

Procedure **University Library Committee
Operating Procedures**

Procedure Number: 401.10
Date Adopted: 11/06
Last Revision: 12/12/16
Approved by: University Library Committee

The following material is intended as a working document for the use of the University Library Committee (ULC). It is a guideline of the procedures used by the ULC and can be amended by the ULC at any time.

I. Overview

The University Faculty Committee is a standing committee of the Faculty Senate and serves primarily as a conduit for communication between the library and University faculty members regarding matters that impact the University's academic mission. The University Faculty Committee also acts as an advocate for and advisory group to the library and its stakeholders to support the common goal of ensuring the library's excellence as an essential support for teaching, learning, and research.

As described in the Faculty Senate Bylaws, the ULC membership consists of eight faculty members, three student members, and one staff member. From this membership, the committee elects a vice-chair (who will later become chair) as described below.

During the regular academic year, the ULC meets 4-4:50pm on the second Monday in each month. The chair of the ULC can call additional meetings as necessary.

The remainder of this document concerns the responsibilities of the chair, the vice-chair, and the committee as a whole. An appendix with information that may be of use to the ULC is included for reference.

II. The Chair of the ULC

At the last ULC meeting of the academic year, the current vice-chair of the ULC rotates in as chair of the ULC for a one-year term. The election procedure for the vice-chair is described below.

The primary responsibilities of the Chair of the ULC are:

1. Organize and chair monthly meetings of the ULC.

2. Communicate regularly with the Dean of Libraries.
 - a. At the beginning of the academic year, have a discussion with the Dean on to prepare to discuss Committee business with ECOS.
 - b. Before each meeting communicate the agenda to the Dean and make sure that members of library faculty are prepared to make presentations on any relevant agenda items (such as on the Acquisitions Budget).
3. A week before each ULC meeting (preferably two weeks), put together an agenda and send a copy to the Faculty Senate Administrative Associate. An outline of the standard format for the agenda is included in the appendix.
 - a. The library allocations budget is an annual agenda item that should be included on the agenda each year as well as the library strategic plan, preferably early in the fall semester.
4. Meet with the Library Faculty at least once a year.
5. Communicate ULC business to the Faculty Senate or ECOS as necessary, including a year-end report to be given at the May meeting of the Faculty Senate.

III. Responsibilities of the ULC

The ULC is responsible for addressing the concerns of faculty, students, and staff in regards to matters concerning the library, giving feedback to the Dean of the Library on any topic that the Dean brings before the committee, and to elect a vice-chair (who will later become chair) from among the faculty members of the committee.

The primary responsibilities of each committee member include:

1. Attend each of the ULC meetings and vote on committee business when necessary. In the event that staff and/or student representation is absent, quorum will be based on faculty representation.
2. Suggest appropriate agenda items to the chair of the ULC.
3. Participate in the periodic evaluation of the Dean of the Library and other evaluation procedures, such as accreditation, as necessary.
4. The staff representative should share relevant business and library communications with the Staff Senate; student representatives should share relevant business and library communications with ASUM and GPSA.

Appendix: Reference Information for University Library Committee

Agendas	<p>The Chair will consult with the Dean of Libraries and members of the committee regarding agenda items. The Faculty Senate Administrative Associate will send a draft agenda to the Chair to create each meeting agenda and sends it electronically to the members. Copies are also brought to the meeting. The standard format is:</p> <p style="text-align: center;">Call to Order Approval of Minutes Communications Committee Business Good and Welfare/Question and Answer</p>
Acquisitions Budget Review	The ULC is provided with the acquisitions budget early in the fall semester.
Strategic Plan Review	The ULC is provided with the library strategic plan.
Coordination with Dean of Libraries	The ULC chair meets with the Dean of Libraries at the beginning of the academic year to prepare to discuss committee business with ECOS.
Committee Operating Rules and Procedures	<ol style="list-style-type: none"> a. The committee faculty members are nominated by ECOS for 3-year staggered terms. When making appointments, ECOS shall balance faculty membership from the humanities, sciences, social sciences and professional schools. Staff members shall be nominated by Staff Senate. Student members shall be nominated by ASUM. b. The committee shall select its own Chair. c. The committee shall meet as often as needed, but at least once a month, and shall establish regular meeting times and places in conjunction with the Senate Office to facilitate administrative support. d. At the beginning of each academic year, the committee Chair or Chair's designee shall meet with ECOS to discuss the committee's business for the upcoming year. The Chair shall consult with ECOS throughout the year and inform the Faculty Senate on matters of academic interest. e. The committee shall adopt operating procedures and guidelines, which shall be incorporated into the Faculty Senate Procedures Manual as provided in Bylaw I.D. Committees shall review their operating procedures annually and provide changes to the Senate Office by November 15 each year. The committee Chair shall notify the Senate at the next meeting of any changes to procedures made

	<p>after that date. The Senate shall approve committee procedures that require the Senate to vote (e.g., ECOS procedures for conducting center reviews).</p> <p>f. The committee shall provide the Senate with an annual written report of its activities during the year by the last Senate meeting of the year.</p> <p>g. The committee may appoint subcommittees to promote efficiency. Subcommittee members do not have to be members of the parent committee. Terms of appointment are at the discretion of the parent committee.</p> <p>h. The committee Chair or the Chair's designee is the official spokesman for committee business.</p>
ECOS Communication	The Chair is expected to inform ECOS of any information that will be presented at the Senate. ECOS may be consulted regarding any committee business or procedures. ECOS meets every Thursday at 3 in UH 221 (excluding Senate and BOR meeting dates). The Chair should inform the Senate Office to attend a meeting.
ULC Meetings	During the regular academic year, the ULC meets 4-4:50pm on the second Monday in each month. The chair of the ULC can call additional meetings as necessary.
Faculty Feedback	The Mansfield Library seeks regular assessment of operations, collections and service quality via: Department Library Representatives; the University Library Committee of the Faculty Senate; an Electronic Suggestion Box on the library website; and other evaluation measures (e.g., surveys).
Meeting with the Library Faculty	According to the committee's charge the Chair should meet with the library faculty once over the academic year as a means to facilitate open communications with the Library.
Minutes	The Faculty Senate Administrative Associate takes minutes at the meetings and forwards them to the Chair for review and editing before sending to committee members. The minutes are posted to the website after they are approved by the committee. Contents of the minutes should include a complete listing of members and guests in attendance, major themes of discussions, and any action taken by the committee.
Senate updates	The Committee Chair should provide the Senate with an update of the committees' activities that pertain to faculty in fall including upcoming

	events, a link to the faculty newsletter, and a request for comments or concerns from senators be directed to the committee.
Year-end report	According to the Senate Bylaws, an annual report shall be written by the chair, delivered to the Faculty Senate, and filed with the Chair of ECOS. This report shall contain a summary of the committee's agenda items and actions.