**UNIVERSITY-LEVEL COMMITTEE/COUNCIL DATA SHEET**

**University of Louisiana at Monroe**

<table>
<thead>
<tr>
<th>Committee/Council Name:</th>
<th>University Library Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee Type:</td>
<td>☒ Standing ☐ Ad Hoc</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Vice President for Academic Affairs</td>
</tr>
<tr>
<td>Term/Date formed:</td>
<td>First Documentation in VPAA Office is 1996-1997</td>
</tr>
</tbody>
</table>

**Membership (Describe in general terms who should serve on the committee/council): Total = 14**

- **Faculty Senate Member(s):** 1 Faculty Senator
- **Staff Senate Member(s):** N/A
- **Faculty/Staff Members:** CAES-5; CBSS-1; CHPS-5
- **Student Members:** 1 selected by committee members
- **Ex Officio Members:** VPAA-1 (University Library Dean)

**Officers (Describe in general terms who should serve as officers):**

- **Chair:** Appointed by VPAA
- **Co- or Vice-Chair:** N/A
- **Secretary:** Elected from the committee members

**Charge (Describe the charge or purpose of the committee/council):**

To articulate and resolve concerns raised by faculty, students, and supporters regarding library collections and services. Also advises the Dean of the Library in areas related to overall library policy, planning, and operations for the University.

**Rotation Rules (List the rules that govern how committee/council membership changes with time):**

Faculty/Staff members serve a four-year term. Faculty Senate member will rotate off when their term as a Faculty Senator ends. Student member serves three years or until graduation.

**Duties of Members (Describe the duties expected of each committee member):**

- **Chair:** The chairperson will convene the committee as needed to fulfill its charge, establish an agenda for each meeting, oversee each committee meeting, form subcommittees and delegate responsibilities as needed to fulfill the committee’s mission, annually evaluate committee member performance, and make recommendations for membership. The chairperson will also maintain a file that includes: a statement of the charter of the committee; the approved minutes of each committee meeting; the annual report of the committee; and documents, correspondence, data and other information that might be of continuing value to the committee. Also, the chairperson shall forward committee records to the new committee chair when a new one is appointed.

- **Co- or Vice-Chair:** N/A

- **Secretary:** Maintain minutes of committee meetings, distribute minutes to committee members, and distribute approved minutes for posting on appropriate website.

- **Faculty Senate Member(s):** Represent the Faculty Senate at all committee meetings, report committee actions to the Faculty Senate, and participate in committee responsibilities.

- **Staff Senate Member(s):** N/A

- **Faculty/Staff Members:** Participate in committee responsibilities.

- **Student Members:** Represent the SGA at all committee meetings, serve as liaison for student body, and participate in committee responsibilities.

- **Ex Officio Members:** Represent the office that they hold and participate in all committee responsibilities.

**Last updated** ☒ Date: 10/07/2016 **Signature:**

Chair