

CAPAL Research and Scholarship Committee Chair Handbook

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Acknowledgements

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Overview

This handbook is a guiding document to help the chair of the Research and Scholarship Committee (hereafter the RSC) facilitate the meetings and activities of the RSC.

Length of Term

The normal term for an RSC Chair is two (2) years. A total of two (2) terms may be held by the same Chair in succession, for a total of four (4) years in the position. In special circumstances, such as a Chair unexpectedly stepping down, a period longer than four (4) years may be held by a single Chair, but such a period may *not* extend to the length of three consecutive terms (six (6) years).

Scope of Role

As per the CAPAL Bylaw:

“Chairs for such committees are recruited by the Nominating Committee from among the regular members of the Corporation, tabled for information to the membership at the annual meeting, and recommended for appointment to the board. The chair of any such committee is appointed by

resolution of the board. Chairs of such committees serve as ex-officio members of the board.” (CAPAL, 2017, p 19)

“The Research and Scholarship Committee is a standing committee of CAPAL/ACBAP, with a mandate to support, advance and promote the diverse research, scholarship and creative activities of Canadian professional academic librarians, and the right of all such librarians to engage in these activities, which are essential contributions to the advancement of knowledge and society.” (CAPAL, 2024, p 1)

[Terms of Reference](#)

Prerequisites

- The Chair must be a member of the RSC. It is recommended but not required that the Chair have served on the committee prior to accepting the role of Chair

Information Sharing

Up to date information on CAPAL Committees and Communities of Practice may be found on [the CAPAL-ACBES website](#). Notes of specific relevance to the RSC Chair are included below.

CAPAL Committees

- The Nominations Committee is responsible for coordinating with the existing committee Chair to find replacement Chairs and Members as needed
- The Communications Committee is responsible for publishing announcements from other committees, including the RSC, and for facilitating any necessary translation services

Communications Channels

- capalpublications@gmail.com
 - CAPAL Publications Committee gmail
- capal-board-l@listserv.uoguelph.ca
 - Email address for the board and committee chairs only

- CAPAL-L@listserv.uoguelph.ca
 - General CAPAL membership listserv
- capalibrarians@capalacbes.org
 - General CAPAL email address
- capal.zoom@gmail.com
 - CAPAL Zoom gmail account
- Monthly Digest
 - The link to the monthly digest preparation document changes annually – a link to the current digest should be obtained from the Communications Committee, so that responsible members or chairs may add content to the digest
- [CAPAL Blog on the website](#)
 - Send any posts to the current Communications Committee chair

Responsibilities

Organizational

- Be the point person for communications directed towards the Board of Directors
- Attend CAPAL Board meetings as a non-voting member and report on the activities of the RSC there; report back to the RSC on the activities of the Board
- Facilitate the creation of subcommittees that will undertake the various projects of the RSC. Subcommittees may decide on their own, if, when, and how they meet and communicate, unless there are specific instructions and timelines required of the task in question.
 - In some cases, subcommittees may be as small as a single Member
- Facilitating advertising the need for and votes on new members to the RSC
 - A statement of interest should be requested from prospective members
 - Advertising should be undertaken in consultation with the Nominations Committee

- Voting on new members should be undertaken by current members of the RSC, after discussion
- Departing Members or Chairs should be sent a formal letter of thanks from the Chair

Logistical

Chairing Regular Meetings (Chair)

- Schedule monthly meetings of the RSC
 - Traditionally the Committee has not met during the summer months
- Prepare and distribute agenda
- Ensure that all agenda items are addressed
- Maintain notes on RSC meetings, or select a designate to do so

Annual General Meeting (AGM) (Chair or designate)

- Prepare Annual Report for AGM (Deadline usually end of April/May)
- If possible, present a short report on the activities of the RSC at the annual CAPAL conference

Lecture Series (Subcommittee)

- Every second year (alternating with the Panel Discussion) the RSC hosts a talk by an LIS researcher
- The researcher selected must be decided upon by the committee
- The purpose of the lecture series is to:
 - Be a model for high-quality LIS scholarship
 - Inspire attendees to pursue their own research
 - Provide a sense of the research community in Canadian academic libraries
 - It is NOT a "how-to" workshop on methods, analyses, and so forth
- The speaker is to be provided with an honorarium, if they are willing to accept one
 - The honorarium must be approved by the CAPAL Board

