

Osler Library - Bylaws

On November 1, 2023, the Board of Curators of the Osler Library approved the following bylaws. An addendum containing several wishes expressed by Sir William Osler was created. While they do not constitute bylaws, they are still extremely important as they reflect the functions of the library, its books, and manuscripts as well as its uses. Sir William Osler also expressed his wishes regarding the qualifications of the Head, Osler Library. The addendum presents these wishes.

I. Functions of the Board

The Osler Library, (hereinafter, "the Library") is associated with three different communities:

- a) as a service to the McGill medical community, the Library needs communication with, and advice from the Department of Social Studies of Medicine in particular, and the Faculty of Medicine and Health Sciences more generally, especially with regard to services and facilities;
- b) as a library within the McGill University Libraries, the Library needs communication with the library system, particularly with regard to its University appropriations, personnel policies and integration of services and facilities with other McGill libraries;
- c) as an institution with extra-mural support and responsibilities, the Library needs communication with, and advice from individuals representing a variety of interests, particularly with respect to the disposition and use of private donations and other gifts, especially Osler's bequest.

The Board of Curators (hereinafter, "the BOC") is designed to embrace these various commitments to and sources of support for the Library. So constituted, the Board has three major functions:

- i) to provide the main channel for communication by and participation of persons from outside McGill;
- ii) to provide a formal means for overseeing the disposition and use of private donations and gifts;
- iii) to define and to adjudicate the nature and extent of the Library's responsibilities and the various interests it serves.

As far as these last two functions are concerned, it is clear that the BOC, as well as being advisory, is also a governing body of the Library.

Under normal conditions, the BOC will meet three times annually, with the Annual General Meeting on Osler Day in early November. However, a formal meeting may be called at any time by the Chair or by a minimum of ten members.

II.I BOC Composition, Roles and Responsibilities

a) Five Ex officio Curators

- The President of McGill University
- The Dean of the Faculty of Medicine and Health Sciences (or her/his delegate)
- The Trenholme Dean of Libraries
- The Chief, History of Medicine Division, U.S. National Library of Medicine (or her/his delegate)
- The Head, Osler Library of the History of Medicine

b) Six to Seven Appointed Representative Curators

- Up to two representatives of the Osler Family appointed by the BOC
- A representative of the Department of Social Studies of Medicine appointed by the Chair, Department of Social Studies of Medicine
- Two medical student representatives of the McGill Osler Society appointed by the McGill Osler Society
- A representative of the McGill Faculty of Medicine and Health Sciences appointed by the Dean of Faculty of Medicine and Health Sciences
- A representative of the McGill Libraries appointed by the Trenholme Dean of Libraries

c) Seven to Nine Elected Curators

- A representative of the Friends of the Osler Library
- A representative of the American Osler Society
- A representative of the Molina Foundation
- Four to six curators elected at large, who have a background and experience which particularly positions them to contribute to BOC discussions of current and anticipated policy matters affecting the Osler Library.

The Chair of the BOC will be the Dean of the Faculty of Medicine and Health Sciences (or her/his delegate).

The Head, Osler Library of the History of Medicine will act as Secretary of the BOC and shall be responsible for its minutes, for an annual report to BOC, and for arranging its annual meeting, including the establishment of the agenda, in consultation with the Chair of the BOC and the Chair of the Standing Committee.

The quorum at a meeting of the BOC shall be a simple majority of the Curators then in office.

II.II Term of office

Unless otherwise decided by the members, elected members shall hold office for a term of two years. A curator whose term of office has ended may be re-elected for a maximum of eight years.

II.III Meetings

The BOC will generally meet three times a year or more frequently if urgent matters require a special meeting. One such meeting will take place annually on Osler Day.

A curator may participate in a meeting using telephonic, electronic or another means of communication.

II.IV Terms of reference

- a. Advances the interests of the Osler Library in the development, funding, and implementation of its programs.
- b. Assists with the identification, cultivation, and solicitation of prospective donors.
- c. Assists with the development and maintenance of relationships with key programs and partners.
- d. Provides support and advice to the Head, Osler Library of the History of Medicine, as requested.
- e. Reviews for approval or not the recommendation for the appointment of the Head, Osler Library of the History of Medicine.
- f. Confers the title of Osler Librarian and Honorary Osler Librarian as it judges appropriate.
- g. Approves, as appropriate, all financial strategies, investments, budgets, financial results, and annual reports.
- h. Provides a channel for communication by and participation of persons from outside McGill.
- i. Ensures the long-term viability of the Osler Library.
- j. Reviews the BOC terms of reference every five years.

