

ANNUAL DEPARTMENTAL REPORT 2021/2022 UWI MONA LIBRARY

OVERVIEW

During the 2021-2022 academic year the Mona Library continued to create opportunities for success, being proactive, while deflecting challenges, and operating in a very fluid environment. We persisted in our efforts to meet and exceed patrons' expectations and took steps to align our staff with the new requirements of The UWI, Mona Community. Despite the ongoing challenges resulting from the global pandemic and financial and resource constraints, the Library continued to strengthen the service and product offerings while staying true to its mantra of *access anytime anywhere*. The many achievements had during the year under review demonstrate that we are emerging from the pandemic wiser and more resilient, and the continuous budgetary constraints have not dampened the commitment of our staff to meet and surpass the expectations of those we serve.

The provision of both in person and virtual library services was very challenging; requiring planning and coordination to ensure that full and efficient service was offered to all, and our resilient staff members were ready and rose to the task. We were therefore able to reopen our buildings and physical collections to eager patrons resulting in over 100% increase in clients who passed through our doors over the previous academic year. We were also able to improve our online offerings with additional and upgraded IT infrastructure. The Mona Library's online Portal (UWILinC) was negatively impacted due to technical difficulties in November 2022. Our clients had challenges accessing e-resources for several days. The matter was resolved through collaborations with MITS, UWI Library, and the Bursary.

Of note, the year under review started with the appointment of Mrs Jessica Lewis Marshall as Deputy Librarian, Public Services, Outreach and Special Projects.

The Library engaged in the University's virtual orientation programme, this year under the theme ***Removing Barriers: Strengthening Access.***

The Library's Senior Management Team also reviewed the final year of the 2017-2022 Strategic/Operational Plans and devised a system to rationalize outstanding projects. The exercise involved Team Leaders providing status updates with the aim of completing outstanding projects in their area of responsibility. Also accomplished was the framing of a draft Mona Library Strategic Plan to support The UWI 2022-2027 Revenue Revolution Strategic Plan.

As one of the Library's major objectives is to support the University's teaching and learning mandate, patron instruction sessions continue to be an important activity, and this has been significantly enhanced with the onset of the COVID pandemic. The Mona Information Literacy Unit (MILU) staff coordinated and scheduled staff members for an expanded number of sessions including weekends, ensuring that the information literacy needs of students were effectively addressed.

With the restoration of normal working and additional opening hours, the Library continued to make substantial progress in acquiring and processing required resources. This however, came with some challenges as we had to be vigilant in monitoring payments for all print and electronic resources, acting as a constant liaison between international vendors and the Mona Bursary,

providing regular updates regarding the payment status to vendors, resending invoices to stakeholders where necessary, and messages to the Bursary towards timely payments.

Social distancing protocols created a reduction in the number of computers in the labs. Each Branch Library was reduced to approximately one-third of its stock of computers resulting in a total of one hundred and seventeen (117) desktop computers being made accessible across the Mona Library.

The Library continued its strong outreach and collaboration initiative with the staging of its second virtual Open Week and Celebration of Books Exhibition during the first semester of the academic year. We were intentional in engaging our students through social media and the continued publication of the popular *Did You Know?* series. In addition, our staff made strides towards enhancing the Library and Information Science (LIS) profession through research, publications and collaboration with other departments including the Department of Library and Information Studies.

The Mona Library Committee chaired by Professor Kathleen Monteith was reinstated during the period under review after a 30-year hiatus.

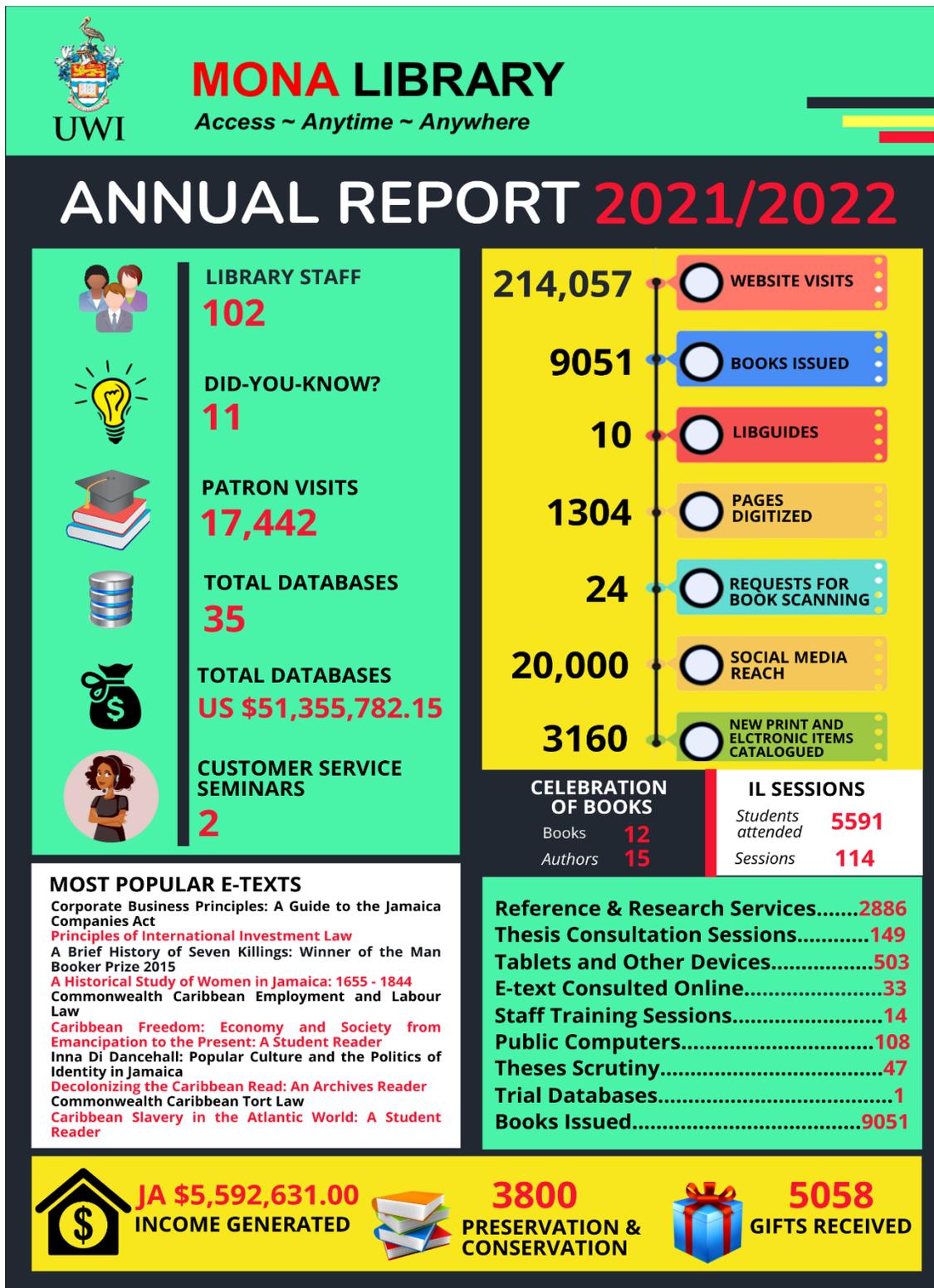
Staff development and engagement continued to be a major focus for the Mona Library. As part of a Campus wide initiative from the Office of the Campus Registrar, the Library embarked on a departmental restructuring transformation which included a staff audit for each Section/Unit within the Library System. A proposal for external restriction was presented to Mona Senior Team in September 2021. Staff engaged in numerous training sessions throughout the year, both in-house

