This document presents general committee charges along with specific tasks for the remainder of the academic year. The specific charges are subject to change based on changing library and user needs.

**ASSESSMENT COMMITTEE**

**Overall:** To assist the Library Leadership Team and appropriate University Libraries’ committees in carrying out the ongoing evaluation of library services, collections, access, and facilities. To recommend to the LLT specific assessment and data collection activities aimed at improving the quality of library programs. To plan and administer the annual user survey normally each spring semester and provide a written report to the LLT within sixty days of the completion of the survey. To periodically conduct standardized surveys, such as LibQUAL. To support the strategic plan through assessment activity.

**Specific to FY 2015:**

- In consultation with library leadership, departments, and committees, develop an assessment plan incorporating the indicators outlined in the library’s strategic plan. Include in the plan recommendations for assessment methodologies and frequency of data collection.
- Conduct an assessment project based on ethnographic techniques to support strategic plan implementation. Identify several possible questions for exploration, select a question, design and execute the assessment.
- Collaborate with the Public Relations and Outreach Committee to investigate developing comprehensive measurement or evaluation tools for programming.
- Review available survey software and recommend software for library use.

**COLLECTIONS, LIAISONS, INSTRUCTION & REFERENCE (CLIR) COMMITTEE**

**Overall:** To review and discuss with the subject specialists issues related to the collections, in particular fund expenditures and collection development of journals and monographs in all formats. To recommend periodical and e-resource fund expenditures to the ERPC. To collaborate on activities and guidelines related to liaison and instruction activities for the various academic departments and programs. And to provide a forum for the reference librarians at the Lakeside campuses to review and revise best practices.

**Specific to FY 2015:**

- Coordinate with the Collection Development Steering Committee to update the collection development policies.
- E-book working group should monitor trends related to e-books and advise the subject specialists accordingly. The working group should also coordinate with the Collection Development Steering Committee to add e-book records to WorldCat Local.
- LibGuide working group will update the format and create guidelines for content, creation, and lifespan of LibGuides.
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- Web-based Instruction working group will produce guidelines for creation of new web-based tutorials, advise regarding tools, and make recommendation to the CMC for future web-based instruction.

COLLECTION DEVELOPMENT STEERING COMMITTEE
Overall: To work with the subject specialists and investigate ways to strengthen the University Libraries’ collections in all formats through discussion, research, and planning; to monitor changes in the University curriculum and the corresponding impact on library collection use; to identify under-represented areas of the book, periodical, and online resource collections, and to recommend collection enhancement strategies to the Library Leadership Team; to evaluate the comparative strengths of the University Libraries’ collections in all formats; to monitor changing trends in academic library collection development; and to monitor budget expenditures and determine appropriate uses of funds, based on budgeting realities and academic needs.
Specific to FY 2015:
- Work with the subject specialist librarians to update the collection development policies and make them more visible by placing them online.
- Enhance the collections to support Arrupe Community College, scheduled to open Fall 2015
- Enhance the collections to support the Engineering Science B.S. program
- Coordinate with the ERPC to develop collection use benchmarks and plan for ongoing analysis of collection use.
- Work with the E-book Working Group to investigate and implement options for improving the acquisition and discovery of e-books.
- Investigate collection needs of online and distance education at Loyola, and develop collection development policies for the appropriate programs and disciplines.
- Monitor and review the weeding project, initiated in January 2014.

DIGITAL PRESERVATION COMMITTEE (new – review in June 2015)
Overall: To lead strategy for digital preservation of born digital and digitized material in the library, University Archives and Special Collections, and Women and Leadership archives. Investigate tools and products, recommend to library administration, and implement solutions.
Specific to FY 2015:
- Develop and document standard workflow for inventorying and accessioning born digital materials.
- Draft policies regarding digitization and long-term storage of materials, including prioritization of projects, project management, and processes.
- Work with appropriate committees (including PR, Learning Commons, CLIR, and Scholarly Communications) to educate library staff on digital preservation best practices and to develop promotion, instruction, and programming related to digitized content.
- Develop plan for upcoming digitization projects, including funding (grants, library, Provost’s office, other), training, and timeline.

DISASTER RESPONSE TEAM
Overall: To prepare for collection preservation and recovery in the event of a disaster. To educate and train library staff on disaster response plans and skills, including presentation of at least one training event per year, in cooperation with the Staff Development Committee if appropriate. To revise the library disaster plan as needed by continually incorporating changes
in procedures, contact persons, phone numbers, etc. To promote familiarity with the disaster plan and to ensure that the plan is readily available on whatever platform is most accessible to library employees. To periodically inventory the disaster recovery supplies and replenish as needed.

Specific to FY 2015:
- Plan and host a staff workshop on disaster recovery.
- Prepare a business continuity plan for the Libraries.

