

## EdUHK Library Quality Assurance and Quality Enhancement Mechanism

The Library is committed to effective provision of high quality services and resources, and has incorporated quality assurance (QA) philosophy and process in all aspects of services and administration since the 1990s. In 2013/14, the Library has revisited its QA mechanism, including decision making process, committee structure as well as channels of communication. A simple 3-tier committee structure has been established as a result to facilitate communication and consultation in the Library's decision making process:

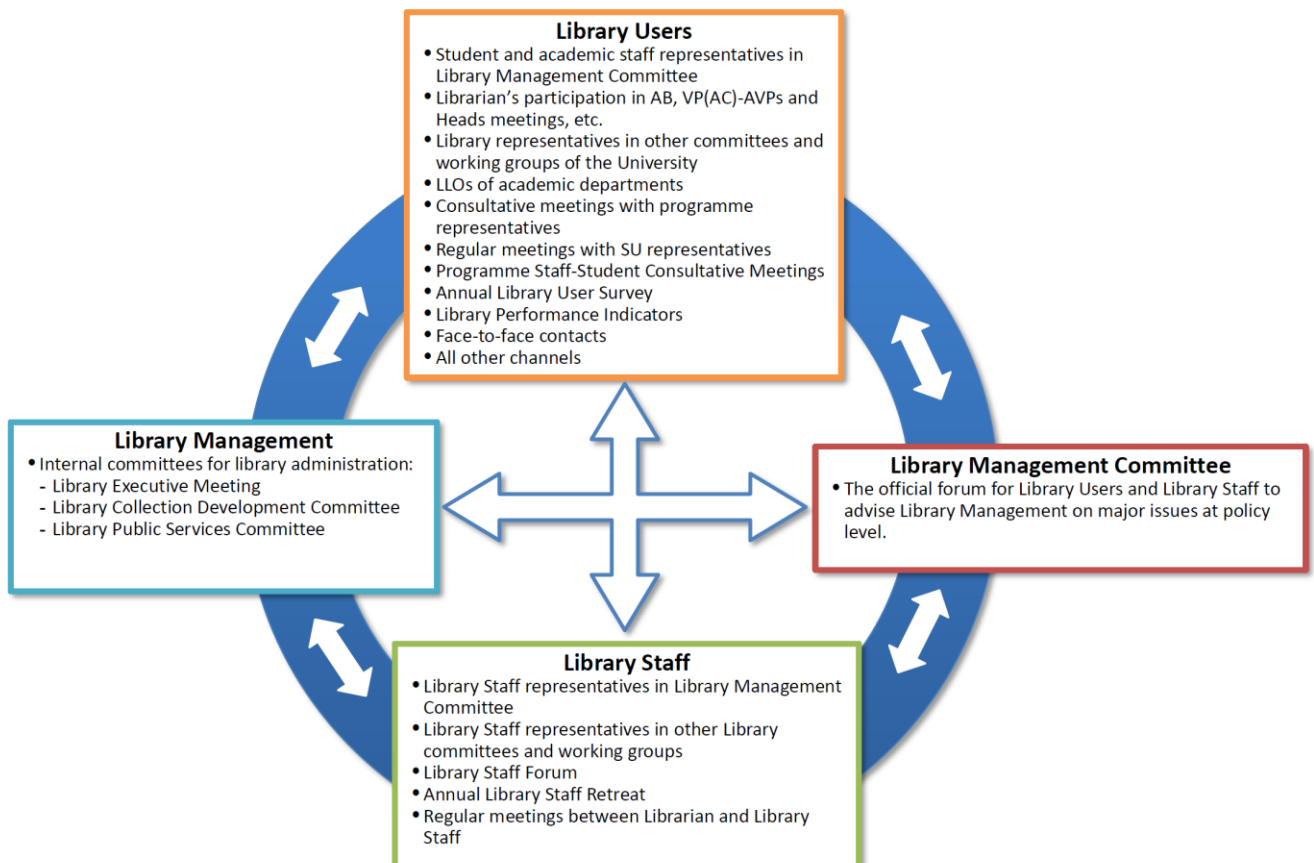
**Level 1:** Library Management Committee (LMC) – a consultative committee, membership of which includes all members of the Library Management (i.e. Section Heads and above), representatives from Faculties, student representatives and representatives of Library Staff

