

## CODE FOR LIBRARIANS

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## **STATEMENT ON PROFESSIONAL ETHICS**

### **American Library Association Code of Ethics**

As librarians we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees, and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We recognize and respect intellectual property rights.
5. We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

## **INTRODUCTION TO THE CODE (REVISED FEBRUARY 2020)**

This document explains the governance structure for the librarians of the GW Libraries of The George Washington University, which recognizes librarian participation in, and contribution to, the University's educational mission. GW Libraries strives to recruit, develop, and retain an active professional library staff who can support the functions of a major teaching and research institution. To that end, GW Libraries rewards continuous learning, scholarship, and professional achievement. All librarians must participate in activities, both formal and informal, that enhance their work and advance their professional growth.

This Code applies only to those members of the GW Libraries staff who hold appointments as librarians. For the purposes of this Code & By-Laws, the term librarian includes both those with degrees from ALA-accredited programs, and those with other credentials deemed by a majority of voting Council members to be sufficiently similar in scope to an ALA-accredited degree and/or relevant to the proposed position. The ratification of credentials by Council shall occur during the initial stage of the search process. The person in charge of the process will submit a draft job description to Council members for use in this determination. These positions, while having variant titles such as archivist and curator, are subject to all parts of the Code & By-Laws and will be assigned a rank of Librarian I-IV based on the recommendation of the Search Committee, depending on qualifications (revised June 2013).

Because their role combines administrative and academic responsibilities, librarians are exempt from most provisions of the University's classification and pay plan and exempt from the Faculty Code, except in instances where the faculties of individual schools or departments may extend faculty status to specific librarians. Therefore, this Code is essential as a definition of the role and responsibilities of librarians with GW Libraries and the University. Where there are conflicts between this Code and the University's Online Supervisor's Manual, this Code takes precedence.

This Code defines for the librarians of the GW Libraries the requirements for appointment, reappointment, promotion, performance review, and termination, as well as the responsibilities and general conditions of work. It is a principal intent of this Code to point out that in the GW Libraries there are opportunities for professional advancement in addition to the traditional advancement through the administrative hierarchy. A position title has no direct relationship to rank as a librarian, nor does it affect the requirements for promotion in rank as set forth in this Code. Thus, professional rank is assigned to an individual, not to a position. In this way, the governance structure encourages the development of the staff capabilities needed to meet the library resource and service needs of the University.

## I. RANKS OF LIBRARIANS

### A. Retired Status

Retired Librarians (in any given rank for age or disability) and Librarian III or IV emeritus.

### B. Active Status<sup>1</sup>

#### 1. Regular Librarians

Librarian IV, Librarian III, Librarian II, and Librarian I who are subject to the Code & By-Laws. Persons appointed in this capacity have full voting rights in Council. Appointment to each of the active status ranks may be one (1) year or multi-year (revised June 2013).

#### 2. Visiting Librarians (revised February 2020)

Temporary appointments and appointments for the duration of a specific project. Persons appointed in this capacity may participate in Council meetings without voting rights and may not serve on Council committees (e.g. Grievance, LRDC, and Code & By-Laws) nor on search committees (revised June 2013).

#### 3. Courtesy and Training Appointments

Appointments to professional positions, other than an established librarian's position, for any of a variety of purposes ranging from internships to the conduct of special programs or projects related to Library operations or services. Persons appointed in this capacity may participate in Council meetings without voting rights and may not serve on Council committees (e.g. Grievance, LRDC, and Code & By-Laws) nor on search committees (revised June 2013).

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<sup>1</sup> Unless otherwise stated, regular part-time librarians are subject to the same terms and conditions of the Code and By-Laws as are regular full-time librarians. Stated Differences in the treatment of regular part-time librarians will usually involve lengths of time for promotion. For example, a regular full-time Librarian I is allowed a maximum of four (4) years to achieve promotion to Librarian II. A part-time Librarian I working half-time would be allowed a maximum of eight (8) years to attain promotion to Librarian II. The principle of proration will not apply to length of appointment. Footnote revised February 2020.

