The University of Adelaide

# Governance

Academic Board Sub-Committees

## Library Committee

### Establishment

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| *When:* | Revised by Council at Meeting 2/05 on 21 March 2005 and Academic Board 2/05 on 30 March 2005; revised by Academic Board at meeting 1/07 on 7 March 2007; revised by Vice-Chancellor and President February 17 2010 |
| *By what authority:* | Council |
| *For what period:* | Indefinite |

### Role/Terms of Reference

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| *Nature:* | The Library Committee is established to provide advice on matters relating to the University's libraries. |
| *Terms of Reference:* | The Library Committee:<br>Advises the University Librarian on:<br>1. Matters related to the development of Library policy, guidelines and practices.<br>2. The development, implementation and monitoring of the Library's Operational Plan.<br>3. The review of the Library's Annual Report.<br>4. The operation of the Library.<br><br>Reports to Academic Board on:<br>5. Library polices and guidelines.<br>6. The Library's Strategic Plan.<br>7. The Library's Annual Report.<br><br>Reports to the Vice-Chancellor and President on:<br>8. Operational and Strategic matters of significance. |
| *Reporting line:* | To Academic Board and the Vice-Chancellor and President |
| *Quorum:* | None |
| *Procedures prescribed/determined itself:* | *Business procedures:*<br>1. Determined by the Library Committee.<br>2. Amendments to the constitution of the Committee are to be approved by Academic Board.<br><br>*Meeting Agendas:*<br>Prepared by the Executive Officer in liaison with the Convener and distributed by the Executive Officer at least seven working days prior to the meeting. |
| *Frequency of meetings:* | As required |

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| *List of any sub-committees:* | None |
| **Membership** | |
| *Any categories prescribed:* | 1. A senior academic nominated by the Vice-Chancellor and President (Convener)<br>2. University Librarian (ex officio)<br>3. Deputy University Librarian (ex officio)<br>4. Acquisition Librarian (ex officio)<br>5. Deputy Vice-Chancellor and Vice-President (Research) (ex officio), or nominee<br>6. Vice-President (Services and Resources) (ex officio)<br>7. General Manager, Information Technology Services (ex officio)<br>Nominee of the Executive Dean (usually the Convener of the Faculty Library Committee) of the:<br>8. Faculty of Engineering, Computer and Mathematical Sciences<br>9. Faculty of Health Sciences<br>10. Faculty of Humanities and Social Sciences<br>11. Faculty of the Professions<br>12. Faculty of Sciences<br>13. One currently enrolled undergraduate student<br>14. One currently enrolled postgraduate student<br>The Vice-Chancellor and President is an ex officio member of all Committees of the University. |
| *How are members appointed?* | Membership category 1 is to be nominated by the Vice-Chancellor and President<br>Membership categories 8 - 12 are nominated by the Executive Deans.<br>Membership category 13 is to be nominated by the Adelaide University Union.<br>Membership category 14 is to be nominated by the Adelaide University Union. |
| *Length of terms* | Representatives of Executive Deans are nominated annually. |
| *Proxies* | Proxies are permitted with the prior approval of the Convener. |
| *How is the Convener appointed?* | The Convener is nominated by the Vice-Chancellor and President |
| *Administration (Executive Officer)* | Office of the University Librarian |
| **Contact person and phone/email** | Mr Paul Wilkins, Deputy Librarian, tel: 35223 |
| RMO File Number | 2005/2074 |