

University of Regina Library

Collections and Assessment Team Terms of Reference

Mandate:

The Collections and Assessment Team (CAT) will support and enhance the teaching, learning and research needs of the University of Regina by coordinating and guiding a) the selection of and access to scholarly information resources; b) the assessment activities of the Library.

Functions:

- Review and oversight of new journal and database requests
- Coordination of year-end, one-time purchases
- Coordination of collections management, including preservation, de-selection, and location of collections
- Alignment of the collections budget and associated policies with the strategic directions of the University and Library
- Development, review, and implementation of policies related to Collections
- Data collection and statistical analysis to support selection decisions and to support the usage, space disposition, and management of the Library's collections
- Identification of IT infrastructure needs required to ensure effective acquisition and management of information resources
- Monitoring of licensing issues as they relate to selection, access and usage of the collections
- Coordinate and guide the assessment activities of the Library. All non-collections assessment will be done jointly and in consultation with other Library and University departments and external bodies as necessary.

Operating Principles:

The operating principles of the Team include:

- Meet regularly and manage agendas to address library issues. Minutes will be posted to the Library Staff Zone.
- Ensure regular communication to all Library units and staff through established committee structures, or through specially convened meetings of Library staff.
- Invite other Library or University staff to attend meetings as necessary.

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Accountability:

The Team reports to the University Librarian or designate.

Membership:

Membership is representational, drawing ideas and direction from those within the organization who have primary responsibility for selecting information resources and managing user access to the Library's collections, and for coordinating the broader assessment activities of the Library.

Head, Technical Services and Collections (chair)

Collection Development Librarian

Strategic Initiatives Coordinator

2-3 Subject Liaison Librarians, appointed by the University Librarian or designate, following a call for expressions of interest. The term will normally be for two years with an option to renew.

Meetings:

Meetings will be called by the Chair and agendas will be set by the Chair.

Meetings will be weekly or as needed.

Peter Resch, AUL Collections and Assessment: May 26, 2011

Revised: February 6, 2012

Revised: September 20, 2016 (CAT)

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