## II. ACADEMIC FREEDOM

- A. Librarians shall enjoy freedom in the performance of collection management responsibilities subject only to the canons of the Library's collection management policies and any applicable restrictions or guidelines from Section II.C. below.
- B. Librarians shall enjoy freedom of expression. A librarian's statements shall be guided by professional courtesy, and requirements of effective librarianship, teaching and research assistance. In speaking and writing outside the University, a librarian shall not attribute their personal views to the University.
- C. Librarians shall enjoy freedom of investigation subject only to legal restrictions and such guidelines as shall be recommended by the Faculty Senate and the Council of Librarians and adopted by the University.

## III. PROFESSIONAL RESPONSIBILITIES

- A. Librarians shall perform their duties well, strive for professional development, and apply their talents to the service of their profession and their community.
- B. Librarians shall perform their other University duties conscientiously. They shall attend Library meetings, commencement exercises, convocations, and other academic events; serve on Library or University committees; assist in the administrative work of the Library and in the general administrative work of the University.
- C. All active status librarians shall strive to grow in professional competence by means of effective performance of duties and sound scholarship. They shall strive for the advancement of knowledge in their fields by individual research and by participation in the activities of professional associations.
- D. Regular active status librarians shall have the primary responsibility of devoting their time, thought, and energy to the service of the University. No librarian shall accept an outside appointment or engage in any other regular activity of a remunerative nature without the approval of the Dean of Libraries and Academic Innovation (herein referred to as the Dean). Even when officially approved, such employment shall not be permitted to interfere with a librarian's responsibility to the University.

## IV. APPOINTMENT, REAPPOINTMENT, AND PROMOTION

### A. Regular Librarians (revised February 2020)

#### 1. Statements of terms and conditions

- a. New librarian appointments shall be made by a letter signed by the Provost. The appointee may accept the appointment by signing a copy of the letter of appointment within thirty (30) days, sending officially certified transcripts from the institutions granting advanced degrees held by the candidate, and returning it/them to the University. A copy of this Code and the By-Laws for the implementation of the Code shall accompany or precede the letter of appointment and shall be considered part of the agreement between the librarian and the University.
- b. The minimum requirement for appointment to a librarian position is a Master's degree in Library Science from a library school accredited by the American Library Association. Exceptions to the requirement for the professional degree may be made when an individual possesses some unusual qualifications which are required by the library. Such appointments will be rare exceptions. For the purposes of this Code & Bylaws, the term librarian includes both those with degrees from ALA-accredited programs, and those with other credentials deemed by a majority of voting Council members to be sufficiently similar in scope to an ALA-accredited degree and/or relevant to the proposed position.
- c. Librarians whose appointments do not expire or whose appointments will be renewed shall be notified in writing annually, by the Provost, after January 1, of salary and of changes in rank or of other terms and conditions of service for the next fiscal year. Librarians who are reviewed on the fiscal year for reappointment and/or promotion will receive letters by July 1 notifying them of action taken. Librarians who are not yet normalized to the fiscal year will be notified within the parameters set out in Code V.B.1. (revised June 2013).
- d. When promotion is granted, reappointment to the full-term will be automatic, regardless of the number of years completed in the last reappointment period, unless otherwise recommended by the Librarian Review and Development Committee and/or the Dean.
- e. The following requirements for the ranks of Librarians I, II, III and IV relate to the "Explication of Requirements for Librarian Ranks" (By-Laws/Rules of Procedure: Addendum I) and should be used in conjunction with that document which more fully explains activities within each criterion.
- f. All appointments and reappointments for regular active positions shall be for a specified term.

## 2. Librarian I

A person with the rank of Librarian I:

- (1) Shall hold a minimum education requirement as stated in Code IV. A. 1 b; and
- (2) Shall show promise of becoming an effective librarian.

Minimum Experience Requirements: None. If a candidate offers professional library experience at the time of their initial appointment, their initial salary may be beyond the minimum for the rank, provided funding is available.

