

**BYLAWS OF THE LIBRARY ADVISORY COMMITTEE
OF GLENVILLE STATE COLLEGE**

Updated DRAFT: March 2021

Article I. Name

The name of this committee is “The Library Advisory Committee of Glenville State College”.

Article II. Membership

The members of this committee shall be one faculty member elected from each academic department, one staff appointed by Staff Council, two students appointed by the Student Government Association, the Director of the Academic Success Center, the Director of Information Technology, and the Library Director. Faculty, staff, and student members will serve for a term of two-years and may be reappointed for one additional term for a total of four-years.

Article III. Liaisons

The Provost or designee shall be the administrative liaison to the committee and serve as an ex officio member of the committee, with voice but no vote. He/she shall communicate issues or proposals for consideration by the committee from administrative officers of the college. The Provost or designee may not serve as a committee officer.

Article IV. Duties of the Committee

1. To make recommendations regarding:
 - a. Incorporation of Library resources and Information Literacy in the curriculum
 - b. Book and periodical selection/deselection
 - c. Online resources selection/deselection
 - d. Non-campus affiliated use of the Library
 - e. Budgetary allocations in correlation with faculty/student needs
2. To review and make recommendations for the development and revision of Library policies.
3. To assist in interpreting Library policies and procedures.
4. To act as faculty/staff/student liaisons who involve their constituency in understanding library issues and in working with library personnel to improve library services.

Article V. Officers and their duties

Section 1. The Director of the Library shall chair the committee.

Section 2. The Vice-Chair shall be a faculty member nominated and elected from within the committee at the first meeting of each new academic year.

Section 3. The Chair of the Committee shall ordinarily call and preside at all meetings. Any request for a meeting from a committee member will be honored. In the Chair’s absence, the Vice-Chair will serve as Chair for the meeting. The Chair shall prepare the agenda for the meeting and shall assemble the documents necessary for the committee members’ deliberations. The Chair shall be responsible for communications from the Committee to administrative officers of College, to the Faculty Senate, to the Staff Council, to Student Government, and to other individuals or groups with an interest in the work of the Committee.

Section 4. The Chair will appoint an elected member of the Committee to serve as secretary at the first meeting of each new academic year. This individual will develop and maintain minutes of all

Committee meetings. The minutes of the committee shall be posted on the Library Advisory Committee's section of the Library webpage.

Section 5. In the event that a vacancy shall occur on the committee, another member from the appropriate academic department, staff, or student body shall be permitted to fill the position for the remainder of the unexpired term.

Article VI. Procedures for Meetings

Section 1. A voting quorum for meetings shall consist of a simple majority of members on the Committee where membership is defined in **Article II**.

Section 2. Meetings shall be called as needed by the Chair. The Chair shall always honor requests for the President of the College, the Vice President for Academic Affairs, or the Faculty Senate to call a meeting. Any current members of the Committee may request that the Chair call a meeting.

Section 3. Normally the Chair shall give at least 48 hours' notice of the date, time, place for, and agenda of meetings to the membership. Notice shall be given by e-mail. Emergency meetings may be called by the Chair with less the 48 hours' notice.

Section 4. Meetings of the Committee will be open. Persons present other than the members of the Committee may be recognized to speak to issues before the committee by the Chair.

Section 5. Meetings shall be conducted in an informal collegial manner, except that formal action shall be taken upon approval of a motion duly seconded and appropriately recorded according to generally accepted principles of parliamentary law for committees. Decisions of the Committee shall be made by majority vote of those present and voting on a motion.

Article VII. Lines of Reporting

Section 1. In a timely manner, the Library Advisory Committee shall forward its recommendations to the Faculty Senate, Staff Council, and Student Government for their consideration. Minutes of the meeting will be officially recorded and maintained on the library webpage.

Article VIII. Amendment Procedure

These bylaws may be amended from time to time as needed. The procedure for amendment shall be the same as the procedure for original ratification of these bylaws.

Article IX. Ratification

These bylaws shall be officially adopted when they have been approved by the Library Advisory Committee of Glenville State College, been approved by the Faculty Senate, the Staff Council, the Student Government Association, the College Leadership Council, and the president of the College.