DIVERSITY COMMITTEE
Overall: To foster an inclusive environment for all library patrons and staff. To evaluate and strengthen services and collections to support Loyola’s diverse student body. To promote learning on issues of diversity, social justice, and global awareness. To be a resource for library committees and departments; to facilitate outreach and collaboration with external groups that share an interest in diversity. To take an active role in the University community’s understanding of diversity and inclusiveness through social programs, speaker series, and/or commonality experiences

Specific to FY 2015:
- Inventory and prepare a brief report on current library activities that promote diversity.
- Using ACRL’s Diversity Standards as a guide, recommend to LLT up to six additional ways to serve diverse populations and/or advance understanding and appreciation of diversity in the Libraries.
- Plan at least one program, exhibit, or event in collaboration with a University or community department or group.

ELECTRONIC RESOURCES AND PERIODICALS COMMITTEE (ERPC)
Overall: To monitor developments in the field. To evaluate and recommend e-resources. To set up and monitor trials of databases and other full-text resources. To work with the appropriate library staff and units to ensure user-friendly, effective access to online materials. To accelerate the transition from print to electronic format for the Libraries’ serial subscriptions. To conduct annual value assessment of electronic resources, preferably by December of each year.

Specific to FY 2015:
- Similar to the book request forms, make online forms available for periodical and database requests.
- Coordinate with subject specialists to convert journal subscriptions to electronic only, except as recommended by faculty.
- Contribute to planning of the bound journals move project.
- Coordinate with subject specialists to review collections of peer institutions in order to identify key electronic resources for acquisition or subscription.
- Continue to coordinate with PR Committee in order to market e-resources
- Assess Scopus subscription and consider whether to recommend for Loyola
- Contribute to Elsevier Contract Renewal process
EXHIBITS COMMITTEE
Overall: To plan and set up exhibits at Lewis Library, Cudahy Library, and the Information Commons. Exhibits should promote library services and collections and reflect topics of broad interest to the University community.
Specific to FY 2015:
- Propose a schedule of exhibits for fiscal year 2015 to LLT by September 30, 2014. The schedule should be planned in consultation with the University’s calendar of events and the library’s Public Relations & Outreach and Diversity Committees. The schedule should include exhibit spaces in the Donovan Reading Room and Women and Leadership Archives as well as smaller wall and pedestal display cases throughout the buildings.

LEARNING COMMONS COMMITTEE
To explore new ways for the University Libraries to collaborate with faculty to meet the changing and emerging needs of teaching and learning at Loyola University Chicago. The committee will bring together stakeholders to consider the following questions: How can the University Libraries work with faculty to promote student learning and research? How can the University Libraries support the learning styles of current and future college students? How can the University Libraries work with faculty to support their teaching and research needs? What type of partnerships, programs and services will foster learning and research? How can innovative learning spaces, such as the Klarchek Information Commons, and future Information Commons, enhance these programs? Which campus units might be involved, and how might they work together? How should we measure the Initiative’s success? In what ways can programs and services be extended “cross campus?” What resources are necessary for these initiatives?
Specific to 2014-15:
- **Video:** Use video to establish a more active online presence for Learning Commons programming and to preserve this programming as part of the Libraries’ local collections.
- **Assessment:** In coordination with the Assessment Committee, develop methods and tools to assess and gather feedback regarding Learning Commons activities and programming.
- **Graduate Students:** Pursue more direct outreach to Loyola’s graduate students through specific programming opportunities.
- **Libraries Staff Collaboration:** Draw more extensively on University Libraries staff (e.g., subject specialists) in developing and promoting Learning Commons programming.
- **Displays to Promote Learning:** Utilize displays and posters within the IC to promote learning.

MENTORING COMMITTEE
Overall: To administer, monitor, and evaluate a mentoring program that provides sufficient structure and support for new hired library faculty and staff and to make them feel welcomed and socialized within the library community. To continually review and revise the program guidelines and procedures. To encourage participation in the mentoring program. To facilitate communication between individuals at different levels within different departments of the libraries.
Specific to FY 2015:
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- Create an orientation plan for new library faculty and staff to be used and adapted by Department Heads and supervisors, in collaboration with the Staff Development Committee.
- Create a system for maintaining accurate lists of eligible mentors.
- Conduct an annual round table/brown bag discussion with past year’s mentees to discuss what could have been added to the mentoring partnership to make it more successful.

PUBLIC RELATIONS AND OUTREACH COMMITTEE
Overall: To promote library services, collections, and programs to the University community. To recommend to the Library Leadership Team policies and procedures in support of such activity. To disseminate news and information regarding the libraries and their collections, activities, and staff. To ensure consistency and quality in the presentation and release of information and promotions. To manage and promote the libraries’ blog. To produce the annual “What’s New” flyer to be distributed at the start of each academic year. To plan and participate in Discover Loyola/First Year Experience through developing/designing posters, recommending promotional items and representing the libraries at the resource fair.
Specific to FY 2015:
  - Investigate best practices for social media and develop a social media strategy to improve the libraries presence and increase options for online networking.
  - Collaborate with the Assessment Committee to investigate developing comprehensive measurement or evaluation tools for programming.

