

Dr. Thomas Chase  
Provost and Vice-President (Academic)  
University of Regina

January 31, 2017

Dear Dr. Chase,

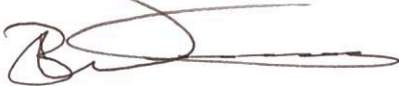
The Self Study Report for the upcoming Academic Unit Review of the University Library is attached to this letter.

The following steps were taken to produce the Self Study Report and to engage all Library employees in the process.

- The University Librarian struck a Steering Team in October 2016 to lead the unit review process. The Steering Team members were B. Waytuck, University Librarian, C. Murphy, Associate University Librarian, W. Sgrazzutti, Special Projects Coordinator and K. Wiome, Library Administrator.
- The Steering Team, in consultation with the Library Leadership Team (LLT), met periodically from October 2016 through January 2017.
- For the SWOT Analysis, a survey was conducted using Qualtrics software and distributed to all library employees in December 2016.
- Unit Heads were provided the results of the SWOT Analysis for their information.
- LLT members, the Copyright Officers, Data Librarian, and the University Records and Information Management Archivist were asked to submit information for their areas of responsibility using the Self Study template as a guide.
- Content therein covers the period of the last ten years.
- The first draft of the Self Study Report was reviewed by the Steering Team on January 9, 2017.
- The second draft of the Self Study Report was released to the LLT and Librarians' and Archivists (LAC) on January 20, 2017.
- Based on the feedback received, the second draft of the Self Study Report was made available to all Library employees on January 25, 2017.
- LLT and LAC endorsed the Self Study Report on January 24, 2017.

Additional information is available upon request should the Review Team require it.

Sincerely,



Brett Waytuck  
University Librarian