I. The Library Council shall consist of campus academic librarians and library services assistants (LSA) as well as all members of Library Support Services with appointments of one-half time or more per academic year.

II. The purpose of the Library Council shall be to serve in an advisory capacity to the Executive Director on matters of coordinating the development of library and information services and programs for the Colleges. The Council shall review and advise the Executive Director on the expenditure of central funds designated for library-related automation and technology, acquisitions, and shared services. The Council shall recommend to the Executive Director library and information policy which promotes and enhances library and information access for the Colleges academic community and the local citizenry.

III. Eligible Voters. All members of the Council are eligible to vote on all questions.

IV. Standing Committees

A. Executive Committee

Membership: The Executive Director as an ex-officio non-voting member and three members of the Council: two of which shall have academic librarian standing and one library services assistant elected for staggered two year terms. The Library Council Chair shall also serve as Chair of the Executive Committee for one year. The Library Council chair shall be the librarian in their second year on the Executive Committee.

Duties and Responsibilities:

1. The Library Council Chair calls meetings of the Council and/or Executive Committee, solicits items for and sets the agenda for such meetings, and oversees the business of the Council and Executive Committee.

2. The Executive Committee shall serve as an advisory board for the Executive Director.
3. The Executive Committee shall appoint a replacement to any office in which a vacancy occurs. Should a vacancy occur on the Executive Committee, the remaining member(s) shall nominate a replacement(s) and poll the Council. A Committee member so elected shall complete the vacated term and be eligible for election to a full term following, should they be nominated.

4. The Executive Committee shall assist the Chair in determining the business of the Council and act as a clearinghouse for other library-related matters.

5. The Committee shall appoint working subcommittees of the Council to conduct its business.

6. The Committee, upon request from the Executive Director and others, shall recommend members from among the Library Council to serve in various capacities.

7. One of the members of the Executive Committee shall serve as recording secretary for the meetings of the Council and the Executive Committee and shall distribute minutes of meetings within two weeks of the meeting. Minutes from the previous Library Council meeting shall be reviewed for approval by the Council.

B. Assessment Committee

Membership: Three members of the Council serving staggered 2 year terms, plus the Executive Director, or designee, as a non-voting ex-officio member.

Duties and Responsibilities:

1. Develops and applies assessment measures to the selected goals set forth in the Council's strategic plan to determine how these goals are being met.

2. Gathers and analyses data and reports their results annually, making recommendations as to how the Council might use these results to improve library services.

3. Provides support to the Executive Director in creation of Annual Reports.

4. Develops and maintains standard operating procedures that are consistent with its charge.
C. Electronic Resources:

**Membership:** Five members of the Council: three elected for staggered two year terms, plus the Director of Library Support Services and the CDC Representative as non-voting ex-officio members.

**Duties and Responsibilities:**

1. Evaluates subscription-based online resources shared by the Colleges libraries and makes recommendations to the Council.
2. Identifies and reviews new online resources and makes purchase recommendations to the Council.
3. The resources identified, evaluated and reviewed by this committee will generally be those funded out of central shared DIN monies.
4. Recommends to the Council procedures and policies to ensure that efficient, cost-effective, and judicious methods are employed in the selection and evaluation of shared electronic resources.
5. Develops and maintains standard operating procedures that are consistent with its charge.

D. Professional Development and Service Committee:

**Membership:** Three members of the Council with staggered two year terms. If not already a member of the committee, a representative from the Professional Development Day host campus should be added to the committee to assist in planning.

**Duties and Responsibilities:**

1. Develops slates of candidates to serve on Library Council standing committees or as representatives to other organizations.
2. Receives and counts votes for these elections and announces the names of the winning candidates.
3. Ascertains the needs of Council members for professional development activities each year.
4. Develops plans or programs to meet one or more of those needs, utilizing funds provided by UW Colleges and/or external sources in consultation with
the Executive Director.

5. Develops and maintains standard operating procedures that are consistent with its charge.

E. Interface Management and Organization Committee (IMOC):

Membership: Three members of the Council elected for staggered two year terms, plus the Systems Librarian as a non-voting ex-officio member.

Duties and Responsibilities:

1. Reviews, evaluates, and recommends enhancements to the user interfaces of UWC libraries' shared electronic tools funded out of the central Automation monies.
2. Regularly solicits comments from the UWC librarians regarding the effectiveness and functionality of these tools.
3. Considers and makes recommendations to the Council regarding suggestions received.
4. Maintains awareness of emerging trends and options to enhance the effectiveness and usability of these products, and makes recommendations to the Council.
5. Undertakes other assessment activities as needed.
6. Develops and maintains standard operating procedures that are consistent with its charge.

F. Bachelors of Applied Arts & Sciences (BAAS) Library Committee:

Membership: Membership includes all librarians whose position descriptions include responsibility for meeting the needs of the BAAS program (including the Systems Librarian), plus the director of LSS, and the Executive Director as non-voting ex-officio members.