SCHOLARLY COMMUNICATION COMMITTEE
Overall: To promote all types of scholarly communication at Loyola Chicago. To promote the role of the eCommons as a scholarly communications venue. To recognize and celebrate faculty scholarship each semester, and to give faculty as a whole an opportunity to be informed about and to celebrate the scholarly, creative, and professional achievements of colleagues. To contribute to the Libraries’ Open Access Week planning and programs. To coordinate with the Copyright Committee, the Learning Commons Committee, and others to increase awareness of scholarly communications developments.
Specific to FY 2015:
  - Plan and deliver faculty scholarship events each semester including the fall Faculty scholarship celebration and a spring event.
  - Work with the Learning Commons Committee, Library Administration, and the Public Relations and Outreach Committee to plan and promote Open Access Week at Loyola.
  - Reach out to the LUC Office of Research Services to promote the eCommons as a practical solution to grant requirements for public access to grant-supported research data and results, in cooperation with the subject liaisons, the Digital Services Librarian, and other interested members of the libraries.
  - Achieve goals for growth of the eCommons repository.

SOCIAL COMMITTEE
Overall: To plan the annual holiday party in December as well as other parties, picnics, and social events; set up and take down the Library Christmas tree in Cudahy Library. To make the workplace more rewarding by increasing opportunities to spend time together as coworkers.
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outside of our regular daily duties. To send flowers and cards to staff members who are ill or who have had a death in the family. To inform staff about marriages, births, deaths, and other significant events in the life of our library family members. To collect funds or gifts for the Loyola Gives holiday charity project. To organize an annual all-library service project to help a charitable organization, local park, or school in the Rogers Park/Edgewater communities.

Specific to FY 2015:
- Recommend to the LLT by December 1, two possible service projects, one of which will be carried out in the following spring or summer.
- Organize a library potluck lunch around Mardi Gras or St. Patrick’s Day.

SPEAKER SERIES COMMITTEE
Overall: To encourage and stimulate interest in the Loyola University Library, develop, design and promote programs and cultural events that showcase talents of Loyola faculty, prominent Chicago authors, and other special guests. To work closely with Alumni Affairs, Development, and Library Administration to identify and develop a potential donor and/or supporter base of current Loyolans, alumni and the surrounding community. To participate in event related activities such as, attending programs, greeting audiences, distributing and collecting evaluations and/or registration forms, monitoring room arrangements, assisting with AV, and other hosting duties as appropriate.

STAFF DEVELOPMENT COMMITTEE
Overall: To plan regular staff development programs focused on awareness of library and higher-education trends and building skills to improve our service and performance. To provide continuous current information on external training and development resources such as webinars, local conferences, and other external opportunities.
Specific to FY 2015:
- To plan and host at least two staff development opportunities in both fall and spring semesters. These opportunities may be applicable to the entire library staff or to a subset of library staff.
- To plan the annual staff in-service day program.
- Create an orientation plan for new library faculty and staff to be used and adapted by Department Heads and supervisors, in collaboration with the Mentoring Committee.

SUSTAINABILITY COMMITTEE
Overall: To raise awareness among the staff of the importance of sustainability in our work lives (and beyond). To encourage library staff to be good stewards of the resources we possess. To promote sustainability to our students, faculty, and staff through adopting policies and practices which demonstrate our own commitment to conserving resources. To plan and promote staff or public programs or projects on sustainability, either independently or in collaboration with CUERP, colleagues in the IC, the Staff Development Committee, or other groups.
Specific to FY 2015:
- Partner with a student organization to plan and promote a program or activity related to sustainability.
- Pilot a paper towel composting procedure for Cudahy Library and the Information Commons.

VOYAGER STEERING COMMITTEE
LUC Libraries committee charges, 2014-2016

**Overall:** To coordinate the use and maintenance of the Ex Libris integrated library system (ILS). To evaluate new releases of the Voyager software and recommend to LLT if and when to implement them, including a timeline and necessary resources.

**Specific to FY 2015:**
- Implement Voyager version 9 upgrade in July 2014.
- Implement any necessary releases or problem resolution following the implementation of version 9.
- Coordinate data preparation for ILS migration as plans emerge.

**WEB TEAM**

**Overall:** To provide access to University Libraries’ resources and services through the web by creating and maintaining the University Library web presence, continuous testing and refinement of the user experience, and investigating and recommending new products and services related to the web site. To maintain and develop the library staff intranet.

**Specific to FY 2015:**
- Improve access to and user experience of virtual services including chat reference and web forms.
- Continue to develop integration of LibGuides, digital collections, and other web presences into the main website; work with other task forces and committees to improve discovery of collections.
- Lead occasional training sessions on Staff Web, and work with all committee chairs and department heads to continue building content.
- Update the website branding and technology to more closely align with Loyola University Chicago standards.