

Southern Connecticut State University University Library Committee Bylaws

Approved September 14,2020

Article 1. Purpose:

The purpose of the University Library Committee (ULC) is to act in an advisory role to the Provost in providing excellent library services to Southern Connecticut State University students, faculty, administration and staff.

Article 2. Functions:

ULC members will become knowledgeable about academic library practices nationally and internationally and note appropriate service, collection, resources, and facilities standards and benchmarks.

To ensure excellence in library services, the ULC will, in consultation with the library administration and staff, assess library needs, suggest policies, recommend resources, and suggest the ways the library is used and its services may be improved and enhanced.

The ULC will report regularly to the Provost, in consultation with the Senate, about ULC recommendations on the effectiveness, sufficiency, and accessibility of library services, practices and resources.

Article 3. Meetings:

The ULC shall meet at least twice during both the fall and spring semesters, on the second Monday of the month. Meetings will not be held during finals week, holidays or summer intersession.

Article 4. Membership:

Elected members of the ULC include:

Three (3) Library Services Faculty elected by that body.

Ten (10) Teaching Faculty:

Six (6) elected from faculty members of their academic schools/colleges [3 from Arts & Sciences, and 1 from each of the following: Business (1), Education (1), Health and Human Services(1)].

Two (2) elected or appointed members from the Faculty Senate.

One each elected or appointed from the Graduate Council (1) and the Undergraduate Curriculum Forum (1).

Two (2) Members from the Administration:

One (1) appointed by the Provost, and the other being the Library Director (ex officio).

Two (2) Student Members:

One (1) undergraduate student, to be elected or appointed by the Student Government Association, and

One (1) graduate student, to be elected or appointed by the Graduate Student Affairs Committee.

Article 5. Officers:

The ULC shall have a Chairperson and a Secretary, both of whom shall be elected by the membership at the first meeting of the academic year and who shall serve for one-year renewable terms.

In the absence of the Chair, the Secretary shall conduct the meeting and appoint a Secretary Pro Tem.

Article 6. Terms of Office:

Members serve staggered, renewable 3-year terms of office, commencing with the start of the academic year, with the exception of student and administrative members whose terms shall be decided by the electing or appointing bodies.

Election of faculty members:

The Faculty Senate Elections Committee shall conduct the election of the teaching faculty members.

Article 7. Subcommittees:

The ULC may establish ad hoc subcommittees to deal with specific subjects.

Article 8. Voting:

All the ULC Members are voting members with the exception of the Library Director. The Chairperson will vote only to break a tie or make a quorum.

When a named ULC member is unavailable for university business for an extended time (such as medical leave or sabbatical) they may be removed from the quorum count of total committee membership for voting purposes.

Article 9. Quorum:

A quorum shall consist of more than half the named committee membership, exclusive of Article 8.

Article 10. Minutes:

ULC minutes are to be sent to all Members; the Faculty Senate President; the Provost; and the Library Services Faculty.

Article 11. Bylaws:

Bylaws shall be adopted by a majority of the Members for the governance of the ULC. Such Bylaws shall be reviewed at least every 5 years.

The Bylaws may be amended by a majority vote of the Committee.

Article 12. Rules of Order:

Meeting procedure shall be guided by those of the Committee of the Whole.