

# SIMON FRASER UNIVERSITY

S.80-165

## MEMORANDUM

SENATE

From SENATE COMMITTEE ON AGENDA AND RULES/  
SENATE LIBRARY COMMITTEE

PROPOSED CHANGES IN MEMBERSHIP AND  
Subject STRUCTURE - LIBRARY PENALTIES APPEAL  
COMMITTEE (LPAC)

Date NOVEMBER 17, 1980

The Senate Committee on Agenda and Rules, in its role as Senate Committee on Committees, considered the report from the Senate Library Committee and the further data provided by the former chairman of that Committee, and the data provided by the Secretary of SCAR. It recommends change of membership on the Library Penalties Appeal Committee and on procedure and quorum as shown.

MOTION: "That Senate approve the terms of membership, purpose, procedure and quorum for the Library Penalties Appeal Committee as shown in Attachment IA."



(PROPOSED)

December , 1980

LIBRARY PENALTIES APPEAL COMMITTEE (LPAC) - standing  
(Reporting Category "B")

| <u>Members</u>                   | <u>Conditions</u>                                                                                                    | <u>Term</u> | <u>Expiry Date</u> | <u>Name</u>    |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------|-------------|--------------------|----------------|
| Faculty Member<br>(Arts)         | As on the<br>Senate<br>Library<br>Committee                                                                          | 2 years     | Sep 30/82          | C. L. Hamilton |
| Faculty Member<br>(Education)    |                                                                                                                      | 2 years     | Sep 30/82          | B.Y.L. Wong    |
| Faculty Member<br>(Int. Studies) |                                                                                                                      | 2 years     | Sep 30/81          | P.N.S. Bawa    |
| Faculty Member<br>(Science)      |                                                                                                                      | 2 years     | Sep 30/81          | L. K. Peterson |
| Student Senator                  | As on the Senate<br>Library Committee,<br>but both Student<br>Senators shall<br>have full member-<br>ship privileges | 2 years     | Sep 30/82          | L. R. Hale     |
| Student Senator                  |                                                                                                                      | 2 years     | Sep 30/82          | S. K. Anderson |
| Undergraduate<br>Student         | Selected by<br>the<br>Student<br>Society                                                                             |             |                    |                |
| Graduate Student                 |                                                                                                                      |             |                    | P. L. Palmer   |
| Head of Loans<br>Division        | Non-voting                                                                                                           |             |                    | R. Malinski    |

Chairman (elected by and from voting members of the Committee):

TYPE: Standing Committee reporting to Senate Library Committee.

PURPOSE: To consider cases wherein an individual feels that he is unjustly penalized for an infraction of the Library Loan Policy and to make the final decision.

PROCEDURE: Any individual who is aggrieved by the decision of the Loans Division of the Library concerning penalties may petition, in writing, to the Head of the Division that his case be considered by the Library Penalties Appeal Committee. The individual or his designated representative will be notified by letter/telephone of the date of the meeting and may speak to the Committee on his grievance. The Loans Division will provide documentation for the Library and the individual or his designated representative may contest the evidence or enter any circumstances that may be germane. The decision of the Committee is final.

QUORUM: A quorum shall include the Chairman (or Acting Chairman) plus three other members at least one of whom must be a faculty member and one must be a student.

Penalties imposed will be suspended while an appeal is waiting to be heard by the Committee. The fines which have been paid and which are subsequently deemed unfair by the Committee will be refunded.

Approved by Senate January 10, 1972.  
Procedure revised by Senate January 14,  
1974. Membership revised September 8,  
1975. Membership revised, Procedure  
revised, Quorum added, December , 1980.

# SIMON FRASER UNIVERSITY

## MEMORANDUM

To Senate Committee on Agenda and Rules

From H. M. Evans, Secretary,

SCAR

Subject Proposed Changes in Membership and  
Structure - Library Penalties  
Appeal Committee (LPAC)

Date November 12, 1980

In the Annual Report of the Senate Library Committee 1979/80 which was presented to Senate as paper S.80-133 for the November 3, 1980 meeting of Senate there were recommendations concerning a possible restructuring of the Library Penalties Appeal Committee.

At the last meeting of SCAR it was agreed that further data would be sought in more specific form to permit SCAR, in its role as Committee on Committees, to make appropriate recommendations to Senate.

MOTION: "That the Senate Committee on Agenda and Rules recommend to Senate approval of terms of membership on the Library Penalties Appeal Committee, with result as shown in Attachment #1.

### RATIONALE

The recommendations are those submitted by the former Chairman of the Senate Library Committee who was also a member on many occasions on the Library Penalties Appeal Committee. The changes would make certain members of the Senate Library Committee automatically the members of the Library Penalties Appeal Committee whereas the present procedures call for election of some members from the SLC to the LPAC. The Ombudsperson is added and is non-voting (further comment will be made).

Although the recommendations lead to some increase in size of the LPAC, they would also lead to increased flexibility and to increased potential for the committee to be able to meet more effectively than occurs under current arrangements. A quorum rule is established.

### FOR INFORMATION

Attached is a copy of the present terms of reference of the Senate Library Committee (SLC) for which no changes are proposed; a copy of the membership and terms of reference for the present Library Penalties Appeal Committee (LPAC) for which change is proposed.

