

STATUTES OF THE LIBRARY COMMITTEE OF LOYOLA MARYMOUNT  
UNIVERSITY

Revisions Approved February 13, 2009

Article I: Role and Function.

- A. The Committee shall serve as advisors to the Dean of Libraries and provide a conduit for communication between the library and the schools and departments.
- B. The Committee shall provide advice to the Dean of Libraries in all matters of library policy regarding acquisitions, services, technology, and any other matter that the members would like to address.
- C. The Committee shall review the status of the current fiscal year's budget and the upcoming fiscal year's budget at the last meeting of the spring semester each year.
- D. The Committee will report to the Senior Vice-President for Academic Affairs.

Article II: Members.

- A. The Committee should consist of fifteen to twenty voting members, including two student members appointed by the ASLMU annually, two library staff members (one librarian); and faculty members representing each of the colleges and a variety of departments, not including the Law School.
- B. The Dean of Libraries is an *ex-officio* non-voting member; other librarians and resource persons may be invited to the meetings.
- C. Students and faculty members may also attend at the discretion of the Chairperson.
- D. The faculty members will be appointed for terms of three years by the Academic Vice President of the University. A faculty member may be appointed for a second three-year term; after reappointment, a faculty member may be reappointed only after going off the committee for one year.
- E. Half of the voting members plus one will constitute a quorum and enable the Committee to vote on motions.

Article III: Officers.

- A. The Chairperson will be appointed for a one-year renewable period of office by the Academic Vice President; the Chairperson should have served at least one year on the committee at the time of appointment.
- B. The Dean of Libraries will call meetings after consulting with the Chairperson. The Dean of Libraries and Chairperson will develop the agenda; the Dean's office will send out the agenda to the members.
- C. The Chairperson will chair the meetings.
- D. In the absence of the Chairperson, he or she will appoint an acting Chairperson. Otherwise, the senior faculty member present should preside.
- E. The Assistant to the Dean will take the minutes.
- F. The Dean of Libraries' office will send out the minutes to the members, the Provost, Senior Vice-President for Academic Affairs, and the University Archivist.

Article IV: Meetings.

- A. There should be at least two meetings scheduled by the Chairperson during the spring and fall semesters, for a minimum of four meetings each academic year.
- B. Any member may send a proxy to deliberate and vote in the member's place, but no more than once a semester.

Article V: Subcommittees

- A. Subcommittees may be appointed by the Chairperson or elected by the Committee.

Article VI: Statutes and Amendments

- A. A simple majority may approve the statutes and amendments and submit them to the Provost and Academic Vice-President.