Limit of Service: Four (4) years.

Term of Appointment: Librarian shall be appointed for an initial period of one (1) year.

Term of Reappointment: May be reappointed for not more than two (2) reappointment periods. (revised June 2013).

Review for Promotion: Once the librarian has held this rank for one (1) appointment period, they must be notified by the Librarian Review and Development Committee of their eligibility to be reviewed for promotion. The librarian has the option to request, or not to request, such a review (revised June 2013).

Qualifications for Promotion to the rank of Librarian II:

The Librarian:

- a. Shall hold a minimum education requirement as stated in Code IV. A.1.b;
- b. Shall give evidence of effectiveness as a librarian; and
- c.
  - (i) Shall give evidence of potential to do scholarly or creative work; and/or
  - (ii) Shall give evidence of service to the University and/or the profession or show intent to so serve.

### 3. Librarian II

A person with the rank of Librarian II:

- (1) Shall hold a minimum education requirement as stated in Code IV. A. 1 b; and
- (2) Within each reappointment period shall give evidence of effectiveness as a librarian; and
- (3) Within each reappointment period
  - (i) Shall give evidence of potential to do scholarly or creative work; and/or
  - (ii) Shall give evidence of service to the University and/or the profession or show intent to so serve.

Minimum Experience Requirements: Normally, two (2) years of professional experience as a librarian.

Limit of Service: None.

Term of Appointment: Initial appointment at the rank of Librarian II, including appointments following promotion to that rank, shall be for a period of not more than three (3) years. Shorter appointments may be made upon recommendation of the Librarian Review and Development Committee and/or the Dean.

Term of Reappointment: The first reappointment at the rank of Librarian II shall be for a period of not more than three (3) years. Subsequent reappointments shall normally be for a five (5) year period. Shorter reappointments may be made upon recommendation of the Librarian Review and Development Committee and/or the Dean.

Review for Promotion: Once the librarian has held this rank for five (5) years, they must be notified each year by the Librarian Review and Development Committee of their eligibility to be reviewed for promotion. The librarian has the option to request or not to request, such a review.

Qualifications for Promotion to the rank of Librarian III:

The Librarian:

- a. Shall hold a minimum education requirement as stated in Code IV. A.1.b;
- b. Shall have established a high level of effectiveness as a librarian; and
- c.
  - (i) Shall give evidence of scholarly or creative work; and/or
  - (ii) Shall give evidence of service to the University and/or the profession.



#### 4. Librarian III

A person with the rank of Librarian III:

- (1) Shall hold a minimum education requirement as stated in Code IV. A. 1 b; and
- (2) Within each reappointment period shall have established a high level of effectiveness as a librarian; and
- (3) Within each reappointment period
  - (i) Shall provide evidence of potential to do scholarly or creative work; and/or
  - (ii) Shall give evidence of service to the University and/or the profession.

Minimum Experience Requirements: Normally, seven (7) years of professional experience as a librarian.

Limit of Service: None.

Term of Appointment: Initial appointment at the rank of Librarian III, including appointments following promotion to that rank, shall be for a period of not more than five (5) years. Shorter appointments may be made upon recommendation of the Librarian Review and Development Committee and/or the Dean.

Term of Reappointment: Reappointment at the rank of Librarian III shall be for a period of not more than five (5) years. Shorter reappointments may be made upon recommendation of the Librarian Review and Development Committee and/or the Dean.

Review for Promotion: Once the librarian has held this rank for five (5) years, they must be notified each year by the Librarian Review and Development Committee of their eligibility to be reviewed for promotion. The librarian has the option to request or not to request, such a review.

Qualifications for Promotion to the rank of Librarian IV:

The Librarian:

- a. Shall hold a minimum education requirement as stated in Code IV. A.1.b;
- b. Shall have established the highest level of effectiveness as a librarian; and
- c.
  - (i) Shall have a record of continuing productive scholarship or creative achievement which indicates an established reputation beyond the University; and/or

- (ii) Shall have a record of extensive service to the library/archives/information profession and/or other academic profession and/or University. Such service must be relevant to the academic mission of the University. Normally, service limited to the University will not satisfy the service requirement for Librarian IV.