II.V Committees of the BOC

Two committees report to the BOC: the Standing Committee and the Nominating & Governance Committee. The BOC can also appoint other committees on an ad hoc basis.

a) Standing Committee

There shall be a Standing Committee (hereafter, the "Committee") to serve the BOC as:

1. an executive committee;
2. a planning committee;
3. an ad hoc committee to deal with any matters that are delegated to it by the BOC.

Please see Appendix A for a full description.

b) Nominating & Governance Committee

The mandate of the Nominating & Governance (NG) Committee is to assist the BOC in:

- identifying and recommending candidates for election or appointment to the BOC,
- reviewing the BOC process for orientation of new curators and the assessment of the BOC
- developing governance principles and guidelines for the Osler Library.

The Nomination & Governance Committee is established under the authority of the BOC and is accountable to the BOC. Its recommendations with respect to appointments of members of the BOC and its committees are for consideration by the BOC but not binding on the BOC.

Please see Appendix B for full description.

II.VI Appointment of the Head, Osler Library of the History of Medicine

The appointment of the Head, Osler Library of the History of Medicine will follow the process described below based on the *Regulations Relating to the Employment of Librarian Staff* and associated procedures:

1. The Dean of Libraries strikes an Advisory Selection Committee (ASC) composed of:
 - a. 4 librarians appointed by the Trenholme Dean of Libraries;
 - b. 3 members of the BOC appointed by the BOC, one of whom is a member of the academic staff;
2. The ASC is chaired by a member of Library Cabinet;
3. The ASC's recommendation report is presented to the Trenholme Dean of Libraries;
4. The three members of the BOC present the selected candidate (CV and motivation letter) to the BOC who can vote to express their simple majority support, or not, for the selected candidate. The BOC's motion is communicated by its Chair to the Trenholme Dean of Libraries.
5. The Dean's recommendation is presented to the Provost. The ASC recommendation report and the BOC's motion are attached to the Dean's recommendation to the Provost.

II.VII Revisions

From time-to-time circumstances may necessitate ad hoc, temporary deviations from these bylaws. Such changes can be made, on the advice or approval of the Standing Committee and/or the Nominating & Governance Committee. They should be approved by a simple majority of those attending the next official meeting of the BOC along with a clear plan as to the time and/or circumstances of their termination.

If they are not to be terminated, appropriate revisions to the bylaws must be approved by two-thirds of the Curators attending any official meeting.

Appendix A – Mandate and Terms of Reference of Standing Committee, Osler Library

Mandate

There shall be a Standing Committee (hereafter, the "Committee") to serve the BOC of Curators (hereafter, the BOC) as:

1. an executive committee.
2. a planning committee.
3. an ad hoc committee to deal with any matters that are delegated to it by the BOC.

Composition

The Committee shall be composed of a representative from the Faculty of Medicine and Health Sciences, a representative from the Faculty of Libraries, the Chair of the Friends of the Osler Library, and three members of the BOC elected for a two-year term at an annual meeting, the Chair of the Committee to be appointed, from among these members, by the BOC upon recommendation of the Nominating & Governance Committee.

The Head, Osler Library of the History of Medicine (Librarian) will act as Secretary.

The quorum will be composed of three members.

Terms of reference

- i) As an executive body, the Committee, primarily in the person of the Committee Chair, will advise the BOC Chair and/or the Librarian on curatorial matters requiring a decision between meetings. In the course of making such decisions, the Chair may consult one or more members of the Committee, but the Chair will be answerable to the BOC for all such executive decisions taken.
- ii) As a planning body, the Committee will meet from time to time to discuss matters referred to it by the BOC or the Librarian and will make recommendations to the BOC as it sees fit. The Committee may decide to open its meetings to other members of the BOC as non-voting participants.
- iii) The Committee will perform other tasks assigned to it by the BOC in the manner prescribed by the BOC or, in the absence of such instructions, according to procedures established by the Committee Chair.

Meetings

The Committee will meet in advance of each BOC meeting and shall have a calendar of business for the purpose of ensuring that each meeting agenda addresses responsibilities as outlined in these terms of reference. In addition, the Committee shall meet formally before each BOC meeting to review the agenda for, and to make its report to that meeting.

Most meetings will be held through the use of communications technology, but every attempt will be made to have at least one face-to-face meeting during the year.

