

## Public Services Advisory Committee – January 11, 2006

The principle objective of the Public Services Advisory Committee is *to advise Library Administration with respect to the development and management of library and information services* for the user community at Dalhousie University. The Public Services Advisory Group recognizes that *all aspects of the University Libraries are Public Services initiatives and its membership reflects that.*

The **primary objectives** of the Public Services Advisory Committee are

- 1) to **coordinate** the development of public services policies and operations procedures
- 2) to **ensure** that Dalhousie University Libraries users have ready access to Library materials and information,
- 3) to **monitor** existing public services policies and procedures,
- 4) to **recommend** changes as needed.

### Terms of Reference

- 1) to plan for and update the Strategic Directions
- 2) to promote the development and management of the Libraries' Public Services through: the sharing of information on individual departmental activities, consortium activities and other regional or national projects
- 3) to discuss emerging trends and services
- 4) to collect, review and analyze public services statistics
- 5) to establish marketing and promotional initiatives
- 6) to develop a public services strategic plan and monitor progress against the plan
- 7) to coordinate the development and maintenance of policies and procedures to ensure that Library users have ready access to materials and information
- 8) to establish sub-committees and/or task forces to deal with public service matters and/or to bring recommendations to PSAC. Sub-committees and/or task forces that liaise currently with PSAC include: Information Literacy Committee, Circulation Committee, Reference Services Committee, SWAT team, Learning Commons Sub-Committee; Space Planning Group; Federated Search Committee; LIBQUAL Committee; Collections Advisory Committee, Disaster Management Committee; Digital Initiatives Committee.
- 9) to identify professional development needs and opportunities in the area of public services and to recommend and/or facilitate appropriate workshops, seminars and conferences

Representatives are responsible for bringing information forward regarding different services and/or units. Other Library staff will be invited to attend meetings or to assist the committee at the discretion of the chair.

Agenda, minutes and relevant documents will be sent circulated to all members of the committee and will be posted on the staff pages of the Libraries' Web page.

## **Committee Membership Composition**

- Associate University Librarian, Chair
- Head of Reference and Research Services, Killam Library
- Document Delivery/Circulation Librarian
- Director, GIS Centre
- Head of Circulation, Killam Library
- Coordinator, Learning Commons, Killam Library
- University Archivist
- Head of Special Collections
- Communications officer
- Assistant University Librarian (collections)
- Head of Technical Services, Killam Library
- Information Literacy Coordinator
- Head of Systems
- 1 public services librarians from each of Sexton and Health Sciences Library (to be selected from among the Heads or Department Heads of these libraries)
- 1 Public services librarian at large
- University Librarian (ex officio)
- Administrative Officer