and externally. They also participated in wellness and social activities, and our Customer Service and Staff Development Teams went above and beyond and executed the Annual Customer Service Awards and Staff Appreciation Event in December 2021.

The aged buildings continued to deteriorate and this was marked by extensive leaks and flooding resulting from the passage of Tropical Storm Grace. The Mona Library's Online Portal (UWILinC), the main gateway for patrons to access the Library's catalogue, was offline for the month of November as a result of financial constraints. This resulted in our clients having challenges accessing e-resources.

THE YEAR IS NUMBERS

The following figure summarizes other key achievements during the year:



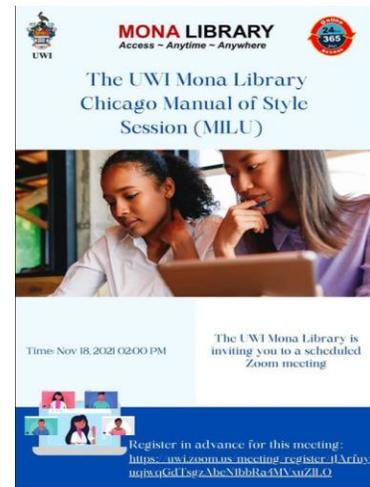
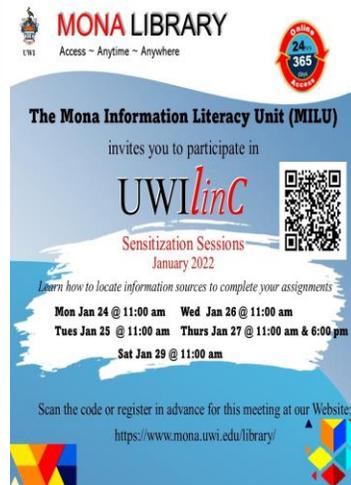
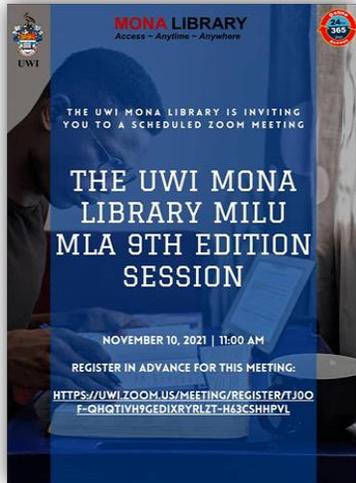
WORK OF THE DEPARTMENT 2021/2022 ACCESS

Initiatives to enhance the Quality of Teaching, Learning and Student Development. AC1

Information Literacy Sessions to Improve Research Skills: Foundation and Subject Courses

The Library continued its support of teaching and learning at the Mona Campus through various information literacy sessions offered generally, and others targeting specific groups. The year concluded with the Unit delivering 141 sessions to 5591 participants in the Main and Branch Libraries.

The teaching arm of the Mona Library, the Mona Information Literacy Unit (MILU) continued to support teaching and learning at The University of the West Indies, Mona Campus. Since the start of the pandemic, the Unit has operated largely online and during the year under review the Unit delivered sessions in Foundation English Information Literacy Sessions each semester including summer. Other instruction sessions were held throughout the year both internally and largely externally to undergraduate and postgraduate students, and the wider UWI Community. These include training for librarians towards effective reviewing of theses, which was extended to librarians at all UWI campuses, and citation style sessions such as APA, Chicago, MLA and ACS which were welcomed by the campus community. Requests were also received from faculty, academic departments and postgraduates on particular areas including *Predatory Journals*, *Using EndNote Software*, and *Preparing Your Thesis for Submission*.



Some Information Literacy sessions which were conducted

Online Learning Object Repository (UWIML1)

The UWI Mona Library Online Resource Portal, often referred to as UWIML1 is a repository populated with teaching and learning resources. The portal houses a variety of media which include videos of previously held Foundation Sessions, on how to conduct research, and using databases such as Credo Reference. The portal also provides advice on the research process including how to select a topic as well as find resources to assist in writing well-researched papers. The portal currently has 63 videos with 440 enrolled users.

