Rules of Procedure for Uppsala University Library

Adopted by the Vice-Chancellor on 21 June 2016
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1. Introduction

The *Rules of Procedure for Uppsala University* (UFV 2015/1342) contains the decisions made by the University Board, concerning the University’s overarching organisation and division of responsibilities. The *Rules* stipulate the existence of a University Library at Uppsala and the Library Director’s position as head of the University Library.

Functions

Uppsala University Library’s functions are:

1. To serve as a joint resource for the University, with responsibility for the provision of academic information, and be part of the University’s infrastructure.
2. To liaise with the community at large.
3. To assist in the University’s internal, national and international collaborations in order to develop its activities and services.
4. To acquire, systematise, preserve, supply and inform users about digital and physical information resources for research and education.
5. To provide support for research and education through user education, information retrieval and other activities relevant to users.
6. To develop and manage the cultural heritage collections.
7. To provide resources and exert responsibility for publishing materials, digitally and physically.
8. To be a resource for Open Access, Open Science and other academic and scientific communication.
9. To make available study and research environments and also perform other library services relevant to research and education.
10. To participate in development of information technology.
11. To foster digital display of and access to physical collections.
12. To work for user cooperation and efficient use of resources.

The University Library is part of Sweden’s national library system and, pursuant to Section 14 of the Swedish Library Act (2013:801), collaborates with other libraries.
2. Organisation

Library Board

The Library Board is the decision-making body of the University Library.

Library Director

The Library Director is head of the University Library, with management responsibility for the Library’s work under the Vice-Chancellor. The Director is in charge of the University’s library activities as a whole and implementing the University Library’s remit.

The Library Director, jointly with the Library Board, handles important operational issues.

Subject Libraries

The University Library contains the following subject libraries, classified by the respective disciplinary domains to which they belong:

*Humanities and Social Sciences*
- Carolina Library
- Karin Boye Library
- Blåsenhus Library
- Library for Economic Sciences
- Hammarskjöld and Law Libraries
- Almedal Library

*Science and Technology*
- Biology Library
- Earth Sciences Library
- Ångström Library

*Medicine and Pharmacy*
- BMC (Biomedical) Library
- Medical Library
Library Councils

For each group of Subject Libraries, there is a Library Council to work on activity-related issues.

Divisions

The Library’s work comprises the activities of the Subject Libraries, the Special Collections and the Library Services.

The main function of the Subject Libraries is, on the basis of specialist digital and physical collections relating to various subjects, to provide comprehensive library services for ongoing research and education, primarily at Uppsala University.

The function of the Library’s special collection is to preserve, acquire and make available to users old and unique material, and to develop models for communication of cultural heritage. Activities also include liaison with the community at large.

The function of the Library Services is to provide support for development, coordination and administration of library activities as a whole, and to develop and manage publication of academic works.

3. Library Board

Functions

The Library Board:

- Works for the University Library’s overall development to support research and education.
- Works to develop the University Library’s infrastructural support for the University, by providing both information for research and education and environments for study and research.
- Develops collaboration between the Library and its users and also collaboration with the community at large.
-Defines objectives for the University Library’s work.
- Decides on the University Library’s budget for cultural heritage and joint library functions within the limits laid down by the University Board.
- Decides on the University Library’s budget for the Subject Libraries, within the limits imposed by the Disciplinary Domains.
- Decides on overarching guidelines for the Library’s work.
- Decides on matters presented by the Library Director to the Library Board.

The Library Director decides on other matters unless the Vice-Chancellor has ruled otherwise.

**Composition**

Members of the Library Board are the Chair, the Library Director and four Disciplinary Domain representatives (two from Humanities and Social Sciences, one from Science and Technology and one from Medicine and Pharmacy); an external member; a library representative; two student representatives; and a University Administration representative. In addition, two staff organisation representatives are entitled to attend and speak at meetings.

Except for student representatives, Library Board members are appointed by the Vice-Chancellor. The represented organisation concerned submits member nominations.

Uppsala Student Union representatives are appointed according to provisions in the Swedish Ordinance on Student Unions (2009:769).

Representatives of the staff organisations are appointed according to the Swedish Staff Representatives Ordinance (1987:1101).

The Library Board appoints one of its own members as Vice Chair.

The term of office for members is three years, and may be extended. However, only one three-year extension of the Chair’s term of office is allowed. For members who represent students, the term of office is one year and may be extended.

**Work models**

The Library Board is a quorum when more than half of the members, including the Chair, are present. Its resolutions take place by acclamation unless voting is requested. Under Section 18 of the Swedish Administrative Procedure Act (1986:223), the voting is open. The outcome is determined by a simple majority. If votes are equally divided, the Chair has the deciding vote.

The Library Board convenes at least four times a year. The Board’s agenda is presented by the Library Director. Where necessary, the Board may appoint working groups among its own members. Minutes of meetings are kept by a secretary appointed by the Library Director.
4. Library Councils

Functions

The Library Councils:

1. Work for development of the subject libraries as support for research and education.

2. Work for development of the subject libraries’ infrastructural support for the University in the form of information provided for research and education and also study environments.

3. Submit proposals to the Library Director on matters relating to the Library’s work.

Composition

Each Library Council comprises the Chair, who is also the Disciplinary Domain’s member of the Library Board; three to five members appointed by the Disciplinary Domain; two student representatives; and the head of the Subject Libraries Division. In addition, the Library Director appoints one or two library representatives, who are entitled to attend and speak at meetings.

Representatives of the students are appointed according to provisions in the Swedish Ordinance on Student Unions (2009:769).

The term of office for the Chair and members is three years, and may be extended. For members who represent the students, the term is one year and may be extended.

Work models

A Library Council is a quorum when more than half of the members, including the Chair, are present. Its resolutions take place by acclamation unless voting is requested. Voting takes place openly, pursuant to Section 18 of the Swedish Administrative Procedure Act (1986:223), and the outcome is determined with a simple majority. In the event of even voting, the Chair has the deciding vote.

The Library Councils’ agendas are prepared by the head of the Subject Libraries Division. Minutes of their meetings are kept by secretaries appointed by the Library Director.