

Library Committee Terms of Reference

Responsibilities

The Library Committee is responsible for:

- Advising the University Librarian on matters related to the operations of the UCW Library;
- Serving as a liaison between the Library and UCW community. This committee will provide perspectives and advice on matters including, but not limited to:
 - Collection development
 - Information competency
 - Library operations and services
 - Strategies for integrating Library programming with other instructional, research, and service activities at the University
- Provide input on updating relevant Library policies and procedures;
- Acting as ambassadors of the Library to the wider UCW community.

Membership and Terms of Office

The Library Committee will be composed of:

- Nine (9) voting members, including:
 - Vice President Academic [or designate] (ex officio)
 - Four (4) faculty members (at least 2 Senate members), including one (1) from Arts, Communication and Social Sciences (ACSS) and one (1) from Graduate (2-year term) the additional 2 faculty members will be appointed by Chairs.
 - One (1) Student (Senate member)
 - One Program Chair (2-year term)
 - Associate Vice President, Teaching, Learning and Scholarship (ex officio)
 - University Librarian (Committee Vice-Chair)
- Non-voting members, including:
 - Library Staff Member (elected by library staff, 1-year term)
 - University Access Program representative (1-year term, appointed by UAP Chair)
 - Director of Student Affairs and Services (or designate, 1-year term)
 - Senate Secretary (also the Secretary for the Committee)

Total Membership: 13 (9 voting members)

Chair and Vice-Chair

The Committee will elect a Chair from its ranks at the first meeting, they will serve for a term of one (1) year.

The Chair must be a voting member of the Senate, and is responsible for:



- Chairing the meetings of the Committee;
- Preparing the agenda for meetings of the Committee;
- Reporting the recommendations of the Committee to the Senate; and
- Ensuring that the Senate policies and procedures are up-to-date and distributed to the University Community.

The Vice-Chair is the University Librarian and is responsible for:

- Chairing the meetings of the Committee in the Chair's absence; and
- Assisting the Chair in the fulfillment of their duties to the Committee.

Meetings

Meetings of the Library Committee are normally closed. A Committee may determine that the whole or part of any Committee discussion or document presented to the Committee must be held in confidence.

Meetings are usually open to visitors whom the Chair recognizes to speak to specific issues.

Meeting Schedule

The Committee meets on an as-needed basis, with a minimum of four meetings per year.

Quorum

Five (5) voting members.

Tie votes

In the event of a tie, the Chair may vote to break the tie.

Reports to the Senate

The Committee will provide an annual report on its activities to the Senate in time for the November regular meeting and when requested by the Senate.

Approved and Revised by the Senate:

2023.11.02

