

By-Laws of the Library Faculty of the Indiana University Libraries at Bloomington

Revised: August 1990; April 1995; January 1997; October 1998; May 1999 (by BLF ballot); June 2002; June 2005; February 2006; September 2007; June 2008; June 2011 (by BLF ballot dated July 22, 2009); January 2012 (by BLF ballot dated December 16, 2011); December 2012 (by BLF ballot)

Rules of Order

1. Robert's Rules of Order shall govern the conduct of the meetings of the Library Faculty and the BLFC except as these By-Laws make express provision to the contrary.
2. Election Committee

The Election Committee shall be composed of five members who shall be appointed by the BLFC for two-year terms, except that the initial appointment of three members shall be for a term of one year.

The functions of the Election Committee shall be as follows:

- a. BLFC election
 - i. Issue a call, in writing, to each member, on or about April 1, for nomination of members to the BLFC. Nominations will be closed ten calendar days after the date of the call. For each vacancy, each member may nominate one eligible member. It shall be the responsibility of the Election Committee to obtain the consent of each nominee.
 - ii. Within ten calendar days after the close of nominations, prepare and distribute to each member a deadline-dated ballot listing nominees who have received at least three nominations. Ballots shall be returned in sealed envelopes with the name of the member appearing in the upper left corner of the envelope.
 - iii. Verify the validity of the ballots and tally the votes seven calendar days after the ballot deadline date. Ties shall be resolved by lot cast by the tied contestants in the presence of the committee.
 - iv. Publish the results of the election and certify the tabulation of votes cast to the President of the BLFC.
- b. Committee Preference/Interest Forms
 - i. During the first week of February issue a request in writing from each member for committee preference/interest for the forthcoming year.
 - ii. Compile this data and make it available to the BLFC by April 30.
 - iii. When new members of the Bloomington Library Faculty are appointed after February, the Libraries Human Resources Officer will give them a committee preference form to complete which will then be forwarded to the President of the BLFC.
 - iv. The committee will present a slate of potential BLFC Committee members to the BLFC President in June for discussion by the meeting of old and new councils in July.
- c. Indiana University Library committees
The committee will prepare for the BLFC by April 30, slates of nominees for the following:

- i. IUL Sabbatical Leave Committee
 - ii. IUL Promotion and Tenure Committee
 - iii. IUL Faculty Standards Committee
- d. Conduct an election of IUB representatives to the IUL Faculty Review Board by April 30.
 - e. Conduct all other elections as required by the BLFC or the Bloomington Library Faculty.
3. President of the BLFC

The duties of the President of the BLFC shall be as follows:

- a. Serve as Chairperson of the Agenda Committee.
- b. Coordinate the preparation and distribution of comprehensive minutes of all BLFC meetings.
- c. Call a special meeting of the council upon receipt of a valid petition.
- d. Retain the certified tabulation of the election results and designate replacements for council members unable to complete their elected term.
- e. Prepare and distribute to each Bloomington Library Faculty member, prior to September 1, a summary of the actions taken during the preceding academic year by the Bloomington Library Faculty and the council and the current status of all uncompleted actions.

4. President of the Bloomington Library Faculty

The duties of the President of the Bloomington Library Faculty are to:

- a. Calls all regular and special meetings of the Bloomington Library Faculty.
- b. Calls a special meeting of the Bloomington Library Faculty upon receipt of a valid petition, or upon request of the Dean.
- c. Chairs all Bloomington Library Faculty meetings.
- d. Is a Member of the Agenda Committee.
- e. Chairs the Communications and Topics Committee.

5. Incoming President of the Bloomington Library Faculty

The duties of the incoming President of the Bloomington Library Faculty are as follows:

- a. Verify and record in the minutes the presence of a quorum at each regular and special meeting of the Bloomington Library Faculty.
- b. Coordinate the preparation and distribution of minutes of all Bloomington Library Faculty meetings, retain an official copy of them, in print and on the BLFC web site, and ensure their distribution to the Bloomington Library Faculty by some appropriate means.

6. Agenda Committee

The Agenda Committee shall be composed of the President of the BLFC, the President of the Bloomington Library Faculty, the BLFC/BFC liaison, and the Dean, or his/her designee. A CWA representative and a PA Council representative also participate in this meeting. The Agenda Committee generally meets one week in advance of the BLFC meeting. The functions of the Agenda Committee shall be as follows:

- a. Place all communications requesting Bloomington Library Faculty action on the appropriate agenda.

- b. Determine and prepare the agenda for all meetings of the Bloomington Library Faculty and the BLFC.
- c. Distribute the agenda and all documents to be considered to each member of the appropriate body.

7. Standing Committees

The standing committees of the Bloomington Library Faculty shall be established for an indefinite period with overlapping two year membership terms beginning on September 1. Standing committees shall have the right to establish ad hoc subcommittees from within and without their membership.

Each standing committee shall be required to submit a written annual report to the Bloomington Library Faculty at a time to be specified by the BLFC. All Bloomington Library Faculty members are eligible for appointment to any of the standing committees.