- The amount of the honorarium should be decided by the Board in consultation with the Chair (after prior consultation with the Committee).
 - The Treasurer will pay the speaker
- The talk is public, open to CAPAL members and non-members alike
- The talk may be in either or both official languages
 - Translation of subtitles in the recording may be possible; this must be arranged via the CAPAL Board
- The talk should be advertised in advance
 - This is facilitated by the Communications Committee
 - The RSC creates a promotional graphic to be shared
- The lecture should be hosted on the CAPAL Zoom account
 - The Chair or Member of the RSC responsible will set up the meeting
 - A time should be selected for the lecture that does not compete with other scheduled CAPAL events (see CAPAL Calendar)
- The lecture should be recorded, with the permission of the presenter
- The recording of the lecture should be posted on the CAPAL website
 - The presenter will have to fill out CAPAL's Non-Exclusive License Form in order for the recording to be posted
 - This should be facilitated with the Publications Committee
- The speaker should be thanked with a formal letter from the Chair of the RSC

Panel Discussion (Subcommittee)

- Every second year (alternating with the Lecture Series) the RSC hosts a panel on a topic of interest to librarians conducting research
- The panel members selected must be decided upon by the committee
 - Panel members may be members of the RSC or external individuals who have relevant knowledge
 - The Panel host is a member of the RSC
- The purpose of the panel is to:
 - Provide insight or discussion on a matter related to the research process or research community in LIS
- The panel is public, open to CAPAL members and non-members alike

- The panel may be in either or both official languages
 - Translation of subtitles in the recording may be possible; this must be arranged via the CAPAL Board
- The panel should be advertised in advance
 - This is facilitated by the Communications Committee
 - The RSC creates a promotional graphic to be shared
- The lecture should be hosted on the CAPAL Zoom account
 - The Chair or Member of the RSC responsible will set up the meeting
 - A time should be selected for the panel that does not compete with other scheduled CAPAL events (See CAPAL Calendar)
- The panel should be recorded, with the permission of the presenters
- The recording of the panel should be posted on the CAPAL YouTube
 - The presenters will have to fill out CAPAL's Non-Exclusive License Form in order for the recording to be posted
 - This should be facilitated with the Publications Committee
 - The panelists should be thanked with a formal letter from the Chair of the RSC

Mentorship Program (Subcommittee)

- The CAPAL Research & Scholarship Mentorship Program is an opportunity for current and future academic librarian researchers to receive feedback on their work throughout the research process both from formal mentors and from their peers.
- Call for interest is sent out in August, with a deadline in early September.
- Mentoring matches are made and communicated in September.
- Each mentor will be paired with a minimum of one mentee, depending on number of mentors and mentees registered.
- Members of the subcommittee will check in via email with mentors and mentees at least twice throughout the duration of the program, and more often if indicated by email from program participants.
- At least one member of the subcommittee should own and monitor the capalmentorship@gmail.com email address.

- There is a google drive with additional documentation for the facilitation of the mentorship program
- The gmail address must be transferred between subcommittee chairs
- A webpage for the program outlining expectations of mentees and guiding principles is available on the [CAPAL-ABCES website](#)
- The program concludes in mid-May, with a survey distributed for feedback and iterative improvement.
- A report on the program by the subcommittee is shared with the Chair of the RSC at the conclusion of subcommittee activities for the year

Research Briefs (Subcommittee)

- The RSC provides research briefs to be posted in the CAPAL newsletter
 - Access to the Newsletter is facilitated through the Communications Committee
- Briefs are short paragraphs highlighting research articles (or are articles about research) of interest to the Canadian academic librarian community
- Briefs may be written by any or all members of the RSC
- One brief is provided per month
- Recent articles, and articles from librarians at Canadian institutions should be prioritized

Other Initiatives (Chair)

- Other initiatives and ideas may be brought to the Chair of the RSC throughout their term, either through the membership of the RSC or from without. These should be brought to the Committee and dealt with on a case-by-case basis.

Managing the Focus of the Committee (Chair)

- The focus and the initiatives of the RSC will naturally change over time. The Chair, in consultation with the Committee has discretion to begin new regular or stand-alone initiatives, or to bring to an end previous initiatives.

- This document should be updated as necessary and sent by the Chair to the Board for approval. After approval, it should be sent to the Webmaster for inclusion on the CAPAL website. This document is public, and should not include proprietary or confidential information.

Formal Communication from the Committee (Chair)

- Formal communication from the RSC should come from the Chair
- In formal emails, the Chair should identify themselves as the Chair of the RSC in a signature line, even if they also have another standard signature
- Formal letters from the RSC should be on CAPAL letterhead

Email, Shared Drive, and Documentation (Chair)

- The Chair is responsible for managing the Committee email
- Important documents, templates, and documentation of the Committee should be kept and maintained in a communal workspace for the Committee
- More general CAPAL templates are located in the CAPAL shared workspace
- As this handbook has been developed during a period of transition for these workspaces, future versions of this handbook should include more detailed information about where relevant templates and documentation are stored

References

Canadian Association of Professional Academic Librarians/Association canadienne des bibliothécaires académiques professionnels (2024) *Standing Committee on Research & Scholarship Terms of Reference*.

Canadian Association of Professional Academic Librarians/Association canadienne des bibliothécaires académiques professionnels (2017) *Bylaws*.