



Senate Teaching and Learning Committee Library Subcommittee Terms of Reference

Approved by Senate Teaching and Learning Committee: January 11, 2018

Amendments: April 24, 2022

Authority: This is a standing subcommittee of the Senate Teaching and Learning Committee.

Purpose

The STLC Library Subcommittee (the Subcommittee) is advisory in nature and its role is to advise Lakehead University libraries and archives on policy matters relating to collections, services, spaces, and specific user needs to help ensure the teaching, learning, and research needs of students and faculty are being met. Such matters may include:

- Hearing reports from the library in order to share with colleagues and/or to form working groups to focus on special projects (such as conducting surveys of colleagues);
- Bringing awareness to colleagues regarding services and collections provided by the library and the archives;
- Ensuring communication flows with faculties and departments and acting as a forum for discussing concerns and issues related to academic libraries and archives;
- Assisting in relationship-building with faculties and departments and the library;
- Participating in the recruitment of professional staff as appropriate (invite subcommittee members to attend job talks and to provide feedback on job candidates);
- Providing advice on strategic planning as needed;
- Consulting and liaising with administrative departments (including Lakehead International, TSC, and the Academic Support Zone) as needed;

- Serving as a contact for students and colleagues;
- Providing regular reports to the Senate Teaching and Learning Committee.

Composition

1. University Librarian (ex-officio non-voting member);
2. Branch library and archives representatives (ex-officio non-voting members), including the Law Librarian, Education Librarian, Orillia Campus Librarian, and the University Archivist;
3. Associate Vice-President, Research and Graduate Studies (ex-officio member);
4. One full-time librarian elected to the Senate Teaching and Learning Committee by the librarians;
5. One faculty member from each faculty nominated by the Senate Teaching and Learning Committee;
6. One faculty member from Orillia nominated by the Senate Teaching and Learning Committee;
7. One faculty member of the Senate Research Committee nominated by the Senate Teaching and Learning Committee;
8. One Indigenous faculty member from the Indigenous Learning Department, or from across the university, nominated by the Senate Teaching and Learning Committee;
9. Two graduate students appointed by the Lakehead University Student Union (LUSU);
10. Two undergraduate students appointed by the Lakehead University Student Union (LUSU);
11. One graduate or undergraduate Indigenous student appointed by the Lakehead University Student Union (LUSU).

The Chair of the Subcommittee should be a faculty member, and preferably a member of the STLC.

Committee Terms:

Committee terms for faculty and students shall normally be for two years. It is preferable for the terms to be staggered for the purposes of continuity.

Meetings:

There shall be a minimum of two meetings a year, one during the fall semester and one during the winter semester. Additional meetings can be scheduled if necessary.

Seven days notice shall be given for all meetings except that a meeting may be held at any time without due notice if all members of the Subcommittee are able to be present and/or consent thereto.

Quorum is needed for voting items. A simple majority of all filled positions is required for quorum.

Administrative Support:

The Library Subcommittee will receive administrative support from the office of the University Librarian.