

Terms of Reference: Library Stewardship Team

Purpose

The Library Stewardship Team provides a collegial space for library faculty and library managers to discuss, develop, and provide input into library policies, procedures, and practices. The team 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, shared openly and stored in a centralized location.
- **Learning Orientation:** We approach our work as an evolving practice of reflection and improvement.

Membership

The Library Stewardship Team 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 Library Stewardship Team.

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

Functions

The Library Stewardship Team 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 team does not use formal parliamentary procedure (e.g., Robert's Rules of Order).

Meetings

- The Library Stewardship Team 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 Library Stewardship Team.
- 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 Library Stewardship Team 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 team's shared values and needs.

Adopted January 20, 2026

Amended February 24, 2026 (name change)