

## CAVAL DIGITAL INTEREST GROUP

### (DIG)

#### Terms of Reference

#### 1. Definition

- 1.1 The CAVAL Working Party on Digital Licences was established in 1999. In 2003 the name was changed to the CAVAL Digital Licences Group, and in 2004 to the CAVAL Digital Resources Advisory Group. In 2009 the name was changed to the CAVAL Digital Interest Group (DIG). The CAVAL Digital Interest Group comprises library personnel from CAVAL member libraries

#### 2. Status and Reporting Relationships

- 2.1. The Digital Interest Group is an expert group within the Advisory Committee and Interest Group structure of CAVAL
- 2.2. The Digital Interest Group will be supported by CAVAL, chiefly through the Member Services Manager and the Member Services Co-ordinator, but utilising other CAVAL staff and resources as required.
- 2.3. The Digital Interest Group will report to the Products and Services Committee (PSC). This Committee will review the activities of the Digital Interest Group annually, and will facilitate the co-ordination of the Digital Interest Group programs and activities with CAVAL committees and groups.
- 2.4. PSC will report the activities of the Digital Interest Group 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 Digital Interest Group consists of one representative from each of the current CAVAL member libraries, as defined by the CAVAL Board.
- 3.1.2 Representatives are appointed to the Digital Interest Group by the University Librarian of their respective institutions.
- 3.1.3 A library may send a substitute to a Digital Interest Group meeting if the appointed representative is unable to attend.

##### 3.2 Chair

- 3.2.1 The Chair of the Digital Interest Group is elected each odd numbered year, 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 within one week of the meeting.

- 3.2.4 In the event of the resignation of the Chair, the Group will elect a new Chair for the remainder of the term
- 3.2.5 The Chair represents the Digital Interest Group at meetings of the PSC and in other CAVAL meetings as appropriate.

### **3.3 Meetings**

- 3.3.1 The Digital Interest Group shall meet at least once per year.
- 3.3.2 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 Group's activities.

## **4. Goals and Objectives**

### **4.1 Mission**

- 4.1.1 The mission of the Digital Interest Group is to provide staff of CAVAL member libraries with a forum for discussing and sharing information and ideas related to the acquisition of, licensing, preservation and access to digital resources.

### **4.2 Goals**

- 4.2.1. To facilitate the exchange of information and ideas among staff in CAVAL libraries.
- 4.2.2 To promote exemplary practice and to facilitate librarians staying up-to-date with current digital resource issues.

### **4.3 Objectives and Activities**

- 4.3.1 To provide a forum for libraries to exchange information about digital resources and related issues.
- 4.3.2 To recommend or organise forums, seminars, workshops, training or vendor visits on particular topics of interest to the group
- 4.3.3 To act as an advisory group to CAVAL management on issues relating to licensing, pricing, authentication, preservation and maintaining access to digital resources.
- 4.3.4 To monitor developments in the publishing of digital resources.

## **5. Terms of Reference**

- 5.1 The functions, activities, and Terms of Reference of the Digital Interest Group will be reviewed by the Interest Group and PSC annually, at the fourth PSC meeting of the year.
- 5.2 The Chair of the Digital Interest Group 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.