

Collection Management Coordination Group

1. Purpose:

To assist the Program Leader to enhance the operation and to provide input into the development of the Program across the Library in acquiring, managing and facilitating access to scholarly information resources in all formats and through a range of different access platforms. This includes functions associated with:

- providing input into the formulation of advice and information about scholarly information resources relevant to research and educational needs;
- providing input into the development and implementation of systems that support decision making about the range and nature of scholarly information resources that should be acquired or purchased through the access and collection budget; and
- ensuring scholarly information resources are managed within a secure environment.

2. Terms of Reference

Within the above context, the Group will:

1. Assist with the coordination of relevant operational activities amongst the Precincts and the Art and Music Libraries
2. Discuss and share information about the operation and delivery of services ensuring a free flow of information
3. Share information about best practice, standards, and operational strategies
4. Provide input into the promotion of scholarly information resources
5. Develop advice about operational issues relating to service delivery, including upgrades to and the implementation of the Integrated Library Management System;
6. Provide input into the formulation of policies and plans for the Program
7. Advise on training requirements.

3. Membership

The membership of the Group shall be:

- Program Leader, SIRM (Chair)
- One Precinct Manager
- Positions with Library Wide Responsibilities:
 - Web Development Coordinator (M Huppert)
 - Electronic Resources Coordinator (A Weir)
 - Bibliographic Services Coordinator (H Taylor)
- One representative of each of the Precincts and the Art and Music Libraries nominated by the relevant Precinct Manager and the Manager, Art and Music Library respectively
- One representative from the Divisional Administrative Services Program (Promotion) to attend for the consideration of matters of interest.

The Chair may coopt others to the Group as may be required.

Representatives are appointed for a term of 2 years and may be reappointed.

4. Meetings

The Group will meet monthly. Notes of the meetings will be available to all sections of the Library and details of meeting outcomes provided via the Library Staff Bulletin. The Program Leader will be responsible for representing the Group within the Library and to the Director of Scholarly Information Services and to other parts of the Division of Information.