tim Horton's and 99 Chairs and there are several ATMs in the Student Union Building (SUB).

Employment & Careers

At one point or another, all SLAIS students will work in a library or archive before graduating. Our school is very good at communicating job opportunities to students through several electronic discussion lists. More information about SLAIS electronic discussion lists can be found on the SLAIS Information Technology Laboratories page (<http://www.slais.ubc.ca/RESOURCES/itlab/itlab-discussion.htm>) on the SLAIS website. There is also a physical bulletin board within SLAIS where even more employment and career opportunities are posted.

Employment on Campus

There are several opportunities to work on campus while studying at SLAIS.

- ***Graduate Academic Assistants - GAA***

4
8

LASSA Policies & Procedures Manual

Each year, UBC Library hires a number of SLAIS students to work as Graduate Academic Assistants. GAAs work in many divisions throughout the Library including Life Sciences, Fine Arts, Humanities and Social Sciences, Science, Education, and Business. GAAs gain valuable professional library experience: duties can include working at reference desks, teaching library research sessions, creating subject guides, and more. GAA positions are announced on SLAIS electronic discussion lists and

posted on the Library website.

- ***Graduate Research Assistants - GRA***

There are also occasional postings for Graduate Research Assistant positions at SLAIS. Usually GRA positions are supervised by faculty members, and the length, pay and duties of each position vary according to the research needs of the sponsoring professor.

Another employer of GRA is the InterPARES project. InterPARES (International Research on Permanent Authentic Records in Electronic Systems) is an ongoing grant project developing the essential knowledge for the long-term preservation of authentic records and seeks to provide the basis for standards, policies, strategies and plans of action capable of ensuring the longevity of such material and the ability of its users to trust its authenticity.

GRE positions are also posted to the SLAIS electronic discussion lists and bulletin board.

- ***Co-op Program***

Once you complete 21 credits of coursework, you are eligible to apply to the School's Co-op work program. This program provides the opportunity to combine your academic studies with relevant, paid work experience. SLAIS students can complete one or more work terms beginning in September, January or May each year. Each work term lasts 4 or 8 months. There is one intake for the co-op program per year, and applications are due on October 6th, 2008. There will be 2 or 3 information sessions in the fall for those interested in applying, and a mandatory orientation session in November or December for those who have been accepted. A series of optional noon hour workshops will run from January to April for those who join the program. More information and online application forms for the Co-op Program are available at <http://co-op.arts.ubc.ca/> (click the "Prospective Students" link). Specific Co-op questions can be directed to Julie Walchi, the director of UBC Arts Co-Op at Julie.walchi@ubc.ca.

UBC Career Services

(<http://www.students.ubc.ca/careers>)

CareersOnline (<https://www.careersonline.ubc.ca/student/>)

These two sites are important resources for finding work on campus. Student assistant positions in the library are posted on the CareersOnline site and information on applying for these positions is available on the How to Apply page of the UBC library website at <http://www.library.ubc.ca/pubs/htapply.pdf>.

Get Involved! Library and Archival Organizations at SLAIS

- **Association of Canadian Archivists – UBC Student Chapter**

Come and join the first-ever student chapter of the Association of Canadian Archivists (ACA)! The Chapter was started to support UBC archives students and to act as a liaison with the national professional association. Throughout the year we host tours, networking opportunities, and fun events for MAS and Dual students.

For more information check out our website:

<http://www.slais.ubc.ca//PEOPLE/students/student-groups/aca>

/

- **British Columbia Library Association & Canadian Library Association – BCLA/CLA Student Chapter**

The BCLA/CLA Student Chapter at SLAIS acts as liaison between SLAIS students and the professional organizations, giving students an opportunity to participate in library professional organizations through professional development events and professional and peer mentorship.

In addition to our Tours Coordinator who organizes tours of various libraries in the Lower Mainland for SLAIS students, BCLA/CLA at SLAIS organizes the Professional

Mentorship program and a new Peer Mentorship program to pair incoming students with returning students.

