

HEADS, LIBRARIES AND LEARNING RESOURCES (HLLR)

OPERATING GUIDELINES

1. INTRODUCTION

The Heads, Libraries and Learning Resources is an operating group of the Association of Colleges of Applied Arts and Technology of Ontario (ACAATO). The following Operating Guidelines for the Heads, Libraries and Learning Resources (HLLR) embody the principles established by ACAATO – communication, empowerment, human resources development, strategic action and efficiency. These operating guidelines apply to the HLLR and to each of its sub-committees.

2. STRUCTURE

The Heads, Libraries and Learning Resources is one of nine operating groups (committees) reporting to the Coordinating Committee on Student Services (CCSS). The CCSS reports to the CCSS, which in turn, reports to the Committee of Presidents (COP).

2.1 Operating Groups are:

Committee of Registrars, Admissions and Liaison Officers (CRALO)
College Committee on Athletics and Recreation (CCAR)
Ontario College Counsellors (OCC)
Health Services Committee (HSC)
Ontario Association of Student Financial Aid Administrators (OASFAA)
Ontario College Career Educators (OCCE)
College Committee on Disability Issues (CCSN)
Heads, Libraries and Learning Resources (HLLR)
Ontario Community College Student Parliamentary Association (OCCSPA)

3. MANDATE

The mandate of the HLLR is:

- a) To provide a forum for the discussion of concerns related to the field of learning resources in the Colleges of Applied Arts and Technology in Ontario.
- b) To make recommendations on educational policies and objectives of a province-wide nature with respect to the role of learning resources in the learning and teaching process.
- c) To develop policies and procedures to enhance library services in the college community and where appropriate engage ACAATO committees to assist with this activity.
- d) To provide a communication link between college library staff and the Coordinating Committee on Student Services.

4. MEMBERSHIP

The HLLR consists of one representative from each college. The member is responsible for keeping colleagues informed of HLLR issues and assisting with projects as required.

5. MEETINGS

Meetings of the Executive Committee are normally held no more than five times per year in alternate months commencing in September. Any additional meetings are held only on the approval of the Chair of the Coordinating Committee on Student Services.

6. EXECUTIVE

The Executive Committee is the major decision-making body and point of contact with the CCSS. It comprises a Chair, Vice-Chair, Past Chair, and four Regional Representatives.

Ex officio members are:

1. Executive Director, College Bibliocentre
2. Coordinating Committee on Student Services Liaison
3. Educational Technology Coordinating Committee Liaison
4. Ministry of Education and Training Liaison
5. Chairs of HLLR Subcommittees
6. CAAT Tracks Directory Editor

a) Term of Office

The term of office is July 1 to June 30.

b) Officers

The Executive Committee shall consist of one representative appointed by each of the regional groups (to be called Regional Representatives), a Chair, a Vice-Chair, and the Past Chair.

c) Chair/Vice-Chair/Past Chair

The position of Chair shall be rotated annually among the regions in the following order – Central, Western, Northern, Eastern. The Chair shall have served as Vice-Chair during the previous year and shall not be considered to be a regional representative in either position. It is the responsibility of the Chair to ensure that there is a representative of the HLLR executive at the annual meeting of ACAATO. The Past Chair will be responsible to liaise with the appropriate region to elect a Vice-Chair.

d) Committee Secretary

The position of Secretary shall be rotated annually among the regional representatives in the following order – Northern, Eastern, Central, Western. The Secretary also serves as Regional Representative.

e) Regional Representatives

Regional Representatives (Northern, Eastern, Central, and Western) may convene meetings of the representative in their region, if issues warrant them. They shall report on a regular basis to the Executive Committee on meetings held, decisions taken and any recommendations arising.

The Regional Representative is the contact person for all colleges in his /her region. Prior to an Executive meeting, he/she shall poll the other colleges within the region regarding issues for input to the Executive and take issues back for discussion, as needed. This poll may be conducted by regional meeting or by other effective means.

f) Agenda

The agenda, together with supporting documentation, shall be prepared by the Chair and distributed to all Executive Committee members at least one week prior to the meeting.

Any member of the HLLR may request that an item be placed on the agenda.

g) Minutes

The minutes of the meetings of the Executive Committee shall be prepared by the Secretary and distributed by the Secretary to:

- 1) all members of the HLLR
- 2) all Ex-officio members
- 3) the ACAATO Committee secretary

7. SUB-COMMITTEES

The Executive Committee has the power to strike sub-committees as necessary to assist the Committee in its own goals. The chair of each sub-committee shall report directly to the Executive Committee of the HLLR.

8. ANNUAL MEETING

A meeting of the entire HLLR shall normally be held in the late spring of each year.

Revised November, 2001