Orientation Activities

The Library participated in the UWI Mona Online Orientation Programme. Specific activities were launched and executed under the theme, **Removing Barriers: Strengthening Access**. The programme was designed and implemented to acquaint the students with the full range of services and resources for academic success. Four (4) new videos were created as part of the orientation programme and two existing ones were updated. Several flyers providing information on the

services and resources offered by the Library were shared via social media. In addition, to general orientation sessions, librarians participated in the following Faculty Orientation Week sessions:

- Faculty of Law – Ms. M. Douglas
- Faculty of Sport – Ms. P. Nicholas
- Faculty of Social Science – Ms. A. Saddler
- Faculty of Engineering – Ms. Y. Tugwell
- Faculty of Medical Science – Ms. T. Richards and E. Saunches
- Faculty of Humanities and Education – Ms. R. Runcie and Y. Lindsay
- Faculty of Science & Technology – Ms. K. Tyrell
- Institute of Gender and Development – Ms. C. Kean

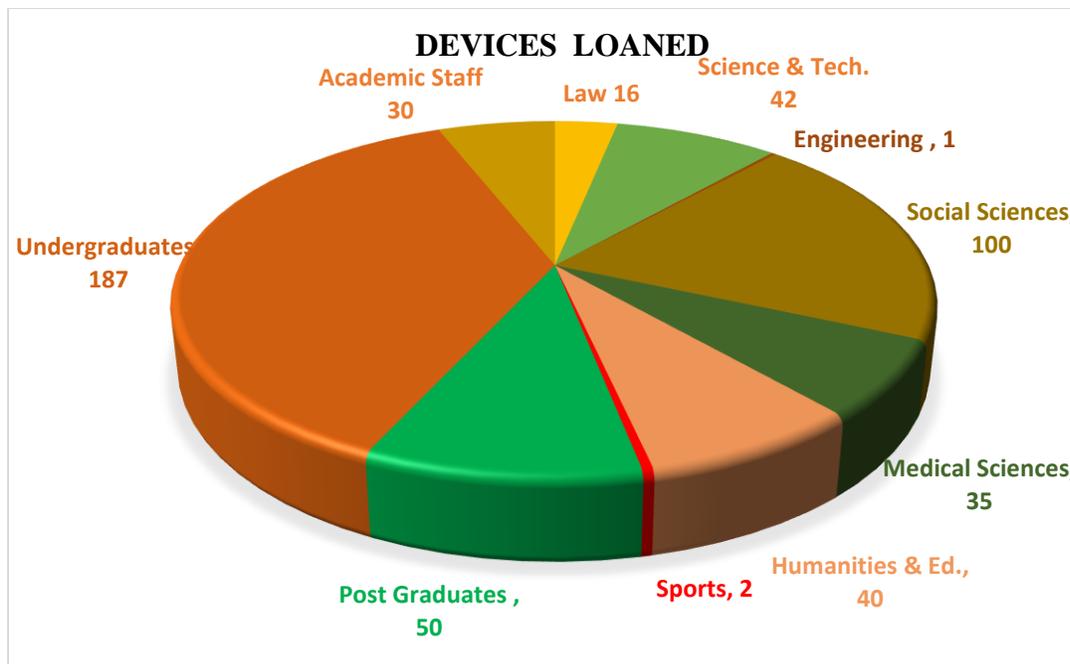
Additionally, Librarians were guests on two radio stations – Radio 93FM (*Funtastic Friday Show*), and Radio 99FM (*The Bridge*) where they delivered short and informative presentations. New students participated in a Library Trivia competition and won prizes during *Funtastic Friday*.



First year students face-off on Funtastic Friday Show

Circulation of Devices

Our partnership with faculty, Office of Student Services and Development, the Guild of Students and other donors, continued during the academic year with the loan of tablets and laptops to patrons. This programme continues to be a well-received service offered by the Library.



Halls of Residence Librarians Programme

At the beginning of the academic year, the Library made a special effort to reach out to students who were living in Halls of Residence to have them become familiar with the Library and to navigate the Library spaces online. Of note, is an online information session hosted in collaboration with Simone Williams, Hall Manager, Irvine Hall, which introduced students to library services.

Initiatives to Improve the Quality, Quantity and Impact of Research, and Publications. AC4

Reference and Research Services

The innovative staff of the Mona Library continued to provide reference and research support through traditional and digital modalities; which allowed them to meet patrons where they are. These have proven to be exceptionally valuable, resulting in an increase in demand throughout 2022.

Liaison Librarians: Supporting Teaching and Research

Liaison Librarians provided a range of support initiatives to faculty and academic departments including, new programme/course reviews; quality reviews, Faculty Board/Department sessions, CV checking, and verification of journal publications.

Efforts to revamp the Liaison Librarians Programme continued during the year, towards aligning the programme with global trends, while preventing burnout among the Mona librarians. A Liaison Librarian Committee was established through a process of self-nomination. Albeit, efforts were made to ensure full representation from the Main and Branch libraries, and librarians at the different levels. The members are Pauline Nicholas (Coordinator), Yulande Lindsay, Yolanda Tugwell, Adrian Duncan, Karen Tyrell, Faith McKoy-Johnson, Cheryl Kean, and Karen Lawrence.

In addition, a workshop on Embedded Librarianship was conducted on July 19, 2022 by Dr. Karen Reed, Associate Professor and Education Librarian at the Middle Tennessee State University.

