

COLLECTION ANALYSIS TASK FORCE

TERMS OF REFERENCE

November 2015 – Phase 2

Background and Mandate:

The NEOS Strategic Agenda 2014-17 aims to optimize member libraries' collections, and has as an action support of advancement of shared collection development and preservation projects.

A quantitative analysis of the NEOS libraries' collection will be carried out, to generate a one-time snapshot of the consortium's collection.

Reporting Structure:

This Task Force reports to the NEOS Executive Committee.

Key Duties and Responsibilities:

- Review the collection data and strategies developed by the Task Force in Phase 1
- Develop a method for collection analysis, which may include a survey for assessing the NEOS collection
- Provide an analysis of the collection
- Identify and develop regular reports to illustrate the value of NEOS
- Develop report templates and documentation for commonly generated reports, for use by individual libraries
- Provide recommendations for ongoing operations and support for collection analysis for NEOS member libraries
- Provide a report to Executive on the findings
- Provide an analysis and highlight key findings and opportunities for Executive

Composition and Appointments:

The Task Force consists of:

- 3-5 representatives of NEOS Member Libraries (any level of staff), appointed by the Executive for the duration of the work of the Task Force. Ideally the group will represent both academic and special libraries.
- NEOS Manager (ex-officio)
- Executive Liaison – Wanjiku Kaai

The Chair is elected from within the committee.

Meetings:

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

Reports and Target Dates:

Draft report to be presented to Directors in May 2016

Resources:**Minutes and Communications:**

Meeting Notes are for the use of the Task Force.

Timeline from the Strategic Agenda

2014/2015	2015/2016	2016/2017
Executive will establish a collection analysis Task Force	Task Force will begin quantitative analysis.	Task Force will report on analysis.
Task Force will determine variables and methodology		