

TERMS OF REFERENCE

LIBRARY ADVISORY COMMITTEE (LAC)

Approving Authority: The Senate
Date Approved: 6 July 2021 – Senate 2/21 Review
Date: Every 3 Years from Date Approved

1. Overview

The LAC is a committee of the Senate and exercises the following Senate power:

Statute s29. Powers of Senate

The Senate shall, subject to the Charter and these Statutes, in addition to all other powers vested in it, have the following powers, duties and functions:

(h) *To oversee academic support, to promote and enhance the quality of the student learning experience, and to regulate student discipline.*

2. Objective

To support the Vision and Mission of the Library.

3. Membership

Deputy Vice-Chancellor (Education) – Chair
Director Research
Director Education
University Librarian
Deputy Heads of Schools (Learning, Teaching & Quality)
Deputy Heads of Schools (Research, Innovation and Postgraduate Affairs)
One representative from the Centre for Flexible Learning appointed by the Director CFL
Two representatives from the Federal body of USPSA
One representative from IT Services appointed by the Director ITS
Two Heads of Colleges for Pacific TAFE
One representative from PaCE-SD appointed by Director PaCE-SD
One representative of Regional Campus Directors appointed by the DVC (RCEI)

4. Duties and Responsibilities

- (a) To make recommendations to Senate with due regard to library responsibilities across the region
- (b) To advise the University Librarian on his/her responsibility for the administration of the Library

- (c) To serve as a point of contact or forum for consultation between the Library, the Faculties, and the students on library services, resources, policies and regulations
- (d) The LAC shall provide a report to the Senate of its activities.

5. Meetings and Secretarial

The Committee shall meet as least two times a year.

A quorum for all meetings shall be half the members of the Committee.

The Chair shall have a deliberative and casting vote.

The Committee shall report to the Senate.

Secretary: Council and Senate Secretariat

6. Confidentiality

Matters discussed at Senate or any of its Committees and matters discussed by Working Parties or Groups are normally not confidential, but if the papers regarding any matter are marked 'confidential' or if the Chair advises members that a particular matter is to be treated as confidential, the matter must not be divulged to any third party without the written approval of the Chair.

7. Conflict of Interest

Committee members, observers, and those in attendance, must declare any conflict of interest at the start of each meeting in relation to agenda items or before any discussion of any matter subsequently arising during the course of the meeting. Where members at Committee meetings are deemed to have a real or perceived conflict of interest, the Chair may require them to excuse themselves while the Committee deliberates on the matter.