



HLC Accreditation Evidence

- Library Advisory Board – Team Charter

URL: <https://www.bartonccc.edu/planning/teams#library-advisory-board>

Office of Origin:

- Vice President of Instruction

Contact(s):

- Director of Library and College Archives



Library Advisory Board Team Charter

Purpose

The Library Advisory Board serves as the primary faculty, student, and staff advisory body to the Director of Library and College Archives. Its chief role is to represent faculty, student, and staff constituencies across the Barton system in the areas of Library programs, services, and resources.

Membership

The board's membership is comprised of:

- Eight faculty members;
- Seven staff members (one of whom is a full-time Library employee);
- Five students; and
- The Director of Library and College Archives as facilitator and *ex officio* member.

Membership spans the institution and includes faculty and staff from each of the College's campuses. Faculty members are nominated by the Faculty Council while staff members and students may apply for an open position by submitting a letter of application to the board facilitator.

Time Commitment and Duties

The Library Advisory Board is a permanent institutional team. Both faculty and staff members shall serve for a term of two academic years (September-May). Student members are nominated by the Student Life Advisory Council and serve for one academic year. All students in good academic standing, except for those previously or currently employed by the Library, are eligible. New members of the board will be selected by the board facilitator and notified by the end of September. As its first order of business, the board shall elect a chair, a vice-chair, and a recording secretary who will serve in these executive positions for one non-consecutive academic year.

The chair shall preside over meetings and solicit agenda items for forthcoming meetings from board members. The final agenda for each meeting shall be established by the chair in consultation with the board facilitator. The vice-chair shall assist the chair in their duties and act in that individual's absence when necessary. The board secretary shall keep a record of meeting minutes. The minutes shall be reviewed by the board chair and the facilitator prior to distribution to the membership. Distribution should occur within three (3) business days of the next regular meeting. Agendas, reports, and other information relevant to an upcoming meeting should be disseminated to board members at least three (3) business days prior to the meeting.

The board facilitator shall assist in the functioning of meetings by managing coordination activities (e.g., scheduling).

Members are responsible for recommending agenda topics, providing progress reports, attending meetings, actively participating in discussions, and supporting and promoting board activities.

Sub-committees may be formed to address specific projects and tasks.

The Library Advisory Board shall meet once per month physically in the Library and/or by remote means. The date and time of meetings are discretionary, dependent on members' availability yet one should take place within the first three weeks of each semester. Members are requested to communicate with the board facilitator if they are unable to attend meetings. Members with approval from the facilitator may assign an alternate to appear on their behalf when attendance is not possible.

Boundaries and Limitations

While board members serve to recommend strategies, best practices, policies, and procedures for the Barton Library, the facilitator may consult with other areas of the College to acquire additional information and strengthen lines of communication.

Board communications (via meetings and email messaging) may be shared as appropriate and applicable to colleagues and other work groups. If agenda items and/or board discussions are labeled as confidential, members should act with discretion regarding the information.

Objectives

The Barton Library recognizes the importance of faculty, student, and staff input regarding library policies, facilitates, programs, services, and resources. The principal objective of the Library Advisory Board is to enable direct lines of communication and facilitate the exchange of ideas between the faculty, the student body, the staff, and the Barton Library. In order to better enable the Library to serve its patrons, board members will:

- Identify obtainable goals with the aim of improving student learning opportunities;
- Develop clear and measurable learning outcomes for all board activities;
- Advise on general policies related to the quality and depth of collections, resources, and instructional programs, as well as on major initiatives and accreditation processes;
- Advise on the needs, concerns, priorities, and varied perspectives of all Barton campuses regarding Library programming, services, resources, and facilities;
- Provide market intelligence, access to data, and expertise to the Library decision-making process;
- Advocate on behalf of the Library regarding funding needs relevant to the Library's services, resources, and facilities;

- Advise on current curriculum support, and student study, research, and library use habits; and
- Consider broad national issues related to scholarly communication, open access, open educational resources, and the role of the college library in teaching and research, and convey perspectives, as appropriate, among the board membership and externally to the College community.

Membership shall evaluate its effectiveness as a group at least once per academic year; deliberations will include accomplished outcomes, deficiencies, and goal setting. Members shall make recommendations for improving the board's efficacy.