

Western Illinois University
University Libraries
Dean's Advisory Council

Name

The name of the committee shall be the Dean's Advisory Council (DAC).

Purpose

The DAC is an advisory body that is to discuss issues that impact library staff and library users. This will include issues relating to policies and procedures regarding the day-to-day operation of the libraries. The committee also serves in an advisory capacity in strategic planning for the libraries in areas such as library services, long-term programming and fundraising developments.

Membership

The Chair of DAC will be the Dean of University Libraries.

The DAC shall consist of the unit coordinators of the following areas:

Computer Services
Access Services
Reference (represents Instruction and Marketing as well)
Acquisitions/Cataloging
Information Systems
Government Information
Archives/Special Collections
Quad Cities Library

In addition, one elected member of the library civil service will serve. The Library Civil Service Council will determine the method of selection and length of the term. The Library Faculty may also appoint an additional member or select a current faculty member on DAC to be their representative.

Additional members are the Associate Dean for Library Operations and the Libraries Administrative Assistant. The Associate Dean shall represent all units which do not have a representative on DAC.

Meetings

The committee will normally meet twice monthly and no less than once monthly. The time for meetings will be determined by committee members' schedules. A quorum will

consist of one-half of the membership. The agenda will be freely distributed in advance and DAC members are encouraged to seek feedback from library staff.

Officers and Duties

The Dean of University Libraries will serve as chair of the committee

The Dean may appoint a co-chair to preside in the Dean's absence and to assist with the execution of committee functions.

Minutes will be taken on a rotating basis by all members of the DAC except the Dean.

Subcommittees

Subcommittees and/or ad hoc committees may be constituted to facilitate certain initiatives of the DAC, thus allowing more inclusion of faculty and civil service members from the libraries. Membership is on a volunteer basis.