

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

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 Secretary 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 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 Secretary of the BLFC.
 - iv. The committee will present a slate of potential BLFC Committee members to the BLFC Secretary 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 library faculty.
3. Secretary of the BLFC

The duties of the Secretary 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 library faculty member, prior to September 1, a summary of the actions taken during the preceding academic year by the library faculty and the council and the current status of all uncompleted actions.

4. Secretary of the Library Faculty

The duties of the Secretary of the Library Faculty shall be as follows:

- a. Serve as a member of the Agenda Committee.
- b. Call a special meeting of the library faculty upon receipt of a valid petition.
- c. Verify and record in the minutes, the presence of a quorum at each regular and special meeting of the library faculty.
- d. Prepare comprehensive minutes of all library faculty meetings, retain an official copy and distribute one to each member.

5. Agenda Committee

The Agenda Committee shall be composed of the Secretary of the BLFC, the Secretary of the Library Faculty, the BLFC/BFC liaison, and the Dean, or his/her designee.

The functions of the Agenda Committee shall be as follows:

- a. Place all communications requesting library faculty action on the appropriate agenda.
- b. Determine and prepare the agenda for all meetings of the library faculty and the BLFC.
- c. Distribute the agenda and a notice of all meetings, along with documents to be considered, to each library faculty member.
- d. Prepare the final draft of actions taken, or motions made subject to mail vote, by the library faculty and the BLFC.
- e. Publish a schedule of regular library faculty and BLFC meetings for the forthcoming academic year.

6. Standing Committees

The standing committees of the 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 Library Faculty at a time to be specified by the BLFC. All library faculty members are eligible for appointment to any of the standing committees.

7. 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.

8. 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 Main 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.

9. 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.

10. 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.

11. 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.

12. The Peer Committee for Annual Merit Review

The Peer Committee for Annual Merit Review shall be a standing committee composed of four members appointed by the BLFC for a term of one year. Once a librarian serves on the Peer Committee that librarian may not serve again for five years. Selection of the Peer Committee will be by lottery. The BLFC secretary will randomly select the names of four librarians from the names of those eligible for membership on the Peer Committee at the first BLFC meeting of the year. Librarians included in the review process, including those extra-systems librarians who have notified the BLFC secretary by the first of July each year that they wish to participate, are eligible to be appointed to the Peer Committee.

The function of the Peer Committee for Annual Merit Review shall be as follows:

- a. To make recommendations to the Ruth Lilly University Dean of University Libraries on the merit portion of the annual salary distribution to individual librarians, following the procedures of the BLFC document "Peer Committee for Annual Merit Review."

13. Salary Equity Review Committee

The Salary Equity Review Committee shall be a standing committee composed of six members appointed by the BLFC for a term of two years.

The membership of the Committee should, as far as practicable, represent the diversity of the Bloomington Library Faculty, drawing from: all librarian ranks; both administrative and non-administrative librarians; and librarians with technical services, public services, and collection development responsibilities. The Libraries Human Resources Officer and the Libraries Fiscal Officer shall serve as ex-officio, non-voting members.

The functions of the Salary Equity Review Committee shall be as follows:

- a. To monitor the accuracy and scope of the salary database of all Bloomington library faculty members, including extra-system library faculty. This database is maintained by the Libraries Human Resources Office.
- b. To conduct salary equity reviews on an individual basis when requested by any librarian. The Committee's evaluation of the review will be submitted to the Libraries Human Resources Officer and the Dean.

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.

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