

LIBRARY COMMITTEE

TERMS OF REFERENCE

PURPOSE

- Provide advice to the Librarian on library space use, purchasing of new resources (books, journals, online resources)
- Monitoring the uptake and use of library resources
- Identify ways for the Library resources to be better utilised by students and staff of the Catholic Theological College (CTC), and broader Te Kupenga users
- Identify ways the Library can be used as a resource for the broader Church in New Zealand
- Consider new innovations for the Library to meet the needs of a modern generation of learners

MEMBERSHIP

- Librarian (Chair)
- Assistant Librarian
- 2 academic staff representatives
- 1 student representative

The Dean and Chief Executive have a standing invitation to attend with speaking rights, to receive or provide information and advice.

Academic staff and student representatives are appointed by the Dean, and expressions of interest from staff and students will be called annually. Appointment terms are for one year, and representatives may serve up to 3 years in succession. After a year off the Library Committee, they may be appointed again for future terms.

MEETINGS

- Meetings will be in person or by video conference, as agreed with the chair
- Meetings will be held at least 4 times per year

AGENDA AND MINUTES

- The Chair will send the Agenda out three working days before the meeting
- Minutes will be taken by the Assistant Librarian

- Minutes will be circulated within two weeks to all Library Committee members and will be made available to all academic staff

DELEGATED AUTHORITY

- This committee has delegated financial authority to decide on expenditure of the library budget, within the amount agreed through the annual budget process. It does not have other financial or decision-making authorities.

TRANSPARENCY AND GOOD FAITH

- Members should read and abide by the Te Kupenga Code of Conduct, acting in good faith at all times
- Meetings will be open to any staff or students who wish to attend as observers.

REVIEW AND APPROVAL

The Library Committee Terms of Reference are reviewed annually by the Committee and approved by the Chief Executive.

Date of issue: 16 October 2020

Next review date: October 2021