

ADEQUATE COLLECTIONS TASK FORCE TERMS OF REFERENCE

March 2017

Background and Mandate:

The NEOS Strategic Agenda 2014-18 aims to maximize consortial value to members, and has as an action the review of member obligations in view of changes to digital collections, wider primary client bases, changes in funding and circulation patterns.

Directors had identified several factors affecting the way libraries serve clients:

- Decline in circulation of print collections with resulting decline of sharing of physical collections
- Move by libraries to digital first collections strategies
- The use of discovery tools as primary access points to the NEOS database

In reviewing and revising the Obligations of Membership Executive identified the need to more fully define and clarify obligations related to collections and access in the context of consortial values and guiding principles:

Collections

- Provide an adequate collection that meets local needs and that adds value to the consortium.
- Ensure that physical and electronic collections are catalogued and discoverable by all member libraries

Access

- Provide on-site access to electronic resources unless specifically forbidden by license agreements. When negotiating licenses, ensure that there are rights for on-site access and interlibrary loan where the vendor will entertain these provisions.

Reporting Structure:

This Task Force reports to the NEOS Executive Committee.

Key Duties and Responsibilities:

Within the context of the Obligations of Membership:

- Define and clarify an adequate collection for new and existing in the context of the NEOS Library Consortium.
- Explore the issue of what physical and electronic collections member libraries should include in the ILS to be discoverable by the clients of other members.
- Provide findings, information and recommendations to NEOS Executive.

Composition and Appointments:

The Task Force consists of:

- 3-4 representatives of NEOS Member Libraries (any level of staff), appointed by the Executive for the duration of the work of the Task Force. The group should represent the areas of collections, bibliographic services and the user perspective.
- NEOS Manager (ex-officio)
- Executive Liaison –

The Chair is elected from within the committee.

Experts and resource people may be invited to participate as needed.

Meetings:

The Chair calls meetings of the group as required. Members may participate by distance methods.

Reports and Target Dates:

Report to be presented to Executive by

Resources:**Minutes and Communications:**

Meeting Notes are for the use of the Task Force.