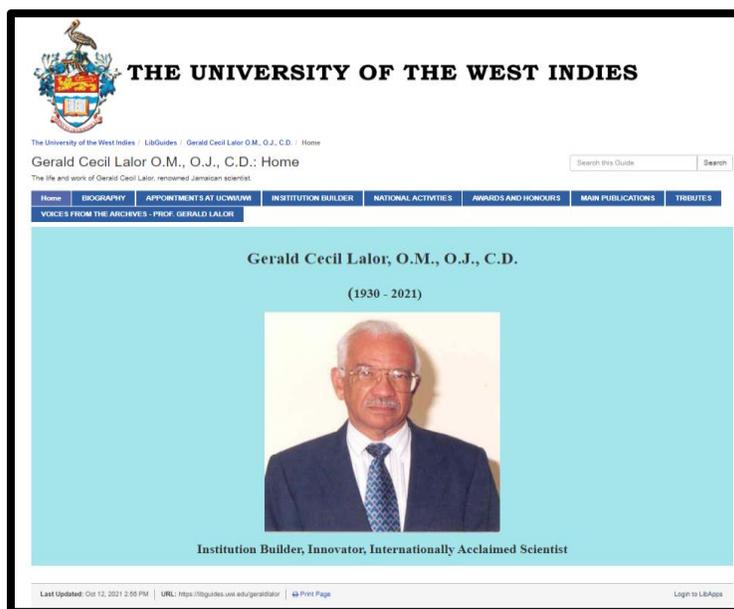
New Programme/Course Reviews; Quality Reviews

Members of the Mona Library provided support for teaching and learning, offering assistance to faculty and teaching departments by participating in quality reviews - review of resources for new programmes and courses. Quality reviews were conducted for the Departments of Modern Languages and Literatures, and Montego Bay Community College (MBCC) Preliminary Medical Programme.

LibGuides

During the period of review, Librarians at the Mona Library created 10 LibGuides and updated 5 on subject areas including Management Studies, Sport Management, APA 7th Edition Guide,

Thesis Scrutiny, Thesis Consultation & Information Literacy Sessions, and Celebration of Books, which allowed faculty and students easy access to these resources via the Library's website



LibGuide on Prof. Gerald Lalor by WISC highlighting his work and contributions to The UWI, Jamaica and the region upon his passing. This was published in time for his thanksgiving service and has procured over 800 views.

Thesis Scrutiny and Consultation

The Library continued to have a positive impact on the work of graduate students, and provided support to the Office of Graduate Studies and Research through its consultation and scrutiny of theses and the processing of thesis certificates. During the period under review, 149 consultation sessions were conducted both face to face and virtually, 47 theses were scrutinized and 46 certificates issued.

Collection Development and Management

Collection Development

With the restoration of normal working hours, the Acquisitions Section made substantial progress in acquiring and processing material for the collection.

Purchases and Gifts

The Library continued to purchase new titles as e-books whenever they were available in this format at a reasonable price. There was an extraordinarily large number of donations for the year. Several individuals and organizations donated titles from their personal collections, including Professor Anthony Harriott 110 items, Dr Kimberley Robinson 122 items, Professor James Robertson 132 items, and Dr Martin Schade 182 items. Of note, the largest donation received was from the estate of the late Professor Charles Wade Mills of 4,000 items at a handing over ceremony on May 12. Professor Mills taught briefly at The UWI and completed his undergraduate degree in physics here at Mona. The donation is to be shared with his alma mater, Jamaica College. In line with COVID protocols, gift items were cleaned and quarantined before being sorted for processing.

Gifts and Purchases		
Branches	New Titles	Total Volumes
Main	533	755
Science	10	27
Medical	118	152
WISC	164	237
Law	64	144
WJC	18	102
E-book	33	33
Total	<u>940</u>	<u>1450</u>



Guest as the handing over ceremony of the Charles Mills Collection browsing items in the donation

Course Reading Lists

During the year under review, instead of the customary exercise of sending letters to all academic departments, the Acquisitions Section instead, targeted only those departments that had not sent in their reading lists for more than a year and, this resulted in a total of 226 course reading lists received and processed. However, the Library continued to experience major challenges with the limited number of text books that are available for purchase as e-books from international vendors. This is a worldwide issue, and the information was communicated to faculty explaining the difficulty the Library faced in ‘converting’ or even ‘pivoting’ towards the acquisition of more e-books than print for the collection.

Open Education Resources

The Library continued its efforts to harvest Open Educational Resources and make them accessible to our users. In this regard, a total of **65** new titles from ***Oxford University Press***, were added to

the collection during the period under review. Titles were added via SFX and were made accessible to Mona, Cave Hill, St. Augustine, and Open Campus via UWILinC. There is no restriction on the number of users who can simultaneously access the material as this is a freely available content.

Serials

The Library continued its serials subscriptions throughout the year. The majority of print serials for the Main and Medical EBSCO accounts, was converted to electronic subscriptions for 2022. However, the Library continued to receive a fair number of direct subscriptions in print format.

Main	Medical	WISC	SEBL	Law	WJC	Total
1,136	359	26	76	614	10	2,221

Number of serials added to the collection

Databases

Close monitoring of the Library’s electronic resources and troubleshooting issues remained a priority. This required collaboration between the Acquisitions Section and Systems Unit, personnel from MITS, members from the University Libraries Systems team (LST), and the University Libraries E-Resources Team - Cross Campus.

A comprehensive review of the resources made available via Meta (Aleph) was conducted by a joint ULST/E-Resources team with members drawn from four UWI campuses. From the exercise, a case will be opened with Ex Libris to undertake updates for each campus.

Extensive checks of all databases listed on the Library’s website was done during the year, this occurred both on campus (LAN) and remotely (via WIFI) and where necessary, the URLs for some databases were updated.

During the year under review one new database, Political Science Complete (EBSCO) was added to the collection after a two-month trial period. A trial for HeinOnline was explored during this period and “Popline” was removed and retired.

