

## CHOOSE YOUR OWN EDI ADVENTURE

### Navigating EDI in Academic Libraries: A Strategic Framework for Inclusive Library Practices

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- Our choose-your-own-adventure **EDI Framework** offers an accessible, interactive approach to planning diversity, equity and inclusion efforts.
- Organized by six key **Areas of Focus** - paired with five thought-provoking **Themes**, the Framework provides flexible prompts to inspire action at any level.
- Use the **interactive version (see laptop/tablet)** to find the ideas that suit your library context.
- Use the **static version (this booklet)** to see the bigger picture of the Framework.

# Themes

## Representation

- Do users and staff see themselves reflected in our space, staff, and services?
- Do our policies articulate our commitment to an inclusive community?

## Access

- Have we considered the varying needs of different communities when it comes to using our resources and services?
- Do staff members and users have resources to navigate EDI issues (e.g. implementation, addressing concerns, reporting incidents, etc.)?

## Care & Repair

- Do our systems and services proactively address and support the wellbeing of our users and the community?
- Are there relationships that must be healed and repaired in order to live up to our EDI commitments?

## Accountability

- Are we accountable to our users and staff? Do we listen and respond to users and staff?
- Are we transparent about our policies and procedures?
- Can we avoid using EDI related data in empty or performative ways?
- Do we use EDI data for decision making and monitoring progress towards achieving EDI goals?

## Resources

- Are staffing levels adequate for EDI work?
- Do staff have the time for EDI work so it is not an “add on”?
- Is there a budget for EDI work?

# **Areas of Focus**

## **User Services**

- Outreach & engagement
- Instruction
- Reference services
- Access services
- Public events/programs
- External community engagement

## **Collections**

- Collection development
- Selection
- Cataloging/metadata
- Licensing
- Collection highlights
- Curated bibliographies

## **Culture & Climate**

- Management structure
- User & staff policies
- Relationships
- Staff-focused events & programming
- Professional development

## **Human Resources**

- Recruitment & hiring
- Onboarding
- Retention
- Promotion
- Pay & benefits

## **Library Spaces (physical & digital)**

- Space design
- Exhibits
- ADA compliance
- UX design
- Catalogs & search

## **Leadership**

- Strategic planning
- Policies and procedures

## **User Services**

### **Representation:**

- Does academic library instruction utilize inclusive pedagogy?
- Do the staff and programming of the library reflect the diversity of the community and its interests?
- Does the library have authentic relationships with external communities?

### **Access:**

- Are modes of access to services appropriate for all users, such as working students, student parents, disabled students, members of the community, etc.?
- Are accessibility tools available to check out from the service desk?

### **Care & Repair:**

- Does the library engage with specific student communities (e.g. mental health advocates, student affinity groups, activists, etc.) on relevant concerns?
- Are staff trained in different modalities of meeting unique user needs (trauma-informed care, cultural humility, etc.)?
- Does the library actively and deliberately make space for and reach out to groups that have been historically excluded?

### **Accountability:**

- Are policies applied equally to all user groups?
- Are some policies disabling or exclusionary for some user groups?
- Can we demonstrate impact in areas valued by our communities?

### **Resources:**

- Is there sufficient staffing to serve all users, including users with specialized needs?
- Is there sufficient funding to make accommodations for users with specialized needs?

# Collections

## Representation:

- Does the collection contain materials by diverse authors, on diverse subjects, and those published by small and independent presses?
- Does the collection include materials on diverse experiences?

## Access:

- Does the library promote the use of Open Educational Resources and pursue Open Access options whenever possible?
- Are community members able to access belongings or materials in the library's collection related to their culture or community?

## Care & Repair:

- Has the library addressed harmful language in metadata, guides, and finding aids?
- Are archives and special collections repatriating stolen objects & materials?
- Does the library respect the wishes of communities who have belongings or information in the collection?
- Does the library engage in business with companies whose practices are oppressive or exploitative?

## Accountability:

- Are archives engaging with community members about the acquisition and stewardship of collections?
- Does the library audit the diversity of its collection's authors, publishers, and subjects?

## Resources:

- Can the library assure that budget cuts don't disproportionately impact collections relating to marginalized communities?
- Does the library have sufficient staffing and resources to collect and process items related to marginalized communities?

## **Culture and Climate**

### **Representation:**

- Are the perspectives of BIPOC, disabled/neurodiverse, and LGBTQ+staff included? (safe space conversations, anonymous surveys, temperature check questions)
- Are diverse cultural and religious practices acknowledged by management and celebrated in internal programming?
- Is EDI embedded into the culture and climate of the organization?

### **Access:**

- Does the library have an advisory group for students to participate in library programming, future planning, etc?
- Is there a venue for library employees to make suggestions, give feedback to leadership, and raise issues for discussion?
- Are there unions for workers and students?
- Are student employees and interns considered in decision making and policy development?

