

CARM SHARED COLLECTION ADVISORY COMMITTEE (CSCAC)

Terms of Reference

1. Definition

The CARM Shared Collection Advisory Committee comprises library staff from each CAVAL member library, and concerns itself with the management and operations of the CARM Shared Collection – ensuring that the Shared Collection is maintained and operated efficiently to meet the requirements of CAVAL member libraries and other users of the CARM Shared Collection.

2. Status and Reporting Relationships

- 2.1 The CARM Shared Collection Advisory Committee is an expert committee within the Advisory Committee and Interest Group structure of CAVAL.
- 2.2. The CARM Shared Collection Advisory Committee will be supported by CAVAL, chiefly through the Member Services Manager, the Manager Collection Services & Systems and the Member Services Co-ordinator, but utilising other CAVAL staff and resources as required.
- 2.3 The CARM Shared Collection Advisory Committee will report to the Products and Services Committee (PSC). The PSC will review the activities of the Committee annually, and will facilitate the co-ordination of Committee programs and activities with other CAVAL committees and groups.
- 2.4 PSC will report the activities of the CARM Shared Collection Advisory Committee to the Board, and where appropriate put forward proposals and recommendations for endorsement by the Board.

3. Organisational Structure

3.1 Membership

- 3.1.1. The membership of the CARM Shared Collection Advisory Committee consists of representatives from the current CAVAL member libraries, as defined by the CAVAL Board.
- 3.1.2. Representatives are appointed to the CARM Shared Collection Advisory Committee by the University Librarian of their respective institutions.
- 3.1.3. A library may send a substitute to the CARM Shared Collection Advisory Committee meeting if the appointed representative is unable to attend.

3.2 Chair

- 3.2.1 The Chair of the CARM Shared Collection Advisory Committee is elected biennially, by and from the members of the Group.
- 3.2.2 If the Chair is unavailable to chair a meeting/s; a delegated member will 'act as the Chair' and report back to the Chairperson.
- 3.2.3 In the event of the resignation of the Chair, the Committee will elect a new Chair for the remainder of the term.
- 3.2.4 The Chair represents the CARM Shared Collection Advisory Committee at meetings of the PSC, and in other CAVAL meetings as appropriate.

3.3 Meetings

- 3.3.1 The CARM Shared Collection Advisory Committee shall meet at least 2 times per year.
- 3.3.2 Extraordinary meetings will be convened when appropriate.
- 3.3.3 The CAVAL Member Services Co-ordinator will ensure that the minutes of each meeting are taken and that there is effective communication as to the CARM Shared Collection Advisory Committee's activities.

3.4 Working parties

- 3.4.1 Working parties shall be created where appropriate to undertake specific tasks related to the role of the CARM Shared Collection Advisory Committee. Membership can be drawn from the Committee, or co-opted from outside the Committee with the consent of the University Librarians of the relevant libraries.
- 3.4.2 Where appropriate, the CARM Shared Collection Advisory Committee and the designated working party shall draw up a statement of objectives, reporting requirements and activities to be undertaken.

4 Goals and Objectives

4.1 Mission

The mission of the Advisory Committee is to advise on the procedures, administration and development of the CAVAL Archive and Research Materials (CARM) Shared Collection.

4.2 Goals

- 4.2.1. To ensure the long-term retention of materials deposited in the Shared Collection for access by CAVAL member libraries others as agreed by the CAVAL members.
- 4.2.2. To review criteria for last copy identification, and ensure preservation of identified last copies. This may include advising CAVAL on:
 - the storage or disposal of duplicates
 - the acceptance and storage of special and temporary collections not on permanent deposit
 - loan policies and procedures
 - individual access to materials onsite.
- 4.2.3. To advise CAVAL on the criteria for:
 - the selection of materials to be transferred to the CARM Shared Collection
 - the condition of materials to be transferred to the CARM Shared Collection
 - the shipment for consignments of material from different libraries to ensure efficient and fair distribution of space and facilities.
- 4.2.4. To monitor the efficiency of instituted policies and procedures, recommending changes as required.
- 4.2.5. To monitor and recommend opportunities for resource sharing and collaboration in collection management.

The Advisory Committee will work in conjunction with other relevant bodies where appropriate to achieve these goals.

4.3 Objectives and activities

- 4.3.1. Hold meetings and when required training sessions.
- 4.3.2. Produce and review CARM Shared Collection procedures and policies (accessible from CAVAL website).
- 4.3.3. Advise and support all CAVAL Libraries in transferring material from in-house collections to the CARM Shared Collection through the formulation and maintenance of up to date policy and procedure manuals.

5 Terms of Reference

- 5.1 The functions, activities, and Terms of Reference of the CARM Shared Collection Advisory Committee will be reviewed by the Committee and the PSC annually, at the fourth PSC meeting of the year.
- 5.2 The Chair of the CARM Shared Collection Advisory Committee will meet at least once a year with Chairs of other Advisory Committees and Interest Groups to co-ordinate programs and activities and to discuss issues of mutual interest relating to the organisation and management of CAVAL committees and groups.