The BCLA/CLA Student Chapter Executive meets once a month. All SLAIS students are welcome to attend our meetings. If you would like to learn more about us, or to join either of our mentorship programs, please visit the BCLA/CLA at SLAIS website.

For more information check out our website!

<http://www.slais.ubc.ca/people/students/student-groups/cla/index.htm>
|

5
0

LASSA Policies & Procedures Manual

- **Special Libraries Association - SLA Student Chapter**

We are the student branch of the Special Libraries Association (SLA) or SLA@SLAIS. The SLA, founded in 1909, is an international association representing the interests of thousands of information professionals in over eighty countries worldwide. SLA members work for a variety of organizations that deliver information-based solutions to specialized markets and clients. Special librarians are information resource experts who collect, analyze, evaluate and package information to facilitate decision-making for their organizations.

The SLA student chapter assists students in developing professional and technical skills by encouraging active participation at our meetings and outside of SLAIS. Our members network with the local community of information professionals arranging guest speakers and library tours. Student members also help organize technical skills workshops to help raise funds for the chapter.

For more information check out our website!

<http://www.slais.ubc.ca/people/students/student-groups/sla/index.htm>

)

- **Canadian Health Libraries Association - SLAIS-CHLA Student Group**

The Canadian Health Libraries Association (CHLA) was established in 1976 and is composed of about 400 members who work in health libraries across Canada. Its mission statement is "to improve health and health care by providing excellence in access to information."

The SLAIS CHLA interest group forms a link between students and professionals working in the health librarianship field. It aims to help foster interaction and participation with activities, lectures, and networking opportunities to develop the professional skills of those interested in health librarianship.

Founded in July 2006, we are a group of students interested in health sciences and medical librarianship. Not a chapter, we are a student interest group of the Canadian Health Libraries Association. We hold monthly meetings on campus, as well as social nights at local watering holes. Please check our wiki at <http://slaischla.pbwiki.com/> for details.

You may also want to visit the CHLA website (<http://www.chla-absc.ca/>) or our local chapter of the CHLA, the Health Libraries Association of BC (<http://www.hlabc.bc.ca/>).

For more information check out our website!

<http://www.slais.ubc.ca/PEOPLE/students/student-groups/CHLA/>

- **American Society of Information Science and Technology - ASIS&T**

SLAIS has a student chapter of American Society of Information Science and Technology (ASIS&T), which maintains a blog at http://weblogs.elearning.ubc.ca/asist/2006/10/welcome_to_the_ubc_student_clu.html.

For more information check out our website!

<http://www.slais.ubc.ca//PEOPLE/students/student-groups/asist/>

- **Librarians Without Borders Student Committee – LWB**

Starting as a small, student-run non-profit at the University of Western Ontario, the founding members of Librarians Without Borders created a sustainable medical library in Angola. LWB's mandate follows a grassroots approach to education, outreach, fund-raising for and overall awareness of international library and literacy issues. As the only by-the-students-for-the-students group at SLAIS, LWB encourages student input to direct its activities. Contact information and events may be found on our wiki (<http://lwbatslais.pbwiki.com/>).

Student Government at SLAIS

- ***Library and Archival Studies Students Association - LASSA***

<http://www.slais.ubc.ca/PEOPLE/students/student-groups/lassa/index.htm>

LASSA is your student organization. LASSA provides representation and support for all SLAIS students and is the official liaison between SLAIS and the student body. LASSA engages in advocacy for student issues, provides information, publishes a student newsletter, and organizes activities throughout the year. LASSA recognizes the distinct nature of the degree programs available at SLAIS and strives to unite the student body.

This term, LASSA has two positions on the Executive Committee that are open only to new students. MLIS First Year Representative, and MAS First Year Representative are positions that represent the interests of all first year students to LASSA, and in turn to SLAIS. The representatives bring concerns of the first years to LASSA and help build

awareness of LASSA and SLAIS events and activities held throughout the year. Examples of events and activities include: Job Fair, Director's Forum, Pub Night, Book Sale, Speaker Series, Potlucks, and Movie Night. Watch the SLAIS listservs and bulletin boards for information about these events.

