



LIBRARY COMMITTEE - TERMS OF REFERENCE

PURPOSE

- To provide advice to the Librarian on library space and purchasing new resources (books, journals, online resources).
- To monitor the uptake and use of library resources.
- To 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.
- To identify ways the library can be used as a resource for the broader church in Aotearoa New Zealand.
- To 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
- 2 student representatives

The Director CTC 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 Director, 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.

Members should read and abide by the Te Kupenga Code of Conduct, always acting in good faith.

MEETINGS & MINUTES

- Meetings will be held at least 2 times per year.
- 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.
- Meetings will be open to any staff or students who wish to attend as observers.

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.

REVIEW & APPROVAL

The Library Committee Terms of Reference are reviewed every 3 years and approved by the Chief Executive

Date of Issue: October 2020

Date of Last Review: February 2025

Date for Next Review: February 2028