Charter of the Campus Library Advisory Council

(CLAC)

May 9, 2012; revised October 30, 2015

The Campus Library Advisory Council shall serve in an advisory capacity to the Dean of Libraries and other senior administrators as appropriate regarding the resources, services, and other needs and achievements of WKU Libraries.

The structure and procedures for membership are set forth below as created December 5, 2011.

1. Charge
In consideration of WKU Libraries and its role in teaching, learning, research, and service, the Campus Library Advisory Council (CLAC) shall serve to advise the Dean of Libraries and other senior administrators, as appropriate, on resources and priorities with regard to WKU Libraries* as suggested herein:

- inform itself and the campus community on issues in academic librarianship and ensure purposeful communication regarding Library initiatives, resources, services, and collections.
- help monitor the effectiveness of library services and will comment on planning and implementation of plans for current and proposed Library policies, programs, and services.
- review and make recommendations with regard to policies consistent with the goals and objectives of the University for the proper use of library resources by faculty, staff, students, and alumni; the enhancement of the faculty and student academic environment through the effective use and support of the Library; appropriate Library support for research; and the enhancement of Library resources, facilities, and support.

The Council shall coordinate its agenda and work, where appropriate, with the Academic Technology Advisory Group (ATAG).

2. Membership
The members shall consist of the Dean of Libraries, 1 faculty member from each of the academic colleges (PCAL, CHHS, GFCOB, CEBS, OCSE, UC), 2 undergraduates (staggered 2-year terms), 2 graduate students (1-year term), and one staff member. There shall be two additional at-large faculty representatives nominated by the Senate Executive Committee. Initial appointments of faculty representatives will be split evenly between two and three-year terms so as to implement a staggered process. Thereafter, faculty members will serve a 3-year term.

The Vice President for Information Technology or designee shall be an ex-officio member.
3. Chair and Staffing  
The Chair shall be elected by the Council at the first meeting during each academic year. The Dean of Libraries' office shall serve as support for minutes and other business.

4. Appointment of Members  
When a faculty representative vacancy from a particular college occurs and after announcing such vacancy to the entire college for faculty at the rank of assistant professor or higher, the dean of each academic college will recommend a faculty member. After the college faculty representatives have been recommended, any at-large faculty vacancy will be filled by a nominee of the University Senate Executive Committee. Faculty members may serve a second 3-year term. A vacancy in the staff representative will be filled by a nominee of the Staff Council. Vacancies of undergraduate student representatives will be filled by nominees of the SGA and a student employee of the Library; graduate student representative vacancies will be filled by nominees of the Graduate School. The names of all recommendations and nominees should be submitted to the Vice Provost, who will constitute the final committee membership.

5. Procedures  
The Dean of Libraries will set the agenda in consultation with current CLAC members and seek input through posting on faculty/staff-all list by providing the roster of current members for contact about questions, concerns, information. The agenda shall be posted at least one week in advance of the scheduled meeting, to an appropriate website and notify faculty- and staff-all. The Council shall meet at least once per semester. The Chair will liaise with the University Senate by providing a report to the Senate’s Executive Committee. In addition to the Senate report, the Council shall report annually in writing to the Provost. The report will be prepared by the Chair, or in that person’s absence, an appointee of the Chair.

Note  
For the initial Council, names should be submitted to the Vice-Provost no later than January 30, 2012.

*WKU Libraries includes 3 departments: Library Public Services, Library Technical Services, and Library Special Collections.