Duties and Responsibilities:

1. Shares information and actively supports the BAAS program at individual campus libraries.
2. Recommends electronic resources to the Library Council Electronic Resources Committee for consideration and review.

3. Determines expenditures from the library BAAS budget. Budget decisions will be voted on by the membership of the BAAS Library Committee; wherein each BAAS campus, the online program and LSS will each get one vote.

4. Undertakes assessment activities as needed.

5. Develops and maintains standard operating procedures that are consistent with its charge.

G. Information Literacy Committee

**Membership:** Three members of the Council with staggered 2 year terms. At least two of the three members shall be an Academic Librarian.

**Duties and Responsibilities:**

1. Develops information literacy guidelines, goals and best practices.

2. Gathers data and reports on information literacy statistics and practices on the campuses.

3. Works with the assessment committee to develop and maintain information literacy assessment practices.

4. Coordinates with Professional Development Committee to develop information literacy education.

5. Coordinates with systems librarian to promote the use of new and updated resources.

6. Develops and maintains standard operating procedures that are consistent with its charge

V. Representatives to CUWL and its Coordinating Committees:

1. The CUWL representative shall be the Executive Director.

2. One elected representative to serve on the CUWL Collection Development Committee. (The Director of Library Support Services shall serve as an ex
ofiaco, non-voting representative to this resource group.) The term of office shall be for three years and commence on July 1. Unexpired terms shall be filled for the remainder of the term, until the next scheduled election.

VI. Elections

1. Elections shall occur in April, with terms to begin the following July 1.

2. Terms shall run July 1 - June 30, unless otherwise specified in this document.

3. A call for committee preferences and nominations will be issued by the Professional Development and Service Committee in March. Nominations shall be e-mailed (after acceptance by the nominee) to the Professional Development and Service Committee. In determining a slate for elections, the Professional Development and Service Committee should consider overall committee makeup and individual service to ensure a variety of perspectives are represented on each committee and no one individual is required to serve on multiple elected committees.

4. Voting shall be by a simple majority vote of the entire membership.

5. Balloting shall be electronic, with completed ballots being returned to the Committee.

VII. Conducting business and voting (non-elections) via email

1. When the Executive Director, a Library Council committee or any individual library council member feels that an issue should be discussed and voted on via electronic mail, the chair of that committee or the individual Library Council member shall contact the Library Council Chair to determine the need for an electronic ballot.

2. After receiving this request, the Library Council Chair shall contact the
Library Council Executive Committee for a decision on holding an electronic vote.

3. If the Executive Committee decides that an electronic vote is the best way to proceed, the Library Council Chair shall notify the requester that he/she shall define the issue and call for discussion via email. This call for discussion shall include a discussion termination date set by the requester and the Library Council Executive Committee.

4. Following discussion, the Library Council Chair shall ask for a motion/second.

5. After receiving a motion, the Library Council Executive Committee shall compile a ballot and hold a vote via email. The voting deadline shall be printed on the ballot.

6. Completed ballots shall be returned using Reply To All.

7. The Library Council Chair shall tally and distribute the results to all Library Council members. If a ballot is cast using Reply instead of Reply To All, the Library Council Chair shall notify the voter to recast his/her ballot using Reply To All.

VIII. All meetings of the Library Council are open to the public.

Revisions:
1. Revised 07/10/02
2. Revised 03/16/05: Section VII. added B.
3. Revised and approved by Library Council vote 05/16/06: Incorporating expanded committee structure and changing Section I to include appointments of one-half time or more per academic year.
4. Revised and approved by Library Council vote 3/20/07: Incorporating changes to CUWL subgroups structure and new appointments procedure for CUWL Coordinating Committees.
5. Revised and approved by Library Council vote 1/15/08: Incorporating new IMOC committee.
6. Revised and approved by Library Council vote 10/12/10: Changing size of Assessment Committee.
7. Revised and approved by Library Council vote 3/8/11: Clarifying responsibilities of E-Resources and IMOC committees and changing of IMOC’s name.
9. Revised and approved by Library Council vote 9/13/12: Adding the BAAS Committee.
10. Revised and approved by Library Council vote 2/14/13: Adding the Information Literacy Committee
12. Revised and approved by Library Council vote 12/10/13: Clarifying membership of EREC committee.
14. Revised and approved by Library Council vote 11/19/14: Reducing committee sizes and merging Nominating and Professional Development Committees.
15. Revised and approved by the Library Council 3/11/16: Membership changes: adding Library Services Assistants to the Library Council, removing references to Campus Library Directors, adding the Executive Director of the Libraries. Standardized committee sizes at 3 members (except BAAS). Disbanded the Marketing Committee and clarifying roles of several other committees. Moved to a slate model for elections.