

UNIVERSITY OF MANITOBA BYLAW

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| Bylaw: | UNIVERSITY LIBRARIAN |
| Effective Date: | January 1, 2008 |
| Revised Date: | |
| Review Date: | January 1, 2018 |
| Approving Body: | Board of Governors |
| Authority: | <i>The University of Manitoba Act, Section 16(1)</i> |
| Responsible Executive Officer: | Vice-President (Academic) and Provost |
| Delegate: (If applicable) | |
| Contact: | Vice-President (Academic) and Provost |
| Application: | Faculty/ School Council |

Part I Reason for Bylaw

- 1.1 To identify the authorities vested in the senior academic and administrative officer of the Libraries, along with a statement of duties and reporting lines.

Part II Bylaw Content

2.1 Office

There shall be a University Librarian who shall be the Senior Academic and Administrative Officer of the Libraries.

2.2 Reporting

The University Librarian shall be responsible to the President in the administration of the Libraries.

2.3 Powers and Duties

The University Librarian shall:

- (a) exercise general supervision and direction over the Libraries, including its staff;
- (b) be the channel of official communication to and from the University Libraries;
- (c) have access to all records of the Libraries;
- (d) recommend to the President the appointment, promotion, tenure, change of service, discipline, retirement, and dismissal, of the members of the staff of the Libraries;
- (e) deal appropriately with every complaint pertaining to the Libraries lodged with the University Librarian by any person;
- (f) recommend to the President or to the Senate, or to both, any project which the University Librarian thinks advantageous to the Libraries;
- (g) present to the President at the end of each academic year a written report on the work and the state and needs of the Libraries;
- (h) prepare an annual budget for the Libraries with such assistance from the members of the staff or committees as the University Librarian may call for, and submit the budget to the President, or to such person, or persons, as the President may designate;
- (i) do such other things, exercise such other powers, and perform such other duties and services as may from time to time be properly prescribed or requested of the University Librarian by the appropriate authority.

2.4 Delegation

The University Librarian may delegate any of the powers, duties and functions of the University Librarian as the University Librarian sees fit and prescribe conditions governing the exercise of any delegated power, duty and function, including the power of sub-delegation.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the Vice-President (Academic) and Provost that a formal review of this Bylaw is required.
- 3.2 The Vice-President (Academic) and Provost is responsible for the implementation, administration and review of this Bylaw.
- 3.3 Faculty and School Council are responsible for complying with this Bylaw.

**Part IV
Authority to Approve Procedures**

- 4.1 The Approving Body may approve Procedures, if applicable, which are secondary to and comply with this Bylaw.

**Part V
Review**

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Bylaw is January 1, 2018.
- 5.2 In the interim, this Bylaw may be revised or repealed if:
- (a) the Approving Body or the Approving Body deems it necessary or desirable to do so;
 - (b) the Bylaw is no longer legislatively or statutorily compliant; and/or
 - (c) the Bylaw is now in conflict with another Governing Document.
- 5.3 If this Bylaw is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:
- (a) comply with the revised Bylaw; or
 - (b) are in turn repealed.

**Part VI
Effect on Previous Statements**

- 6.1 This Bylaw supersedes all of the following:
- (a) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (b) all previous Administration Governing Documents on the subject matter contained herein.

**Part VII
Cross References**

- 7.1 This Bylaw should be cross referenced to the following relevant Governing Documents, legislation and/or forms: