

**The Claremont Colleges Library**  
**Faculty Library Advisory Committee**  
**Approved by the Academic Deans Committee, April 18, 2018**

**Purpose**

The Faculty Library Advisory Committee (FLAC) serves under the charge of the Academic Deans Committee (ADC) to provide input and feedback regarding the current and future activities of The Claremont Colleges Library. FLAC provides guidance to the library on faculty and student research, teaching, and learning needs. By strengthening relationships, collaboration, and communication between the library and the faculty, FLAC seeks to promote the value of the library to the colleges.

Specific FLAC activities include:

- Engaging in library planning and assessment
- Providing advice to the library on aspects of its budget as needed
- Participating in library projects, surveys, programs, and search committees
- Liaising with the library's student advisory group, the Board of Student Stakeholders (BOSS)
- Reporting on the library's priorities and FLAC's activities at least once per academic year to the faculties of each of the colleges, either in a faculty meeting or via circulated minutes
- Writing an annual report to the ADC on FLAC's activities

**Membership**

FLAC includes one faculty member from each of the colleges and two librarians. Each college will nominate a faculty member to the ADC during the spring semester for a two-year term. If a college's representative has served for one year of her/his term, the college will not nominate a candidate that year. The ADC will attempt to attain balance within the FLAC, taking into account disciplinary coverage, diversity, and inclusivity. Faculty members may serve one additional, consecutive, two-year term at the discretion of the ADC. Otherwise, faculty members may serve a new term after a two-year gap. The librarians will be selected by the Dean of the Library and serve one-year terms with the possibility of a one-year renewal. The library's Lead Academic Dean and the Dean of the Library will serve as ex-officio members. The Assistant to the Dean of the Library will provide administrative support to FLAC.

**Offices**

A faculty member will serve as Chair of FLAC. Faculty members may self-nominate or be nominated by other FLAC members. The election will take place at the last FLAC meeting of the academic year. The result will be decided by simple majority of the committee. The Chair will normally serve for one year with the possibility of renewal for a second term. The Chair works closely with the Dean of the Library to follow the purpose of the committee, organize and run FLAC meetings, and write the annual report to the ADC.

**Meetings**

FLAC will usually meet monthly in the library during the fall and spring semesters. The Chair may also elect to call additional meetings as needed.