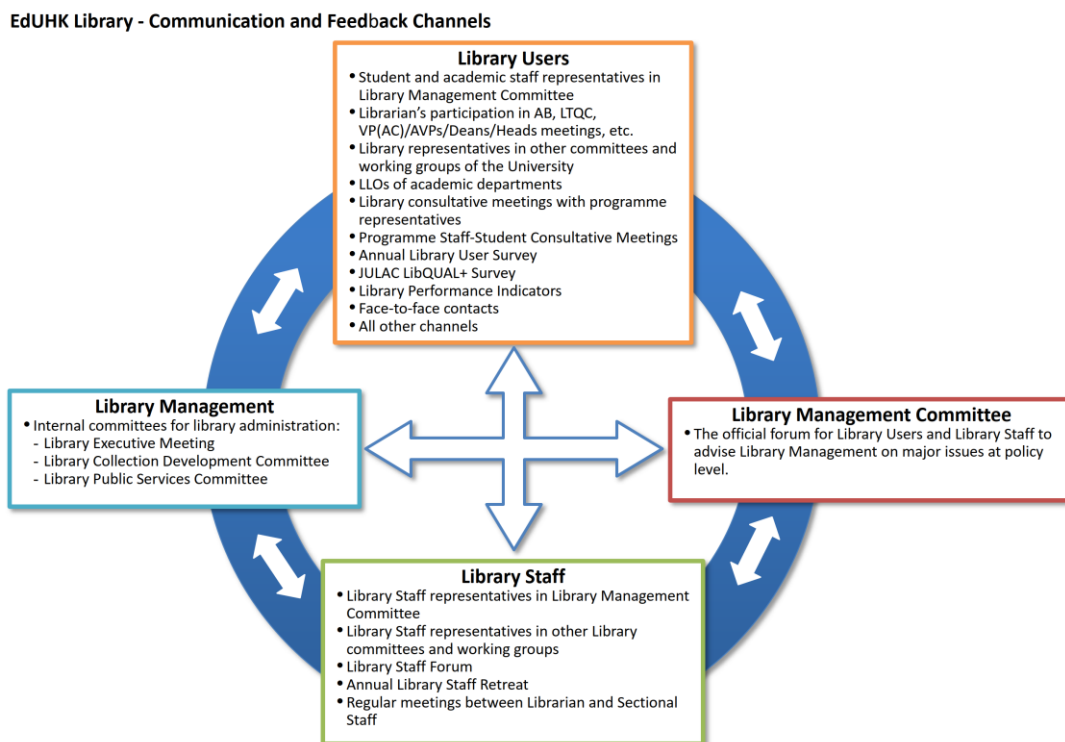


EdUHK Library Quality Assurance and Quality Enhancement Mechanism September 2024

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:

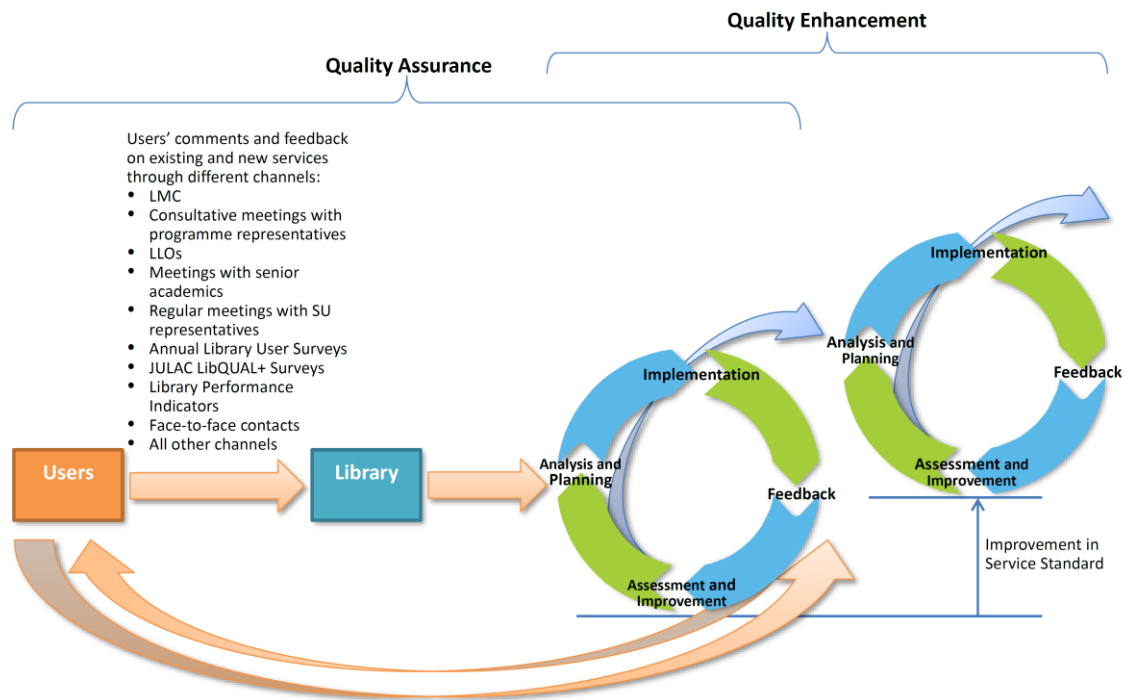
- Level 1: Library Management Committee (LMC) – a consultative committee, membership of which includes all members of the Library Management (i.e. Section Heads and above), representatives from Faculties, student representatives and representatives of Library Staff
- Level 2: Library Executive Meeting (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:



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 (2024-25):

Chair:	Librarian	Ex-officio
Members:	All Library Section Heads	Ex-officio
	All Library Associate Section Heads	Ex-officio
	CEIE Project Manager	Ex-officio
	One elected Library Professional Staff	Mr Ira Tam
	One elected Library General Grade Staff	Mr Adrian Kwan
	One Academic Staff nominated by Dean(EHD)	Dr Cherry Yum
	One Academic Staff nominated by Dean(HM)	Dr Green-Eneix, Curtis Allen
	One Academic Staff nominated by Dean(LASS)	Dr Ching Ping Pui
	One Postgraduate Degree Student nominated by Graduate School	Ms Winsy Lai
	One Undergraduate Degree Student nominated by Faculties on rotational basis	Ms Lo Hau Ching
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 (w.e.f. 1 October 2024):

Chair:	Librarian	Ex-officio
Members:	All Library Section Heads	Ex-officio
	All Library Associate 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 (w.e.f. 1 October 2024):

Chair:	SH(Resource Services)	Ex-officio
Members:	SH(User Services)	Ex-officio
	SH(System Services)	Ex-officio
	ASH(Resource Services)	Ex-officio and Secretary
	ASH(User Services)	Ex-officio

Frequency of Meeting:

Quarterly

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, surveys, consultative meetings and all other channels.
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 (w.e.f. 1 October 2024):

Chair:	SH(User Services)	Ex-officio
Members:	SH(Resource Services)	Ex-officio
	SH(System Services)	Ex-officio
	ASH(User Services)	Ex-officio and Secretary
	ASH(Resource Services)	Ex-officio
	One elected LAI or above	Elected Member
	One elected LAII	Elected Member

Terms of Service:

Two years for Elected Members

Frequency of Meetings:

Quarterly