

Library Forum

TERMS OF REFERENCE

1. To take a strategic overview of the development and operation of core Library Services¹, identifying and agreeing Institutional priorities and strategic direction in order to inform the planning of an annual programme of work within the Library for approval by ISSC.
2. To oversee the development and operation of Library Services, working closely and collaboratively with other committees and working groups as appropriate.
3. To review and comment on policy and procedures as appropriate.
4. To act as the primary stakeholders forum, providing strategic advice on the allocation of resources and prioritisation of development projects.
5. To champion the development and implementation of Library Services in the wider University community.
6. To receive regular reports from the Library Director on the development, implementation and operation of Library Services.
7. To receive reports, as appropriate, from Directors of University Services, Heads of Central Divisions, the ISSC or ISD Boards and forums on the implementation or operation of Library Services.
8. To provide reports and recommendations to other University committees as appropriate; in particular ISSC, which has the overall strategic authority for ISD services.

MEMBERSHIP

- Chair nominated by ISSC²
- All School library academic representatives
- One student representative from each Faculty
- The Student Union Academic Officer or nominee
- The Dean of Students or nominee
- Director of Information Services
- Library Director

¹ Library requirements for administrative systems will be considered by this forum. However consideration on prioritisation of work for all administrative systems (including the LMS) will reside with the Administrative Systems Board.

² The chair of the forum will be nominated by ISSC and will become a member of ISSC if not already a member. The term of office will normally be three years.

In attendance:

- Head of Academic Liaison (Library) (secretary)
- Head of Resources (Library)
- Head of User Services (Library)

MEETINGS

The Forum will meet at least 3 times a year and more frequently if there is a specific need. Minutes from each meeting will be reported to ISSC.