

Charter

Committee on Diversity and Inclusion

The Committee on Diversity and Inclusion (CDI) is committed to supporting and promoting diversity, inclusion, equity, and access for all employees of the UGA Libraries, the UGA Press, and the *Georgia Review* and the communities that we serve.

Our primary objective is the ongoing recommendation to the University Librarian of specific policies, strategies, and actions to foster inclusion, equity, and access in communications, recruitment and retention, training, collections, programs, publishing, outreach, and physical and virtual spaces in order to respect and reflect the diversity of the Libraries' ecosystem.

Our understanding of diversity is based on, but not limited to, the University of Georgia's working definition. Our understanding includes, but is not limited to, groups defined by race, nationality, ethnicity, age, gender, sexual orientation, language, religion, neurodiversity, disability and/or health status, gender identity/expression, veteran status, geographic origins, and socio-economic status.

However, we acknowledge the complexity of every person and the reality of multiple overlapping identities. Diversity extends beyond definitions of personal differences to include past experiences, attitudes, speech, demeanor, actions, and work roles. It is also important to note that the CDI does not separate the ideal of diversity from the equally important ideals of equity, inclusion, and access, defined as follows for the purpose of our work:

Diversity is all the ways that people are different and the same at the individual and group levels. Even when people appear the same, they are different. Organizational diversity requires examining and questioning the makeup of a group to ensure that multiple perspectives are represented.

Inclusion refers to the intentional, ongoing effort to ensure that diverse individuals fully participate in all aspects of organizational work, including decision-making processes. It also refers to the ways that diverse participants are valued as respected members of an organization and/or community.

Equity is the fair and just treatment of all members of a community. Equity requires commitment to strategic priorities, resources, respect, civility, and history, as well as ongoing action and assessment of progress toward achieving specified goals.

Accessibility is giving equitable access to everyone along the continuum of human ability and experience. Accessibility encompasses the broader meanings of compliance and refers to how organizations make space for the characteristics that each person brings.

(Source: American Alliance of Museums, <https://www.aam-us.org/>)

Proposed Objectives

- Recruiting, retaining, and supporting the professional growth of a diverse workforce;
- Fostering an inclusive, welcoming, safe, and equitable workplace;

- Creating an inclusive, welcoming, and safe learning environment for the local and global communities that we serve, including our students;
- Representing and reaching diverse and underrepresented communities on our boards, advisory councils, donors, committees, docents, internship programs, and other public-facing affiliations;
- Acquiring collections that reflect our commitment to diversity and inclusion;
- Publishing scholarly works reflecting diverse topics and viewpoints;
- Providing online resources accessible to our users, regardless of physical ability;
- Providing accessible physical facilities;
- Considering diversity and inclusion in cataloging, metadata, and description;
- Considering diversity and inclusion in decisions on digitization and preservation;
- Developing instruction, public programming, exhibits, and outreach that reflect a diverse and inclusive perspective and audience;
- Advocating for the inclusion of funding for diversity and inclusion initiatives in the allocation of resources; and
- Pursuing other aspects of the Libraries' strategic directions in ways that advance our commitment to diversity and inclusion.

Initial Goals (2018-19):

- Review, revise, and report on recent progress associated with the 2013 Diversity Plan
- Conduct an employee survey to determine current opportunities, challenges, and suggestions

- Investigate the ways in which other campus positions and units have structured themselves to include diversity and inclusion initiatives in their individual and collective work
- Submit list of priorities to University Librarian in January 2019 for consideration in FY20 budget
- Submit an annual report of Committee activities to the University Librarian in May 2019 and each year, thereafter

Membership and Leadership

Based on a call for volunteers, the University Librarian appointed the inaugural committee membership to either one- or two-year terms to provide the opportunity for staggered terms going forward. Appointments were made based on the equitable distribution of membership between faculty and staff volunteers. From this initial membership, the University Librarian also appointed co-chairs for the first year. In addition to the regular membership, the chairs of the Libraries Staff Representatives Group and Faculty Advisory Board along with the Human Resources Manager will serve as non-voting ex-officio members.

- After year one, the committee chair or co-chairs, secretary, and any other offices deemed necessary should be elected by the committee membership.
- A call for new members to fill vacancies will be made by the University Librarian annually in April.
- Membership appointments will be made by the University Librarian in consultation with the committee leadership. Appointments will continue to be made based on the equitable distribution of membership between faculty and staff volunteers.

- Vacancies on the committee will be filled from a list of volunteers from the most recent annual call for members.
- Each May the new committee and University Librarian will set, review, and approve the annual committee charge (as needed) and goals.

Meetings

- The committee will meet monthly in person unless prevented by an unforeseen circumstance.
- The committee will host one annual public meeting for all Libraries employees.
- The committee will host one annual meeting with the University Librarian.
- The secretary will take minutes at each monthly meeting. The committee will approve minutes at subsequent meetings. Minutes will be shared via the employee listserv and archived in a publicly accessible server location.

We agree that all CDI meetings shall be conducted in accordance with the following principles:

- Share freely of member's experiences
- Encourage others to share freely
- Allow one conversation at a time
- Respect unique/different points of view
- Agree to disagree
- Focus comments on the issue at hand
- Be sensitive to everyone's time
- Be considerate of the feelings of others
- Provide a timekeeper as needed

- Maintain the confidentiality of internal issues
- Be creative and encourage creativity in others
- Be an active communicator and listener
- Think about the greater good of the organization as a whole

Finalized by Lisa Bayer, 3/19/2019