**Level 2:** Library Executive Meeting (LEM) – bi-weekly operational meetings of the Library Management

**Level 3:** Library Collection Development Committee (LCDC) and Library Public Services Committee (LPSC) – Library's internal committees

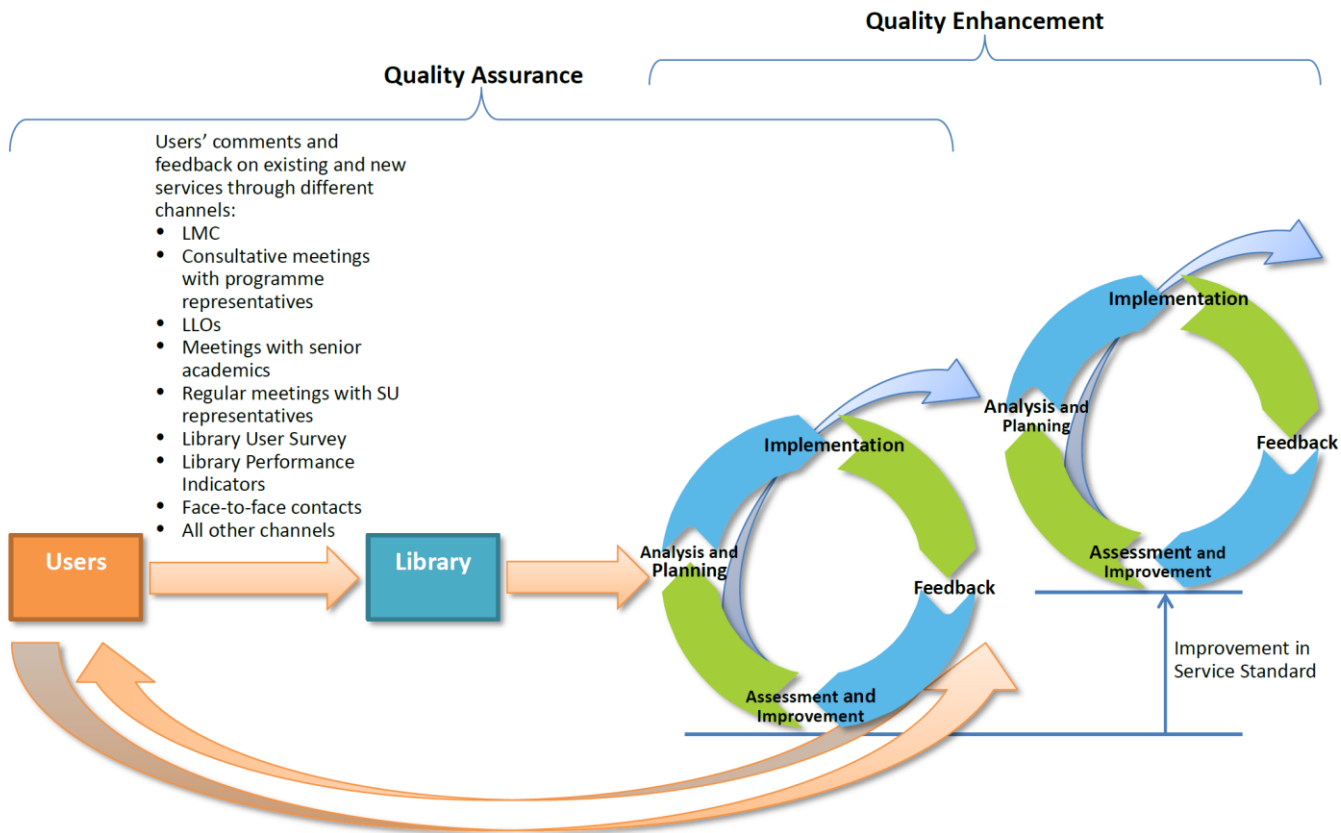
The new committee structure together with other means of communication form a complete circle of communication among key stakeholders and the Library Management, which can be summarized in the following diagram:

**EdUHK Library - Communication and Feedback Channels**



With these key components, a revised Library Quality Assurance and Quality Enhancement (QA/QE) mechanism has been established in 2014 and is represented in the following chart:

**EdUHK Library - Quality Assurance and Quality Enhancement Mechanism**



As a key feedback component of the QA/QE mechanism, the Library will publish an annual report on the progress and outcomes of its QA/QE process from 2014 onwards.