Database	Database Sessions	Total Searches	Total Requests	Total Full-Text Requests	Total Linkout Requests	Abstract Requests
Academic Search Ultimate	10838	14939	15453	9308	371	5774
Alt HealthWatch	4587	13671	83	35	2	46
Associated Press Video	5401	14097	19	19	0	0
Business Source Complete	6851	14161	7222	5057	126	2039
CINAHL Complete	4987	13802	2216	894	255	1067
Caribbean Search	4908	14298	1630	920	26	684
Communication & Mass Media Complete	5010	13800	1064	647	28	389
ERIC	4560	13690	1264	1	517	746
EconLit with Full Text	4998	13974	1170	548	87	535
GreenFILE	4604	13804	85	12	21	52
Hospitality & Tourism Complete	4647	13720	225	135	6	84
Index to Legal Periodicals & Books Full Text (H.W. Wilson)	4562	13659	268	76	35	157
Library, Information Science & Technology Abstracts	4608	13850	383	0	161	222
MEDLINE Complete	6471	14206	6570	3003	359	3208
MasterFILE Premier	5292	13889	1934	1138	44	752
MasterFILE Reference eBook Collection	4549	13641	0	0	0	0
Political Science Complete	2363	4632	1616	986	36	594
Regional Business News	4610	13802	160	101	1	58
eBook Collection (EBSCOhost)	8830	15483	7271	3562	0	3709

Usage Statistics for popular EBSCO databases

Collection Management

Staff of the Preservation and Conservation Unit was instrumental in addressing several mold incidents throughout the Library’s collections, which has been a recurring issue for a number of

years. The Unit also repaired 3800 items, a reduction over the previous year. This reduction resulted from challenges during the period which hampered output of repaired material, including the computerized stamping machine that was down for approximately one (1) year. This led to a backlog of 740 books.

Efforts to Enhance Access to Collection and Resources

The Cataloguing Section continued its core responsibility of providing access to the Library's holdings by creating metadata for resources acquired during the academic year. Approximately **7,625** items were updated, **3,160** new print and electronic items and **4** digitized resources were added to the collection. Metadata for **216** electronic resources which were purchased or received as gifts were also added. In addition, **1,151** bibliographic records were retrospectively converted and 46 laptops were catalogued. The Library also catalogued 32 WACOM display screens and 68 portable tablets for CARIMAC.

Use of Collection

Circulations

The circulation of print resources increased by approximately 300 percent over the 2020/2021 academic year with 3077 items circulated in 2020/2021 compared with 9051 for the reporting year.

Curb-side pickup, Extended Loan, Scan and Document Delivery

Document delivery service continued from the previous academic year. In accordance with copyright laws, copies of materials, especially non-loanable materials, required by library users (book chapters, journal articles, manuscripts, maps, reports, and other library resources) were

scanned and then emailed to library patrons directly or indirectly through their lecturers. A total of 1304 pages were scanned from 24 materials.

Interlibrary loan

Students benefited from resource-sharing offered by the library through interlibrary Loan (ILL). Throughout the year, the library borrowed materials from, or supplied material to, other libraries, especially the UWI Campus libraries. The Library satisfied twenty-five requests from local, regional and international partners.

Library Access

Despite the ravages of the COVID pandemic, the Library provided face-to-face access to the UWI community, regional, and international users Mondays to Fridays from 8:30a.m. to 4:30p.m. Informed by periodic demands from students and researchers, the Overnight Reading Room remained open until 10:00 p.m. during the examination period.

The number of patrons that entered the Library stood at approximately 17,442, compared with 8,475 the previous academic year. In addition, thirty-two international researchers visited and used our collections. Mention must be made of a researcher from the United Kingdom who visited the library to use the Dominican Gazettes and explained that, outside of the Dominican Republic, no other Library has a comprehensive collection except for Mona.

Due to infrastructure challenges in almost all branches; the Library has fostered improved relations with the Estate Management Department to seek attention for major air conditioning issues and building matters in the Science and Engineering, Medical and Main Libraries. The

West Indies and Special Collections continues to face challenges with space and remains in need of expansion to better facilitate access to its collections.

Website

The revamping, removal of obsolete information, and updating of the Mona Library's website continued during the 2021/2022 academic year. The usage for the year was 214,057 showing a slight decrease from 220,360 for the previous academic year.

ALIGNMENT

Initiatives Aimed at Increasing and Improving Academic / Industry Research

Partnerships. AL2

Outreach and Collaborations

Mona Library Committee

The Mona Library Committee was reinstated in 2021 after a 30 year hiatus and hosted two meetings during the academic year. The members of the Committee are:

- Professor Kathleen Monteith, Chair
- Professor Maxine Gossell-Williams, Representative, Faculty of Medical Sciences
- Dr Celia Blake, Representative, Faculty of Law
- Dr Sharon-Rose Priestly, Representative, Faculty of Social Sciences
- Dr Diptiranjana Behera, Representative, Faculty of Science & Technology
- Dr Claudette Coote-Thompson, Representative, Faculty of Sport
- Dr Rosemarie Heath, Head, Department of Library & Information Studies
- Dr Leighton Ellis, Representative, Faculty of Engineering
- Dr Paulette Kerr, Campus Librarian
- Ms Ashleigh Confroy, Representative, Guild of Students
- Mrs Catherine Parke-Thwaites, Campus Bursar
- Dr Dave Gosse, Representative, Faculty of Humanities and Education

Highlights for the year included the finalizing of the Terms of Reference for the Committee, a meeting with the West Indies and Special Collections Team and the Campus Bursar resulting in a commitment for the funding of well needed items for the beginning of the academic year.

Three Minute Thesis Competition

One highlight of the Mona Library during the year under review was the 2nd staging of the prestigious 3MT Thesis Competition. As a celebration and recognition of, excellence in research within The UWI community, for the second consecutive year, The UWI Mona Library collaborated with the Office of Graduate Studies and Research (Mona) in the successful hosting of the Three Minute Thesis Competition, now The UWI Edition 2022.

Eleven competitors from Cave Hill, Mona, and St. Augustine Campuses entered the first round in March which saw seven students moving on to the semi-finals in May, and five advanced to the riveting finals on June 25, 2022:

- Davia Peddie - Basic Medical Sciences, Mona
- Gail Nelson - Department of Medicine, Mona Campus
- Stephanie Mohammed - Department of Physics, St. Augustine Campus
- Lanceford Sterling - The Department of Physics, Mona Campus
- Marium Alleyne - Science and Technology Office, Cave Hill Campus

At the end of an intense battle the following winners were announced:

- 1st place: Stephannie Mohammed **from St. Augustine**
- 2nd place: Davia Peddie **from the Mona Campus**
- People's Choice: Ms. Davia Peddie **from Mona Campus**

Davia Peddie from the Mona Campus also received the Principal's Award for the most outstanding competitor from Mona. In addition to the opportunities to promote their research project to a wider community and the academic benefits, the competitors benefited from grant awards and other prizes.



