The Library is committed to effective provision of high quality services and resources, and has incorporated quality assurance (QA) philosophy and process in all aspects of services and administration since the 1990s. In 2013/14, the Library has revisited its QA mechanism, including decision making process, committee structure as well as channels of communication. A simple 3-tier committee structure has been established as a result to facilitate communication and consultation in the Library's decision making process:

**Level 1:** Library Management Committee (LMC) – a consultative committee, membership of which includes all members of the Library Management (i.e. Section Heads and above), representatives from Faculties, student representatives and representatives of Library Staff

**Level 2:** Library Executive Meeting (LEM) – bi-weekly operational meetings of the Library Management

**Level 3:** Library Collection Development Committee (LCDC) and Library Public Services Committee (LPSC) – Library's internal committees

The new committee structure together with other means of communication form a complete circle of communication among key stakeholders and the Library Management, which can be summarized in the following diagram:
With these key components, a revised Library Quality Assurance and Quality Enhancement (QA/QE) mechanism has been established in 2014 and is represented in the following chart:

As a key feedback component of the QA/QE mechanism, the Library will publish an annual report on the progress and outcomes of its QA/QE process from 2014 onwards.
Library Committee Structure

1 – Planning and Monitoring Level

Library Management Committee (LMC)

Terms of Reference:
The Library Management Committee should provide advice to the Librarian in matters relating to:
1. The formulation and implementation of policies, strategic plans, operation plans and budget plans of the Library
2. The deployment of staff resources, information resources, budget and library space
3. The recommendations of Library sub-committees, working groups and task forces
4. Other library matters of importance and of general interest at University level

Membership (2017-18):

Chair: Librarian
Members: Deputy Librarian
          All Library Section Heads
          One elected Library Professional Staff (Band C)
          One elected Library General Grade Staff (Bands D and E)
          One Academic Staff nominated by Dean(EHD)
          One Academic Staff nominated by Dean(HM)
          One Academic Staff nominated by Dean(LASS)
          One Postgraduate Degree Student nominated by Graduate School
          One Undergraduate Degree Student nominated by Students' Union
Secretary: Library Executive Officer

Terms of Service:
Two years for all Library Staff Elected Members and Nominees by Faculty Deans
One year for all Student Representatives

Frequency of Meetings:
Approximately twice a year
2 – Executive Level

Library Executive Meeting (LEM)

Terms of Reference:
To provide a regular platform:
1. For the Library Management to share information and discuss library-wide issues.
2. For the Library Management to consider recommendations from Library sub-committees, working groups, task forces, etc. on administrative and logistic issues.
3. For the Librarian to make administrative decision in consultation with all Library Senior Staff and representatives of Professional Staff.

Membership:
Chair: Librarian Ex-officio
Members: Deputy Librarian Ex-officio
All Library Section Heads Ex-officio
All other Library Professional Staff Co-opt Members, attend on rotation basis per meeting

In attendance: Library Executive Officer
Librarian's Secretary (Secretary)

Frequency of Meeting:
Bi-weekly
3 – Working Level

Library Collection Development Committee (LCDC)

Terms of Reference:
1. To formulate, review and make recommendations to the Library Management on policies relating to the acquisitions and the disposal of all types of library resources, including print, non-print, electronic, gifts and exchanges.
2. To monitor changes in the academic programmes and research areas of the University, and ensure that library collections are supportive of the changing learning, teaching and research needs of the EdUHK community.
3. To review the collection development process and the collection withdrawal process on a regular basis and make recommendations for necessary changes to the Library Management.
4. To advise the Librarian on acquisitions of expensive items as required by the University’s auditing mechanism.
5. To set up regular and ad hoc working groups as needed.

Membership:
Chair: Deputy Librarian Ex-officio
Members: SH(CD) Ex-officio and Secretary
SH(ALS) Ex-officio
SH(IM) Ex-officio
SH(AS), SH(SS) Co-opted Members, by invitation only

Frequency of Meeting:
Bi-monthly

Library Public Services Committee (LPSC)

Terms of Reference:
1. To formulate, review and make recommendations to the Library Management on policies relating to library services and facilities, as well as rules and regulations on the use of library services and facilities.
2. To monitor the quality and standard of all library services and facilities, and to consider user feedback collected by library counters, Library Sections and the Library Marketing Working Group.
3. To advise the Library Management on all matters relating to library services and facilities.
4. To set up regular and ad hoc working groups as needed.

Membership:
Chair: Deputy Librarian Ex-officio
Members: SH(AS) Ex-officio and Secretary
SH(ALS) Ex-officio
SH(SS) Ex-officio
One elected LAI or above Elected Member
One elected LAII Elected Member
SH(CD), SH(IM) Co-opted Members, by invitation only

Terms of Service:
Two years for Elected Members

Frequency of Meetings:
Quarterly