



OTAGO POLYTECHNIC MANAGEMENT POLICY		Number: MP0107.02
Title:	Library Committee	
Classification:	Operations	
Chief Executive Approval:	Effective Date: 01 Oct 2019	Review Date: 01 Oct 2020
Previous Policy No:	AP0113	Status: Current
Contact Authority:	Deputy Chief Executive: Learner Experience	

- Purpose** To set out the general functions and responsibilities, membership and operating procedures of the Library Committee.
- Statutory Compliance** NZQA course approval and accreditation - www.nzqa.govt.nz/providers-partners/registration-and-accreditation/courseapproval-and-accreditation.
- Policy**
1. The Library Committee ensures that library services are provided that will meet academic teaching and learning needs and the requirement of any course and programme accreditation that there are adequate library resources to support each programme.
 2. The Library Committee will ensure clear communication between Otago Polytechnic academic departments and the Robertson Library.
 3. Membership of the Library Committee will comprise:
 - Deputy Chief Executive Learner Experience or nominee
 - One representative from each School
 - The Robertson Librarian
 - The Robertson Subject Librarian(s)
 - Kaitohutohu representative
 - Director Learning and Teaching Development or nominee
 - representation from the Otago Polytechnic Students Association.
 - 3.1. The Library Committee may co-opt members from time to time. A co-opted member has the same rights as full members.
 4. The Chair will be the Deputy Chief Executive Learner Experience or nominee.
 5. The Library Committee has the following responsibilities:
 - a. Recommend that adequate funding is put forward during the budget setting process to ensure the continuing excellence of the library collections.
 - b. Inform the budget setting process of capital development required for new programmes.
 - c. Ensure that there is regular consultation between the library and Schools/Colleges/programmes about the collection and services (including information literacy and research skills as outlined in the Robertson Library Research Skills Support Strategy).
 - d. Ensure that there is communication between Schools/Colleges and the library about any new developments
 - e. Monitor, review and recommend on periodical acquisition as well as electronically accessible materials
 - f. Consult/determine spending priorities within budget.
 - g. Oversee and support Research Readiness Self-Assessment (RRSA) and Otago Polytechnic Institutional Research Repository (OPRES)
 - h. Consider Service Level Agreement matters and advise the joint Robertson Library and Otago Polytechnic Library Committee (Joint Library Committee).
 6. The Committee reports to the Deputy Chief Executive Learner Experience, who is also a representative on the Joint Library Committee.
 7. Meeting minutes will be available on the intranet.
 8. Meetings are normally held bimonthly or more frequently if required.

Approved by Chief Executive
Date: 01 Oct 2019

