

CAVAL Shared Collection Working Group (CSCWG)

Terms of Reference

1. Definition

- 1.1. The CAVAL Shared Collection Working Group (CSCWG) comprises of interested staff from CAVAL member libraries and members of CAVAL staff. The CSCWG's area of focus is to help advance the overall objectives of the Shared Collection and engage with members to identify and recommend specific, incremental, and achievable improvements to the Collection.

2. Status and Reporting Relationships

- 2.1. The CSCWG is an expert group within the Advisory Committee and Interest Group structure of CAVAL.
- 2.2. The CSCWG will be supported by CAVAL, chiefly through the CAVAL's Member Services Area but utilizing other CAVAL staff and resources as required.
- 2.3. The CSCWG will report directly to the Products and Services Committee (PSC).
- 2.4. The Working Group will be formed and in place for a period of 12 months, however there may be a requirement to extend beyond this initial period.
- 2.5. PSC will report activities of the Working Group to the Board (via the Chair of the Working Group), and where appropriate put forward proposals and recommendations for endorsement by the Board.

3. Organisational Structure

3.1. Membership

The membership of the CSCWG will comprise of:

- One representative of the PSC – Appointed Chair of the Working Group
- CAVAL Representatives
- 4 Staff from member libraries

- 3.1.1. Representatives are appointed to the CSCWG by the CAVAL Shared Collection Working Group Chair

3.2. Chair

- 3.2.1. The Chair of the CAVAL Shared Collection Working Group is elected by the PSC.

- 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.
- 3.2.3. In the event of the resignation of the Chair, the CAVAL PSC will elect a new Chair for the remainder of the term and the duration of the working group.
- 3.2.4. The Chair represents the CSCWG at meetings of the PSC, Board and in other CAVAL meetings as appropriate

3.3. Meetings

- 3.3.1. The CSCWG shall meet at least six times during the 12-month period
- 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 CSCWG or co-opted from outside the group with consent of the University Librarians of the relevant libraries.
- 3.4.2. Where appropriate, the CSCWG 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

- 4.1.1. The mission of the CSCWG is to maximise the discoverability and accessibility of the Shared Collection

4.2. Goals

- 4.2.1. To identify and document the current practices at member libraries to enable discovery of and access to Shared Collection content to their users.
- 4.2.2. Recommend best practice for maximizing discoverability of Shared Collection materials within the institutional context.
- 4.2.3. Recommend possible improvements to CAVAL systems and procedures to facilitate item 4.2.2

4.3. Objectives and Activities

- 4.3.1. Conduct a survey of members to identify current practices when accessing the Shared Collection
- 4.3.2. Evaluate and document survey results to report the current practices.
- 4.3.3. Advise best practices and methodologies for maximizing discoverability.

- 4.3.4. Provide a point of contact regarding system and workflow improvements
- 4.3.5. Report to PSC regarding outcomes of the Working Group
- 4.3.6. Consult with CAVAL Membership as appropriate.

5. Terms of Reference

- 5.1. The functions, activities, and Terms of Reference of the CSCWG will be reviewed by the Working Group in consultation with the PSC
- 5.2. The Chair of the CSCWG will report to PSC and Board regarding the progress of the Working Group.