

## **HBKU Library Committee**

### **Terms of Reference**

Document Version: 3.1

## AUTHORS

This document was prepared by:

### Office of the Provost

#### 1. PREAMBLE

The HBKU community is currently enjoying the services of the HBKU library. The library has its own collection and links to Qatar National Library for electronic resources, as can be viewed from the following link: <https://www.hbku.edu.qa/en/hbku-library>. HBKU, as a growing research institution, now has the opportunity to expand the functions of its library with the aim of advancing HBKU's national and international reputation for excellence while meeting international accreditation requirements. Therefore the primary goal of the HBKU library is to provide a user-centered library that includes:

- Information resources: acquire, organize, and provide access to information resources in support of teaching, learning, research, and creative work;
- Repository: ensure the protection of digital and print University library resources; and
- Information technology: employ the latest technologies and search skills to serve the HBKU community.

The guiding objectives of HBKU Library Committee are to broadly oversee the development and resource acquisition of the library, especially including:

- Enable decision-making informed by University-wide consultation;
- Promote cost-sharing and close working relationships with libraries across the country and, in particular QNL; and
- Promote strong alignment with the University's mission and vision.

#### 2. ROLE OF HBKU LIBRARY COMMITTEE

The roles of the HBKU Library Committee are as follows:

1. Seek feedback on academic and research current and future needs;
2. Periodically review and make recommendations for improvement in:
  - a. Technical integration (distributed e-library);
  - b. Resources;
  - c. Budget requirements and utilization;
  - d. Cost-benefit analysis of existing subscriptions;
  - e. Workflow and technical means to provide access to scholarly collections and resources across multiple satellite service points;
  - f. Cutting-edge suite for library applications, associated technology and data management across the University; and
  - g. Space utilization and planning.
3. Provide review and recommendations to establish
  - a. Benchmarks and key performance indicators;
  - b. Repository for University collection; and
  - c. Integration with other libraries.
4. Build stronger partnerships with other libraries in Qatar, including but not limited to Qatar National Library, Qatar University Library, Sidra Library, Hamad Medical Library as well as EC branch campus libraries. The primary goals of such consortia and partnerships are:
  - a. Share existing individual resources;
  - b. Negotiate databases cost-sharing, if needed, with the help of IT and vendors;
  - c. Develop workflow and operation among the consortia participant for acquisition and retention of shared resources.
5. Develop memberships and membership strategies for HBKU Library with major databases and resources that are not accessible through the local consortia including but not limited to:
  - a. OCLC/WorldCat (FirstSearch)
  - b. PubMed (Medline)
6. Develop fair and strategic budgeting for self and consortia acquisitions of databases and resources.
7. Review and provide input on HBKU library policies. These policies may include:

- a. Collection development;
  - b. Acquisition and cataloging;
  - c. Checkout privileges & renewals;
  - d. Fines and appeals;
  - e. Study space and conduct;
  - f. Website compliance; and
  - g. Inter-library loan.
8. Review and recommend solutions to HBKU Provost on issues pertaining to HBKU Library.
  9. Engage in strategic planning for HBKU-Library in a way that is consistent with the University's strategic, academic, and research plan.
  10. In consultation with the Associate Provost for Teaching and Learning or the Provost, the Committee may develop new roles and functions based on its assessment.

### 3. GENERAL

Membership, frequency of meetings, agenda, quorum, and committee term of appointment

#### MEMBERSHIP

The committee membership shall comprise one representative nominated by each of the College Deans, one representative nominated by each of the Executive Directors of the research institutes, one representative nominated by the Director of procurement, and one student representative nominated by the Student Representative Council (SRC). The Committee formation shall be approved by HBKU Provost. The Provost selects the chair.

The current members of the HBKU Library Committee are listed in the following table:

Dr. Syed Nazim Ali	Chair - CIS	snali@hbku.edu.qa
Mr. Fahad Al-Darham	Member Library Manager	falderham@hbku.edu.qa
Dr. Amer Al-Adwan	Member - CHSS	aadwan@hbku.edu.qa
Dr. Hilary Bell	Member - CLPP	hbell@hbku.edu.qa
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Dr. Sarim Dastgir	Member - QEERI	sdastgir@hbku.edu.qa
Dr. Eman Fituri	Member - QCRI	efituri@hbku.edu.qa
Dr. Essam Abdelalim	Member - QBRI	emohamed@hbku.edu.qa
Mr. Mohamed zaher Serdar	Member - Student Rep.	mserdar@hbku.edu.qa
Ms. Fatma Al-Abdullah	Member - Operations/Procurement	falabdullah@hbku.edu.qa

#### TERM OF APPOINTMENT

This is a *standing* committee appointed by the Provost to achieve the mandates mentioned above and provide the university with recommendations and best practices as well as an implementation mechanism, including the roles and duties of parties involved in the processes. The term of appointment is three years.

#### RESPONSIBILITIES OF THE HBKU LIBRARY COMMITTEE CHAIR

The responsibilities of the HBKU Library Committee Chair are as follows:

1. Sets the agenda for each meeting
2. Manage meetings and ensure the documentation of meeting minutes
3. Ensures that the agenda and supporting materials are delivered in advance of meetings electronically
4. On behalf of the committee, the chair shall provide recommendations to the Associate Provost for Teaching and Learning, who consults with the Provost.

#### FREQUENCY OF MEETINGS

Generally, the committee shall meet once a month during the academic year. But in special circumstances, the chair can call for extra meetings, when deemed necessary.

**QUORUM**

A Quorum shall consist of simple majority members. Resolutions are passed by a simple majority of attendees. Both supporting and objecting members on any resolution may submit in writing support for their vote.

## VERSION HISTORY

<b>Date</b>	<b>Document Version</b>	<b>Document Revision History</b>	<b>Document Author/Reviser</b>
<b>5/12/2016</b>	<b>1.0</b>	<b>Initial Draft</b>	<b>Provost</b>
16/04/2019	1.1	Revision – Membership	Provost Office
17/11/2021	1.2	Revision – Membership	Provost Office
01/03/2022	2.1	Revision – Role of Committee and frequency of meetings	Provost Office
13/04/2022	3.0	Revision -- Membership	Provost Office
7/08/2022	3.1	Revision – Membership	Provost Office