

OTAGO POLYTECHNIC ACADEMIC POLICY		Number: MP0107.00
Title:	Library Committee	
ITPNZ Std:	1 Institutional Academic Quality Management	
Chief Executive Approval	Approval Date: 27 Jun 2011	Effective Date: 27 Jun 11
Previous Policy No	AP0113	Review Date: as required
Contact Authority:	Deputy Chief Executive	Status: Current

Purpose To set out the general functions and responsibilities, membership and operating procedures of the Library Committee.

Background The Library Committee is an operational committee established to ensure that library resources and facilities meet the requirements for teaching and learning at Otago Polytechnic.

Statutory Compliance NZQA accreditation

National Guidelines

Policy and Procedures

1. General provisions
 - 1.1 The Library Committee will be established to ensure that library services are provided that will meet academic teaching and learning needs.
 - 1.2 To ensure clear communication between Otago Polytechnic academic departments and The Robertson Library.
2. Membership
 - 2.1 Membership of the Library Committee will comprise:
 - Deputy Chief Executive or nominee
 - One representative from each department/school
 - Library Manager
 - Liaison Librarian
 - Director: Organisational Development or nominee
 - Capable NZ representative
 - representation from the Otago Polytechnic Students Association
 - 2.2 The Committee may co-opt members.
3. Chair
 - 3.1 The Chair will be the Deputy Chief Executive or nominee.
4. Duties and Functions

A requirement of any accreditation (eg NZQA) is that there are adequate library resources to support each programme.

The Committee has the following responsibilities:



- 4.1 Recommend that adequate funding is put forward during the budget setting process to ensure the continuing excellence of the library collections.
 - 4.2 Inform the budget setting process of capital development required for new programmes.
 - 4.3 Ensure that there is regular consultation between the library and schools/programmes about the collection and services.
 - 4.4 Ensure that there is communication between schools and the library about any new developments
 - 4.5 Monitor, review and recommend on periodical acquisition as well as electronically accessible materials
 - 4.6 Determine spending priorities in consultation with the Library Manager and Heads of School within budgets.
 - 4.7 Review and monitor the Information Literacy programme in consultation with information literacy staff at The Robertson Library and teaching staff.
 - 4.8 Consider Service Level Agreement matters and advise the joint Robertson Library and Otago Polytechnic Committee.
5. Reporting
 - 5.1 The Committee reports to the Deputy Chief Executive.
 - 5.2 Meeting minutes will be circulated to Heads of School.
 6. Meetings
 - 6.1 Meetings are normally held bimonthly or more frequently if required.

Referral Documents

Delegation of Procedures

Approved by Chief Executive

Date: 27 June 2011