Principal Dale Webber presenting the Principal's Award to Davia Peddie, the top competitor from Mona Campus.



Campus Librarian, Dr. Paulette Kerr, presenting certificate of participation to Lancelot Sterling, one of five finalists.

Thanks to the generosity of sponsors who have been involved with 3MT at The UWI since 2021.

Sponsors	USD\$	JAD\$
Dunn Pierre Barnett & Co.	1485.00	224,523.74
EBSCO	650.00	98,276.38
OGSR		70,000.00

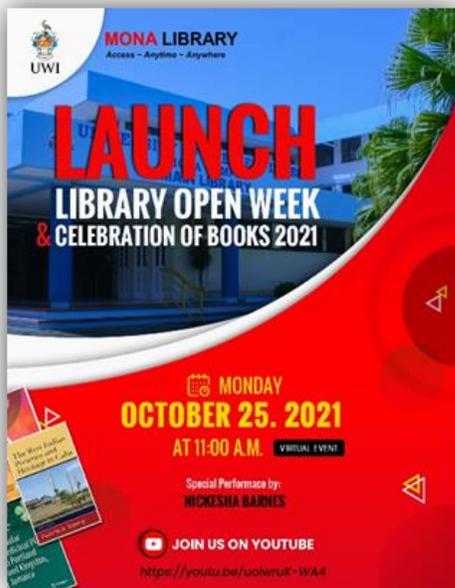
A wide cross-section of distinguish judges were incorporated, Adele Merritt Bernard, Librarian, Open Campus, Mr. David Drysdale, University Librarian, University of Technology, Dona Daley, Caribbean Representative, EBSCO, Jennine Knight, Librarian, Cave Hill, Mariella Pilgrim, Librarian, St. Augustine, Sandra Stubbs, Librarian, Mona and Kemorine Myers, Office of Graduate Studies, Mona

Library Open Week

The Mona Library successfully hosted its 6th Library Open Week during the week of October 25 to 29, 2021. The Launch event on October 25 received over 2100 views on YouTube. The signature event, Celebration of Books, featured 12 published books by 15 UWI Mona faculty.

Other events for the week were:

- *Social Media in Libraries: Opportunities and Challenges - Tuesday October 26, 2021*
- *Global Media and Information Literacy Week 2021 webinar: Tackling Jamaica Information Literacy Deficit - Tuesday October 26, 2021*
- *E-resources: Access at Your Fingertips - Wednesday October 27, 2021*
- *Research to Innovation: Strengthening Access, Facilitating the Process - Thursday October 28, 2021*

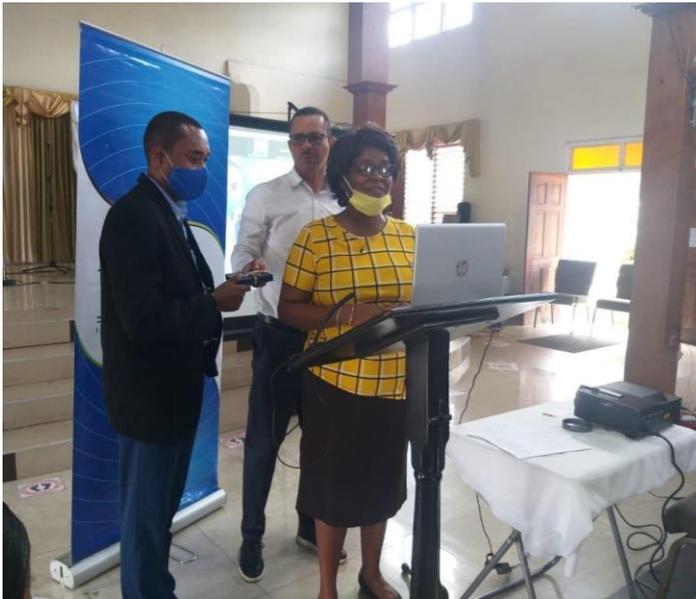


Department of Library & Information Studies (DLIS) 50th Anniversary Celebrations

The Mona Library continued its support to the Department of Library & Information Studies (DLIS). A number of Librarians made presentations during the department's 50th Anniversary Conference and published an advertisement in the Daily Gleaner on May 31, 2022.

Digitization of LIAJA Bulletin

The Library collaborated with the *Library and Information Association of Jamaica* (LIAJA) in the digitization of the LIAJA Bulletins. This project was completed ahead of time and handed over to the President of LIAJA in February 2021.



Ms. Rosemarie Runcie and Mr. Dunstan Newman handing over the Digitised LIAJA Bulletins to Mr. Mark-Jeffery Deans, President of LIAJA.

Marketing Library Resources

Social Media Reach

The Library continued to create awareness to its resources through its social media pages on Instagram and Facebook, resulting in a reach of nearly 20,000 patrons.

JIPO Collaboration: TISC/IP Help Desk

The UWI Mona Library in partnership with the Jamaica Intellectual Property Office (JIPO) continued the provision of ongoing training of library staff to increase their requisite knowledge and skills to assist patrons at the Technology and Innovation Support Centre (TISC) and

Intellectual Property (IP) Help Desk. The IP Help Desk Webinar, “*Research to Innovation: Strengthening Access, Facilitating the Process*” was held October 28, 2021 with 64 participants.

Caribbean Disaster Information Network (CARDIN):

The Caribbean Disaster Virtual Library (CDVL) database was updated with 73 new entries.