Appendix B - Mandate and Terms of Reference of Nominating & Governance Committee, Osler Library

I.I Mandate

The mandate of the Nominating & Governance (NG) Committee is to assist the BOC of Curators (BOC) in:

- identifying and recommending candidates for election or appointment to the BOC,
- reviewing the BOC process for orientation of new curators and the assessment of the BOC
- developing governance principles and guidelines for the Osler Library.

The NG Committee is established under the authority of the BOC and is accountable to the BOC. Its recommendations with respect to appointments of members of the BOC and its committees are for consideration by the BOC but not binding on the BOC.

I.II Composition and Quorum

The Committee will be composed of five members who must be members of the BOC and drawn from:

- The Chair of the BOC
- A Representative from the McGill Library
- A Representative from the Faculty of Medicine and Health Sciences
- One student representative from the McGill Osler Society
- One other member from the BOC.

The NG Committee will recommend the representatives from both the Library and Social Studies, the Student and one member from the BOC. The members will be proposed for a two-year term, except for the student representative who will serve the term of their appointment.

The Head, Osler Library of the History of Medicine will serve ex officio, act as Secretary and will be able to act in an advisory capacity but will not have a vote.

The quorum will be composed of three members.

The BOC shall appoint the Chair of the NG Committee, on the recommendation of this Committee. One member of the Governance Subcommittee will be part of this initial NG Committee for transition purposes.

The NG Committee will review annually the continuing eligibility of nominees for election as BOC directors.

II.I Terms of reference

The NG Committee assists the BOC in fulfilling its nominating and governance responsibilities with respect to:

- nominations of At-Large members to the BOC.

- good governance practices including rules of order and procedures and matters of ethics as they relate to governance.

a) Nominating functions delegated by the BOC

- The NG Committee will establish recruitment and succession planning processes.
- It will develop and amend guidelines for the appointment of At-large members of the BOC, including skill sets, criteria, and attributes to be used in identifying prospective candidates.
- It will develop and implement a systematic process for seeking nominations of At-large members.

b) Nominating functions subject to the authority of the BOC

- Recommend to the BOC appointments of At-large members of the BOC, considering the importance of reflecting the diversity of the community in BOC membership, and seeking a gender and age balance, as well as representation from culturally diverse groups.
- Recommend to the BOC appointments of members to the Standing Committee and the NG Committee of the BOC.

c) Governance and ethics functions

- Advise the BOC on all governance and ethics matters, including by-laws, BOC management structures and BOC policies;
- Review and recommend at least every five years revisions to the governance policies, processes and structures as appropriate;
- Oversee, review and report to the BOC on an orientation program and on a continuing education for the members of the BOC;
- Review every two years the performance of members of the BOC and its committees, using evaluation tools approved by the NG Committee;
- Review at least every five years the Statutes, the regulations and the terms of reference of the BOC and its Committees to make appropriate recommendations to the BOC if changes are required; and
- Determine if a Code of conduct and a Code of ethics should be required practices for the BOC at this stage of its existence.

II.II Meetings

The NG Committee will meet in advance of each BOC meeting and shall have a calendar of business for the purpose of ensuring that each meeting agenda addresses responsibilities as outlined in these terms of reference.

Most meetings will be held through the use of communications technology, but every attempt will be made to have at least one face-to-face meeting during the year.

III Creation of an Addendum

The existing guidelines contain several wishes expressed by Sir William Osler. While they do not constitute bylaws, they are still extremely important as they reflect the functions of the Library, its books and manuscripts as well as its uses. Sir William Osler also expressed his wishes regarding the qualifications of the Head, Osler Library. This addendum presents these wishes.

Functions of the library

Osler's original description of the Library's purpose remains unchanged. "*The Library is to serve, as far as possible, two functions - the education of students in the History and Methods of Science and of Medicine, and to promote research into these subjects.*" To this end the Library maintains a specialized research collection in all aspects of the history of medicine and its sciences.

In view of its size, importance, and uniqueness, the Library must conceive its responsibilities on a national and international scale as well as those demanded of any specialized research collection within McGill University. The Library should maintain a collections policy consonant with these responsibilities.

