



Society of Woman Geographers

LIBRARY COMMITTEE CHARTER

Purpose

As a board-appointed committee, the Library Committee oversees the library located at the Society of Woman Geographers (SWG) headquarters. The committee will maintain and update the collection of materials authored by SWG members. It is also the responsibility of the library committee to work with other committees in enhancing library benefits.

Members

The Library Committee shall consist of at least three SWG members, with at least one member serving on the Board of Directors.

Meetings

The Chair is responsible for calling and leading each committee meeting, setting the agenda, and submitting committee reports to the Board of Directors. A majority of the committee's voting members shall constitute a quorum to conduct business as needed. The Library Committee shall meet at times determined by the Chair. Meetings are usually held via videoconferencing; regular email communication shall occur between scheduled sessions.

Reports

The Library Committee shall deliver a mid-year report on recent activities for the board meetings and an annual report to the last board meeting of the calendar year.

Responsibilities

- Update and maintain the collection of library materials.
- Update and maintain the on-line catalog of library materials.
- Draft library policies for SWG Executive Committee review and Board of Directors vote.
- The Library Committee works with the Communications and Engagement Committee to ensure that members and the public are aware of SWG's library resources, services, and availability.
- The Library Committee works with the Finance Committee to develop the annual budget for purchasing additional library materials.
- The Library Committee works with the Membership Committee in order to reach new and

old SWG members who have authored books, to request donations to the SWG Library.

Length of Commitment:

The Library Committee's terms align with the SWG fiscal year and the induction of new officers each January. Members are encouraged to commit to at least two years on this standing committee in staggered terms, ensuring essential organizational memory and continuity in fulfilling the committee's responsibilities.

Policy Compliance

All committee members are required to comply with SWG's Board-approved policies, including the following:

Harassment and Discrimination Policy (2026): SWG prohibits all forms of harassment and discrimination. This policy applies to employees, volunteers, board and committee members, and all individuals with a professional relationship to SWG, across all organizational activities and communications. Harassment is defined as unwelcome conduct that creates an intimidating, hostile, or offensive environment.

Non-Disclosure and Confidentiality Policy (2026): Committee members must exercise professionalism, sound judgment, and diligence to safeguard against the unauthorized or inadvertent disclosure of Confidential Information.

Committee members are expected to familiarize themselves with both policies in full. Unauthorized disclosure of Confidential Information or harassment of staff or members constitutes a serious violation of this charter and may result in disciplinary action.

2026 Committee Members

Anne Barbaro, Chair

Maria Pia Casarini

Kate Lucchese

Carol Meyer

Approved by the Board of Directors on June 27, 2026