

**TECHNICAL SERVICES DIVISION
UNIVERSITY LIBRARY
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN**

BYLAWS

ARTICLE I. NAME

These are the bylaws of the Technical Services Division of the Library of the University of Illinois at Urbana-Champaign.

ARTICLE II. PURPOSE AND SUPERSEDING AUTHORITY

These bylaws are a supplement to the *Bylaws of the Library of the University of Illinois at Urbana-Champaign* and are intended to provide a framework for the effective conduct of the business of the Technical Services Division. In case of conflict, the Library *Bylaws* and the University of Illinois *Statutes* will prevail.

ARTICLE III. TECHNICAL SERVICES DIVISION

Section 1. **THE FACULTY**

- A. The members of the Technical Services Division shall consist of all those persons in the following units who fulfill the requirements of membership in the Library faculty as defined in Article III, Section 1. of the Library Bylaws: Acquisitions, Content Access Management, Collections, Conservation, Digital Content Creation, Information Processing and Management and Preservation. Academic professionals from these units are also members of the Technical Services Division.
- B. Members shall each have one vote and be eligible for membership on Division committees. Persons appointed to acting positions in any unit in the Division shall have one vote.
- C. The faculty may vote to extend membership to other categories of personnel in the Division as is the case with Academic Professionals.

Section 2. **MEETINGS**

- A. Frequency: There shall be at least one meeting each month.
- B. Chair: The chair of the Division or the chair's designee shall preside at all Divisional meetings
- C. Agenda and Minutes: The chair is responsible for the preparation and timely distribution of the agenda.
- D. Attendance: Whenever possible, there shall be at least one representative from each unit in the Division at all Division

meetings. A representative from the staff selected from one of the Division units shall attend as an ex officio member. Representatives from other Divisions or units of the Library may attend at the invitation of the Divisional faculty.

E. Special meetings: Special meetings of the Division may be called at the request of four members of the faculty, or by the chair.

F. Quorum: A quorum shall consist of thirty percent of the eligible Divisional faculty as of August 16 of each year.

Section 3. RESPONSIBILITIES

The Divisional chair's responsibilities are set forth in Article VI, section 4c2 of the Library *Bylaws*. The Divisional faculty shall advise the Divisional chair with regard to the administration of the Division. It shall:

- 1) Formulate policies and procedures for the orderly running of the Division;
- 2) Implement Library policies insofar as they affect the Division;
- 3) Nominate representatives to Library committees;
- 4) Develop plans for the improvement of operations, and services in Divisional units;
- 5) Facilitate communication among Divisional units and with other Divisions and units in the Library.

ARTICLE IV. ADVISORY COMMITTEE

Section 1. MEMBERSHIP

The Divisional advisory committee shall consist of the Committee of the whole faculty members in the Divisional units enumerated in Article III, Section 1.

Section 2. MEETINGS

The advisory committee shall meet at the call of the Divisional chair or of a majority of the members of the advisory committee, but there shall be at least one meeting called each semester for consideration of Divisional governance and policy.

Section 3. RESPONSIBILITIES

The advisory committee shall:

- 1) Provide for the orderly voicing of suggestions for the good of the Division;
- 2) Recommend procedures and committees that will encourage faculty participation in formulating policy;

- 3) Conduct an evaluation of the Divisional chair at least once every three years.
- 4) Advise on the appointment of Divisional committees;
- 5) Advise on the appointment of faculty in the Division.

In addition, the tenured members shall:

- 6) Advise on sabbatical requests from faculty in the Division;
- 7) Make recommendations for promotion and tenure of Divisional faculty to the Library Promotion and Tenure Advisory Committee. For promotions to full professor, a special subcommittee of at least two persons consisting of full professors from the Division, or from other Divisions as necessary, shall make recommendations.

ARTICLE V. GRIEVANCES AND APPEALS

Section 1. WITHIN A DIVISION UNIT

Problems within a Division Unit should normally be directed to the head of the unit. If not resolved, the problem shall be brought to the attention of the Division Chair.

Section 2. BETWEEN UNITS IN THE DIVISION

Problems between units within the Division shall first be directed to the heads of the units involved. If not resolved, the problem shall be brought to the attention of the Divisional chair. If not resolved, the problem shall then be brought to the attention of the faculty at a Divisional meeting.

ARTICLE VI. AMENDMENTS TO BYLAWS

Amendments to the bylaws are made by ballot after due notice and discussion. Procedures to be followed are the same as those in Article XI of the Library Bylaws.