

# Library Council Terms of Reference

## Mandate

The Library Council is established by the General Faculties Council (GFC) under its general authority for academic matters under the Post-Secondary Learning Act (the Act). The Council acts as an advisory body to the Dean of the Library on the management and operations of the John L. Haar Library and provides a forum to discuss issues related to the MacEwan Library.

## Responsibilities

The Council shall:

- Approve processes related to the Library and its operation, and recommend to the GFC policies and procedures related to the Library
- Set priorities and endorse direction for library services and operations
- Approve evaluation criteria for librarians
- Participate in the implementation of the mission, goals, objectives, and priorities of the Library
- Elect member(s) for appointment to the GFC
- Respond to requests for submission by GFC or other applicable bodies

At the request of the Dean of the Library, the Council may:

- Seek input from the MacEwan University staff, faculty, and students regarding library services
- Provide feedback on the Library Acquisitions Budget prior to submission to the Provost

## Creation of Subsidiary Bodies and Sub-Delegation

The Council may:

- Strike sub-committees, ad hoc committees, or working groups to support its functions, and approve terms of reference for such bodies

## Standing Committees

Library Faculty Council establishes the following standing committee(s):

- Executive Committee

## Reporting

- The Council will provide regularly reports, including an annual report, to the GFC on its activities and decisions
- The Council will receive regular reports, including an annual report, from any sub-committees

- The Council will receive regular reports, including an annual report, from the GFC representative(s)
- These Terms of Reference and delegated authority herein will be reviewed by the Council at least every three years

## Membership:

### Voting

- President (ex-officio)
- Provost (ex-officio)
- Dean of the Library, who is the Chair (ex-officio)
- Associate Dean(s) of the Library
- All tenured and tenure-track academic staff of the Library
- One student, appointed by the Student's Association of MacEwan University

### Non-Voting

- Recording secretary

*Proposed Terms of Reference for Proposed Library Council Approved by General Faculties Council  
Executive June 19, 2020*

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