



## **CAUL-CBUA Resource Sharing Committee Terms of Reference**

Approved by Board:

### INTRODUCTION

Interlibrary loan (ILL) and document delivery (collectively referred to as resource sharing) have historically been a critical service provided by libraries in support of the research and curricular needs of its users. The shape of this service has evolved over the years with the rise in popularity of electronic resources, and with the evolution of CAUL-CBUA member needs. The Resource Sharing Committee aims to facilitate sharing and collaboration amongst CAUL-CBUA member institutions to ensure optimal resource sharing service support to end user communities by our libraries.

### MANDATE AND ROLE

The Resource Sharing Committee (RSC) focuses on advancing several of CAUL-CBUA's strategic goals, particularly those related to Shared Services and Professional Development. Once a year, the committee presents an operational plan which is informed by the CAUL-CBUA strategic plan, including goals, deliverables, a schedule of completion, and an assessment model.

The Resource Sharing Committee coordinates CAUL-CBUA-wide activities relating to ILL and document delivery. The RSC identifies, analyzes, and facilitates resource sharing innovations, strategies, and trends. It proposes new resource sharing initiatives to the CAUL-CBUA Executive Director as well as communicating with CAUL-CBUA member libraries regarding resource sharing issues and proposals.

### AUTHORITY

The CAUL-CBUA Resource Sharing Committee receives its authority from the CAUL-CBUA Board of Directors, as per section 7.3 of the CAUL-CBUA By-Laws.

### RESPONSIBILITIES

The Resource Sharing Committee shall:

1. Develop and share best practices, guidelines, policies, and documentation that support resource sharing.
2. Facilitate awareness and training opportunities for staff across CAUL-CBUA institutions to advance resource sharing.

3. Foster a culture within CAUL-CBUA committed to the sound management and advancement of resource sharing.
4. Guide optimization of the CAUL-CBUA resource sharing system and periodically review current technologies in the marketplace for ILL and document delivery against the needs in this area for CAUL-CBUA members.
5. Facilitate partnerships amongst CAUL-CBUA members related to services, infrastructure, and expertise in the area of resource sharing.
6. Represent the interests of the Atlantic region at a national level in discussions and initiatives related to resource sharing.

#### MEMBERSHIP

The Resource Sharing Committee is normally comprised of six (6) to eight (8) CAUL-CBUA members with at least one (1) Board member, as approved by the Board of Directors. Committee members will be selected for their expertise in the area of resource sharing. The CAUL-CBUA Executive Director shall serve as a support person to the Committee. The Chair is selected by the Committee and shall not normally be the Board representative.

#### TERM OF MEMBERSHIP

Members serve on the committee for a two (2) year term. A member can serve no more than two terms in succession; but may serve again on the same committee in a non-consecutive term. Exceptions to this limit on consecutive terms may be made at the discretion of the Board. Membership is finalized prior to the first meeting to follow CAUL-CBUA's Annual General Meeting.

#### MEETINGS

The Resource Sharing Committee meets no less than four (4) times a year normally via teleconference or virtual modes.

#### REPORTING

The Committee Chair is responsible for preparing written reports on behalf of the Committee for submission to the Board prior to each Board Meeting. Additional reports may be submitted upon completion of a specific activity.

#### COMMUNICATION

The committee communicates using the CAUL-CBUA teleconference system and the CAUL-CBUA Resource Sharing Committee mailing list, [rsc@caul-cbua.ca](mailto:rsc@caul-cbua.ca).

When committee membership is not fully representative of all member institutions, it is crucial that communication mechanisms be in place to ensure that all member institutions have a voice in the committee's activities and deliberations. To facilitate this bi-directional communication, committee members must actively engage in regular dialogue with institutions not represented in the committee membership, as well as within their own institutions. This communication includes, but is not limited to, ensuring that committee meeting agendas and minutes are regularly posted to the CAUL-CBUA website

in a timely manner.

COLLABORATION

The Resource Sharing Committee collaborates with other CAUL-CBUA committees on relevant projects.

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