

CAVAL RECIPROCAL BORROWING PROGRAM

Executive & Forum: Terms of Reference

1. Definition

The CAVAL Reciprocal Borrowing Program Executive and Forum exist to administer and facilitate the co-operative sharing of library resources, by encouraging the active participation of all member libraries in the management of the Program.

2. Status

The Reciprocal Borrowing Program Executive reports and makes recommendations to CAVAL. The Reciprocal Borrowing Forum acts as a means of co-ordinating the Program with all member libraries and of exchanging information and ideas about the Program's operations.

3. Organisational Structure

3.1 Reciprocal Borrowing Program Executive

- (i) The membership of the Executive Committee consists of one representative from the libraries of each of the following:
 - Australian Catholic University
 - Deakin University
 - La Trobe University
 - Monash University
 - RMIT
 - Swinburne University of Technology
 - University of Ballarat
 - University of Melbourne
 - Victoria University
 - TAFE libraries
 - Special libraries
- (ii) Representatives are appointed to the Executive by the University Librarian (or equivalent) of each library.
- (iii) The TAFE representative is nominated to the Executive by VATL, subject to the approval of the Institute Librarian of the nominee's institution.
- (iv) The Special Libraries representative is nominated to the Executive by the special library member institutions, and is subject to the approval of the Librarian in charge of the nominee's institution.

3.2 Reciprocal Borrowing Forum

- (i) The Forum consists of one or more representatives from each member library, as deemed appropriate by the Library concerned. It is desirable that staff who attend Forum meetings are active in the operations of the Program.
- (ii) Members of the Executive are also expected to attend Forum meetings.

3.3 Working Parties

- (i) Working Parties shall be set up to undertake specific tasks as required, with the approval of CAVAL.
- (ii) Membership may be drawn from the Executive or co-opted from outside the Executive. The consent of the University Librarian of the nominee's institution is required.

3.4 Secretariat

- (i) The CAVAL Reciprocal Borrowing Program coordinator will act as secretary to the Executive and Forum, and will report regularly to CAVAL on behalf of the Executive.
- (ii) The CAVAL Chief Information Officer is an ex-officio member of the Executive and the Forum.

3.5 Chair

- (i) The Chair of the Executive is elected bi-annually, at the beginning of each odd-numbered year, by, and from, the members of the Executive.
- (ii) The Chair of the Executive chairs meetings of the Forum.
- (iii) In the event of the resignation of the Chair, the Executive will elect a new Chair for the remainder of the term.

3.6. Meetings

- (i) The Executive shall meet at least three times per year.
- (ii) The Forum will be convened twice a year.
 - (a) Meeting 1 - February - for training, for coordination of the program prior to the start of the academic year and for alerting operational staff to changes in the program.
 - (b) Meeting 2 – June/July - for feedback from operational staff on usage of the program, and for discussion of the Operators Manual, operating procedures, invoicing, stationery and statistics.
- (iii) Extraordinary meetings will be convened when appropriate.

4. Goals and Objectives

4.1 The Executive shall

- (i) Make recommendations to CAVAL on the admittance of new members to the Program. Suitability of the applicants will be determined in accordance with the membership criteria.
- (ii) Oversee the operation of the Program by
 - (a) Monitoring existing procedures
 - (b) Examining proposals from the Forum for any variations in procedures
 - (c) Offering advice and counsel to member libraries on the requirements of the Program
 - (d) Assisting in the resolution of disputes or operational difficulties within the Program
 - (e) Collecting statistics on the usage of the Program
 - (f) Setting and annually reviewing the minimum debt for invoicing.
- (iii) Coordinate the activities of the Program through the convening of the Reciprocal Borrowing Forum. The activities of the Forum will include:
 - (a) Training of new staff in the Program's operations and procedures.
 - (b) Exchange of information between Forum and Executive members relating to the direction of the Program, specific events, and policy and procedural issues.
 - (c) Provision of advice to the Executive regarding the operational requirements of the Program.
- (iv) Review and make recommendations to CAVAL on improvements to the Program.
- (v) Monitor the development of other reciprocal borrowing programs.