## **5. Librarian IV**

A person with the rank of Librarian IV:

- (1) Shall hold a minimum education requirement as stated in Code IV. A. 1 b; and
- (2) Within each reappointment period shall have established the highest level of effectiveness as a librarian; and
- (3) Within each reappointment period
  - (i) Shall have a record of continuing productive scholarship or creative achievement which indicates an established reputation beyond the University; and/or
  - (ii) Shall have a record of extensive service to the library/archives/information profession and/or other academic profession and/or University. Such service must be relevant to the academic mission of the University. Normally, service limited to the University will not satisfy the service requirement for Librarian IV.

Minimum Experience Requirements: Normally, twelve (12) years of professional experience as a librarian.

Term of Appointment: Initial appointment at the rank of Librarian IV, including appointments following promotion to that rank, shall be for a period of not more than five (5) years. Shorter appointments may be made upon recommendation of the Librarian Review and Development Committee and/or the Dean.

Term of Reappointment: May be reappointed for a period of not more than five (5) years after review by the Librarian Review and Development Committee. Shorter appointments may be made upon recommendation of the Librarian Review and Development Committee and/or Dean.

## **B. Visiting Librarians (revised February 2020)**

- a. Appointment Criteria: A minimum education requirement as stated in Code IV A 1 b and, if needed for the position, designated expertise are required.
- b. Conditions of appointment: Length of service and salary are specified in the letter of appointment. In most cases, length of service will not exceed one (1) year. Appointees are not subject to other provisions of this Code or the By-Laws.
- c. A Search and Screening Committee (established by Council, as defined in the Bylaws, Section VIII.A) is optional for the hiring of a Visiting Librarian. If a Search and Screening Committee is engaged, the position description must also be reviewed and approved by Council, as per the Code Introduction.
- d. If a Visiting Librarian was hired via a Search and Screening Committee as defined in the Bylaws, Section VIII.A, the appointee may subsequently be appointed as a Regular Librarian per agreement between the librarian's manager and the Dean.

If the Visiting Librarian was not hired via a Search and Screening Committee, the appointee may not be appointed as a Regular Librarian, but may apply as a candidate for any Regular Librarian position through a search process conducted by a Search and Screening Committee.

## **C. Courtesy and Training Appointees**

- a. Appointment Criteria: Educational and experiential requirements are specific to each appointment, but typically include credentials generally appropriate to a librarian's appointment.
- b. Conditions of Appointment: The length of service, working relationship with the Library, salary, and conditions for reappointment are specified in the letter of appointment. Appointees are not subject to other provisions of this Code or the By-Laws.

## **D. Administrative Appointments**

The provisions of the Code do not apply to the Dean whose appointment and term of employment are governed by the Provost, the President, and the Board of Trustees of the University. This Code does not apply to librarians of other University libraries except as each may adopt codes incorporating specific provisions.

#### IV.D. Administrative Appointments

#### IV.E. Nondiscrimination

#### IV.F. Salary

Administrative appointments include, but are not limited to, Associate Dean(s) and heads of departments. These appointments are made by the Dean, who also determines length of appointment in such positions. Those with administrative appointments, in addition to their basic salary based on professional rank and development, receive salary supplementation for their administrative responsibilities. Letters of appointment and reappointment specify professional rank, salary based on that rank, and the amount of salary supplementation for administrative duties (revised June 2013).

The Dean may make an administrative appointment without the involvement of a search committee. The Dean assumes the prerogative of terminating the administrative appointment, but not the base appointment as a librarian in the GW Libraries. In such cases, professional rank is recommended by the Librarian Review and Development Committee, both with regard to the initial appointment and subsequent reviews for promotion (revised June 2013).

A librarian who relinquishes their administrative duties, either by choice or at the request of the Dean, will no longer receive salary supplementation. At the time of relinquishment, the librarian's salary will remain at a level corresponding to their professional rank, with due regard to professional development and experience (revised June 2013).

