



CAVAL REFERENCE INTEREST GROUP (CRIG)

Terms of Reference

1. Definition

The CAVAL Reference Interest Group (CRIG) comprises reference librarians from CAVAL member libraries. CRIG's area of interest is in the provision of reference services and information literacy programs.

2. Status

- 2.1. The CAVAL Reference Interest Group is an expert group within the committee structure of CAVAL.
- 2.2. CRIG will be supported by a CAVAL manager, and report to the CEO of CAVAL.
- 2.3. Matters of relevance to the CAVAL Board will be referred to the Board by the CEO.

3. Organisational structure

3.1. Membership

- 3.1.1. The membership of the CAVAL Reference Interest 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 CRIG by the chief librarian (or equivalent) of each institution.
- 3.1.3. A library may send a substitute to a CRIG meeting if the appointed representative is unable to attend.
- 3.1.4. **Associate Members**

3.2. Chair

- 3.2.1. The Chair of CRIG 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 CRIG also chairs the Forums, or may delegate this duty to another member.
- 3.2.3. In the event of the resignation of the Chair, the Group will elect a new Chair for the remainder of the term.

3.3. Meetings

- 3.3.1. CRIG shall meet at least four times per year.
- 3.3.2. Extraordinary meetings will be convened when appropriate.
- 3.3.3. A senior CAVAL staff member 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 set up to undertake specific tasks as required.
- 3.4.2. Membership may be drawn from CRIG or coopted from outside the Group. The consent of the chief librarian (or equivalent) of the nominee's institution is required.
- 3.4.3. Working Party Convenors may attend CRIG meetings and are included on the CRIG mailing list.
- 3.4.4. Model Terms of Reference for Working Parties are set out in Attachment A.

3.5. Forums

- 3.5.1. CRIG Forums provide a mechanism for exchanging information and ideas in CRIG's area of interest amongst reference staff of member libraries.
- 3.5.2. Forums will be convened three times a year. They may include activities organised by Working Parties.

3.5.3. Forums may be attended by one or more representatives from each member library, as deemed appropriate by the Library concerned.

3.5.4. **Staff of Associate member libraries may be invited to attend Forums.**

4. Goals and objectives

4.1. Mission

The mission of the CAVAL Reference Interest Group is to facilitate cooperation between member libraries in the delivery of reference and information services.

4.2. Goals

4.2.1. To promote and coordinate cooperative projects of benefit to reference and information services in CAVAL libraries.

4.2.2. To coordinate and deliver continuing education and professional development programmes of relevance.

4.2.3. To facilitate the exchange of information and ideas among reference staff in CAVAL libraries.

4.3. Objectives/Activities

4.3.1. Hold meetings, seminars and workshops

4.3.2. Undertake projects

4.3.3. Produce publications

4.3.4. Maintain an email discussion list and web pages

4.3.5. Work with an appointed CAVAL manager to prepare a yearly budget of operation.

The CAVAL Reference Interest Group will work in conjunction with other bodies where appropriate to achieve these goals and objectives.

[CRIG 15 October 2004]

CAVAL REFERENCE INTEREST GROUP

Model Guidelines and Terms of Reference for Working Parties

CAVAL REFERENCE INTEREST GROUP

Working Party on

Guidelines and Terms of Reference

Administration

1. The CAVAL Reference Interest Group shall establish a Working Party on, for an initial period of
2. The CAVAL Reference Interest Group shall appoint a convenor to oversee the business of the Working Party and to report to the Group.
3. The Working Party shall have 3 to 4 members nominated by the Group. Other members may be co-opted by the Working Party.
4. The Working Party shall report regularly to the Group, in writing, on its plans and activities.
5. At the end of the initial period, the existence of the Working Party, its terms of reference, and its membership, shall be reviewed.

Focus

6. The Working Party will concern itself with

Activities

- 7.

CAVAL REFERENCE INTEREST GROUP

Seminar Committee: Information Literacy (SCIL)

Guidelines and Terms of Reference

Administration

1. The CAVAL Reference Interest Group has established a Working Party to be called the Seminar Committee: Information Literacy (SCIL).
2. The CAVAL Reference Interest Group shall appoint a convenor to oversee the business of the Working Party and to report to CRIG.
3. The Working Party shall have 3 to 4 members nominated by CRIG. Other members may be co-opted by the Working Party.
4. The Working Party shall report regularly to CRIG, in writing, on its plans and activities.
5. The continuation of the Working Party and its Terms of Reference will be reviewed every two years.

Focus

6. The Working Party will concern itself with the planning, implementation and reporting of the CAVAL Reference Interest Group annual seminar held in November each year.

Activities

The Working Party will:

7. Develop topics for seminars.
8. Prepare a budget for the seminar, in consultation with CAVAL staff and CRIG.
9. Suggest and arrange for guest speakers.
10. Investigate, book and prepare a venue for the seminar.
11. Prepare the seminar program and liaise with CAVAL staff in the distribution of publicity and collection of registrations, **fees and payment of accounts relating to seminars.**
12. Coordinate the running of the seminar.
13. Prepare and present a report and expenditure statement for CRIG and CAVAL.