

PACIFIC COLLEGE OF ORIENTAL MEDICINE LIBRARY ADVISORY COMMITTEE BYLAWS

The mission of the Library Advisory Committee is to support, promote and serve as advocates of the Pacific College of Oriental Medicine's (PCOM) three campus libraries (San Diego, New York and Chicago). Its role is to serve in an advisory capacity to the Dean of Libraries and the two other campus librarians on matters that affect the educational mission of the College pertaining to library policies or services, and to recommend resources on behalf of library users.

BACKGROUND

The PCOM library system is a leader in the delivery of health sciences and Oriental medicine information to campus faculties, clinicians, researchers, students; including alumni, patients, and local community users it serves. The PCOM Library complies with accreditation requirements and guidelines to support the College's educational programs. Toward that end, an institutional Library Advisory Committee is established to provide broad campus-wide user input. In addition, each campus has a local Library Advisory Committee.

PCOM LIBRARY ADVISORY COMMITTEE BYLAWS

Duties: The Committee shall review and make recommendations concerning library services, programs, health information literacy instruction, facilities, equipment, advanced technologies, and budget as needed. It may:

- Recommend information resources, Web based databases, E-Books & E-full text journals.
- Support resources for Distance Education and remote access instruction.
- Support digitization projects to preserve archival resources in the latest Web access technology.
- Assist library administration in planning and design of the library, upon request.
- Promote library-related communication throughout the College by serving as a communication channel between faculty, students and administration.

Membership

The Committee consists of appointed representatives from the Library's primary user groups. A faculty member from each program (MSTOM, DAOM, AS, AAS, General Education, Distance Education, Alumni-Integrative Medicine Discussion Group), including culturally, ethnically and racially diverse faculty members, and a current student shall serve as voting members on the Committee. The Library Dean, the Administration representative, i.e., VP of Academic Affairs or Chief Operating Officer shall serve as ex officio members. The faculty members serve rotating two-year terms. The student serves a one-year term. Terms may be renewable.

Chair of the Library Advisory Committee

The Chair of the Library Advisory Committee is appointed by the College President for a two year term. Those eligible to serve as Chair are core faculty of one of the educational programs.

- The Chair is responsible for conducting the meetings. In consultation with the Dean of Libraries, the Chair recommends members, sets the agenda and special discussion topics.
- The Chair also communicates actions and decisions of the Committee to appropriate parties including Library Advisory Committees at the each campus.
- The Chair presents the Committee's annual report to the College President.

Meetings and Reports

The committee shall meet at least one time each semester, or three times per year. An annual meeting will occur in November. Teleconference access is acceptable for those unable to attend.

- Meeting agendas will be submitted in advance to allow committee members to review upcoming issues to be discussed.
- Minutes will be taken and distributed to members in a timely manner.
- The draft Annual Report is shared with Administration representatives, the full Committee, including the Librarians, for review and concurrence prior to submission.

Support

An Administrative Assistant of the College or Library Assistant will support the committee by taking and distributing minutes, managing correspondence, maintaining committee e mail and Listserve, managing committee archives, scheduling meetings and other duties as needed.