

AGREEMENT REGARDING THE CLAREMONT COLLEGES LIBRARY

I. Preamble

An agreement in March 1971 established a central library for The Claremont Colleges. Its purpose was to ensure that The Claremont Colleges Library is a forward-looking, state-of-the-art resource that is deeply connected to and actively supports the academic programs of each college as well as helps to build academic community across the campuses. By doing so, it stands as one of the preeminent academic resources of The Claremont Colleges. In 2012, the Council approved a “Joint Governance Agreement” that formalized a reporting relationship that further tied the Library to the academic programs through a “lead college” model. That agreement was subsequently amended in 2013 and 2016. After six years of the Joint Governance Agreement, the Academic Deans Committee (ADC) recommended and the Council of The Claremont Colleges (consisting of the Presidents of the seven Colleges and the CEO of TCCS, hereafter, referred to as the Council) agreed to substantively revise governance of the Library, dissolve the Joint Governance Committee, and charge the Academic Deans Committee (ADC) with updating this Library Agreement.

II. The Library’s Purpose and Scope

To serve the information needs and knowledge development of students and faculty members, The Claremont Colleges support the Library as a central academic resource. The members of the consortium have agreed to provide and maintain facilities and services comparable to those found in universities of similar size and scope of instruction and research. The members also aspire to foster a library program capable of helping to bind the academic programs of the colleges together through shared access to the scholarly record and sophisticated support of dynamic, interdisciplinary intellectual inquiry.

III. Governance and Administration

The Claremont Colleges Library will be governed in a manner that mirrors that of the other shared services managed by The Claremont Colleges Services (TCCS) with a “Lead College” taking responsibility for strategic direction. In practice, the Dean of the Lead College, in consultation with the Academic Deans Committee, will be responsible for strategic direction and the Chief Executive Officer (CEO) of TCCS will be responsible for operational aspects of the Library and operationalizing the strategic direction. Thus, the Dean of the Library has a dual reporting relationship – to the Lead Dean for strategic direction and to the CEO for operations, and the Lead Dean and CEO work closely together to ensure the Dean’s success in leading the Library.

A. The Academic Deans Committee is responsible for:

- Approval of the library's strategic plan for recommendation to the Council.
- Review of the annual library budget before submission for approval to the Council.
- Recommending major capital projects for the Library to the Council.
- Recommending appointment of the Dean of the Library to the Lead Dean and the CEO of TCCS.
- Approval of a comparison group of libraries for benchmarking library operations.
- Oversight of the periodic updating of the library mission, vision, values, and strategic plan.
- Review of library plan for assessment of student learning outcomes.
- Ensuring that the library is included in strategic and advancement plans for the member colleges.
- Recommending a fundraising plan for the library to the Council.
- Determining the lead college.

B. The Lead College

The library will be supervised under a rotating lead-college model. Each member institution will have the opportunity to serve as lead college with primary responsibility for overseeing strategy for the library for a term of five years. At the end of each term, the lead college responsibility will generally move to another institution although a college may serve as lead college for successive terms. The Academic Deans Committee will select the new lead college at least one-year before the term of the existing lead college expires. The rotation schedule may be adjusted to accommodate leadership transitions or other special circumstances.

. The chief academic officer of the lead college will be the Lead Dean for the term of the rotation.

The **Lead Dean** is responsible for:

- Regular meetings with the Dean of the Library to be informed on strategic library issues and give advice and direction as needed.
- Consulting with chief academic officers and with advisory groups with respect to library issues and concerns.
- Working with the Dean of the Library to establish specific goals in line with the strategic objectives.
- Collaborating with the CEO of TCCS on the annual performance review of the Dean of the Library to inform the recommendation regarding compensation.

- Regular joint meetings with the Dean of the Library and Chief Executive Officer of TCCS to discuss personnel strategies and actions that may involve risk and/or liability.

C. The Claremont Colleges, Inc.

The Claremont Colleges Services (TCCS), a division of The Claremont Colleges, Inc., has administrative and operational responsibilities for all library resources. The Claremont Colleges, Inc. owns library collections in common for The Claremont Colleges. TCCS owns or contracts for library facilities and equipment and is responsible for their maintenance and upkeep. TCCS provides administrative support for collections and facilities, and for information technology support, human resources, business, and other administrative services. TCCS oversees any major capital improvements or new construction of library facilities.

All library staff, including the Dean of the Library, are employees of TCCS. All TCCS Human Resource policies and procedures will apply. Library staff compensation will be based on comparative benchmarks appropriate to each position and a performance review overseen by the Dean of the Library.