8. Budgetary Advisory Committee

The Budgetary Advisory Committee shall be a standing committee composed of six members who shall be appointed by the BLFC for a term of two years. The Libraries Fiscal Officer shall be an ex officio, non-voting member of the committee.

The functions of the Budgetary Advisory Committee shall be as follows:

- a. Serve as an advisory body to the Dean on budgetary matters.
- b. Administer the Bloomington Libraries Salary Policy for Library Faculty by advising the Dean on faculty salary matters. Recommend changes in the policy as needed to the Faculty Standards Committee.
- c. Review the annual budget for the IUB Libraries.
- d. Analyze cost factors related to areas of IUB Libraries activities.
- e. Recommend priorities of action in the event of mandated budget reversions or reductions, or significant increases of budget allocation.
- f. Serve as the consultative committee to the Dean for annual library faculty salary budget allocation.

9. Collection Development Committee

The Collection Development Committee shall be a standing committee composed of six members who shall be appointed by the BLFC for a term of two years. The administrator responsible for collection development shall be an ex officio, non-voting member of the committee. The following guidelines will be used by the BLFC in determining the membership of the committee:

- a. At least three members of the committee should be fund managers each with at least two years collection development experience in an academic library (in or outside IUB).
- b. The non-fund managers on the committee should include both public services and technical services librarians.
- c. Members of the committee should be from both the Wells Library and the campus libraries.
- d. Librarians from the extra-system libraries should be appointed only after the above requirements have been met.
- e. No appointed member of the committee should be from the library administration.

The functions of the Collection Development Committee shall be as follows:

- a. Serve as an advisory body to the administrator responsible for collection development in reviewing the libraries' collections.
- b. Review and recommend to the Dean and the Administrator responsible for Collection Development the allocation of the library materials budget according to the research, instructional, and service needs of the university.
- c. Manage the general fund.
- d. Appoint liaisons to:
 - i. Any endowment fund committee(s)
 - ii. Any other committee formed for the purpose of dispersing special funds to the Libraries' collections (the necessity for such a liaison being determined in each case by BLFC or the Committee itself)
- e. Review policies and procedures in the collection development process.

10. Constitution and By-Laws Committee

The Constitution and By-Laws Committee shall be a standing committee composed of six members who shall be appointed by the BLFC for a term of two years.

The functions of the Constitution and By-Laws Committee shall be as follows:

- a. Regularly review the Constitution and By-Laws of the library faculty.
- b. Prepare drafts for the BLFC of amendments to the Constitution and By-Laws.

11. Continuing Education Committee

The Continuing Education Committee shall be a standing committee composed of six members who shall be appointed by the BLFC for a term of two years. The Libraries Human Resources Officer shall be an ex officio, non-voting member of the committee.

The function of the Continuing Education Committee shall be as follows:

- a. Plan continuing education programs.

12. Faculty Standards Committee

The Faculty Standards Committee shall be a standing committee composed of six members who shall be appointed by the BLFC for a term of two years. The Libraries Human Resources Officer shall be an ex officio, non-voting member of the committee.

The functions of the Faculty Standards Committee shall be as follows:

- a. Review existing guidelines for work responsibilities, privileges and salaries and make recommendations where appropriate. Maintain the Bloomington Libraries Salary Policy for Library Faculty.
- b. Review existing appointment and promotion and tenure criteria and make recommendations where appropriate.
- c. Review existing methods for evaluating performance and make recommendations where appropriate.
- d. Serve as an advisory committee for the administrator responsible for Libraries Human Resources.

13. Communications and Topics Committee

The Communications and Topics Committee shall be a standing committee composed of four members.

The chair of the committee shall be the President of the Bloomington Library Faculty and the other membership will include the President of the BLFC and two additional librarians to be appointed by the BLFC.

The function of the Communications and Topics Committee shall be as follows:

- a. Assist the BLFC in ensuring a strong faculty voice on important topics and current trends affecting the profession, our campus, and higher education in general by:
 - i. Communicating with a wide range of constituents in the library and on campus (including librarians, library staff, members of Library Administration, the Dean, et al.) to identify topics and current trends affecting the profession; bringing those topics to the attention of the BLFC (by maintaining regular communication with members of the Agenda Committee and the Council) for further discussion and consideration for discussion at Bloomington Library Faculty meetings
 - ii. Promoting and communicating the activities of the BLFC with the goal of encouraging broad participation and action
 - iii. Investigating improved models of communication and developing ways to maintain a constant flow of communication between the BLFC and the Bloomington Library Faculty

14. Appointments to Other Organizations

Library faculty members may be appointed by the BLFC to serve in any capacity with other organizations at the request of such organizations or the Dean.

- a. At the first Council meeting each year, two members of the BLFC shall be elected to represent the Bloomington campus on the Indiana University Library Faculty Council (hereinafter referred to as the "IULFC"). One of the two elected shall be a second year council member; the other shall be a first year council member.
- b. Any member of BLFC may substitute for an elected Bloomington representative of IULFC and serve as a voting alternate. If a position is vacated during the year, another BLFC member shall be elected to fill out the term.

15. Adoption

These By-Laws shall become effective after adoption by a majority vote of the library faculty members.