

# **Terms of Reference for Arts & Humanities Library Liaison & TEL Committee**

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## **1) The Committee's remit is as follows:**

To ensure library resources and services meet the diverse needs of Arts & Humanities students, researchers and staff through joint decision making and the sharing of information by representatives from Library Services and the Faculty of Arts & Humanities.

To ensure that the implementations of the College benchmark on the use of TEL are met across the Faculty's departments. To share information relating to best practice of TEL with other representatives and suggest how to best develop strategies of best practice for the Faculty.

Business will include:

- Reporting on notable developments within the departments, Library Services and Senate House Library
- Agreeing on priorities to ensure the library collection meets the needs of teaching and research
- Reviewing library provision relating to resources, including recommending the acquisition or cancellation of ejournals and databases
- Agreeing collection development and management policies such as the review and withdrawal of stock
- Raising issues regarding any aspect of library provision
- Reviewing training and support requirements for Library and TEL services
- Reporting on TEL developments within the Faculty, departments and across the College
- Reviewing TEL provisions relating to programme needs across the Faculty, including software, hardware and training needs
- Raising issues regarding any aspect of technology enhanced learning within the Faculty/College

The committee meets twice a year with minutes circulated by email, and also consults by email where appropriate.

## **2) The Committee reports to:**

- Faculty Education Committee via the Chair
- Departments via the Library Reps
- Library Services via the Library Liaison Manager
- College TEL Forum via the Faculty TEL Officer

## **3) The membership of the committee shall normally comprise:**

- Library & TEL Reps from each Arts & Humanities department, one being nominated as Chair
- Library Liaison Managers from Library Services, one as acting as Secretary
- Faculty TEL Officer
- A Research Librarian from Senate House Library
- Other members of the Faculty, Professional Services or Library Services staff as appropriate

Guidance on the role of Library Rep is available at:

<https://internal.kcl.ac.uk/artshums/staff/hr/roleprof/Library-TEL-Rep-Role-Description-July-2016.pdf>

Papers are available at:

<https://internal.kcl.ac.uk/artshums/governance/ahllc.aspx>