### **E. Nondiscrimination (revised February 2020)**

Appointments, renewals, terminations, promotions, compensation, and all other terms and conditions of employment shall be made consistent with the University Policy of Equal Opportunity.

### **F. Salary**

Salary ranges are established for each rank, but there are no fixed steps within the ranges. Annual salary increases are not automatic, but are granted on the basis of performance as evidenced by the recommendation of the department head, team leader and/or or Associate Dean(s) in amounts determined by the Dean, and generally in accord with University's review of the agreed upon national standard or of rates at peer institutions.

After a librarian has reached the maximum of the salary range for their rank, further salary increases may occur only when University-wide upward adjustments are made, or when promotion to a higher rank becomes effective.

## **V. TERMINATION**

### **A. Expiration of Definite Period Appointments**

All appointments for a definite period of service expire automatically with the completion of such period of service, subject, as appropriate, to the safeguards specified in this Article and in Article IV.

### **B. Non-renewal of Appointment**

#### **1. Notice of Non-renewal of Appointment**

Written notice that an appointment is not to be renewed shall be given to a regular active status librarian member in advance of the expiration of their appointment, according to the following minimum periods of notice:

- a. Not later than three (3) months before the end of the appointment in the first year of librarian service in the University in the case of a one (1) year appointment;
- b. Not later than six (6) months before the end of the appointment in the second year of such service in case of a two (2) year appointment or the renewal of a one (1) year appointment;
- c. Not later than twelve (12) months before the end of the appointment after two (2) or more fiscal years of service in the University.

#### **2. Notice by Librarian of Termination or Declination of Renewal**

Professional courtesy dictates that a librarian who desires to terminate an existing appointment shall give at least sixty (60) days written notice, excluding time taken for annual leave and holidays.

A librarian may obtain a waiver of this requirement in case of hardship or in a situation which might entail the denial of a substantial professional advancement. A librarian must make written notice of a declination of a renewal of appointment within thirty (30) days after receiving notice of the terms and conditions of service for the next fiscal year.

#### **3. Dismissal and Late Notice**

Dismissal of a librarian during the period of appointment, or the non-renewal of an appointment with less than the required advance notice, shall be preceded by a statement of reasons and shall be subject to the provisions of Article XI of this Code.

### **C. Termination of Librarian II-IV Before Contract is Fulfilled**

Grounds for termination: Until completion of the appointment period, and in accord with this Code, and subject to the provisions of Article XI, an appointment shall be terminable by the University only for adequate cause, termination of program, or on account of extraordinary financial exigency, in the latter two (2) cases after not less than twelve (12) months' notice to the librarian.

#### **1. Adequate Cause**

Adequate cause shall mean unfitness to perform professional duties because of:

- a. incompetence;
- b. lack of scholarly or professional objectivity or integrity;
- c. persistent neglect of professional responsibilities under this Code;
- d. gross personal misconduct that destroys academic usefulness.

#### **2. Termination of Program**

The University may occasionally be required to terminate the appointments of librarians as a result of the termination of an entire program because of a substantial modification or change in the program because of the expiration of grants, contracts, or other sources of funding on which the program's financial viability depends.

#### **3. Extraordinary Financial Exigency**

The University may occasionally be required to terminate the appointments of librarians because of extraordinary financial exigency. This drastic measure shall be considered only as a last resort, after every effort has been made by the University administration and the Board of Trustees to meet the need in other ways.

**4. Obligations of the University**

- a. Librarians II through IV shall not be dismissed because of termination of their unit or program or extraordinary financial exigency until effort has been made to place them in suitable positions elsewhere in the University.
- b. If an appointment is terminated because of termination of a program or an extraordinary financial exigency, and, within two (2) years, the unit or program is reinstated or funds become available to restore the position, the released librarian's place shall not be filled until they have been offered and declined reappointment. The librarian has thirty (30) days to accept or decline the offer.
- c. Librarians whose appointments are terminated during their term of appointment because of the termination of their unit or program or because of an extraordinary financial exigency shall be provided severance payment of one (1) year's salary beyond the date of termination of employment.

