



CAVAL DIGITAL RESOURCES ADVISORY GROUP

GUIDELINES AND TERMS OF REFERENCE

Administration

1. The CAVAL Working Party on Digital Licences was established in 1999. In 2003 the name was changed to the CAVAL Digital Licences Group, and in 2004 to the CAVAL Digital Resources Advisory Group.
2. (i) The membership of the CAVAL Digital Resources Advisory Group will consist of one representative from each of the CAVAL member libraries, which are:
 - Australian Catholic University
 - Deakin University
 - La Trobe University
 - Monash University
 - RMIT
 - State Library of Victoria
 - Swinburne University of Technology
 - University of Ballarat
 - University of Melbourne
 - University of New South Wales
 - University of Tasmania
 - University of Western Sydney
 - Victoria University(ii) Representatives will be appointed to the Group by the chief librarian of each institution.
(iii) A library may send a substitute to a Group meeting if the appointed representative is unable to attend.
(iv) A senior CAVAL member will ensure that the minutes of each meeting are taken and that there is effective communication as to the Group's activities.
3. (i) The Chair of the Group will be elected biennially, at the beginning of each odd-numbered year, by, and from, the members of the Group.
(ii) In the event of the resignation of the Chair, the Group will elect a new Chair for the remainder of the term.
4. The Group shall meet at least once a year.
5. The existence of the Group, its terms of reference, and its membership, shall be reviewed regularly by the CAVAL Management.

Focus

6. The CAVAL Digital Resources Advisory Group will concern itself with issues related to the acquisition of, licensing, preservation and access to digital resources.

Activities

7. To maintain a Home page on the World Wide Web that provides access to relevant information, including the CAVAL Guidelines and Model Licence, and links to guidelines and model licenses developed by other library associations and consortia.
8. To provide a Forum for libraries to exchange information about digital resources and related issues.
9. To maintain the CAVAL guidelines and Model Licence and amend them as and when necessary.
10. To promulgate the CAVAL guidelines and organise training, workshops and seminars.
11. To act as an Expert Advisory Group to CAVAL Management on issues relating to licensing, pricing, authentication, preservation and maintaining access to Digital Resources.
12. To monitor developments in the publishing of digital resources.