The University of Edinburgh

Library Committee

8th December 2010

Agendum 3

Library Committee terms of reference

Brief description of the paper
The paper has revised Terms of Reference for Library Committee, based on the current arrangements which prevail. The Terms of Reference take account of the relevant University Ordinances.

Action requested
For approval. The new Terms of Reference will be approved by the Knowledge Strategy Committee and Court.

Resource implications
There are no resource implications

Risk Assessment
There is no risk assessment

Equality and Diversity
Does the paper have equality and diversity implications? No

Freedom of Information
Can this paper be included in open business? Yes

Originator of the paper
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Governance and Strategic Planning
December 2010
Edinburgh University Library Committee

LIBRARY COMMITTEE: Terms of Reference, 2010

To superintend the University Library and its contents including the approval of policies and procedures and to provide advise to the University Librarian on all aspects of the operation of the University Library.

1 Purpose

To superintend the University Library and its contents including the approval of policies and procedures and to provide advise to the University Librarian on all aspects of the operation of the University Library.

2 Composition

2.1 The Committee shall consist of up to twenty-six members.

2.2 Up to seven of the members will be appointed by the University Court from within or without the University and up to seventeen will be appointed by the Senatus Academicus from within or without the University. These members shall include students and professional library staff.

2.3 The Court shall appoint its representatives to the Library Committee on the recommendation of the Nominations Committee. Four of the Court appointees shall usually be students appointed on an annual basis on the recommendations of EUSA and shall normally be the EUSA Vice-President Academic Affairs, EUSA Academic Services Convener and one other postgraduate and one other undergraduate nominee. The remaining three Court appointees shall normally consist of at least one Court member and one member external to the University with appropriate backgrounds.

2.4 The Nominations Committee in making recommendations to Court shall take cognisance of any recommendation from the Knowledge Strategy Committee and the Library Committee in regard to external members and the experience required of members of the Library Committee.

2.5 The seventeen members appointed by the Senatus Academicus shall be appointed so as to represent the three Colleges and shall include professional library staff and academic staff at Professorial level.

2.6 The University Librarian and Deputy Librarian or equivalents are ex officio members of the Library Committee.

2.7 The term of office of members shall normally be three years.

2.8 Previous members are eligible for re-appointment up to a normal maximum of two consecutive terms of office.

2.9 The University Librarian shall be the Convener of the Library Committee.

2.10 All members of the Library Committee are expected to comply with the University’s Code of Conduct as set out in the University’s Handbook and declare any interests which may conflict with their responsibilities as members of the Library Committee.
2.11 Other senior Officers of the University may be in attendance at the Committee.
2.12 Other individuals from within or outwith the University may also be invited to attend meetings from time to time to provide the Committee with information on specific items on the agenda.

3 Meetings

3.1 The Committee will meet as required to fulfil its remit and will meet at least once in each academic session.

3.2 Meetings will be timetabled on an annual basis and will take account of the schedule for meetings of the Knowledge Strategy Committee to ensure appropriate reporting.

3.3 Minutes, agendas and papers will normally be circulated to members of the Committee at least five days in advance of the meeting. Late papers may be circulated up to two days before the meeting. Only in the case of extreme urgency and with the agreement of the Convener will papers be tabled at meetings of the Committee.

3.4 Non-contentious or urgent matters not on the agenda may be considered at a meeting subject to the agreement of the Convener of the meeting and the majority of members present.

3.5 Minutes, agendas and papers will also be circulated to those in attendance at meetings at least four days in advance of the meeting unless the originator of the paper otherwise determines. Any other person in attendance at the meeting will be issued with papers appropriate to their reason for attendance.

3.6 Papers will indicate the originator/s and purpose of the paper, the matter/s which the Committee is being asked to consider and any action/s required and confirm the status of the paper in respect of freedom of information legislation.

3.7 Seven members of the Committee shall be a quorum. This number must include one member appointed by Court and three members appointed by the Senatus Academicus. The Deputy Librarian or equivalent (we need to add this, see above) shall act as Convener for the duration of the meeting should the Convener not be present.

3.8 A formal minute will be kept of proceedings and submitted for approval at the next meeting of the Committee. The draft minute will be agreed with the Convener of the Committee prior to circulation and in the case of the absence of the Convener at a meeting the Deputy Librarian or equivalent.

4 Remit

4.1 To superintend the University Library and the contents thereof and any Libraries acquired or to be acquired for the use of the University or of any class therein.

4.2 To formulate policies as appropriate on the acquisition and disposal of materials.

4.3 To advise the University Librarian on any appropriate matters; the University Librarian shall be responsible for the day to day operational management of the Library.

4.4 To formulate regulations for usage, access and borrowing of the contents of the library.

4.5 To undertake any other responsibilities as the Knowledge Strategy Committee may determine.
5 Other

5.1 The Committee will from time to time undertake a review of its own performance and effectiveness and report thereon, to the Knowledge Strategy Committee.

5.2 In order to fulfil its remit the Committee may obtain external professional advice as necessary.

5.3 The draft minute and report on specific points discussed at each meeting will be provided to the subsequent meeting of Knowledge Strategy Committee; Information Services shall prepare a report annually for the Senatus Academicus. This shall include information from Library Committee on:

- Usage, access and borrowing of materials;
- Acquisition, disposal and cataloguing of materials; and
- Expenditure on materials

5.4 Membership of the Committee will be published on the University’s internet.

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