5
2

LASSA Policies & Procedures Manual

For more information check out our website and wiki!

<http://www.slais.ubc.ca/PEOPLE/students/student-groups/lassa/events.htm>

<http://lassa.pbwiki.com>
/

SLAIS/LASSA Committees

SLAIS actively seeks student representation and input on all its committees. As the representative body for all SLAIS student, LASSA is responsible for recruiting and appointing students for SLAIS committees. Serving on a committee is an excellent opportunity to get involved with LASSA and SLAIS, gain valuable experience and professional development, and work side by side with faculty and staff.

Currently, SLAIS has several committees with student representation including, Curriculum and Program Development Committee, Facilities and Resources Committee, School Admissions and Adjudications Committee.

To apply email a short letter of interest to LASSA at lassa.ubc@gmail.com.

**Student Government at
UBC**

- ***Alma Mater Society - AMS***

The Alma Mater Society (AMS) is the main student society of UBC; as a student you are automatically a member. Based in the Student's Union Building (SUB), the AMS provides advocacy, clubs, entertainment, food and beverage service, and many other services to UBC students. LASSA sends one representative to sit on the AMS Council.

For more information check out the AMS website at <http://www.ams.ubc.ca/>.

- ***Graduate Student Society - GSS***

As a Graduate student at UBC you are a member of the Graduate Student Society (GSS). SLAIS sends three representatives to sit on the GSS council. In addition to lobbying and advocating on behalf of graduate students with the university and provincial and federal governments, the GSS offers many opportunities to meet other graduate students. As a member you are always welcome at the GSS council's monthly meeting (free food and beer). Watch the LASSA bulletin board and your email inbox for upcoming events. Further information about the GSS can be found on their website or you can speak to one of our GSS Reps.

5
3

LASSA Policies & Procedures Manual

For more information check out the AMS website at <http://www.gss.ubc.ca/>.

Health, Wellness & Safety

AMS/GSS Health Plan – Stay Insured!

The AMS/GSS Health and Dental Plan provides insurance for a number of services not covered by provincial health plans, such as dental care and prescription drugs. Full and part-time students who pay AMS fees for Term 1 and/or 2 are automatically covered. Students must carry valid provincial or other basic health insurance to be eligible. If you have equivalent supplementary insurance, you may opt out by

contacting the Health Plan office prior to the applicable deadlines.

The Plan includes benefits for prescription drugs, travel health coverage, vision care, psychologist, dental benefits, and more. The total cost of the plan is currently \$201.10 per student, included automatically with university fees each September. The policy year is from the beginning of September to the end of August. For more information visit the AMS website at <http://www.ams.ubc.ca/content.cfm>.

Student Clinic – Stay Well!

Student Health Service (SHS) operates a clinic on the main floor of UBC Hospital. All students are eligible to use SHS as your family physician while at UBC: SHS offers full primary care, including assessment and treatment of all acute and chronic conditions as well as preventive care such as pap smears, contraception and STD screening. If you require specialist care SHS can make a referral. Many diagnostic tests are scheduled right at UBC Hospital making it possible for most students to receive all their health care right on campus. To see a physician, call in advance or make an appointment online.

For more information visit the health website at <http://www.students.ubc.ca/health/>.

Campus Safety – Stay Safe!

UBC is a small city unto itself and, like any other area in Vancouver, is susceptible to crime. With this in mind, a number of services have been developed to enhance student safety. The Emergency Blue Light Phone System phones are positioned around campus, each in sight of another. The system connects directly to the campus security office for emergencies, general assistance, and directions. If you need a ride, two community shuttle buses are operated by Translink. The two shuttle buses, C20 –

Marine Drive and C-22 - Hampton Place, operate every 30 minutes, 7 days a week.

Standard Translink fares apply, so be sure to have your U-Pass with you (see below).

If you're on foot, AMS operates Safewalk, a night walk service that provides two-person co-ed teams to escort students across campus free of charge.

