



## CAUL-CBUA Government Information Committee Terms of Reference

### INTRODUCTION

Research Libraries must evolve their services and collections to keep pace with changes in education and research as well as technologies that facilitate access to resources.

### MANDATE AND ROLE

The Government Information Committee (GIC) focuses on advancing several of CAUL-CBUA's strategic goals, particularly those related to Preservation and Digital Collections, Professional Development, and User Needs and Expectations.

The role of the Government Information Committee is to:

- ensure that our scholarly collections will be available to future generations; and
- develop initiatives that foster sharing of knowledge and optimize our resources and expertise.

### AUTHORITY

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

### RESPONSIBILITIES

The Government Information Committee will:

1. Develop best practices in managing government information, ex. digitization/preservation of unique collections.
2. Represent the interests of the Atlantic region at a national level in discussions and initiatives related to government information.
3. Provide awareness and training opportunities for staff across CAUL-CBUA institutions.
4. Coordinate the management of government information collections, and the policies related to them, across CAUL-CBUA institutions.
5. Identify key areas where there is value in collaboration and develop opportunities for collaborative engagement.

### MEMBERSHIP

The Government Information 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 government documents. The CAUL-CBUA Manager shall serve as a support person to the Committee. The Chair is selected by the Committee and

shall not 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 Government Information Committee meets no less than four (4) times a year via teleconference.

#### REPORTING

The Committee provides a verbal report for the Board at each Board Meeting and a written report for the Fall 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 Government Information Committee mailing list, [govinf.committee@caul-cbua.ca](mailto:govinf.committee@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 Government Information Committee collaborates with the Collections Committee and Digital Preservation and Stewardship Committee on relevant projects.

*Created May 6, 2016 Rev. October 10, 2016*