

Revised January 22, 2024
LIBRARY ADVISORY COMMITTEE
TERMS OF REFERENCE

1. The Library Advisory Committee (LAC) advises the University Librarian on matters relating to the Library and library services. These include but are not limited to the following:
 - a) The policies, role, functions, and priorities of the Library.
 - b) Communication between the Library and its users.
 - c) Advocacy in support of the Library in its central and critical role within UFV.
 - d) Methods of allocating the library acquisitions budget and other resources.
 - e) Methods of evaluating the services of the Library.
2. The Chair of the LAC is selected annually from among its members.
3. Terms for faculty members of the LAC will be two-years, staggered, if applicable.
4. Membership:

Research Centres and Institutes Representative	1 faculty
Faculty of Humanities:	2 faculty
Faculty of Social Sciences	2 faculty
Faculty of Professional Studies	1 faculty
Faculty of Science	2 faculty
Faculty of Education, Community and Human Development (FECHD)	2 faculty
Faculty of Health Sciences	1 faculty
Faculty of Applied and Technical Studies	1 faculty
Teaching & Learning representative	Ex-officio
University Librarian	Ex-officio
Student Union Society	Ex-officio
5. Committee members will represent equitably the interests of their constituents and the campus distribution of programs and services.
6. Decision-making is by consensus. If consensus is not achievable, or it is inappropriate to the question, Robert's Rules of Order will apply. A quorum consists of 20% of the members.
7. If a member is unable to attend a meeting, the member is encouraged to find a substitute who can represent the constituency.
8. LAC meetings are normally held on a bi-monthly basis in UFV Week 3 between September and May. At least one meeting per year will take place at each of the UFV campuses. Meetings will be held in hybrid format. If voting members miss two consecutive meetings or miss three meetings in a academic year, the Dean will be informed, and they may be asked to withdraw.
9. Librarians and library technicians may attend meetings as resources for the Committee.
10. LAC meetings are open. Any member of the University community may ask to have an item added to the agenda and may attend and speak to it. Observers are welcome.