

# Terms of Reference: Librarians' Council

## Purpose

The Librarians' Council provides a collegial space for library faculty and library managers to discuss, develop, and provide input into library policies, procedures, and practices. The group also serves as a forum for sharing information, supporting professional growth, and fostering collaboration across all areas of library work.

## Guiding Principles

- **Collegiality:** We value mutual respect, trust, and open communication.
- **Collaboration:** We work together to find solutions and share responsibility.
- **Consultation:** We seek input from faculty, students and library staff, as appropriate or necessary.
- **Participation:** Each member's voice is welcomed and valued equally.
- **Transparency:** Decisions and discussions are documented and shared openly and stored in a centralized location.
- **Learning Orientation:** We approach our work as an evolving practice of reflection and improvement.

## Membership

The Librarians' Council membership includes:

- all library faculty with a permanent appointment;
- all library faculty with a term appointment;
- all members of the library administration team; and
- others as agreed upon by the Council.

Participation is expected as part of our shared responsibility for library operations and professional practice. All members participate in the Council as peers; a Chair (or co-chairs) will be elected from among the members at least annually.

## **Functions**

The Council will:

1. discuss, develop, and review policies, procedures and future directions affecting library operations;
2. provide input and make recommendations on strategic priorities, initiatives, and planning;
3. provide input and make recommendations on library budget proposals, the creation of new positions or assignments, and the acquisitions budget;
4. discuss, review and make decisions about reference, instruction, and liaison responsibilities;
5. share information about activities, challenges, and innovations across the library;
6. develop and maintain library faculty evaluation criteria and processes;
7. identify and pursue professional development opportunities and needs; and
8. address other matters relevant to the practice and well-being of library faculty.

## **Decision-Making**

Decisions are made through discussion and consensus wherever possible. When consensus cannot be reached, a participatory vote may be used, with the aim of maintaining respect for all perspectives. The group does not use formal parliamentary procedure (e.g., Robert's Rules of Order).

## **Meetings**

- The Council meets regularly (e.g., monthly or as needed).
- Meetings are facilitated by the Chair.
- Meeting agendas are distributed in advance of meetings (preferably a week in advance). New discussion items are accompanied by a 1-page brief outlining the issue or proposal and any supporting documentation. Decisions about prioritization of agenda items will be made by the Council.
- Guests may be invited to make presentations and/or participate in discussions as appropriate.

- Notes or summaries of discussions and decisions are recorded and shared with all members.

## **Reporting and Communication**

The Council communicates its recommendations and decisions to library employees, the Library Advisory Committee, university administration, and Senate as appropriate, and ensures information flows openly among all library faculty.

## **Review**

These Terms of Reference will be reviewed annually (or biannually) to ensure they continue to reflect the group's shared values and need