

**CARDINAL CARTER LIBRARY COMMITTEE  
OF ACADEMIC COUNCIL  
TERMS OF REFERENCE**

**Effective Date:** September 1, 2024

**Supersedes:**

**Date of Next Review:**

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**Purpose and Authority**

1.1 Institutional/Departmental Mission

**KUC Mission**

An engaged liberal arts university community in which our Catholic character, Catholic intellectual tradition, and commitment to reconciliation and equity inform unique learning experiences that promote critical thought, creativity, and articulate expression.

**CCL Mission**

To provide resources and services which enrich the student experience and enhance the teaching, learning, and scholarly activity in the King's University College community.

**1.2 Purpose**

The CCL Committee provides recommendations to the Director of Libraries, and Academic Council, consistent with the authorities outlined in these terms of reference to support the effective operations of the Cardinal Carter Library. The committee will focus on policy formulation, resource allocation, and the enhancement of library services to meet the academic and research needs of the King's community.

**1.3 Authority**

The CCL Committee is established under the approval of the KUC Academic Council. The CCL Committee has the authority and power to exercise the responsibilities set out in these Terms of Reference.

**2. Roles and Responsibilities**

**2.1 Policy and Planning**

To make recommendations to the Academic Council on academic policy and resource matters which relate to the quality and utilization of library collections and services;

To provide input to the Director of Libraries on the Library's strategic plans;

To provide advice to the Director of Libraries to ensure the alignment of library services with the institution's academic goals.

## **2.2 Resource Management**

To advise on budget allocations and resource prioritization;

To provide input regrading academic priorities and programs which have an impact on library collections and services

## **2.3 Advocacy and Outreach**

To promote the library's role and contributions within the academic community;

To keep informed about relevant library services and partnerships across the Western university community.

## **3 Membership**

### **3.1 Membership**

- Director of Libraries, Chair(ex-officio);
- Vice-President and Academic Dean (ex-officio);
- Associate Librarian Acquisitions and Collection Strategies (ex officio);
- Associate Librarian: Research and User Services (ex-officio);
- Five faculty members: two from the Social Sciences; two from Arts; and one from Social Work
- One undergraduate student representative (to be chosen by KUCSC);
- One graduate student representative.

### **3.2 Meetings**

The committee will meet at least once per semester (Fall & Winter), with additional meetings called as needed.

## **GENERAL PROCESS FOR COMMITTEES**

The Committee shall develop an annual work plan for approval by Academic Council.

The Committee shall determine the frequency of meetings required to achieve its annual work plan.

The Chair of the Committee shall report regularly to Academic Council, or the Board, if requested, either individually or through the President.

The Committee shall conduct an annual self-evaluation as developed by the Governance and Nominating Committee and report results to the Committee's members for their review.

**Quorum:**

Quorum shall be 50 percent of voting members.

**Agenda and Minutes:**

The agenda will be prepared by the Executive Assistant to the Director of Libraries in consultation with the Director of Libraries. Minutes of each meeting will be recorded and distributed to all members.

**3.3 Decision-Making**

Decisions will be made by consensus wherever possible. When consensus cannot be reached, decisions will be made by a majority vote. The Chairperson will have the casting vote in the event of a tie.