



SIMON FRASER UNIVERSITY
ENGAGING THE WORLD

TO: Senate

FROM Joy Johnson
Chair – Senate Committee on Agenda and Rules

DATE: August 26, 2022

SUBJECT: Revised Senate Library Committee (SLC) Terms of Reference

SCAR has reviewed this document and is bringing this to Senate for approval.

Motion:

“That Senate approve revisions to the Senate Library Committee Terms of Reference.”

Rationale:

The committee terms of reference had not been revised in more than 20 years. The university and the library environment have changed considerably during this time. We made changes for the following reasons:

- To update language on the Library Review Report to reflect regular External Reviews, now routinely conducted on a 7-year cycle
- To add library needs of the community, and promotion of library services, as areas of advice
- To clarify that substantive policy changes are within the committee’s scope, but that minor changes to library rules and regulations are not
- To add SFU copyright policies, education, technology, and communication to the purview of the committee, since the University Copyright Office is now located in the Library
- To update membership to reflect that there is now more than one “Associate Librarian” (now associate deans of libraries)
- To change to a more flexible way of electing Faculty representatives, in order to address a longstanding problem filling all seats.



SIMON FRASER UNIVERSITY
ENGAGING THE WORLD

TO: Senate Committee on Agenda and Rules

FROM Gwen Bird
Chair – Senate Library Committee

DATE: August 26, 2022

SUBJECT: Revisions to Terms of Reference

Rationale:

The committee terms of reference had not been revised in more than 20 years. The university and the library environment have changed considerably during this time. We made changes for the following reasons:

- To update language on the Library Review Report to reflect regular External Reviews, now routinely conducted on a 7-year cycle
- To add library needs of the community, and promotion of library services, as areas of advice
- To clarify that substantive policy changes are within the committee's scope, but that minor changes to library rules and regulations are not
- To add SFU copyright policies, education, technology, and communication to the purview of the committee, since the University Copyright Office is now located in the Library
- To update membership to reflect that there is now more than one "Associate Librarian" (now associate deans of libraries)
- To change to a more flexible way of electing Faculty representatives, in order to address a longstanding problem filling all seats.

Current Terms of Reference/Membership

Terms of Reference

1. Advises the University Librarian on matters relating to the operation of the Library and the liaison between the Library and academic departments and programs. The areas of advice include the following:
 - monitoring the continuing response to the Library Review Report recommendations and organizing subsequent reviews every five years
 - liaison between the Library and academic programs
 - establishing collections priorities
 - review of Library performance data
 - review of major changes in Library systems or operations
2. Advises the Vice President, Research on matters relating to the size of the Library budget.
3. Approves guidelines for the allocation of the Library materials budget between various fields of instruction and research.
4. Recommends changes in rules and regulations for the operation of the Library, such as the Loan Policy.
5. Reports to Senate annually concerning its activities and the operation of the Library.

Meetings

The Senate Library Committee meets 1-2 times per semester on a Monday from 2:30pm - 4pm. The dates are usually set at the beginning of the semester.

Quorum

A quorum shall be seven voting members.

Members	Conditions	Term	Expiry Date	Name
Vice-President, Research	Chair, Ex-officio (voting)			Dugan O'Neil
Vice-President, Academic	Ex-officio (voting)			Elizabeth Elle
University Librarian	Secretary, Ex-officio (voting)			Gwen Bird
Associate Librarian	Ex-officio (non-voting)			Natalie Gick
Dean of Lifelong Learning (or designate)	Ex-officio (voting)			Judy Smith
Dean and Associate Provost, Graduate and Postdoctoral Studies	Ex-officio (voting)			Jeff Derksen
Senator	Dual positions SLC/LPAC Elected by Senate	2 years	May 31, 2023	Danny Leznoff
Senator		2 years	May 31, 2023	Judit Nagy
Undergraduate Student		2 years	May 31, 2023	Priyanka Dhesa
Undergraduate Student (Alternate)		2 years	May 31, 2024	Anastasiya Zhukova
Graduate Student		2 years	May 31, 2023	Kate Elliot
Graduate Student (Alternate)		2 years	May 31, 2024	
Faculty Member (Applied Sciences)	Elected by and from respective Faculties	2 years	May 31, 2023	Ljiljana Trajkovic
Faculty Member (Arts and Social Sciences)		2 years	May 31, 2024	Michael Everton
Faculty Member (Business Admin.)		2 years	May 31, 2024	Geoffrey Poitras
Faculty Member (Communication, Art & Technology)		2 years	May 31, 2023	John Maxwell

Faculty Member (Education)		2 years	May 31, 2024	
Faculty Member (Environment)		2 years	May 31, 2023	Hugo Cardoso
Faculty Member (Health Sciences)		2 years	May 31, 2023	
Faculty Member (Science)		2 years	May 31, 2023	Vance Williams
Librarian	Elected by Librarian Employee Group	2 years	May 31, 2023	Yolanda Koscielski
Library Staff Member	Elected by Library Staff Employee Group	2 years	May 31, 2024	David Kloepfer
Recording Secretary	Ex-officio (non-voting)			Susie Smith

SFU LIBRARY
Senate Library Committee

Proposed Terms of Reference

1. Advises the University Librarian on [strategy and operations of the Library](#). The areas of advice include the following:
 - liaison between the library and academic programs
 - [the library needs of students, faculty, staff, and the community](#)
 - establishing collections priorities [and the allocation of the library collections budget](#)
 - review of library performance data
 - review of major changes in library strategy, systems, or operations
 - [promotion to the campus community of the library's services, collections, and expertise](#)
 - [monitoring the continuing response to regular external reviews of the library, which are conducted every seven years](#)
2. Advises the Vice President, Research & International on matters relating to the size of the Library budget.
3. Recommends [substantive](#) changes in [library policies](#).
4. [Advises the University Librarian on SFU copyright policies and related education, technology and communication issues.](#)
5. Reports to Senate annually concerning its activities and the operation of the Library.

Meetings

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Quorum

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Standing Committee

Members	Conditions	Term	Expiry Date	Name
Vice-President, Research	Chair, Ex-officio (voting)			Dugan O'Neil
Vice-President, Academic	Ex-officio (voting)			Elizabeth Elle
University Librarian	Secretary, Ex-officio (voting)			Gwen Bird
Associate Dean of Libraries (on a rotating basis among ADLs)	Ex-officio (non-voting)	2 years	May 31, 2023	Natalie Gick
Dean of Lifelong Learning (or designate)	Ex-officio (voting)			Judy Smith
Dean and Associate Provost, Graduate and Postdoctoral Studies	Ex-officio (voting)			Jeff Derksen
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Library Staff Member	Elected by Library Staff Employee Group	2 years	May 31, 2024	David Kloepper
Recording Secretary	Ex-officio (non-voting)			Susie Smith

Last Updated July 06, 2022