



Ferris Library for Information, Technology, & Education

### **FLITE Advisory Council**

The FLITE Advisory Council provides guidance, advice, and recommendations to the Dean of the Library concerning general library policies, issues, and future planning.

The FLITE Advisory Council will consist of the following members:

- FLITE Dean (Chair)
- Administrative Secretary to the Dean (Secretary)
- Department Head for Information Delivery and Information Literacy Services
- Department Head for Digital and Support Services
- Evening Manager (representative of the User Services Team)
- One faculty librarian representative each from the Research and Instruction Team, the Digital Services Team, and the Collection and Delivery Services Team

#### **PROCESS:**

The FLITE Advisory Council meets monthly or more often as required. Meeting minutes are maintained by the Administrative Secretary to the Dean and archived in FIR. Draft minutes will be distributed to all Council members for review before being posted.

#### **PURPOSE:**

- Identify and monitor trends and best practices in academic libraries and discuss the ramifications for FLITE.
- Develop proposals and draft policies for consideration and review by the library at large. Serve as a sounding board for new ideas within the library.
- Assist the dean in preparing for FLITE reports and planning documents submitted to the provost, e.g. annual operational efficiencies reports, strategic planning documents, one-time funding requests.
- Promote communication, cooperation, and collaboration among the organizational units of FLITE.
- The FLITE Advisory Council does not determine specific procedures resulting from policy discussions. Procedures should be developed within departments.
- The FLITE Advisory Council does not discuss personnel issues.

Individual team representatives have the following responsibilities:

- Attend meetings of the FLITE Advisory Council. Any team representative who cannot attend should arrange for a substitute from his/her team.
- Take an active role in helping his/her team identify trends in the profession that affect the work of the team and prepare for expected changes.

- Listen to needs and concerns of team members and gather data to provide constructive input to discussions of the FLITE Advisory Council. Be proactive in seeking to understand.
- Bring recommendations and information to the FLITE Advisory Council from the team when suggestions have an impact on other library teams.
- Analyze proposals from other members of the FLITE Advisory Council for their impact on the representative's own team. Provide suggestions and alternatives if the impact will be negative.
- Assist in writing draft policies and reports.
- Promote communication, cooperation, and collaboration within and among teams.

The FLITE Interim Dean will solicit and appoint the original members of the committee. The original membership roster will be maintained until a permanent dean is appointed.

The FLITE Advisory Council will review the 2011 library reorganization and the effectiveness of the FLITE Advisory Council by the end of March 2012 and annually thereafter.

Adopted December 14, 2011 by the FLITE Advisory Council