

July 1, 2008

MEMORANDUM

TO: 2008-09 Library Committee

FROM: James L. Oblinger  
Chancellor

SUBJECT: Appointment to University Standing Committee on the Library

You have been recommended by the Committee on Committees as a member of the University Standing Committee on the Library. Your willingness to accept this responsibility is greatly appreciated.

The objectives of this committee are:

Advise the Provost and the Director of Libraries about the following:

1. Library policy in relation to the development of resources for instruction and research.
2. Policy for the allocation of book funds.
3. Allocation of library space.
4. Library service to the institution as a whole.

The committee is reminded of the importance of following the provision of General Faculty Bylaws, Article VII, Section 4, [http://ncsu.edu/faculty\\_senate/general-faculty/GF-Bylaws.php](http://ncsu.edu/faculty_senate/general-faculty/GF-Bylaws.php) which requires that "All University standing and *ad hoc* committees shall forward reports simultaneously to the Faculty Senate and the appropriate administrator. Any action of the Faculty Senate in response to the report will be forwarded to the administrator." The reports are to be accessible from the committee's University Standing Committee web site no later than **May 29, 2009**. This provision enables the Faculty Senate to review and comment on the recommendations of your committee in a timely fashion. It has generally been understood to include any formal committee minutes where these are regularly posted on the committee's website and formal recommendations that are submitted for administrative review and approval.

The committee is expected to select a chair-elect from among the continuing members and forward that name to Vicki Walton **no later than February 2**. Each committee member is normally appointed to a three-year term, which is subject to annual review.

Committee chairs are to use the committee's web page provided at <http://www.provost.ncsu.edu/governance/standing-committees>. Please contact Wendy Scott for assistance in using the web site and other administrative needs to support the committee's work.

Please be aware that your committee must abide by the UNC General Administration interpretation of the (August 9, 1996) North Carolina Open Meetings Law. Procedures for doing so are to be found at <http://www.provost.ncsu.edu/governance/openmeet/index.php>.

Again, your willingness to serve on this committee is appreciated.

JLO/vsw