

Libraries Internship/Practicum Coordinating Committee (LIPCC)

Terms of Reference

May 2019

1. ESTABLISHMENT OF THE COMMITTEE

- 1.1 There is hereby established and constituted a committee to be known as the Libraries Internship/Practicum Coordinating Committee (LIPCC) , to exercise the duties and powers and to perform the functions hereafter described:
- 1.2 The Committee shall be composed of the following membership: At least one representative from each library location and the Dalhousie University Archives. The representatives all have some supervisory responsibility for interns or practicum placements.
- 1.3 Representation from individual libraries and service units will be determined by their library or service unit and forwarded to the Chair.
- 1.4 When a member is unable to fulfill their term, they shall notify the Chair of their resignation. The Chair will invite the affected library to recommend another candidate.
- 1.5 The Committee will review their Terms of Reference every two (2) years, and will submit any revisions or additions to Library Council.
- 1.6 The Committee will provide an Annual Report to Library Council.
- 1.7 The Chair should be elected by the committee members and shall serve for a period of two years.

2. DUTIES AND RESPONSIBILITIES

- 2.1 The Libraries Internship/Practicum Coordinating Committee (LIPCC) was established to facilitate collaboration for internship and practicum opportunities for students interested in gaining work experience in the Dalhousie Libraries and Dalhousie University Archives.

Primary objectives:

- 2.2.1 Collaborates with the School of Information Management (SIM) to coordinate practicum and internship opportunities for Information Management students.
- 2.2.2 Investigates and promotes additional practicum/internship opportunities with other faculties within Dalhousie University.

- 2.2.3 Coordinates the internship enrichment program for summer placements.
- 2.2.4 Coordinates the Summer Shine intern presentation series.
- 2.2.5 Coordinates other practicum/internship opportunities with the Nova Scotia Community College, and other educational institutions as appropriate.

3. MEETINGS

- 3.1 The Committee will meet twice per academic year or as required. The Committee will determine dates and times of the committee meetings.
- 3.2 The Chair may call a special meeting at any time or by request of a majority of the Committee.
- 3.3 The Chair shall appoint a secretary to keep minutes of the meetings of the Committee.

4. DOCUMENTATION

- 4.1 The Committee will retain meeting agendas, minutes, and other documentation and make these available to Library Council.
- 4.2 The Committee Chair will be responsible for retaining records in compliance with any university records retention requirements.