## **VI. LEAVE (REVISED FEBRUARY 2020)**

### **A. Annual Leave**

Librarians receive an allowance of twenty-two (22) working days of annual leave. The annual leave allowance is pro-rated for regular part-time librarians. Use of annual leave is governed by University policy.

### **B. Sick Leave**

Accrual and use of sick leave is governed by University Policy.

### **C. Participation in Professional and Scholarly Meetings**

A librarian desiring to attend a professional meeting, institute, or workshop, or make a field trip to another library or libraries to investigate problems or procedures related to their Library duties, may submit a written request through the team leader, department head, Associate Dean(s), as appropriate, to the Dean, outlining the request, the time desired, and the funds required. Approval or disapproval must be made in writing. Leave so granted shall normally not be charged to annual leave.

### **D. Leave for Research and Professional Development**

In support of their teaching and research role in the University, all librarians who have served a minimum of six (6) consecutive years in an academic or research library, three (3) of which must have been served in GW Libraries are eligible for research and professional development leave in their seventh year of service. Librarians who have served six or more years in the GW Libraries after a preceding grant of research and professional leave from GW are eligible for subsequent leave. The Research and Professional Development Leave Implementation Procedures, as defined by the Committee, will be furnished each eligible librarian by the Dean. Normally, a librarian will apply for leave at least three (3) months prior to the beginning of the semester when the anticipated leave would begin. The leave ordinarily will not exceed six (6) months. The determination will be made by the Dean in consultation with the Librarian Development and Review Committee, subject to the approval of the Provost. In all cases, the operational needs of the Library will be the dominant factor in the decision. By accepting a grant of research and professional leave, librarians obligate themselves to continue in the service of the University for a period of time proportionate to the time of the leave and to be negotiated at the time the leave is offered (revised April 2014).



**E. Leave Without Pay**

Leave without pay is available to librarians but is granted only in exceptional circumstances and with prior approval by the Dean and the Provost. Upon return, the librarian will be restored to a position of no less professional rank nor salary than held before. Additionally, candidates for an advanced degree may apply for leave without pay for a period of not more than twelve (12) months (revised June 2013).

**VII. RETIREMENT**

- A. The normal retirement date at the University is the end of the fiscal year in which a librarian reaches the age of sixty-five (65). Intent to retire should be submitted in writing to the supervisor with a minimum advance notice of sixty (60) days.
- B. A member of the Library staff with long and distinguished service to the University may, upon retirement, be awarded emeritus status. Emeritus status is recommended by the regular active status Council of Librarians and, with the concurrence of the administration, is awarded by the Board of Trustees.

Librarians in emeritus status shall be entitled to use facilities as arranged with the administration of the University and to participate in Council of Librarian meetings without the right to vote. They may perform such other services as are in keeping with their desires and with the needs of the University.

- C. A retired librarian may use facilities as arranged with the administration of the University and participate in Council of Librarians meetings without the right to vote.

## VIII. RETIREMENT AND HEALTH BENEFITS

### **VIII. RETIREMENT AND HEALTH BENEFITS**

All regular librarians are eligible for the same retirement, health and related benefits as are full-time and part-time faculty.

IX. LIBRARIAN CONSULTATION AND RECOMMENDATIONS IN THE SELECTION  
AND CONTINUANCE OF THE DEAN

**IX. LIBRARIAN CONSULTATION AND RECOMMENDATIONS IN  
THE SELECTION AND CONTINUANCE OF THE DEAN**

- A. The Dean shall be qualified for membership in the Council of Librarians by training and experience.
- B. The Council of Librarians shall elect a committee to advise and consult with the Provost in the selection of a Dean. In addition, one or more senior members of the Council of Librarians shall be members of the University's Search Committee.
- C. In the extraordinary event that the Dean does not have the expressed confidence of the Council of Librarians, the Provost shall institute a formal procedure by which concerns may be expressed.

