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**Library Strategy Committee**

**Terms of Reference**

**Updated December 2024 & Approved by Library Strategy Committee 22/1/2025**

1. **Purpose**
   1. Library Strategy Committee is a sub-committee of Academic Council with responsibility for ensuring that the Library develops and maintains appropriate services, collections and facilities for staff, students and other users in accordance with the University’s strategic plan and the academic needs of the University community.
   2. The Library Strategy Committee brings together a broad range of stakeholders to act as a ‘critical friend’ to the Library, providing feedback and views that will help to shape the development of Library services and collections in line with academic needs and the priorities of the University, while providing strategic oversight and ensuring accountability of the Library.
   3. The Committee takes a strategic role, shaping the development of the Library in accordance with the University’s strategy and the Library’s strategic plan. It is intended that membership is a stimulating and fulfilling experience, with the opportunity to contribute positively. Members work closely with the Library, drawing on the Library team’s specialist expertise, deepening their understanding through briefings and previewing, questioning and advising on new developments to deliver positive outcomes for all. They influence strongly at and beyond meetings, advocating for the Library and championing its role on campus and externally.
2. **Membership**
   1. The membership of Library Strategy Committee is approved by Academic Council. Each nominated member serves a three-year term, which may be renewed once only for a maximum term of six years.
   2. The membership of Library Strategy Committee shall reflect the University’s requirement for at least 40% gender balance on all University Committees.
   3. A Deputy Chair will be nominated from amongst the members who are not members of Library staff.
   4. Library Strategy Committee is comprised of the following members:

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| **Position** | **Method of Appointment** |
| Deputy President and Registrar (Chair) | Ex officio |
| Dean of Graduate Studies (Deputy Chair) | Ex officio |
| University Librarian (Secretary) | Ex officio |
| Students Union President | Ex officio |
| Students Union Vice President/Education Officer | Ex officio |
| Students Union Postgraduate Taught Officer | Ex officio |
| Students Union Postgraduate Research Officer | Ex officio |
| Dean of Students | Ex officio |
| Representative of the College of Arts, Social Sciences and Celtic Studies | Nominated by Executive Dean |
| Representative of the College of Business, Public Policy and Law | Nominated by Executive Dean |
| Representative of the College of Medicine, Nursing and Health Sciences | Nominated by Executive Dean |
| Representative of the College of Science and Engineering | Nominated by Executive Dean |
| Representative of Researchers | Nominated by Researcher Staff Network |
| Director of Centre for Excellence in Learning and Teaching (or nominee) | Ex Officio |
| Chair of Archives Strategy Committee | Ex Officio |
| Director of Marketing and Communications | Ex Officio |
| Deputy University Librarian | Ex Officio |
| Head of Collections | Ex Officio |
| Head of Heritage Collections and Digitisation | Ex Officio |
| Head of Learning, User Support and Engagement | Ex Officio |
| Head of Open and Digital Research | Ex Officio |
| Library Administrator | (in attendance) |

1. **Secretariat**
   1. The Office of the University Librarian provides the Secretariat to the Library Strategy Committee and shall be responsible for keeping the record of attendance and the minutes of meetings.
2. **Conflicts of Interest**
   1. Committee members shall take personal responsibility for the declaration of any real or perceived conflicts of interest arising in relation to any items on the agenda for Committee meetings. To facilitate this, the declaration of any conflicts of interest will be the first agenda item for each meeting of the Committee.
   2. Where a conflict of interest arises, a Committee member shall bring this to the attention of the Chair and where necessary absent themselves from the meeting for the duration of the discussion and shall not take part in any decisions in relation to the matter in question. Similar arrangements apply in relation to relevant meeting documentation where such documentation shall not be made available to the Committee member, once a potential conflict of interst has been declared. Declarations of conflicts of interest shall be noted in the minutes of the Committee meeting.
3. **Functions and Responsibilities**
   1. Library Strategy Committee, will on behalf of, and under the delegated authority of, the Academic Council, undertake the following functions and responsibilities:

* Maintain an overview of the academic needs of the University from the Library
* Ensure that the Library develops and maintains appropriate services, collections and facilities in accordance with the University’s academic mission and strategic priorities
* Approve Library Strategic Plans
* Approve policies related to Library collections and services
* Monitor the performance of the Library in the delivery of strategic objectives
* Advise on Library planning, development and resourcing, playing a consultative role in new initiatives and developments
* Engage actively and advocate on behalf of the Library with stakeholders and constituencies
* Advise and make recommendations to Academic Council in relation to significant Library related initiatives
  1. The Committee functions and responsibilities should **not** include:
     + Operational information sharing that should take place via other means, in order to keep the Committee focussed on strategy, rather than operations.
     + Operational decisions that are the remit of the Library’s management team.
  2. The Library Strategy Committee may establish sub-committees, working or advisory groups for specific purposes as required. When establishing such a committee, the Library Strategy Committee shall specify the membership, terms of reference and reporting arrangements of the committee. The Archives Strategy Committee is a sub-committee of Library Strategy Committee with responsibility for overseeing the development of Archives and Special Collections and reports to the Library Strategy Committee.