UWI/EBSCO Solar Project Initiative

The Science and Engineering Branch Library continued to uphold the mandate of the industry research partnership through outreach activities which saw Rollington Town Primary School grade 6 students participating in a virtual presentation highlighting the UWI/EBSCO Solar Grant Project on December 7, 2021. Thirty-eight students and one teacher participated.

AGILITY

Efforts Made to Diversify the Revenue Base of The UWI. AG2

Income Generating and Cost Savings Strategies

The Reprographic Services Unit (RESU) and the Preservation and Conservation Unit were instrumental in generating \$5,260,154 and \$332,477 respectively. The Multifunctional Room remained closed for rental during the period.

Efforts at Fostering Digital Transformation AG5

Digital Transformation Initiatives

Recognizing the importance of Digital Transformation to the Library, the Campus Bursar committed to providing resources which allowed the Library to procure desktops, laptops, Adobe

Photoshop licenses, Adobe Fine Reader licenses, Digital SLR Camera with lenses, Flatbed Scanners and Surveillance Cameras.

In an effort to offer more efficient service to our patrons the Library upgraded some workflows to include Kayako, WhatsApp, UWISpace, collection of statistics, and digital request forms. The fully digitised Helpdesk Platform which was implemented in the previous academic year continued to show success with 931 queries attended to by the Systems Staff.

e-Commerce (Print adjustments/ RESU services) – All Libraries

In March 2022, the Systems Unit of the Library engaged the MITS Applications Team to implement an e-commerce platform to facilitate the topping up of user print balances. Special emphasis was placed on the following services:

- Fines payment
- Print account Top-up
- Reprographic services

Digitization; Digital Collections

As part of the Mona Library's Strategic Plan initiatives and demands from patrons, special efforts were placed on increasing the output of the Digitization Unit resulting in a 175% increase compared to the previous academic year. Four new collections were uploaded for access on CONTENTdm, resulting in 58 collections currently accessible to Library patrons. Seventeen digital collections were enhanced by the team for greater access by our patrons.

Efforts to Foster A CAMP Team AG4

Staff Restructuring Programme

Using HRMD Restructuring Guidelines, the UWI Mona Library developed a restructuring proposal designed to engage and upgrade staff, enhance administrative support for professional staff, and improve processes and efficiency of the Library. So far, as a result of our collaboration with the HRMD, a proposal for the reclassification of 23 Administrative, Technical and Service (ATS) posts was submitted to the UWI Mona Reclassification Team in May 2022. Eight of these posts were recommended for upgrade subject to final approval by the Finance and General Purposes Committee. The Library continues to collaborate with the HRMD to achieve further changes including more staff upgrades, and amending the names of some of our Sections, eliminating Sections, and introducing new ones.

Training Sessions

Staff development and empowerment remained areas of focus which included training sessions for all categories of staff in a number of areas.

Training Sessions	Date	Target Audience/Participants	Host/Institution
Graphic Design	October 2021	Cedric Palmer, Simone Harrison	Vector Technology Institute
Thesis Consultations and Thesis Scrutiny	December 2021	Librarians	MILU
Meeting scheduling using Microsoft Outlook	January 2022	Admin Office staff	Systems Unit
Task Management using Microsoft Outlook	January 2022	Heads of Sections	Systems Unit

Logging in to UWI_MONA connected computers and Accessing email	March 2022	UAWU Staff	Systems Unit
International Librarians Networking Programme	March- June 2022	Kareen Lawrence, Adrian Duncan	American Library Association
UWISCHOLAR Workshops	April 2022	Librarians	Systems Unit
Digitization Uploading to CONTENT DM	May 2022	UAWU Staff	Systems Unit
Evaluation and Promotion Workshop	May 2022	Heads of Sections	HRMD
UWIlInC	May 2022	All Staff	MILU
Minute Taking	June 2022	ATS Staff	HRMD
Liaison Librarian	Jul 2022	Librarians	MILU
Leadership for Academic Librarians	Jul 2022	Bernadette Worrell Johnson	Harvard Graduate School of Education

Workshops

Grant Writing Workshop

A two-part grant writing workshop was held in February 2022 via zoom for approximately 38 MONATS and WIGUT staff members. The sessions were facilitated by Dr. Julie-Ann Grant, Grant Development Coordinator at the Mona Office for Research and Innovation. The areas covered during the two days included, preparing successful grant proposals, how to develop an action plan and budget justification. A Library Grants Management Committee was formed with representatives from most sections.

Customer Service Focus

In addition to the ongoing weekly Customer Service Thought sent to staff by email, the highlight for the academic year was the Customer Appreciation and Awards Function held December 15, 2021. Staff members were recognized for outstanding contribution to customer service with selections made at the Section and Branch levels by their immediate co-workers. Ms Donnette Howell, Accounting Officer, performed exceptionally well and was nominated by the Customer Service Awards Committee for the *Customer Service Par Excellence Award*.

Certificates of recognition were awarded to all nominees, and winners were provided with financial tokens and trophies. This is a Library event that staff look forward to every year since its inception as, in their own words, it makes them “feel appreciated for the hard work that they undertake during the year.”

Health and Wellness Committee

Under the theme "Making Your Health a Priority" The Mona Library's Health and Wellness Committee continued its mandate of encouraging staff to engage in a proactive and healthy lifestyle during the year under review. The Committee hosted two webinars: *HIV/AIDS - Is it Still Relevant?* and, *Ergonomics - Environment, Health and Safety*; continued its weekly exercise sessions; hosted a fruit and vegetable day; in addition to a lunch hour comedy show.

Staffing

Outgoing staff

The services of the following staff came to an end during the period under review:

- Mervin Brown-Housen: Retired February 5, 2022
- Chad Roye: Resigned April 6, 2022
- Diane Dornevil: Resigned April 23, 2022

- Fiona Campbell: Retired July 14, 2022
- Maureen Kerr-Campbell: Retired July 31, 2022

UWI Mona Library Staff Mentorship Initiative

The first UWI Mona Library Staff Mentorship Matching Session “A Match Made in the Mona Library” was held on Thursday, June 24, 2022. A total of 27 staff members participated in the hybrid event; 10 persons participated face-to-face in the Multifunctional Room, while 17 joined via Zoom. The session attendees included all levels of the Library’s staff groups. Ms. Simone Harrison, the Initiative’s Lead, presented the mentorship proposal which highlighted the business case for mentorship and the 4 key aspects of the initiative.