## Library Committee Structure

### 1 – Planning and Monitoring Level

#### Library Management Committee (LMC)

##### Terms of Reference:

The Library Management Committee should provide advice to the Librarian in matters relating to:

1. The formulation and implementation of policies, strategic plans, operation plans and budget plans of the Library
2. The deployment of staff resources, information resources, budget and library space
3. The recommendations of Library sub-committees, working groups and task forces
4. Other library matters of importance and of general interest at University level

##### Membership (2018/19):

Chair:	Librarian	Ex-officio
Members:	Deputy Librarian	Ex-officio
	All Library Section Heads	Ex-officio
	One elected Library Professional Staff (Band C)	Mr Steve Wong
	One elected Library General Grade Staff (Bands D and E)	Mr Vitus Choi
	One Academic Staff nominated by Dean(EHD)	Dr Hayes Tang
	One Academic Staff nominated by Dean(HM)	Dr Pauline Mak
	One Academic Staff nominated by Dean(LASS)	Dr James Lam
	One Postgraduate Degree Student nominated by Graduate School	TBC
	One Undergraduate Degree Student nominated by Students' Union	TBC
Secretary:	Library Executive Officer	In attendance

##### Terms of Service:

Two years for all Library Staff Elected Members and Nominees by Faculty Deans

One year for all Student Representatives

##### Frequency of Meetings:

Approximately twice a year

## **2 – Executive Level**

### **Library Executive Meeting (LEM)**

#### Terms of Reference:

To provide a regular platform:

1. For the Library Management to share information and discuss library-wide issues.
2. For the Library Management to consider recommendations from Library sub-committees, working groups, task forces, etc. on administrative and logistic issues.
3. For the Librarian to make administrative decision in consultation with all Library Senior Staff and representatives of Professional Staff.

#### Membership:

Chair:	Librarian	Ex-officio
Members:	Deputy Librarian	Ex-officio
	All Library Section Heads	Ex-officio
	All other Library Professional Staff	Co-opt Members, attend on rotation basis per meeting
In attendance:	Library Executive Officer	
	Librarian's Secretary (Secretary)	

#### Frequency of Meeting:

Bi-weekly

### **3 – Working Level**

#### **Library Collection Development Committee (LCDC)**

##### Terms of Reference:

1. To formulate, review and make recommendations to the Library Management on policies relating to the acquisitions and the disposal of all types of library resources, including print, non-print, electronic, gifts and exchanges.
2. To monitor changes in the academic programmes and research areas of the University, and ensure that library collections are supportive of the changing learning, teaching and research needs of the EdUHK community.
3. To review the collection development process and the collection withdrawal process on a regular basis and make recommendations for necessary changes to the Library Management.
4. To advise the Librarian on acquisitions of expensive items as required by the University's auditing mechanism.
5. To set up regular and ad hoc working groups as needed.

##### Membership:

Chair:	Deputy Librarian	Ex-officio
Members:	SH(CD)	Ex-officio and Secretary
	SH(ALS)	Ex-officio
	SH(IM)	Ex-officio
	SH(AS), SH(SS)	Co-opted Members, by invitation only

##### Frequency of Meeting:

Bi-monthly

#### **Library Public Services Committee (LPSC)**

##### Terms of Reference:

1. To formulate, review and make recommendations to the Library Management on policies relating to library services and facilities, as well as rules and regulations on the use of library services and facilities.
2. To monitor the quality and standard of all library services and facilities, and to consider user feedback collected by library counters, Library Sections and the Library Marketing Working Group.
3. To advise the Library Management on all matters relating to library services and facilities.
4. To set up regular and ad hoc working groups as needed.

##### Membership:

Chair:	Deputy Librarian	Ex-officio
Members:	SH(AS)	Ex-officio and Secretary
	SH(ALS)	Ex-officio
	SH(SS)	Ex-officio
	One elected LAI or above	Elected Member
	One elected LAII	Elected Member
	SH(CD), SH(IM)	Co-opted Members, by invitation only

##### Terms of Service:

Two years for Elected Members

##### Frequency of Meetings:

Quarterly