

## **Constitution of the Library Faculty of the Indiana University Libraries at Bloomington**

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*Approved: January 1977*

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### **PREAMBLE**

In support of the mission and goals of Indiana University, the library faculty on the Bloomington campus is dedicated to fulfilling the varied information needs of the university community by collecting, organizing, disseminating, and preserving recorded knowledge in all its forms and by providing dynamic library services based on these material resources.

The library faculty accepts the responsibility for maintaining high standards of performance and for participating in the development of library services and in the determination of the goals of the Indiana University library system. The library faculty affirms the necessity for communication among the libraries on the Bloomington campus and throughout the library system and for consulting with the teaching and research faculties to identify and attain the objectives of those libraries.

The library faculty is committed to the concept of academic freedom and recognizes that such freedom, accompanied by responsibility, is attached to all aspects of a librarian's professional conduct.

Therefore, this constitution provides for the governance of the library faculty while it fulfills its responsibility for providing excellence in library services to the university community.

### **ARTICLE I. THE LIBRARY FACULTY.**

#### **Section 1. Members.**

The Library Faculty of Indiana University at Bloomington, hereinafter referred to as the "Bloomington Library Faculty" or "BLF," shall be composed of all persons located on the Bloomington campus who have been appointed as librarians with the rank of Affiliate Librarian, Assistant Librarian, Associate Librarian, or Librarian. The Bloomington Library Faculty also shall include all the persons located on the Bloomington campus who have been appointed as librarians with adjunct, visiting or part-time rank of Affiliate Librarian, Assistant Librarian, Associate Librarian, or Librarian. All such persons shall be voting members of the Bloomington Library Faculty, and all shall be eligible for appointment or election to the Bloomington Library Faculty Council (hereinafter referred to as "BLFC") and library faculty committees.

#### **Section 2. Ruth Lilly University Dean of University Libraries.**

The principal academic and administrative officer shall be the Ruth Lilly University Dean of University Libraries (hereinafter referred to as "Dean"). Appointment shall be recommended by the Vice-President (Bloomington) after receiving recommendations from a search and screen committee having significant Bloomington Library Faculty representation.

### Section 3. Members Emeriti.

An emeritus member of the Bloomington Library Faculty shall have the same privileges as a member.

### Section 4. Certification of Faculty Status.

The Dean shall provide a list of Bloomington Library Faculty members to the President of BLF, and certify the rank of each member.

## ARTICLE II. AUTHORITY OF THE LIBRARY FACULTY.

### Section 1. Source of Authority.

Subject to limitations imposed by the laws of the state of Indiana, the Board of Trustees of Indiana University, the constitution of the Indiana University Faculty and the constitution of the Indiana University Faculty at Bloomington, this constitution confirms and establishes in the Bloomington Library Faculty the right to exercise the authority herein specified.

### Section 2. Areas of Responsibility.

The Bloomington Library Faculty shall share in the responsibility for such activities on the Bloomington campus as:

1. Establishing and maintaining an integrated collection of library materials.
2. Providing library services to the academic community.
3. Assessing the need for and planning for the use of library resources.
4. Overseeing the preservation of library materials.
5. Establishing library operating policies.
6. Instructing members of the academic community in the use of library materials.
7. Recommending guidelines for Bloomington Library Faculty appointment, promotion, tenure, conduct, salary, work and grievance.
8. Generating proper respect for academic intellectual freedom.

### Section 3. Areas of Authority.

The Bloomington Library Faculty shall have authority to act in such areas as:

1. Organizing itself for the effective governance of its activities.
2. Establishing procedures for selecting its officers and representatives.
3. Establishing procedures necessary to carry out its business.
4. Defining the responsibilities of the BLFC.

### Section 4. Exercises of Authority and Responsibility.

The Bloomington Library Faculty may exercise its authority and responsibility by voting to initiate action or to accept committee reports in a regular or special meeting or by a mail vote; or, subject to the limitations of this constitution, by action of the BLFC.

Section 5. Resolutions and Recommendations.

The Bloomington Library Faculty may express its opinion on questions relating to the policy or administration of the Indiana University Libraries by adopting resolutions or recommendations.

ARTICLE III. LIBRARY FACULTY OFFICERS.

Section 1. Presiding Officer.

The Dean, or his/her designee, shall preside at the meetings of the library faculty.

Section 2. President of the Bloomington Library Faculty.

A President of the Bloomington Library Faculty shall be elected as provided in Article V, Section 4.

Section 3. Parliamentarian.

A Parliamentarian shall be appointed by the BLFC from the Bloomington Library Faculty.

ARTICLE IV. LIBRARY FACULTY MEETINGS.

Section 1. Frequency.

The Bloomington Library Faculty shall plan to meet at least three times each academic year beginning July 1. At the first meeting after the beginning of the fall semester, the Dean shall report on the state of the libraries to the Bloomington Library Faculty including a review of the previous year's accomplishments, plans, and priorities for the forthcoming year, and other matters deemed pertinent. The Dean or his/her designee shall report on the state of the budget at the spring faculty meeting. The Bloomington Library Faculty President shall call other library faculty meetings at the request of the Dean or upon petition of 10 members.

