

Library Advisory Committee Procedures

Appointment of members

The Head will consult with the Dean or Department Heads to appoint the faculty members (via the method and timing that works best), and appropriate student societies and/or School of Graduate Studies for student members.

Meeting dates

The Head will set meeting dates in consultation with the membership.

Minutes

1. The Head will arrange for a minute-taker. The Head will send draft minutes to the Library's Communications Coordinator for review.
2. The Head will circulate draft minutes to the committee for approval by email.
3. The Head will arrange for minutes to be posted on the Library's public website and will notify the Vice-Provost and University Librarian and the Dean.
4. The Vice-Provost and University Librarian will include information from the minutes in a regular update to the Senate Library Committee.

September 2017