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Policy Title: Library Advisory Committee Policy

Policy No: 6004

Approval Date: 26 Jan 2011

Approval Body: Academic Council

Effective Date: 26 Jan 2011

Revise Date: 04 March 2016

Review Date: February 2019

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## Policy Statement

The University Canada West Library Advisory Committee is responsible for advising University Administration on library affairs, serving in an advisory capacity to the Librarian(s), acting as a liaison between the UCW Library and faculties, and providing a faculty and a student perspective on collection, information literacy, and bibliographic matters.

## Purpose

To establish the membership and scope of University Canada West Library Advisory Committee.

## Scope

### Committee Objectives

- Advise the Librarian(s) regarding proposed policies.
- Counsel the Librarian(s) in the general development and administration of the Library.
- Express the opinions and sentiments of the faculty, staff, and students relative to Library policies and their administration to the Librarian(s).

## Definition

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
LAC	Library Advisory Committee

## Related legislation

No current legislation exists for library advisory committees.

## Related policies

Policy Number	Policy Title
6001	Library Collection Development Policy

## Responsibility

Director of Library Services

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**A. Areas of Responsibility**

The UCW Library Advisory Committee studies the Library needs in view of the instructional, research, and service programs of the University and advises the Librarian(s) on matters of general Library policy, the development of Library resources, and upon means which may best integrate the Library program with other instructional, research, and service activities of the University. The Committee serves as a liaison group among the faculty, staff, students, and the Library.

**B. Membership Criteria**

- a. Appointments are for a period of two years and renewable but may serve no more than 6 years.
- b. Membership consists of 3 to 5 faculty broadly representative of the breadth of academic disciplines, plus one actively enrolled student from each program offered at UCW, with at least one student from the online UCW environment.
- c. The Committee elects one co-Chair from among the committee members and one co-Chair of the LAC will be one of the UCW Librarians.
- d. The Secretary of Academic Council calls for Expressions of Interest for potential members when new members are needing to be recruited.
- e. The LAC will seek One (1) or Two (2) community member(s) not affiliated with UCW to participate on the LAC.

**C. Meetings**

1. Each Library Advisory Committee is expected to meet between two and four times per year. Meetings usually last 1 hour or less. Members may participate via teleconference.
2. Notice of meetings and agendas will be distributed at least one week before the meeting to all Committee Members.
3. The agenda is drafted by the Chair and the Librarians and is announced prior to the meeting.
4. Meetings may consist of the following:
  - a. Policy proposals are presented and discussed;
  - b. administrative matters of importance are brought to the attention of the Committee by the Librarians;
  - c. the members of the Committee communicate questions, complaints, inquiries, and/or suggestions to the Librarians concerning Library policies and administrative procedures.
5. UCW will provide support (non-voting staff) to Committees for note-taking and dissemination purposes, as required.

**D. Reporting Relationships**

1. Each year the Director of Library Services will prepare a summary report to members of the Library Advisory Committee and the President:
  - a. identifying which recommendations have been implemented,
  - b. which are still under consideration, and
  - c. which will not be implemented, along with the rationale.

A summary report will be prepared for Academic Council by the Director of Library Services noting in particular major recommended changes.