Assessment and Promotion Framework for Librarians

Librarians at Mona were involved in a UWI-Wide Retreat on Monday May 16, 2022 where they discussed and made suggestions for the Draft *Assessment and Promotion Framework for Librarians*.

Publications

Kean, C. (2022). Stretching the training dollar in stringent economic times. *Alexandria, Vol. 31*,: 1-3, pp. 51-57. <https://doi.org/10.1177/09557490211061869>

Kerr, P., La Barre, K., and Lilley, S. (2021). Diversity in local and comparative contexts: grounding change in academic libraries through dialogue. *International Insights. C&RL News* (Nov).

Sutherland, T., Sturtz L., and **Kerr, P.** (2022). Resistance in/and the Pre-emancipation Archives in J. Aarons, J. Bastian and S. Griffith (Eds) *Archiving Caribbean Identity: Records, Community and Memory*. Routledge.

Lewis, Jessica C., & Bernadette Worrell-Johnson. (2021). Jamma language ketch a university. In Opal Palmer Adisa (Ed.), *100+ Voices for Miss Lou: Poetry, Tributes, Interviews, Essays* (406-407). University of the West Indies Press

Lindsay, Yulande. “From the Man with the Plan to a Track Superstar: Jamaica’s Audiovisual Archive as Memory.” *Caribbean Museums: a publication of the Museums Association of the Caribbean: A Special Issue on Conservation*, Vol. 4, 2021: 31-40.

Nelson, Karlene Saundria, and Yolanda V. Tugwell. “Information-Seeking Behaviour of Students at a Caribbean University During the COVID-19 Pandemic.” *Library Management*, vol. 43, no. 3/4, 2022, pp. 257–79, <https://doi.org/10.1108/LM-10-2021-0089>.

Nelson, Karlene Saundria. “A Caribbean Visionary and His Literary Collection.” *Alexandria: The Journal of National and International Library and Information Issues*, vol. 31, 1-3, 2021, pp. 42-50, <https://doi.org/10.1177/09557490211060409>

Weir-Nelson, Karlene. *I am Still Here: My Stroke Journey*. Just Grace, 2021

Lewis, Jessica C., & **Bernadette Worrell-Johnson.** (2021). Jamma language ketch a university. In Opal Palmer Adisa (Ed.), *100+ Voices for Miss Lou: Poetry, Tributes, Interviews, Essays* (406-407). University of the West Indies Press.

Presentations - Conferences, Workshops and Seminars

Kerr, Paulette

“Presenting and critically engaging with The History of Black Studies by Abdul Alkalimat”. Sankofa Black Studies/Diasporic Futures: A global conversation among information scholars. March 23, 2022. Mortenson Center for International Library Programs/School of Information Science/Department of African Studies/ Center for African Studies.

“Re-igniting Libraries for Institutional greatness.” LIAJA General Staff Meeting. July 8, 2022.

Lawrence, Kareen

“Future-Proofing the Academic Library: Improving the Way We Work” Annual Conference of the Association of Caribbean Higher Education Administrators (ACHEA). July 2022

Lindsay, Yulande

Digital Humanities: Approaches to Knowledge Networks in Education. DLIS 50th Anniversary Symposium, The UWI, Mona. March 2022.

“Future-Proofing the Academic Library: Improving the Way We Work” Annual Conference of the Association of Caribbean Higher Education Administrators (ACHEA). July 2022

Nelson, Karlene

Ferdinand-James, Debra, **Karlene Nelson**, Yolanda Tugwell. “Sustaining Graduate Research in the Virtual Reading Room - A Mixed Methods Study of TVET Graduate Students in a Caribbean HE Space.” *Schools of Education Biennial Online Conference*, 15th-16th June 2022, UWI Cave Hill School of Education, Bridgetown Barbados

Online cataloguing and classification workshop for the National Environment & Planning Agency (NEPA) library staff on September 27, 2022

Nicholas, Pauline

“Future-Proofing the Academic Library: Improving the Way We Work” Annual Conference of the Association of Caribbean Higher Education Administrators (ACHEA). July 2022.

Palmer, Alica

- *Digital Humanities: Approaches to Knowledge Networks in Education*. DLIS 50th Anniversary Symposium, The UWI, Mona. March 2022.
- “Future-Proofing the Academic Library: Improving the Way We Work” Annual Conference of the Association of Caribbean Higher Education Administrators (ACHEA). July 2022

Patrickson-Stewart, Sonia

“Classifying E-resources Using Library of Congress Classification Scheme.” Jamaica Libraries and Information Network (JAMLIN) Cataloguing and Classification Workshop. 3 February 2022. Online.

Reid-Lawson, Vergie-Lee and Sonia G Patrickson-Stewart

The Roles of the Academic Librarians in Providing Research Support for Faculty Members at the Early Stage of their Research. DLIS 50th Anniversary Symposium, The UWI, Mona. March 2022.

Runcie, Rosemarie

MARC Format and RDA Standards to the Norman Manley Law School Library staff on June 23, 2022.

Tugwell, Yolanda

The UWI Schools of Education Biennial Conference: “Sustaining graduate research via the Virtual Reading Room: A mixed methods study of TVET graduate students in a Caribbean Higher Education Space” - June 15, 2022. Co Presenter- Yolanda Tugwell presented with Dr. Debra Ferdinand James and Mrs. Karlene Nelson.

Conferences Attended

Worrell-Johnson, Bernadette. (2022, March 25). Climate Change and Cultural Heritage Management in Three Jamaican Institutions. *Archaeological Society of Jamaica (ASJ) Symposium*, Virtual.