

IFSI LIBRARY COMMITTEE BYLAW

(Revised April 12, 2001)

1. Name of the Committee

IFSI Library Committee (Ad Hoc).
IFSI stands for Illinois Fire Service Institute.

2. The Main Purpose of the Committee

The main purpose of the Committee is to be advisory and regional liaison.

3. The Nature of the Committee

All committee members are volunteers.

4. Size and Composition of the Committee

The size of the Committee should be structured to ensure adequate representation of all areas in the Illinois fire service community. The committee members represent all types of fire departments (paid, paid on call, volunteer, combined and industry) and all types of fire service personnel (fire chief, training officer, firefighters, others, including female) in the whole State (dividing into 4 regions - Northern, Eastern, Western and Southern). The total number of the Committee is about 16-18, serving a 3-year term. The member may renew up to two terms.

The first term of the Committee members are appointed by the head of the Illinois Fire Service Institute Library (the Library), and approved by the Illinois Fire Service Institute's (the Institute) Director. Starting the second term, the new committee members may be elected by the Committee, appointed by the Committee Chair, and final approved by the Institute's Director.

To encourage more direct involvement with the Library, when member is not able to come to the annual committee meeting, he/she can send representative from his/her department and grant that person the voting power.

5. Chair of Committee. Agenda and Minutes. Annual Evaluation Letter about the Library.

The Chair of the Committee is elected by members of the committee and approved by the Institute's Director. The Chair can not be the head of the Library. The Chair is responsible for the preparation of the agenda (usually in communication with the head of the Library). The head of the Library assists with

the development of the agenda when not the Chair and the committee members are encouraged to add items of concern to the agenda.

The Chair is responsible for timely distribution of the agenda, in cooperation with the head of the Library. Responsibility for taking minutes shall rotate among committee members in alphabetical order. Copies of minutes shall be published and distributed to fire service community through the Quarterly Institute's Newsletter and/or Monthly Library's electronic newsletter, i.e. IFSI Library Update.

With the input and help of the Committee members, the Chair is also responsible for writing an annual evaluation letter about the Library.

6. Frequency of Meetings

The Committee meets once a year (spring) with additional meetings at the direction of the chairperson. The meeting must be held at the IFSI Library in order to let every committee member physically visit the Library.

7. Function and Role of the Committee

- Performs advisory and liaison roles;
- Provides the Library assistance in reviewing, recommending, and enhancing the Library's programs and its visibility to all fire service members and agencies: effectively and timely services; right, accurate and useful information (collection development and access to the collection); new funding development; two-way communication role.

The Committee is informed about the Library's activities and development so they can provide the necessary liaison to the areas they represent. The Committee is extremely helpful in communicating to its constituents the support that the Library can provide. Additionally and importantly, the Committee can help explain the financial, personnel, and other needs of the Library. It is beneficial for the Library to have the entire fire service community understand the role of the library plays and therefore its needs. Also important is the responsibility of the Committee members to express the needs of their constituents to the library. The Committee members fill a two-way communication role.

The IFSI Library Committee (Ad Hoc) is an integral part of the operation of the IFSI Library. It is an effective device that can be of great benefit to the IFSI Library, the Institute and the entire fire service community in Illinois.