The changed document is labelled Attachment #1.

HME/lm

SENATE COMMITTEES

13.

October 15, 1980

9. SENATE LIBRARY COMMITTEE (SLC) - standing  
(Reporting Category "B")

| <u>Members</u>                             | <u>Conditions</u>      | <u>Term</u> | <u>Expiry Date</u> | <u>Name</u>     |
|--------------------------------------------|------------------------|-------------|--------------------|-----------------|
| Academic Vice-President or his designate   | Ex-officio             |             |                    | R. C. Brown     |
| Librarian                                  | Ex-officio - Secretary |             |                    | T. C. Dobb      |
| Deputy Librarian                           | Ex-officio)            |             |                    |                 |
| Bibliographical Control Librarian          | Ex officio)            | Non-voting  |                    | C. W. MacDonald |
| Collections Librarian                      | Ex-officio)            |             |                    |                 |
| Dean of Continuing Studies                 | Ex-officio             |             |                    | J. P. Blaney    |
| Dean of Graduate Studies                   | Ex-officio             |             |                    | B. P. Beirne    |
| Senator                                    | Elected                | 2 years     | Sep 30/81          | M. D. Trainer   |
| Senator                                    |                        | 2 years     | Sep 30/81          | J. J. Tuinman   |
| Senator (Student)                          | by and from            | 2 years     | Sep 30/82          | L. R. Hale      |
| Alternate Student Senator                  | Senate                 | 2 years     | Sep 30/82          | S. K. Anderson  |
| Faculty Member (Arts)                      | Elected                | 2 years     | Sep 30/82          | C. L. Hamilton  |
| Faculty Member (Education)                 | by and                 | 2 years     | Sep 30/82          | B.Y.L. Wong     |
| Faculty Member (Interdisciplinary Studies) | from                   |             |                    |                 |
|                                            | respective             | 2 years     | Sep 30/81          | P.N.S. Bawa     |
| Faculty Member (Science)                   | Faculties              | 2 years     | Sep 30/81          | L. K. Peterson* |

Chairman: Elected by and from voting members of the Committee:

- PURPOSE:
- To advise the University Librarian in:
    - formulating policy in regard to the development of library resources for instruction and research
    - allocating funds to the various fields of instruction and research
    - applying Senate policy concerning rules and regulations for the operation of the Library
  - To report to Senate on matters of policy under discussion by the Committee and to make recommendations to Senate concerning changes in, and additions to, existing rules and regulations for the operation of the Library.
  - To report to Senate annually, in June, on the activities of the Senate Library Committee and generally on the operation of the Library.

SENATE LIBRARY COMMITTEE (SLC) - continuedOPERATING PROCEDURES:

1. The quorum shall consist of five voting members.
2. The Committee shall meet at least once each semester at the call of the Chairman. Special meetings may be called by the Chairman or five voting members of the Committee.

Approved by Senate March 7, 1966; terms of office revised January 10, 1972. Membership, terms of reference and operating procedures revised September 8, 1975. Membership revised September 13, 1976 by adding the Dean of Continuing Studies.

SLC reports to Senate in September of each year.

- \* Elected July 30, 1980 to replace E. Kiehlmann for balance term of office.

SENATE COMMITTEES

October 15, 1980

10. LIBRARY PENALTIES APPEAL COMMITTEE (LPAC) - standing  
(Reporting Category "B")

| <u>Members</u>            | <u>Conditions</u>                                            | <u>Term</u> | <u>Expiry Date</u> | <u>Name</u>                |
|---------------------------|--------------------------------------------------------------|-------------|--------------------|----------------------------|
| Faculty Member            | Elected by<br>and from<br>the Senate<br>Library<br>Committee |             |                    | B.Y.L. Wong<br>P.N.S. Bawa |
| Faculty Member            |                                                              |             |                    |                            |
| Faculty Member            |                                                              |             |                    |                            |
| Student Senator           | Elected by and from the<br>Senate Library Committee          |             |                    |                            |
| Undergraduate<br>Student  | Selected by the<br>Student Society                           |             |                    | P. L. Palmer               |
| Graduate Student          |                                                              |             |                    |                            |
| Head of Loans<br>Division | Non-voting                                                   |             |                    | R. Malinski                |

Chairman: Elected by and from voting members of the Committee.

TYPE Standing Committee reporting to Senate Library Committee.PURPOSE To consider cases wherein an individual feels that he is unjustly penalized for an infraction of the Library Loan Policy and to make the final decision.PROCEDURE Any individual who is aggrieved by the decision of the Loans Division of the Library concerning penalties may petition, in writing, to the Head of the Division that his case be considered by the Library Penalties Appeal Committee. The individual will be notified by letter/telephone of the date of the meeting and may speak to the Committee on his grievance. The Loans Division will provide documentation for the Library and the individual may contest the evidence or enter any circumstances that may be germane. The decision of the Committee is final.

Penalties imposed will be suspended while an appeal is waiting to be heard by the Committee, the fines which have been paid and which are subsequently deemed unfair by the Committee will be refunded.

Approved by Senate January 10, 1972.  
Procedure revised by Senate January 14,  
1974. Membership revised September 8,  
1975.

LPAC reports to Senate in September of each year.