**X. LIBRARIANS' ROLE IN LIBRARY AND UNIVERSITY DECISION-MAKING**

- A. The regular active status librarians share with the officers of the administration the responsibility for the effective operation of the Library and the University as a whole. In the exercise of this responsibility, the regular active status librarian plays a role in decisions on the appointment and promotion of librarians.
  
- B. The regular active status librarians also participate in the formulation of policy and planning decisions affecting the quality of education and life at the University. This participation includes a consultative or advisory role in the development, revision, or elimination of Library services supporting the curricular offerings of each department, college, or school by its regular active status librarian. The regular active status librarians are also entitled to an opportunity to make recommendations on proposals concerning the creation, consolidation, or elimination of Library services supporting departments, institutes, or other academic or research units.
  
- C. Librarians cannot perform an effective and responsible role in University decision-making without the cooperation of the administrative officers of the University. This cooperation includes the provision of such information as is necessary to the development of sound, well-informed recommendations. Librarians charged with responsibilities for particular policy and planning areas are entitled, to the extent feasible, to be informed sufficiently in advance of important decisions within their areas of competence to be able to provide their advice or recommendations to the appropriate University officials.

XI. PRINCIPLES GOVERNING ISSUES RELATING TO TERMINATION, DISMISSAL, NONRENEWAL, CONDITIONS OF EMPLOYMENT, AND RIGHTS AND PRIVILEGES UNDER THIS CODE.

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The rights, privileges, and responsibilities of a librarian conferred by this Code shall be carefully safeguarded in accordance with the highest accepted principles, practices, and procedures of the academic community. An alleged infringement of such rights, privileges, and responsibilities, or a charge of unfair or discriminatory treatment on any basis prohibited by the University Policy of Equal Opportunity, or other considerations prohibited by law with regard to conditions of employment shall first be considered by the librarian or librarians concerned, or by appropriate representatives of the Council of Librarians, in cooperation with the responsible administrative officers. If such consideration does not lead to an adjustment satisfactory to the parties involved, the procedures for the implementation of this Article shall be fully utilized. (See Council of Librarians By-Laws.)

## **XII. ADDENDUM ON OPEN ACCESS (REVISED FEBRUARY 2020)**

Recognizing that as librarians of the GW Libraries, we produce original research and scholarship, and recognizing the Library's central role in implementing the Faculty resolution on Open Access, we abide by an "Open Access" policy applying to our research and scholarship as follows:

1. Each librarian grants to George Washington University nonexclusive permission to make available his or her scholarly articles and to exercise the copyright in those articles for the purpose of open dissemination. In legal terms, each librarian grants to GW a nonexclusive, irrevocable, paid-up, worldwide license to exercise any and all rights under copyright relating to each of his or her scholarly articles in any medium, and to authorize others to do the same.
2. The policy will apply to all scholarly articles written while the person is a member of the Council of Librarians at GW Libraries except for any articles completed before the adoption of this policy and any articles for which the librarian entered into an incompatible licensing or assignment agreement before the adoption of this policy.
3. The Provost or Provost's designate (normally the Dean) will waive application of this policy for a particular scholarly article upon written notification and provision of a reason by the author.
4. To assist GW in distributing the scholarly articles, as of the date of publication, each librarian will make available an electronic copy of the article at no charge to GW Libraries in an appropriate format (such as PDF) specified by the Dean.
5. GW Libraries will make the scholarly article available to the public in the GW ScholarSpace repository. The Dean, in consultation with the Council of Librarians, will be responsible for ensuring that compliance with the policy is as convenient for librarians as possible, for resolving disputes concerning the interpretation and application of the policy, and for recommending changes to the Council of Librarians.
6. The "Open Access at GW FAQs" list (<https://library.gwu.edu/scholarly-communications/open-access-faqs>) is understood to supplement both this Council of Librarians open access policy and the GW Faculty Senate open access resolution.

XIII. Initial Effective Date: January 1, 1987

**XIII. INITIAL EFFECTIVE DATE: JANUARY 1, 1987**