

# **Student-Library partnership –Terms of Reference**

## **1. General**

The student-library partnership group is made up of library staff and students. Membership is open to volunteers, expressing their interest by using the contact details on the Library website. Within this, the group will endeavour to maintain a representative balance between different sections of the student body, with no one group either under- or over-represented. Meetings and online discussions will normally be restricted to members of the group. Group members will endeavour to seek and represent views from colleagues and fellow students whenever possible.

## **2. The purpose and aims of the group**

The group exists to provide a forum for discussion and joint working between students and library staff. The two most significant aims of this forum are;

2.1 To discuss and suggest improvements to the service provided by Birkbeck Library. This encompasses the full range of library services, from the physical library space and printed resources, to its electronic corpus.

2.2 To promote the full range of library facilities and services, particularly those that are less well known amongst the student body.

## **3. Scope**

The group exists to facilitate discussion and understanding of different topics, however it is not a decision making body. It exists alongside groups for other library users such as academic staff and recognises that issues (such as budgetary, staffing, technical) may sometimes prevent desirable improvements being acted upon. Some areas which the group discusses may fall within the purview of other Birkbeck departments such as Estates or IT services, and feedback and recommendations will be passed on to them. Problems or issues concerning individual students or staff members will not be appropriate for discussion in the group.

## **4. Communication**

Meetings will happen on a regular basis throughout the year, and the whole group will be consulted before each meeting date and time is chosen. Members will be able to communicate and discuss with each other online between meetings. Summaries of the work the group is doing, and ways to get in touch with the group will be advertised publicly via the library website.

## **5. Organisation of meetings and discussions**

Tasks such as agenda setting and minute taking will be shared as equally as possible between staff and student members of the group. The norm in meetings and discussions will be for both students and staff to have space to discuss the items of most importance to them.