For more information on campus safety and Safewalk go to:

<http://www.security.ubc.ca/index.htm>

|

<http://www.amsubc.ca/index.php/services/category/safewalk/>

/

Housing

On-Campus Housing

UBC has many options for students seeking on-campus housing. Residences include Acadia Park, Fairview, Green College, Ritsumeikan-UBC House, St. John's College, Thunderbird Residence, Marine Drive Residence, and University Apartments.

<http://www.housing.ubc.ca/vancouver.htm>

Off-Campus Housing

If you prefer off campus housing, UBC/AMS Rentsline is a good place to start: <http://www.amsrentsline.com/>. There are also housing boards located in the basement of the Student Union Building and at GSS in the Thea Korener Graduate Student Centre. Newspaper listings and Craigslist Vancouver (<http://vancouver.craigslist.org/>) are other options. Occasionally people from the SLAIS community will post on the listserv.

Transportation

U-Pass s

The U-Pass is a universal bus pass for all UBC students who pay AMS fees. The cost of the U-Pass is currently \$22/month and is included as part of your AMS fees. New students can pick up their U-Passes at the UBC Bookstore during their first semester. Continuing students' renewed U-Passes will be mailed to them by the university (this occurs in April and August). The U-Pass offers: unlimited access to Translink buses,

5
5

LASSA Policies & Procedures Manual

skytrain and seabus (all three zones); discounts on the West Coast Express; and merchant discounts. If you lose your pass, and need a replacement, there is a \$20.00 replacement fee.

For more information visit their website at <http://www.upass.ubc.ca/>.

Parking Permits

Parking at UBC is now handled by the FlexPass. FlexPass is a permanent parking permit that can be "loaded up" with various parking packages. Graduate students are also eligible for Faculty/Staff rates. Rates vary with each lot.

For more information visit their website at <http://www.parking.ubc.ca/>.

Daily Rates for Parking

If you are a part-time student, or only need parking occasionally, then paying the daily fees may be a better alternative. In general, parking is \$1.50 per 30 minutes, at \$12.00 max for the day. Metered parking is also \$1.50 per 30 minutes, at 4 hours max. Discounted parking can be found at B-Lots, which are pay & display surface lots at a flat rate of \$5.00 per day. Overnight parking is not permitted.

For more information visit the Parking website at https://www.parking.ubc.ca/visitor_rates.html#meters.

Carpooling

FlexPasses can be used as carpool permits allowing the cost to be divided among several students. In addition, the UBC TREK Program Centre <http://www.trek.ubc.ca/> operates Commuter Connections, an online ride-matching service that assists students, faculty, and staff members in connecting with carpools.

Cycling

Designated bike routes head up to campus from all over town. The City of Vancouver provides comprehensive information on protected routes, as well as maps for cyclists at <http://vancouver.ca/engsvcs/transport/cycling/routes.htm>. Once you get up the hill, bike racks are available throughout campus. Be sure to get a serious bike lock—theft is quite

5

6

common in Vancouver, but if you prefer more secure storage, bike lockers can be rented through the Outpost in the Student Union Building. Free shower facilities are also available on-campus in the Rec Centre and War Memorial Gymnasium, among other places. If you get a flat tire on your way to campus, stop at the Bike Kitchen in the basement of the SUB. If you need to carry a heavy load, you can even check out a bike trailer from the Trek Office <http://www.trek.ubc.ca/programs/cycling/index.html>.

Awards & Financial Assistance

Scholarship

s

Most awards and scholarships at UBC do not require an application form or nomination. Students who are eligible for an award or scholarship will be contacted in writing. Some scholarships that do require application include Major Entrance Scholarships, the University Graduate Fellowship, Awards for Students with Disabilities, and Affiliated scholarships. For more information on all scholarships and awards (including deadlines) visit Awards, Fees and Finances at <http://students.ubc.ca/finance/awards.cfm> and Awards and Financial Aid at <http://www.grad.ubc.ca/awards>.

