I. **The Library Council** shall consist of the library directors and the library academic staff members with appointments of one-half time or more per academic year.

II. **The purpose of the Library Council** shall be to coordinate the development of library and information services and programs for the Colleges. The Council shall review and direct the expenditure of central funds designated for library-related automation and technology, acquisitions, and shared services. The Council shall recommend to the UWC administration 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, except those involving expenditures of centralized Colleges' DIN allocations for library resources. Votes regarding DIN expenditures shall be by a simple majority vote of one vote per campus, excluding Library Support Services.

IV. **Standing Committees**

A. **Executive Committee**

*Membership:* Three members of the Council: the Library Council Chair elected for a three year term, plus two additional members elected for staggered two year terms. The Library Council Chair shall be a library director and shall also serve as Chair of the Executive Committee. At least one of the two additional members shall be a library director.

*Duties and Responsibilities:*

1. The Executive Committee 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 Chair serves as liaison for the Council with
Colleges administrative personnel.

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 UWC administration 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: Four members of the Council: three serving staggered 2 year terms, plus the Chair of the Executive Committee 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. 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. Examples include the following positions: Library Council Chair, Executive Committee, standing committees, Library Council representatives to Council of University of Wisconsin Libraries (CUWL), CUWL Collection Development Coordinators (CDC), and any other elective positions that shall be created by vote of the Council.
2. Develops slate of candidates from amongst all UWC library personnel to be nominated to the CUWL Executive Committee for service on the four CUWL

3. Receives and counts votes for these elections and announces the names of the winning candidates.

4. Ascertains the needs of Council members for professional development activities each year.

5. Develops plans or programs to meet one or more of those needs, utilizing funds provided by UW Colleges and/or external sources.

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

E. Interface Management and Organization Committee (IMOC):

Membership: Five members of the Council: four elected for staggered two year terms, plus the Systems Librarian as an ex-officio voting 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 the library directors from the six BAAS campuses, the library director and librarian from UW Colleges Online, all librarians whose position descriptions include responsibility for meeting the needs of the BAAS program (including the Systems Librarian), plus the director of LSS, the liaison to Academic Affairs, and the Chair of Library Council as 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 one of the three members shall be an Associate Academic Librarian, an Academic Librarian or a Senior 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 13 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.

H. Marketing Committee

**Membership:** 3 members of Library Council serving 2 year staggered terms

**Duties and Responsibilities:**

1. Promotes library services in order to strengthen and broaden the libraries’ relationships with the UW Colleges community.

2. Provides centralized support to UW Colleges campuses to market the shared resources and services of the libraries.

3. Works with Central Marketing to develop and maintain a libraries-wide marketing plan which can then be individually customized by each campus.

4. Works with individual campuses, Library Council, and Library Support Services to collect information used in creating annual reports.

5. 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 a library director elected by the Council. The term of office shall be for three years and commence on July 1. The election will take place every third year except when the incumbent has been additionally elected to a CUWL office. In those circumstances the term shall extend until service in the CUWL office is also fulfilled.

2. One elected representative to serve on the CUWL Collection Development Committee. (The Director of Library Support Services shall serve as an ex officio, 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.

3. Up to two nominees for each of the four CUWL Coordinating Committees (System-Wide Digital Initiatives, System-Wide Collections and Resource Sharing Initiatives, System-Wide Library Technology Initiatives, and System-Wide User Services Initiatives). The Professional Development and Service Committee shall put out a call for nominees to all UWC library personnel simultaneously with the call for candidates for elective positions. If more than two nominees for any Coordinating Committee are identified, the names of the candidates will be reduced to two per committee by the Executive Committee. The names of the Colleges nominees for each committee will be forwarded to the CUWL Executive Committee annually upon request by the Library Council Executive Committee. If appointed, the nominee will serve a term of up to three years on the Coordinating Committee, commencing on July 1.

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 Committee.

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 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.