

# C.12 Duties and Responsibilities of the Director of Library

**Date**  
7/05

## I. Backgrounds of Candidates for the Office of Director of Library

The director of David L. Rice Library should have at minimum a master's degree in Library Science from a program accredited by the American Library Association. An additional subject master's degree or doctorate is desirable. A minimum of five years of experience in library administration, reflecting increasing levels of responsibility, is also desirable, as are an ability to lead and plan, knowledge of information technology, and an ability to work with others outside the library.

## II. Appointment, Tenure, and Evaluation of Directors of Library

The director is appointed on the recommendation of the provost. The appointment is subject to the approval of the president acting under the authority of the Board of Trustees. The director serves at the pleasure of the provost with the advice and consultation of the library faculty and staff.

The director may be awarded tenure as a librarian, but not as a director. To be appointed director, a candidate must be a tenured member of the library faculty or eligible for tenure.

An annual evaluation of the director's performance will be conducted by the provost in accordance with procedures the provost establishes in consultation with the director and the library faculty.

## III. Selection of Director

Whenever a vacancy for a director occurs or is about to occur, the provost will advise the library faculty who will then elect a nominating committee of at least three but no more than five of their own membership. The provost will appoint one or more representatives from outside the library to serve on the committee. No person will serve on the committee who wishes to be considered for the position. The members of the committee will devise and execute a recruitment plan for the position and will recommend at least three candidates to the provost. The provost will approve visits for candidates who are not on campus.

If the position of director becomes vacant at a time when a regular replacement cannot be appointed, appointment of an acting director is the prerogative of the president in consultation with the provost and the library faculty. Only under extraordinary circumstances should a directorship remain unfilled for more than one year. Continuance of an acting director or his/her replacement beyond that length of time should be confirmed after consultation with the provost and the library faculty.

## IV. Removal of Directors of Library Services

In cases of administrative failure, after serving at least one academic year, a director may be relieved of his/her duties provided at least 50 percent of the library faculty endorse a written communication to the provost giving support for such action. The provost will conduct an investigation and will forward the results to the president for the University. The provost may also initiate steps to have a director removed, as may the president. In all cases, the final determination regarding a director's removal will rest with the president.

## v. Order of Precedence and Decision Making

Unresolved issues among the provost, director, faculty, and staff are referable to the president.

## vi. Duties and Responsibilities of Director of Library

### A. General

1. The director of David L. Rice Library is the ranking administrator, responsible to the provost for the total operation of the David L. Rice Library.
2. The director is responsible to the university community for the provision of adequate and appropriate informational resources to meet their learning, teaching, and research needs.
3. The director provides leadership to the staff and university community regarding the direction in which the David L. Rice Library should proceed in providing optimum services to its clientele.
4. The director is responsible for representing the David L. Rice Library in external situations, both professional and civic in nature.
5. The director participates in professional associations, societies, and activities pertinent to library and media services administration.

### B. Duties and Responsibilities of the Director

#### 1. Administration

- a. Serve as a member of:
  - Provost's Council
  - Academic Planning Council
  - Faculty and Academic Affairs Committees
  - Graduate Council
- b. Directly supervise Special Collections and University Archives.
- c. Approve the relocation of units or functions.

#### 2. Planning and Development

- a. Formulate goals and objectives in conjunction with library and university colleagues, guided by university development and mission.
- b. Formulate and approve policies and procedures to implement objectives.
- c. Interpret goals, objectives, and policies.
- d. Approve program priorities.
- e. Oversee the development and maintenance of a planning process and document.
- f. Approve the allocation of financial, personnel, bibliographic, equipment, and space resources to meet the objectives and program priorities of the David L. Rice Library.

#### 3. Personnel

- a. Assure that the interests of the David L. Rice Library personnel are represented to the University Administration.
- b. Supervise all matters which relate to personnel.
- c. Supervise the compensation system for faculty and support staff, recommending all merit increases.
- d. Recommend the expansion, reduction, transfer, or realignment of staff.
- e. Recommend the appointment of all individuals to faculty positions.
- f. Recommend the reappointment or non-reappointment and tenure or non-tenure decisions on library faculty members.
- g. Confer with subordinates regarding their performance evaluations.
- h. Approve new or revised library personnel policies.

#### 4. Communication

- a. Represent the David L. Rice Library to their clientele.
- b. Seek support, financial and otherwise, from the external community.
- c. Represent the David L. Rice Library to professional groups.
- d. Supervise the promotion of the David L. Rice Library and their use to their primary and secondary clientele.

5. Budget

- a. Seek and distribute allocation of new resources into the David L. Rice Library budget line items.
- b. Determine and approve the allocation of funds to the library's units.
- c. Recommend transfers of funds between line items or units.
- d. Allocate travel funds, utilizing the approved policy.
- e. Approve all policies related to the David L. Rice Library budget.
- f. Prepare annual and other applicable budget requests and make necessary reports of expenditures.