

## Library Advisory Committee for the Smith School of Business Terms of Reference (September 2017)

### Purpose

- To provide a forum for the Library and the Smith School of Business 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 Smith School of Business.

### Membership

- 3 faculty members representing the following (may also be the Departmental Library Representative): Bachelor of Commerce, Research-Based Programs, MBA and Professional Programs
- 1 student representing the Commerce Undergraduate Students' Society
- 3 students representing the following: MBA Programs, Research-Based Programs and Professional Programs
- Ex-officio members:
  - Head Humanities and Social Sciences Librarian (Chair)
  - Librarians with liaison responsibilities in Business and Public Administration and other related areas
  - Dean, Smith School of Business or delegate
  - Associate Dean, Research Programs Office or delegate
  - Vice-Provost and University Librarian or delegate
  - Head, Open Scholarship Services, Queen's University Library
  - Head, Collection Development and Assessment, Queen's University Library
  - Head, Discovery and 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 Smith School of Business 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.