

CAVAL RECIPROCAL BORROWING ADVISORY COMMITTEE (RBAC)

Terms of Reference

1. Definition

The CAVAL Reciprocal Borrowing Advisory Committee exists to administer and facilitate the co-operative sharing of library resources, by encouraging the active participation of all member libraries in the management of the Program.

2. Status and Reporting Relationships

- 2.1. The CAVAL Reciprocal Borrowing Advisory Committee is an expert group within the Advisory Committee and Interest Group structure of CAVAL.
- 2.2. The CAVAL Reciprocal Borrowing Advisory Committee 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 CAVAL Reciprocal Borrowing Advisory Committee will report to the Products and Services Committee (PSC). This Committee will review the activities of the Group annually, and will facilitate the co-ordination of Reciprocal Borrowing programs activities with CAVAL committees and groups.
- 2.4. PSC will report the activities of the CAVAL Reciprocal Borrowing 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 CAVAL Reciprocal Borrowing Advisory Committee consists of representatives from the current CAVAL member libraries that participate in the Reciprocal Borrowing Program, as defined by the CAVAL Board.
- 3.1.2. VATL (Victorian Association of TAFE Librarians) may nominate a TAFE library representative.
- 3.1.3. Representatives are appointed to the CAVAL Reciprocal Borrowing Advisory Committee by the University Librarian (or equivalent) of their respective institutions.
- 3.1.4. A library may send a substitute to the CAVAL Reciprocal Borrowing Advisory Committee meeting if the appointed representative is unable to attend.

3.2 Chair

- 3.2.1. The Chair of the CAVAL Reciprocal Borrowing Advisory Committee is elected biennially, by and from the members of the Committee.
- 3.2.2. The Chair of the CAVAL Reciprocal Borrowing Advisory Committee also chairs Reciprocal Borrowing forums, or may delegate this duty to another member or co-opt someone from a member library.
- 3.2.3. If the Chair is unavailable to chair a meeting/s; a delegated member will 'act as the Chair' and report back to the Chairperson.
- 3.2.4. In the event of the resignation of the Chair, the CAVAL Reciprocal Borrowing Advisory Committee will elect a new Chair for the remainder of the term.

- 3.2.5 The Chair represents the CAVAL Reciprocal Borrowing Advisory Committee at meetings of the PSC, and in other CAVAL meetings as appropriate.

3.3 Meetings

- 3.3.1 The CAVAL Reciprocal Borrowing 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 CAVAL Reciprocal Borrowing Advisory Committee 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 Reciprocal Borrowing Advisory Committee. Membership can be drawn from the Committee, or co-opted from outside the Committee with the consent of the University Librarians (or equivalent) of the relevant libraries.
- 3.4.2 Where appropriate, the CAVAL Reciprocal Borrowing Advisory Committee and the designated working party shall draw up a statement of objectives, reporting requirements and activities to be undertaken.

3.5 Forums

- 3.5.1. The Reciprocal Borrowing Advisory Committee may organise an annual Forum, depending on identified needs and levels of interest across member organisations.
- 3.5.2. Forums are open to staff from member libraries, as deemed appropriate by the Library concerned. It is desirable that staff who are active in the operations of the Program attend the Forum.

4. Goals and Objectives

4.1 Mission

The mission of the CAVAL Reciprocal Borrowing Advisory Committee is to provide staff of participating libraries with a forum for discussing, assessing and determining program information and operations.

4.2 Goals

- 4.2.1 To facilitate the exchange of information and ideas amongst staff in participating libraries.
- 4.2.2 To promote exemplary practice and support cooperation between participating libraries.

4.3 Objectives and activities

- 4.3.1 Oversee the operation of the Program by:
 - 4.3.1.1 Monitoring existing procedures
 - 4.3.1.2 Examining proposals for any variations in procedures
 - 4.3.1.3 Offering advice and counsel to member libraries on the requirements of the Program

- 4.3.1.4 Assisting in the resolution of disputes or operational difficulties within the Program
- 4.3.1.5 Collecting statistics on the usage of the Program
- 4.3.1.6 Setting and annually reviewing invoicing procedures
- 4.3.2 Review and make recommendations to CAVAL on improvements to the Program.
- 4.3.3 Monitor the development of other reciprocal borrowing programs.
- 4.3.4 Convene a Reciprocal Borrowing Forum, as required.

5. Terms of Reference

- 5.1 The functions, activities, and Terms of Reference of the CAVAL Reciprocal Borrowing Advisory Committee will be reviewed by the Advisory Committee and PSC annually, at the fourth PSC meeting of the year.
- 5.2 The Chair of the CAVAL Reciprocal Borrowing 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.