

SHARED ACQUISITIONS AND CATALOGUING TASK FORCE

TERMS OF REFERENCE

September 2015

Background and Mandate:

The NEOS Strategic Agenda 2014-17 aims to maximize consortial value to members, and has as an action to exploration of the feasibility of shared or distributed acquisitions and cataloguing services for interested libraries. A Task Force was created in 2014-2015 to explore the feasibility of this action. The 2014-2015 Task Force generated a report and presented findings to the NEOS Directors (spring 2015) with a set of recommendations for implementation. NEOS Directors requested these recommendations be put to action in the form of a pilot project.

Reporting Structure:

This Task Force reports to the NEOS Executive Committee.

Key Duties and Responsibilities:

- Devise a framework/model for the program based on findings from year one.
- Establish criteria for a shared vendor.
- Identify individual NEOS libraries who are interested in participating in a shared acquisitions and cataloguing pilot.
- Establish financial formula and rationale for the cost breakdown of the model developed.
- Develop and propose a pilot program to the NEOS Executive based on information gathered. The pilot will include proposed vendor(s) and costing.

This Task Force will propose a pilot program for shared acquisitions and cataloguing that may involve a financial commitment on the part of participating member libraries, and, potentially, a contractual agreement between individual libraries and a third party vendor. There may be additional requirements involved in developing the pilot not identified in this ToR based on unknown complexities (i.e.: legal review).

Composition and Appointments:

The Task Force consists of:

- 2-4 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

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:

Report to be presented to Executive by April 15, 2016

Resources:

Minutes and Communications:

Meeting Notes are for the use of the Task Force.