

HT COUTTS LIBRARY ADVISORY COMMITTEE

1. Terms of Reference

The Herbert T Coutts Library Advisory Committee fosters the cooperative planning and development that has made the Herbert T Coutts Library among the best in its field in Canada. Committee members develop and facilitate appropriate communication and collaboration between the Library and the Faculty in the following areas (EFC Oct 2 2012):

- 1.1 The acquisition of collections for the University of Alberta Libraries. (EFC Oct 2 2012).
- 1.2 Changes in the Faculty of Education curriculum and programs that affect collections, programs, policies and services in the University of Alberta Libraries (or that put special pressures on the collection or call for special policies and procedures. (EFC Oct 2 2012)
- 1.3 Changes in the Library that call for special policies and procedures and may require advocacy and information sharing with faculty and students. (EFC Oct 2 2012)
- 1.4 The development and publication of new learning approaches, programs and technologies that could affect collection development, services and management in the Herbert T Coutts Library. (EFC Oct 2 2012)
- 1.5 Collaborative information literacy instructional programs and the development of information and digital literacy skills, including the ability for students to make critically informed decisions about the retrieval and evaluation of information sources. (EFC Oct 2 2012)
- 1.6 Student information needs arising out of student practicum. (EFC Oct 2 2012)
- 1.7 Changes in the Library system that affects teaching and research needs of the Faculty.

In addition, the Advisory Committee should:

- 1.8 Continuously review the collection policies
- 1.9 Recommend priorities for service
- 1.10 Provide a vehicle for ongoing communication and cooperation with Educational Technology Services.

2. Composition

2.1 Statutory Members

- 2.1.1 Head Librarian, Herbert T Coutts Library
- 2.1.2 Assistant Dean, IT & Computing (EFC Oct 2 2012)

2.2 Appointed Members (Academic)

- 2.2.1 One full time continuing academic staff member from each Department/School as selected by the Department Chair/School Director in coordination with the Dean's Office

2.3 Appointed Member (Student)

2.3.1 One graduate student chosen in consultation with the Dean's Office (EFC Oct 2 2012)

2.3.2 One undergraduate student chosen by the Education Students' Association in consultation with the Dean's Office (EFC Oct 2 2012)

3. Procedures

3.1 The term of office will be two years for 2.2 and one year for 2.3. (EFC Oct 2 2012)

3.2 The Chair will be appointed from the membership by the Dean. Usually the Chair will continue in this position until the end of his/her membership.

Revised October 2, 2012 Faculty Council

Updated September 29, 2005 – composition updated due to Coutts Library staff changes

Updated January 27, 1998

Approved December 13, 1991