Osler's books and manuscripts

a) Books from the original library bequeathed to McGill by Sir William Osler will be subject to essentially the same rules as to custodial care and security as apply to all other books in the collection with the following exceptions:

1. books clearly marked as being from Osler's original bequest will not circulate;
2. no item that is part of the original *Bibliotheca Osleriana* may be taken out of the University without the permission of the BOC.

b) The BOC is the executor of Osler's literary remains.

c) The Librarian may allow any person to examine any of Osler's manuscripts, notebooks, etc., when satisfied of that person's legitimate need and scholarly intentions.

d) The Librarian may also permit manual copying, photocopying, scanning, photographing, etc., of these materials for the same purposes, subject to the conditions set forth in section (e) below, if satisfied that, in processing them, suitable precautions against loss, theft, or physical damage have been taken.

e) The Librarian may permit individuals to quote from these materials, or from Osler's printed works, provided that due acknowledgment is given to the Library. These quotations should be of such limited length as to provide only documentation for the point which the author is making and should not constitute the publication of a manuscript itself or the wholesale, or partial reprinting of a published text, permission for which must be sought from the BOC (see section g below).

f) When in doubt, the Librarian may refer any request relating to section (c), (d) or (e) for a decision by the BOC.

g) Permission to publish the text of a manuscript, or to republish a printed text for which the BOC holds copyright, may only be granted by the BOC at an official meeting.

However, the Librarian, at her or his discretion, may grant permission to publish an entire letter, or entire manuscript of short length, if she or he judges the intent of publication to fall within the spirit of section (e) above.

The use of the Osler library

In accordance with Sir William Osler's original wishes, "*the Library is for the use of the members of the medical profession, including of course medical students.*" In addition, the Librarian may permit the use of the collection and Library facilities by anyone who offers suitable evidence of a legitimate need and scholarly intentions.

Collection description

The Osler Library's books and serials are listed in the McGill Library Catalogue. The Osler Library also has collections of digitised and other material that are not individually listed in the Catalogue. To help find this material, special databases have been created, specifically:

Archival Material Held in the Osler Library - A Searchable Database. The Osler Library Archives has over 100 collections of papers by or about doctors, medical students and organisations, including significant collections on Sir William Osler, Wilder Penfield, Maude Abbott and the Canadian Health Libraries Association. There are fonds or collections level records in the McGill Catalogue too. Please note that individual archival fonds or collections are also listed in the Catalogue.

Osler Library Prints Collection. The library has an extensive collection of prints and drawings. The largest collections were donated by Dr. Kalz, Dr. Evans and Mr. Helfand, with notable additions from Ellen Wells. Frederick Kalz had amassed 175 engraved portraits of physicians from the 17th to the 19th centuries. John Howell Evans donated over seven hundred images of cancer and other tumour cases from the late 1860s to the mid 1920s, as well as English physicians of the eighteenth and nineteenth centuries. Ones in the print collection have been digitised, but other illustrations remain, primarily in archival collections. Mr. Helfand was a pharmaceutical executive who donated approximately 150 prints, mainly 19th and 20th century cartoons and caricatures from

France. Finally, the founding editor of the Osler Library Newsletter, Ms. Ellen Wells, donated 29 Italian anatomical engravings.

William Osler Photo Collection. This is a digitised collection of approximately 400 photos of Sir William Osler and his family and circle from all phases of his life.

We also have material for which there are no online listings. Help with using these can be had by contacting **the Osler Library**. For example, the Library has a collection of approximately 800 medical artefacts, which include a number of surgical and medical instruments and kits, medals and plaques from a great variety of sources. There are also several objects that belonged to Sir William Osler, including furniture.

Qualifications of the Librarian

To Sir William's original hope that the Librarian will have scholarly attainments and an interest in the bibliography of the history of medicine and its sciences is added the expectation that she or he will have professional competence as a specialist librarian. When, in the judgement of the Board, the History of Medicine Librarian has attained high standards of excellence in these areas, the Board may confer upon that individual the title of Osler Librarian.

IV. Creation of Curators Emeriti

IV.I Purpose

The Board of Curators (BOC) of the Osler Library wishes to establish a category of Curators who shall be known as Emeriti Curators to recognize the contribution of Curators who have served with distinction and excellence. From time to time the BOC may decide to invite Emeriti Curators to attend BOC meetings as non-voting participants.

IV.II Definition

Curators emeriti shall be entitled to receive all written notices and information which are provided to the BOC and encouraged to participate in events conducted by the Library.

IV.III Eligibility

In order to be considered for designation as a curator emeritus, a person must be a current or former member of the BOC who has:

- served the BOC with distinction
- engaged in major volunteer or advocacy activities in their service on the BOC
- completed the term(s) for which they were appointed.

IV.IV Election

Annually, upon recommendation of the Nominating & Governance Committee, the BOC will consider potential candidates and may elect one or more Curators for an emeritus position. A simple majority vote of Curators at a meeting at which a quorum is present is sufficient to approve the appointment.

IV.V Term of office

Emeriti curators will be nominated for a term of four years, renewable once.