



The Senate Committee on Libraries shall:

1. Advise the University Librarian on matters relating to the operation of the Libraries and acts as the liaison between the Libraries and academic units and programs. The areas of advice include but are not limited to the following:
  - communication between the Libraries and academic units;
  - review of the Libraries' strategic plan and annual priorities;
  - review of major changes in Libraries' systems or operations;
  - review of Libraries' performance data.
2. Advise the Vice-President Academic and Provost annually on issues facing the Libraries.
3. Recommend changes to Senate in rules and regulations for the operation of the Libraries.
4. Rule on appeals from library patrons regarding penalties, fines or suspension of privileges.

Senate standing and *ad hoc* committee meetings are normally closed and the discussions and meeting documents are considered confidential.

#### Composition

- 11 faculty members representing the faculties and Division of Medical Sciences (at least 2 of whom shall be members of Senate) (voting)
- 1 representative from the Division of Continuing Studies (voting)
- 1 research centre director, selected by the Council of Centre Directors (voting)
- 2 students, including 1 undergraduate student and 1 graduate student, at least one of whom must be a student member of Senate (voting)
- 1 Librarian selected by the Faculty Association Librarians' Committee (FALC) (voting)
- University Librarian (*ex officio*, voting)
- 3 Associate University Librarians (*ex officio*, voting)
- President or nominee (*ex officio*, voting)
- Chief Information Officer (*ex officio*, voting)

Total membership - 22 (22 voting members)

The secretary of the committee is a representative from the Office of the University Librarian.

Approved and Revised by Senate:

April 12, 1967

January 19, 1972

September 11, 1985

March 2, 1994

October 6, 1999

May 7, 2004

May 4, 2007

February 7, 2014

April 6, 2015

May 6, 2016



## **Senate Committee on Libraries**

### **Sub-Committee on Appeals Terms of Reference**

#### **Purpose**

Any library patron who wishes to appeal the decision of the library administration to impose a fine or the size of the fine under library policy IM 7600, may submit a memo of appeal to the Senate Committee on Libraries. The Sub-Committee on Appeals serves as the decision making body for the entire Committee by reviewing the appeal and issuing a judgement. The Sub-Committee is convened on an ad hoc basis when required.

#### **Membership**

The Sub-Committee will consist of five members of the Senate Committee on Libraries who are not affiliated with library administration. If the library patron submitting the appeal is an undergraduate or graduate student, a Student Representative (if available) may be specially requested.

#### **Election**

At the first or second meeting of each school year, the Senate Committee Chair will request volunteers to provisionally serve on the Sub-Committee on Appeals when and if it is required. Upon convening, one member will act as Sub-Committee Chair.

#### **Appeal Process**

Appeals on library fines are acknowledged by the University Librarian, who will solicit a brief statement from the appropriate library manager on the history and nature of the fine in question. A copy of the appeal and the library statement is forwarded through the Senate Committee Chair (without comment) to the Chair of the Sub-Committee.

The Chair of the Sub-Committee routes the appeal to the other members of the Sub-Committee with his/her written comments. The Sub-Committee evaluates the statements and meets with both parties to further gather appropriate evidence for making a fair determination. The Sub-Committee then confers and drafts a decision to grant or deny the appeal.

The Sub-Committee's decision and rationale is then sent back to the University Librarian who notifies the appellant of the decision.