

PROPOSED CONSTITUTION OF THE ADVISORY BOARD OF THE DEPARTMENT OF LIBRARY AND INFORMATION STUDIES (M.L. SULTAN TECHNIKON)

Adopted 12 December 2000

1. Name

The committee shall be known as the "Advisory Board of the Department of Library and Information Studies", hereafter referred to as "the Advisory Board".

2. Membership

The Advisory Board must comprise of representatives from all the parties involved in the cooperative education programme (that is, the teaching staff, the host institutions and the learners) as well as industry in general.

The Advisory Board shall comprise of the following members:

- 2.1. the teaching staff of the Department of Library and Information Studies and servicing departments;
- 2.2. representatives of the teaching staff of other library and information services education and training institutions in the KwaZulu-Natal region;
- 2.3. representatives of host institutions where learners, registered for the Bachelor of Technology: Library and Information Studies, conduct their experiential learning;
- 2.4. representatives of the major library and information services sectors (that is, public libraries, academic libraries, special libraries, school libraries/media centres and other information supplying agencies) in the KwaZulu-Natal region;
- 2.5. representatives from industry in general;
- 2.6. a representative of learners from the Department of Library and Information Studies, M.L. Sultan Technikon;
- 2.7. a representative of the Department of Library and Information Studies, M.L. Sultan Technikon alumni; and
- 2.8. a representative of the library and information services professional association.

(Refer to the Appendix for a complete list of sectors/constituencies resented on the Advisory Board.)

The chairperson of the Advisory Board is elected for a period of two (2) years. After two (2) years a new chairperson shall be elected. The past chairperson may serve for another two (2) years only.

The secretary of the Advisory Board shall be a member of the teaching staff from the Department of Library and Information Studies.

3. Sub-Committees

Sub-committees may be formed amongst members of this Advisory Board to address issues that may arise. Other individuals may be requested to participate in these sub-committees because of their expertise in particular areas. Subcommittees must report on their work at every meeting of the Advisory Board.

4. Aims Of The Advisory Board

The aims set out below are generic to Advisory Boards of the technikon as a whole and have been drawn up by the Cooperative Education Unit of M.L. Sultan Technikon. This Unit coordinates Advisory Board activities at the technikon.

4.1. Communication

- to promote communication between the education and training institution, employers and members of the profession; and
- to provide a forum for the exchange of information and advice with regard to curriculum, syllabi, experiential learning and activities of the professional association.

4.2. Maintenance of standards

- to ensure that a high standard of education and training is maintained by both the Technikon and the employer,
- to ensure that education and training fulfills the needs of the curriculum, the employer and the learner;
- to encourage and maintain a high degree of professionalism among learners and practising professionals, and
- to ensure that the curriculum meets the needs of the market.

4.3. Mutual assistance

- to assist with and facilitate the mutual interchange and use of facilities and professionals with regard to
 - learners' visits to the work place;
 - demonstrations of, for example, equipment and practice;
 - lectures, seminars, workshops and conferences;
 - examiners and moderators;
 - research activities; and
 - staff exchange, including staff industrial release.

5. Functions Of The Advisory Board

The functions of the Advisory Board shall be to

- 5.1. advise on the relevance of the syllabus content and the curriculum as a whole;
- 5.2. advise on the appointment of examiners and moderators;
- 5.3. provide a professional/industrial perspective on the appropriateness of the education and training for the requirements of the job market as well

- as to advise on the present and projected employment opportunities and trends in the library and information services field;
- 5.4. advise on the experiential learning programme and the experiential learning manuals;
 - 5.5. advise on the placement of learners for experiential learning;
 - 5.6. advise on new avenues of employment that could be introduced as library and information services move increasingly into areas such as virtual libraries and e-commerce; and
 - 5.7. provide a link with diplomate and graduate alumni to determine qualified learners' expectations, problems, needs, etc.

6. Meetings

- 6.1. The Advisory Board shall meet at least twice annually. Further meetings shall be arranged if deemed necessary.
- 6.2. Written notice of the date, venue and agenda will be given at least twentyone days prior to the date of the next meeting. The minutes of the last meeting will be posted to members, at the latest, four weeks after the meeting has taken place.
- 6.3. A quorum for the meeting must comprise approximately one-third of the total number of members of the Advisory Board and must include at least three members of the teaching staff of the Department of Library and Information Studies, at least one representative from the public library sector, at least one representative from the academic library sector, at least one representative from the special library sector, and least one representative of the professional association.
- 6.4. All matters discussed shall be decided by consensus as far as possible. Where a dispute occurs, a vote must be taken on the matter (with a show of hands). The matter shall be decided by a simple majority.
- 6.5. Sub-committees shall meet when necessary and must report at every meeting of the Advisory Board.

7. Amendments To The Constitution

- 7.1. This constitution may be amended at a meeting of the Advisory Board by a majority representing fifty-five percent of the membership of the Advisory Board. Proxy votes shall be allowed.
- 7.2. Proposals for amendments must be submitted in writing to the secretary at least four weeks prior to the announced date of the meeting and shall be circulated with the notice of the meeting.

APPENDIX
Members of the Advisory Board of the Department of Library and Information Studies (M.L. Sultan Technikon)

Representative	Number of votes
Head of Department or representative from each of two other LIS education and training institutions in the KZN region	2
Head Librarian or representative from each of three higher education academic libraries in the KZN region	3
Director: Libraries (Durban Metro) or representative	1
Regional representatives from the Unicity (Central, West, South and North regions)	4
Head Librarian or representative from the Natal Society Library	1
Director or representative and one other representative from the KwaZulu-Natal Provincial Library Services	2
Representative of a special library (business)	1
Representative of a special library (community)	1
Representative of a special library (technical)	1
Representative of a special library (research)	1
Representative of school libraries/media centres	1
Representative of electronic information industries	1
Representative of business information service industries	1
Representative of the professional association (LIASA - KZN Branch Executive)	1
LIBGRO representative	1
RETIG representative	1
eSAL representative	1
Academic staff members from the Department of Library and Information Studies and the servicing departments at M.L. Sultan Technikon	3
Representative of DLIS learners	1
Representative of DLIS alumni	1
TOTAL	29