

Dean's Policy and Operating Memorandum 08-4

OFFICE OF THE DEAN
UNITED STATES MILITARY ACADEMY
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MADN-LIB

1 September 2018

Library Advisory Committee

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1. **PURPOSE:** To provide guidance and advice to the Librarian and Associate Dean of the United States Military Academy Library on curricular and research support.

2. **AUTHORITY:** The Library Advisory Committee reports to the Librarian and Associate Dean.

3. **BACKGROUND:** The vision of the United States Military Academy Library is to embrace and advance scholarship, research, and excellence through information service in a digital world while equipping future leaders and scholars for the Army and the nation. In order to achieve this vision, the Library relies upon guidance and advice from faculty across all academic departments to best develop services, resources, and facilities that meet the current and emerging needs of the academic program.

4. **PROPONENT:** The proponent for the Library Advisory Committee is the United States Military Academy Library.

5. **FUNCTIONS:**

- a. Advise on Library services, resources, and facilities.
- b. Provide guidance on emerging requirements for Library support of the curriculum.
- c. Promote communication throughout academic departments regarding Library programs, services, and initiatives.
- d. Coordinate and review periodic assessment of Library operations.
- e. Meet four to six times annually.

6. **MEMBERSHIP:**

- a. The Committee will be convened and chaired by the Librarian and Associate Dean.
- b. Membership shall include a representative from each of the following departments:

- (1) Behavioral Sciences and Leadership
- (2) Chemistry and Life Science
- (3) Civil and Mechanical Engineering
- (4) Electrical Engineering and Computer Science
- (5) English and Philosophy
- (6) Foreign Languages
- (7) Geography and Environmental Engineering
- (8) History
- (9) Law
- (10) Mathematical Sciences
- (11) Military Instruction
- (12) Physical Education
- (13) Physics and Nuclear Engineering
- (14) Social Sciences
- (15) Systems Engineering

- c. All meetings are open to all interested faculty and staff.

7. **RESPONSIBILITIES:**

a. Members:

- (1) Actively participate in committee activities.
- (2) Attend each meeting.
- (3) When appropriate, ensure their views are shared and representative of the stakeholders whom they represent.

b. Chair:

- (1) Set meetings.
- (2) Provide an agenda and any appropriate read ahead materials prior to the scheduled meeting to facilitate member preparation and discussion.
- (3) Publish minutes that are approved by members summarizing topics discussed during the meeting.

8. **OPERATIONS:**

- a. The committee meets generally four to six times annually or more often as needs dictate.
- b. The committee welcomes agenda topics shared by any committee member and encourages broad discussion on topics related to library and information service at the Academy.

9. **FACILITATE A SHARED UNDERSTANDING:**

- a. The Committee maintains an Academy-accessible SharePoint site with all committee documents.

10. **CONTINUOUS IMPROVEMENT:**

- a. Committee members are asked annually to assess the work and function of the committee.
- b. The charter is reviewed by the committee annually, and validated by the Office of the Dean every five years.

11. **EXPIRATION:** This policy is effective until superseded or rescinded.

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