Bursaries

All bursaries are non-repayable awards that are allocated primarily on the basis of financial need. Any student with assessed financial need can apply for a bursary, but first consideration is given to those who have also applied for government assistance. Bursaries that students can apply for include affiliation bursaries, winter bursaries, and summer bursaries. For more information on all bursary programs visit the Scholarships and Bursary on the Student Financial Services website at <http://students.ubc.ca/finance/awards.cfm>.

Student

Loans

Information about student loans can be obtained from the Student Loans and Grants page (<http://students.ubc.ca/finance/loans.cfm>) of Student Financial Assistance and Awards. Please note that there is limited financial assistance for international students; however, if you find yourself in a difficult situation, you can contact a Financial Advisor at the Student Financial Assistance and Awards office.

SLAIS Service Fees

As mentioned in the information that you received in the mail, SLAIS requires all students to pay a one-time service fee to be paid during your first week of classes. All first year MAS and MLIS students at the beginning of their program must pay \$236. Dual MAS/MLIS students are charged a one-time fee of \$385. Those doing their MA in Children's Literature program pay \$128 and PhD program students pay \$236, and students pursuing their certificate of Advanced Study pay \$128.

Tuition

All Master's students are automatically assessed fees as full-time students and must follow the two-year schedule of payments (Schedule A). Schedule B for fee payment allows payment over three years for candidates planning to complete the degree by part-time study; Schedule B is only available to those who have applied to and been approved by the Faculty of Graduate Studies. For more information, visit SLAIS & UBC Tuition, Fees & Expenses at <http://www.slais.ubc.ca/ADMISSIONS/admissions-tuition.htm>.

Payment Options: Domestic Students

INTERA
C

Online or Telephone Banking – Register your bank with

UBC

Pay at any HSBC Bank
Branch

Cheque or Debit Card – Pay in person at Brock
Hall

Scholarship

Student
Loan

Cheque or Money Order by mail

Payment Options: International Students

International Students can pay tuition using all the same options for Domestic Students, with the additional option of using a VISA or MasterCard. For more information visit the Finance website at <http://www.students.ubc.ca/finance/fees.cfm>.

5
8

LASSA Policies & Procedures Manual

Textbooks

The UBC Bookstore sells new and used textbooks, along with course readers or Custom Course Materials (CCMs). The bookstore will buy books back for 50% of the original purchase price. As an alternative LASSA organizes a Book Sale each term – see the LASSA wiki for more details.

Tip: For alternatives to the bookstore, look for books online at Amazon (www.amazon.ca) and Abebooks (<http://www.abebooks.com>). And of course, you can always check them out from the library.

Appendix D: Sample Orientation Grocery List

Note: This suggested grocery list was used for the January 2011 orientation, and the lunch went very smoothly.

It would also be a good idea to have a small bottle of hand sanitizer for people.

JANUARY 2009 ORIENTATION: GROCERY LIST

Number of New Students: 38 Estimated Attendance (including LASSA volunteers, and keynote speaker): 45

Sandwich
Stuff:

Assume 40 grams of meat per person (total: 1800 grams meat) and just over half that for cheese (total: 1000 grams cheese)

NOTE: These amounts worked well, but we had quite a bit of leftover ham (only a little turkey). In future, try getting 60% turkey and 40% ham (rather than a 50-50 split).

- 900 grams sliced turkey
- 900 grams sliced ham
- 500 grams sliced cheddar cheese
- 500 grams sliced white cheese (Monterrey jack, havarti, etc.)
- 60 rolls
- 1 large head of iceberg lettuce (to tear into pieces)
- 1 small squeeze bottle mustard
- 1 small squeeze bottle of mayo

Fruits & Veggies:

NOTE: We bought 10-12 apples, but no other fruit (everything else was too expensive). These amounts worked well - there was just a little bit of everything leftover.

- 10-15 small apples
- 1 box of baby clementines or other fruit (whatever's cheap!)
- 3 cucumbers
- 2 large (2-lb) bags of baby carrots
- 1 container of grape or cherry tomatoes
- 2 bunches of celery
- 2 containers of dip for veggies (ranch dip, spinach dip, etc.)