



## **CARM Centre Advisory Committee**

### **Terms of Reference**

#### **1. Definition**

The CARM Centre Advisory Committee will concern itself with issues relating to CARM Centre operations and recommend to the CAVAL Board through the Products and Services Committee (PSC) policies and criteria to ensure that the Centre operates efficiently to meet the requirements of CAVAL member libraries and other users of the Centre.

#### **2. Status**

The CARM Centre Advisory Committee is a subcommittee of, and reports regularly to, the PSC. Feedback from the PSC will be through the CEO.

#### **3. Organisational Structure**

##### **3.1 Committee Membership**

CAVAL Libraries are entitled to nominate a member from each institution who will be the voting member. The Committee may co-opt other members.

The Chairperson shall be elected by and from the voting members of the Committee.

The Chairperson shall hold office for a period of two years.

The Chairperson shall manage the meetings, and oversee the work of the Committee.

A member may nominate a substitute person from their institution to attend a meeting in their stead.

A senior Caval member will ensure that the minutes of each meeting are taken and that there is effective communication as to the Committee's activities.

##### **3.2 Working Parties**

When a need exists, working parties shall be set up to undertake specific tasks. Members may be drawn either from the Committee or co-opted from outside the Committee.

#### **4. Mission, Goals and Objectives**

##### **4.1 Mission**

The mission of the CARM Centre Advisory Committee is to advise on the procedures, administration and promotion of the CAVAL Archive and Research Materials (CARM) Centre.

##### **4.2 Goals**

4.2.1 To recommend and establish procedures and policies for preservation, digitising and filming services and for the storage and treatment of Microforms, Doctoral Dissertations, Newspapers, Costly Sets, and Non Book materials.

4.2.2 To review criteria for last copy identification, storage and disposal of duplicates, acceptance and storage of special and temporary collections not on permanent deposit, loan policies and procedures and individual access to materials on site.

4.2.4 To monitor criteria for the selection of materials to be transferred to the CARM Centre and shipment for consignments of material from different libraries to ensure efficient and fair distribution of space and facilities.

4.2.6 To monitor the efficiency of instituted polices and procedures, recommending changes as required.

The CARM Centre Advisory Committee will work in conjunction with other relevant bodies where appropriate to achieve these goals.

### **4.3 Objectives**

4.3.1 Hold meetings and when required training sessions.

4.3.2 Produce and review CARM Centre procedures and policies.

4.3.3 Monitor CARM Centre policies and procedures.

4.3.4 Advise and support all CAVAL Libraries in transferring material from in-house collections to the CARM Collection through the formulation and maintenance of up to date policy and procedure manuals.

### **5. Mechanism**

5.1 The CARM Centre Advisory Committee will hold business meetings each year as required and will be responsible to the Board for the activities of the committee.