



## Regulations Working Group Library BSS

Confirmed by the Faculty Council on 17 December 2013  
First amendment approved by the Faculty Council on 16 March 2021

### Task

The working group is responsible for:

- › Advising the Faculty Board on the policy to be followed in connection with the faculty library of BSS as far as the collection development, the management, the curatorship and the availability of the collection are concerned;
- › Advising the Faculty Board on possible access to the printed and digital collections and to the catalogues;
- › Advising the Faculty Board on the faculty rules and criteria that should be applicable to the development of the collection in the library;
- › Taking decisions on the basis of established criteria and on behalf of the Faculty Board on the development of the collection of the library of BSS, including magazine subscriptions and electronic media, within the financial framework stipulated by the Faculty Board.

### Composition

The working group of the library should be composed as follows:

- › Seven members from the academic staff: two members from the Department of Psychology, one member from the department of Sociology, two members from the Department of Pedagogy / Education, one member from the Department for Teacher Training, as well as one member from the academic staff of the Faculty of BSS, being the chairman.
- › One member from the students enrolled within the Faculty of BSS.
- › The working group may request one or more advisors to take part in the meetings of the working group, because of their professional expertise. The head of the Department of Information & Collection Development of the University should in principle be invited as a consultant.

### Appointment

- › The chair will be approached and appointed by the Faculty Board.
- › The other academic staff members should be nominated by the Programme Directors and Directors of the Research Institutes and are appointed by the Faculty Board. These members are appointed for a period of three years and are eligible for reappointment.
- › The student member will be nominated by the student members of the Faculty Council and appointed by the Faculty Board for a period of one year.

### Procedure

- › The working group will meet as often as the chair or at least two members of the group consider necessary, but at least once a year.
- › The working group decides on any additions to the collection by a simple majority of votes.
- › With equality of votes, the vote of the chair is decisive.
- › The working group decides on a procedure for the processing of requests regarding the collection from the staff or the students.

### Support

The working group is supported by the University Library, a librarian is the official secretary.

### Disputes

In case of a dispute, the Faculty Board will decide.