

Terms of Reference
Subcommittee on Library Services for Students with Disabilities
February 2008, revised June 2013

Mandate

The Subcommittee on Library Services for Students with Disabilities was established in January 2007 under the auspices of the Dean of Student Affairs and Services Advisory Committee for Students with Disabilities (now known as the Advisory Committee for Students with Disabilities – St. John’s campuses) and met from 2007 to 2009. The Subcommittee was restarted in February 2013, and will continue to report to the Advisory Committee for Students with Disabilities – St. John’s campuses. The Subcommittee will strive to enhance cooperation between the Memorial University Libraries – St. John’s (thereafter called “the Library”), The Commons, and the Glenn Roy Blundon Centre to enhance Library services for students with disabilities at Memorial University’s St. John’s campuses.

Specific Terms of Reference/Statement of Work

1. To review the current areas of collaboration and cooperation between the Library, The Commons, and the Blundon Centre.
2. To identify potential areas of collaboration, cooperation, and resource sharing between the Library, The Commons, and the Blundon Centre.
3. To identify gaps in the delivery of Library services, and opportunities for improvement, to students with disabilities.
4. To determine the priorities and processes for the delivery of Library services to students with disabilities.
5. To ensure that students with disabilities and other stakeholders have opportunities to provide input on the delivery of Library services.
6. To advocate within the Library and The Commons for the integration of technical and research assistance for students with disabilities (e.g., to help students locate information and to use assistive technology resources to access information).
7. To provide feedback on the accessibility of websites maintained by the Library and The Commons.
8. To facilitate training and assistance to students with disabilities who access assistive technology resources.
9. To promote the services available to students with disabilities at the Library and The Commons.
10. To explore new and emerging technologies, equipment, furniture, and services that could enhance Library services for students with disabilities.

11. To explore opportunities to generate alternative funding sources to enhance Library services for students with disabilities.
12. To consult with the Advisory Committee for Students with Disabilities, as necessary.
13. To provide activity reports to the Advisory Committee for Students with Disabilities, the University Librarian and Branch Heads.
14. To perform other related duties.

Membership

- Students with disabilities.
- Representatives from the Blundon Centre, The Commons, and the Library.
- Others, as deemed necessary.

The Chairperson will be chosen by the members of the Subcommittee.

Meetings

The Subcommittee shall make its best efforts to meet once each semester, or as deemed necessary, with no fewer than two meetings a year.