

CAVAL Research and Information Group (CRIG)

Terms of Reference

1 Purpose

- 1.1 The CAVAL Research and Information Group (CRIG) is an expert group within the Interest Group and Advisory Committee structure of CAVAL. The group's area of focus is the provision of research and information services and digital literacy programs.
- 1.2 CRIG provides staff of CAVAL member libraries with professional development activities, enabling them to discuss and share information and ideas related to the provision of research and information services and digital literacy programs.

2 Goals

- 2.1 To facilitate the exchange of information and ideas related to the provision of research and information services and digital literacy among staff in CAVAL member libraries.
- 2.2 To promote exemplary practice and facilitate library staff staying up to date with current library research and information issues and raising awareness of new developments.

3 Objectives and activities

- 3.1 Deliver at least one professional development activity each year.
 - 3.1.1 A seminar, organised by the CRIG Seminar Committee Working Party, is also held annually.
- 3.2 Evaluate the arranged professional development activities to inform the planning of future activities.
- 3.3 Maintain an email discussion list and the CRIG web pages.
- 3.4 Make individual activity resources available online.
- 3.5 Undertake projects and produce publications as required.
- 3.6 Consult with the CAVAL management team regarding items with budgetary implications.
- 3.7 Liaise with other Interest Groups and Advisory Committees to arrange joint professional development activities as required.

4 Membership

- 4.1 The membership of CRIG consists of one representative from each of the current CAVAL member libraries, as defined by the CAVAL Board.
- 4.2 Representatives are appointed to CRIG by the University Librarian (or equivalent) of their respective institutions.
- 4.3 A library may send a substitute to a CRIG meeting if the appointed representative is unable to attend.

5 **Working parties and sub-committees**

- 5.1 Working parties and sub-committees can be created where appropriate to undertake specific tasks related to the role of the group. Membership can be drawn from CRIG or co-opted from outside the group with the consent of the University Librarian (or equivalent)/Senior Management of the relevant libraries.
- 5.2 CRIG and the designated working party or sub-committee shall draw up a charter outlining objectives, reporting requirements, activities to be undertaken, and the proposed timeframe for the working party or sub-committee.

6 **Operation of the group**

- 6.1 The Chair and Deputy Chair of CRIG are elected biennially, at the end of each even-numbered year for the following two years, by and from the members of the group.
- 6.2 The Chair of CRIG chairs any professional development activities or delegates this duty to another group member or co-opts someone from a member library.

7 **Reporting relationships**

- 7.1 CRIG will be chiefly supported by CAVAL's Member Services team, but utilising other CAVAL staff and resources as required.
- 7.2 CRIG reports to the PSC at the first PSC meeting of each year through a written report and verbal update. The report and update will cover the activities of the group during the most recent year, a reflection on recent practices, and an outline of future plans. The PSC in turn reviews the functions, activities, and terms of reference of CRIG annually and facilitates the coordination of group programs and activities with the CAVAL Interest Groups and Advisory Committees.
- 7.3 PSC reports the activities of CRIG to the CAVAL Board, and where appropriate puts forward proposals and recommendations for endorsement by the Board.