Section 2. Notice of Meetings.

The Bloomington Library Faculty shall be notified of the date and the agenda of all regular and special meetings.

Section 3. Quorum.

Twenty-five percent of the total number of members shall constitute a quorum for the receiving of reports and for conducting other business authorized by this constitution.

Section 4. Record of Meetings.

Comprehensive minutes of all Bloomington Library Faculty meetings shall be prepared and retained. It is the responsibility of the incoming Bloomington Library Faculty President or his/her designee to record and report the minutes of every Bloomington Library Faculty meeting.

## ARTICLE V. BLFC.

### Section 1. Functions.

The BLFC shall be responsible to the Bloomington Library Faculty and, subject to its approval, shall execute the responsibilities outlined in Article II, Sections 2 and 3 by performing the following functions and such others as it deems necessary.

1. Initiate proposals to and consider proposals by the Bloomington Library Faculty and library administrators and recommend appropriate actions.
2. Create, staff, and dissolve ad hoc committees as necessary.
3. Select and appoint committee members as provided in the by-laws.
4. Fill vacancies for unexpired terms which occur in any committee or office except that of council member.
5. Expedite committee reports, recommendations and actions approved by the Bloomington Library Faculty.
6. Recommend allocation of available resources.
7. Recommend members for appointment to committees other than those of the Bloomington Library Faculty upon request.
8. Provide liaison to the Bloomington Faculty Council pursuant to Section 5.7 of the Bloomington Faculty Constitution.

### Section 2. Members.

The BLFC shall be composed of nine members elected at-large, one member elected Bloomington Faculty Council representative as in Article V. Section 3.b below, and the Dean. All shall be voting members.

### Section 3. Election of Members.

1. Nine BLFC members shall be elected at-large. All Bloomington Library Faculty members are eligible for election and may vote in the election. They shall be elected for a term of two years, with five members being elected in even-numbered years and four in odd-numbered years. Members shall not be eligible for re-election until a lapse of two years. The librarian elected to serve as the BLFC unit #12 representative may not serve as an elected at-large BLFC representative during the year in which he/she serves as BFC unit #12 representative.
2. Each year the newly elected Bloomington Faculty Council unit #12 representative will serve a one year term on BLFC and will serve as official liaison to the Bloomington Faculty Council.
3. In the event that a member is unable to attend a meeting, any member of the Bloomington Library Faculty may serve as a voting alternate for the meeting. A member who misses three consecutive meetings shall be replaced by the alternate with the next highest number of votes.
4. The Election Committee shall maintain a ranked list of returns from the Council elections. In the event that a Council member is unable to complete his/her term, the highest ranking nominee on said list may, if willing, serve out the unexpired term as a full member.

### Section 4. Officers.

1. The Dean, or his/her designee, shall be the Presiding Officer.

2. The incoming President of the Bloomington Library Faculty will assume the role of President of the Bloomington Library Faculty at the first BLFC meeting which shall be held before July 10, and at that time the Council shall designate a new incoming President of the Bloomington Library Faculty.
3. The Council shall elect an incoming President of the BLFC from its first year members during the first meeting of the calendar year.
4. The incoming President of the BLFC elected in January will assume the role of President of the BLFC at its first meeting which shall be held before July 10.
5. The Parliamentarian of the Bloomington Library Faculty and the BLFC shall ensure that amendments to the Constitution and By-Laws be printed as part of the Bloomington Library Faculty Handbook.
6. Officers shall be elected for a term of one year and shall serve until their successors have been installed.

#### Section 5. Meetings.

The council shall plan to hold monthly meetings each year. Special meetings shall be called at the discretion of the Dean or upon petition of four members of the council. Council meetings shall be open to all members of the library faculty and support staff representatives may be invited to attend.

#### Section 6. Quorum.

Six members of the council shall constitute a quorum to conduct business.

### ARTICLE VI. AMENDMENTS.

#### Section 1. Method of Amendment.

Amendments to this constitution shall be proposed in writing to the Bloomington Library Faculty at any regular or special meeting. Proposals shall be made by the BLFC; however, proposals endorsed by fifteen members may be submitted from the floor. After discussion, the proposed amendment shall be submitted to the members for a vote by mail. Amendment shall require approval by a three fourths majority of those members voting.

#### Section 2. Review.

This constitution shall be reviewed on a regular basis by the Bloomington Library Faculty and such amendments as are deemed necessary shall be proposed by the BLFC.

### ARTICLE VII. BY-LAWS.

#### Section 1. Method of Enactment, Amendment and Repeal.

By-laws shall be enacted, amended and repealed by proposals in writing submitted to the Bloomington Library Faculty at any regular or special meeting. Proposals shall be made by the BLFC; however, proposals endorsed by five members may be submitted from the floor. After discussion, the proposal shall be submitted to the members for a vote by mail. Proposals shall require approval by a majority of those members voting.

### ARTICLE VIII. ADOPTION.

Section 1. Method of Adoption.

This constitution shall become effective after adoption by a majority vote of the Bloomington Library Faculty members.