The **Chief Executive Officer of TCCS** is responsible for:

- Approval of changes in staffing including promotions, position replacements and reallocations, and terminations as proposed by the Dean of the Library.
- Collaborating with the Lead Dean on the annual performance review of the Dean of the Library to inform the recommendation regarding compensation.
- Providing an “open-door” for library staff to communicate concerns regarding library management.
- Working with the Dean of the Library to ensure that information technology, administrative support, human resources, and business services meet the needs of library operations.
- Regular joint meetings with the Dean of the Library and the Lead Dean to discuss personnel strategies and actions that may involve risk and/or liability.

The Dean of the Library

The Dean of the Library is the chief executive officer of The Claremont Colleges Library. He/she is an employee of The Claremont Colleges Services and will be an ex-officio member of the ADC and a member of the Senior Cabinet of TCCS. The Dean of the Library reports to the Lead Dean and the CEO. The Dean of the Library, in

collaboration with the Lead Dean consults on strategic library matters with the Academic Deans Committee and other college and college-wide bodies as necessary in the execution of his/her duties.

The **Dean of the Library** is responsible for:

- Leadership of strategic planning.
- Leadership of the development of library policies with respect to access, collections, and operations.
- Ongoing assessment of facilities and information technology needs.
- Management and supervision of library staff, subject to the HR policies of TCCS.
- Proposing and implementing changes in the allocation of library resources so as to achieve strategic goals, subject to the approval of the Lead Dean.
- Preparation of annual and multi-year budgets in collaboration with the CEO for submission to the Lead Dean for review by the ADC.
- Assessment of student learning outcomes associated with library services and operations.
- Internal and external communication regarding library services, operations and policies.
- Negotiation of cooperative agreements with other libraries and with library consortia.
- Working with college advancement staff on potential fundraising opportunities.

D. Ownership and Responsibility for Property

Currently the central library facilities consist of the Honnold/Mudd Library. Lesser used materials are housed in a leased facility. The library's resources include print collections amassed over many decades, a rapidly growing digital collection available through campus computing networks, equipment, and a trained library staff that manages these materials and supports the work of students and faculty members.

Given the centrality of The Claremont Colleges Library to the consortium, member institutions agree not to create or expand in Claremont a library building or collection (either print or digital) separate from the central library without

extensive advanced communication with the Council concerning the merits of an autonomous vs. shared resource. The creation or expansion of autonomous library resources will not reduce the member institution's financial obligation to The Claremont Colleges Library.

The Claremont Colleges, Inc. owns or contracts for library facilities and owns collections in common for The Claremont Colleges. Books and other library materials are owned and administered as a single coherent collection. However, the collection shall be administered in recognition of the fact that over the years leading up to the formation of a central library in 1971, many gifts of money for the purchase of books, as well as books themselves, have been presented to individual member institutions. The conditions accompanying such gifts shall be respected. Any consideration of sale of such materials will be undertaken in full consultation with appropriate officials of the Library, The Claremont Colleges, Inc., and the individual institutions.

The Claremont Colleges Services is responsible for facilities maintenance (including custodial services, routine upkeep, and minor repairs and alterations); for the renovation, repair, alteration, and enlargement of library facilities; and for the provision, repair, and replacement of equipment and furnishings. Utilities (including gas, water, electricity, heat and internet infrastructure), and minor equipment are provided by TCCS.

E. Financial Support

All approved budget expenses will be distributed among the member institutions according to a formula based on objective factors. The current budget formula is based on a three-year rolling average of faculty and student FTE head count.

Council will review and possibly adjust the funding mechanisms to consider the following concerns:

- *Special allowances for new member institutions.* The 1971 agreement specifies that the formula may make special allowances for new member institutions with the expectation that such new institutions will regularly increase their shares until, not later than their tenth year, they will carry their full share.
- *Incremental Costs for New Academic Initiatives.* A new academic program may require significant investments in new resources and materials. An institution that initiates a new program has a responsibility to plan and coordinate financial support for the associated incremental costs for the library.
- *Incentives for institutions to raise external funds on behalf of the library.* The funding formula should provide an incentive for individual institutions to fund-raise on behalf of the library, but maintain a net positive impact of library resources.

F. Withdrawal

A participating member institution may give notice that it will withdraw from membership in the central library under the provisions of Policy 0109 - Withdrawal from a TCCS Service in effect at the time of notice of withdrawal.

If the withdrawing member continues its operations in Claremont, the provision of any library service to its students and faculty must be negotiated with the Council

G. Effective Date

This agreement will go in effect as of February 5, 2019.

H. Provision for update and amendment

This agreement will be reviewed by the Council every ten years and is subject to amendment by a super majority (5/7) favorable vote of the Council.

Reviewed and approved by the Academic Deans Committee, January 23, 2019.

Approved by the Council of The Claremont Colleges, February 5, 2019.