

CAVAL RESEARCH AND INFORMATION GROUP (CRIG)

Terms of Reference

1. Definition

- 1.1 The CAVAL Research and Information Group (CRIG) comprises librarians from CAVAL member libraries. The CAVAL Research and Information Group's area of interest is in the provision of research and information services and information literacy programs.

2. Status and Reporting Relationships

- 2.1. The CAVAL Research and Information Group is an expert group within the Advisory Committee and Interest Group structure of CAVAL
- 2.2. The CAVAL Research and Information 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 CAVAL Research and Information Group 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 CAVAL Research and Information Group programs and activities with CAVAL committees and groups.
- 2.4. PSC will report the activities of the CAVAL Research and Information 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 CAVAL Research and Information 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 CAVAL Research and Information Group by the University Librarian of their respective institutions.
- 3.1.3 A library may send a substitute to a CAVAL Research and Information Group meeting if the appointed representative is unable to attend.

3.2 Chair

- 3.2.1 The Chair of the CAVAL Research and Information Group is elected biennially, at the beginning of each odd numbered year, by and from the members of the Group.
- 3.2.2 The Chair of the CAVAL Research and Information Group also chairs the 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 within one week of the meeting.

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

3.3 Meetings

- 3.3.1 The CAVAL Research and Information Group shall meet at least four 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 group'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 Group. Membership can be drawn from the CAVAL Research and Information Group, or co-opted from outside the group with the consent of the University Librarians of the relevant libraries.
- 3.4.2 Where appropriate, the CAVAL Research and Information Group 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 CAVAL Research and Information Group Forums provide a mechanism for exchanging information and ideas in the Group's areas of interest amongst staff of member libraries.
- 3.5.2 Forums will be convened two times a year. A seminar, organized by the CRIG Seminar Committee (CSC) working party, is also run annually.
- 3.5.3 Forums are open to staff from member libraries.
- 3.5.4 Staff of Associate member libraries may be invited to attend Forums.

4. Goals and Objectives

4.1 Mission

- 4.1.1 The mission of the CAVAL Research and Information Group is to provide staff of CAVAL member libraries with a forum for discussing and sharing information and ideas.

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 library research and information issues.

4.3 Objectives and Activities

- 4.3.1 Hold meetings, seminars and forums.
- 4.3.2 Evaluate forum presentations to inform planning of future forums.

- 4.3.3 Maintain an email discussion list and the CAVAL Research and Information Group web pages.
- 4.3.4 Make individual presentations available via the CAVAL Research and Information Group web pages.
- 4.3.5 Undertake projects and produce publications.
- 4.3.6 Consult with CAVAL management regarding items with budgetary implications.

5. Terms of Reference

- 5.1 The functions, activities, and Terms of Reference of the CAVAL Research and Information 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 CAVAL Research and Information 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.