

Library Advisory Committee for the Faculty of Education Terms of Reference (September 2017)

Purpose

To provide a forum for the Library and the Faculty of Education community at Queen's University to discuss and inform Library services and strategic priorities. See [Queen's University Library Strategic Priorities](#).

Reporting

The Committee is advisory to the Vice-Provost and University Librarian, who collaborates with the Dean of the Faculty of Education.

Membership

- 3 members from the Faculty of Education (at least one from the Graduate Faculty)
- Concurrent B.Ed. student (elected by Concurrent Education Student Association -- CESA)
- Consecutive B.Ed. student (elected by Society of Graduate and Professional Students -- SGPS)
- 2 graduate students (one M.Ed., one PhD., elected by the Education Graduate Student Society -- EGSS)
- Ex-officio members:
 - Head Education Librarian (Chair)
 - Librarians with liaison responsibilities in Education
 - Dean, Faculty of Education or delegate
 - Vice-Provost and University Librarian or delegate
 - Associate Dean, Undergraduate Studies Faculty of Education
 - Associate Dean, Graduate Studies, Faculty of Education
 - Director, School of English
 - Director, Continuing Teacher Education
 - Head, Open Scholarship Services, Queen's University Library
 - Head, Collection Development & Assessment, Queen's University Library
 - Head, Discovery & Technology Services, Queen's University Library
 - Head, Information Services, Queen's University Library

The term of office for non-ex-officio members is one year, with the possibility of extension.

Meetings and Communication

- Meetings will be held twice a year, or as needed.
- All faculty members of the Faculty of Education are welcome as guests at meetings.
- The minutes will be posted on the Queen's University Library public web site.

These terms of reference will be reviewed annually.