### **Care & Repair:**

- Does the library or institution have Employee Resource or Affinity Groups available for interested employees?
- Are there programs for employees promoting self-care?
- Does the library or institution offer ombuds & mediation programs?
- Is there a formal process for reporting and addressing bias incidents that don't rise to the level of legal violation?
- Is the library enacting policies and processes that directly support indigenous and descendant communities?
- Is there cross-training of employees to ease anxiety and stress around departures and transitions?
- Does the library or institution offer employee reading/discussion groups to develop awareness around social justice topics?

**Culture & Climate:**

- Is management transparent around decision making, communication, and impacts? Is information provided about context, including the what, why, when, and how?
- Are employee concerns meaningfully recognized and addressed?
- Are all staff responsible for EDI work, not just staff of color?
- Does the library or institution identify and respond to persistent trends related to diversity and workplace climate issues?

**Resources:**

- Is there sufficient funding for professional development for all employees? Is information about professional development opportunities shared with all employees?
- Is there sufficient time during the work day to pursue professional development opportunities?
- Is there sufficient funding and information to make accommodations for employees with specialized needs?

## Human Resources

### Representation:

- Does the library pursue targeted recruitment? (e.g. posting job descriptions in forums/publications specifically for BIPOC, disabled/neurodiverse, LGBTQ+ communities, etc.)
- Are there opportunities for diverse employees to advance or move into leadership?
- Has the library used strategies to reduce bias in hiring processes? (e.g. employ [search advocates](#), [blind recruitment](#), etc.)

### Access:

- [Library Diversity Residency programs](#)
- Does the library participate in [cohort/cluster hiring](#)?
- Does the library support programs to build a diverse professional pipeline? (scholarship, leadership programs)
- Is the library transparent about salary and pay scales in job postings?
- Are employees able to make their work arrangements more accessible? (work spaces, equipment, accommodations)

### Care & Repair:

- Are mentorship programs available?
- Is [coaching](#) available for employees?
- Does the library or institution have extensive opportunities for training and development?

### Accountability:

- Are there regular climate surveys of employees?
- Does the library conduct stay/exit interviews?
- When conducting performance reviews, does the library offer diverse perspectives for feedback? (i.e. 360 reviews, peer reviews, etc)
- Are there periodic pay equity audits & adjustments?
- Does the library conduct peer benchmarking? (i.e. are peer institutions paying similar salaries, have similar staff demographics, etc.)



**Resources:**

- Is there sufficient funding, staffing and expertise in HR to support this work?
- Are HR staff trained in reducing bias in the hiring process?
- Is there sufficient funding to hire all necessary employees?
- Is there funding for pay equity adjustments?

# Library Spaces

## Representation:

- Does the library host exhibitions and displays that are inclusive of underrepresented communities? Are those communities invited to participate in information creation and programming?
- Do patrons have the ability to change visibility of government names vs. chosen names in library systems? (e.g. circulation)
- Are works by artists and creators from underrepresented communities incorporated into spaces?

## Access:

- Does the library offer professional training to staff on accessibility software and tools?
- Are accessibility software and tools available at the library?
- Are lactation rooms available?
- Is there space for student caregivers (student parents, etc.) and children?
- Are there spaces for religious and cultural practices and rituals?
- Are gender-neutral or all-gendered restrooms available in the library?
- Are there sensory-friendly spaces in the library?
- Is there support for employee ergonomic and space accommodations? (e.g. lighting, standing desks, privacy)

## Care & Repair:

- Does the library have warning signage around content that may be harmful?
- Does signage include local indigenous language and other commonly spoken languages in the community?
- Can the library reduce law enforcement or police presence that may make patrons feel surveilled?
- Are staff trained in security and emergencies available to help ensure staff and patron safety?
- Does the library embrace universal design and reparative design, rejecting hostile architecture?

**Accountability:**

- Does the library conduct periodic space audits?
- Does the library conduct UX research on its online tools and website?

**Resources:**

- Are staff trained to conduct evaluations of library spaces?
- Do staff have time to gather and implement feedback on spaces?
- Does the library allocate funding for periodic improvements in spaces?

# Leadership

## Representation:

- Do the demographics of our leadership match the demographics of the communities we serve?
- Is EDI explicitly addressed in the library's strategic plan, mission statement, vision statement, or values statements?

## Access:

- Are employees from all departments and levels represented in the strategic planning process?
- Is employee input incorporated when developing policies and procedures?
- Does the library reach out to patron and user groups during the strategic planning process?

## Care & Repair:

- Are policies regularly reviewed for disproportionate impacts on marginalized groups?
- Does the library respond to user feedback on policies and procedures?

## Accountability:

- Does the organization have a comprehensive EDI plan?
- Is there a regular internal EDI assessment?
- Has the library conducted an environmental scan of other libraries' EDI plans?

## Resources:

- Is funding for EDI initiatives consistently built into the annual budget?
- Can the library hire an external consultant to support this work?
- Is the library able to hire a full-time EDI focused administrator?