1. **Conduct of Business**
   1. Ordinary meetings of the Library Strategy Committee will be convened by the Secretary, on the instruction of the Chair, four times in the academic year. Provisional dates for such meetings will be published by the Secretary at the beginning of each academic session.
   2. At least once per academic year a meeting of Library Strategy Committee will take place without the presence of the Library’s management team.
   3. A Special meeting of the Library Strategy Committee may be called at any time by the Chair.
   4. The quorum for a meeting of the Library Strategy Committee shall be as follows:
      1. If there is an even number of members on the Committee (excluding members of the Library team), the attendance of half the number of members, plus one, or
      2. If there is an odd number of members on the Committee (excluding members of the Library team), the attendance of half the number of members of the Committee rounded down to the nearest whole number, plus one.
   5. The Deputy President and Registrar shall be chairperson of the Library Strategy Committee. Where the Deputy President and Registrar is unable to chair a meeting, the Deputy Chair shall chair the meeting.
   6. Every issue at a meeting of the Library Strategy Committee shall, as far as possible, be determined by consensus, but where in the opinion of the Deputy President and Registrar, or the member nominated by the Deputy President and Registrar to chair the meeting, consensus is not possible, the issue shall be decided by a majority of the votes of members present and voting on the issue.
   7. At meetings of the Library Strategy Committee, the Deputy President and Registrar shall have a casting as well as a deliberative vote.
   8. The Secretary of Library Strategy Committee shall notify each member of the Committee of the date, time and venue of each meeting of Library Strategy Committee at least two weeks in advance of the meeting.
   9. The agenda for each meeting of Library Strategy Committee shall be prepared by the Secretary of Library Strategy Committee in consultation with the Deputy President and Registrar and shall be communicated to each member of the Committee at least one week in advance of the meeting.
   10. Members wishing to make an input to the agenda should notify the Secretary at least two weeks before the meeting in question.
2. **Reporting**
   1. The Minutes of Library Strategy Committee meetings will be submitted to the following Academic Council meeting.
   2. The Library Strategy Committee will submit reports to the Academic Council as required and where appropriate make recommendations to Academic Council.
3. **Review**
   1. The Terms of Reference of the Library Strategy Committee shall be reviewed once every three years.

**Appendix 1: Current Membership** **(3-year term)**

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|  |  | **Date of Membership** |
| Deputy President and Registrar (Chair) | **Professor Becky Whay** | **24 September 2024\*** |
| University Librarian (Secretary) | **Ms Monica Crump** | **26 September 2023\*** |
| Dean of Graduate Studies (Deputy Chair) | **Prof. Donal Leech** | **14 May 2020\*** |
| Dean of Students | **Prof. Ciara Meehan** | **22 January 2025\*** |
| Representative of Centre for Excellence in Learning and Teaching | **Dr Justin Tonra** | **24 January 2024\*** |
| Students Union President | **Ms Faye Ní Dhomhnaill** | **24 September 2024\*** |
| Students Union Vice-President/Education Officer | **Mr Tom Forde** | **24 September 2024\*** |
| Students Union Postgraduate Taught Officer | **Mr Daniel McGonigle** | **24 September 2024\*** |
| Students Union Postgraduate Research Officer | **Mr Sachin Yadav** | **24 September 2024\*** |
| College of Arts, Social Sciences and Celtic Studies | **Dr Veronica McCauley** | **15 March 2023** |
| College of Business, Public Policy and Law | **Dr Conor Hanly** | **25 January 2023** |
| College of Medicine, Nursing and Health Sciences | **Dr Leo Quinlan** | **14 May 2020\*\*\*** |
| College of Science and Engineering | **Dr John Murray** | **28 January 2019\*\*\*** |
| Representative of Researchers | **Ms Laura O’Connor** | **19 March 2025** |
| Chair of Archives Strategy Committee | **Dr Maeve O’Rourke** | **26 September 2023\*** |
| Director of Marketing and Communications | **Mr Ed Carty** | **24 September 2024\*** |
| Library: Deputy University Librarian | **Ms Katherine McSharry** | **24 September 2024\*** |
| Library: Head of Collections | **Mr Ronán Kennedy** | **13 May 2021\*** |
| Library: Head of Heritage Collections and Digitisation | **Ms Catriona Cannon** | **25 January 2023\*** |
| Library: Head of Learning, User Support and Engagement | **Ms Evelyn Bohan** | **26 May 2015\*** |
| Library: Head of Open and Digital Research | **Dr Cillian Joy** | **26 September 2023\*** |
| Library Administrator (in attendance) | **Ms Clodagh Lennon** | **19 March 2024\*** |

\*Ex officio; \*\*Nominated; \*\*\*Serving Second Term

March 2024