

# THE ALBERTA LIBRARY

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## Netspeed Program Advisory Team Terms of Reference

**Type of Committee:**

Project Team

**Mandate:**

The Netspeed Program Advisory Team provides input in to the development of the program for the annual Netspeed conference, based on library community input and needs.

**Background:**

Netspeed, The Alberta Library's annual library technology conference aims to provide information to help delegates work effectively with current technology in libraries and prepare for emerging technologies. A particular focus of the conference is current and future technology-related library initiatives in Alberta, especially initiatives of TAL member libraries. The conference program is developed with input from a variety of stakeholder groups.

**Responsibilities:**

To develop the Netspeed program, based on library community needs, including:

1. Reviewing submitted session proposals.
2. Reviewing community input from a variety of sources (suggestions from committees or individuals, evaluation forms etc.)
3. Gathering further input where necessary from colleagues in TAL member libraries.
4. Drafting a range of sessions (speakers and/or topics) suitable for staff in a variety of library types and work areas.
5. Forwarding of recommended sessions (speakers and/or topics, and general direction the session should take) to the TAL staff liaison for follow-up contact with the speakers.
6. Follow-up work as required (e.g. additional sessions, clarification of topics etc.)

**Authority:**

This team is advisory in nature and operates within the governance and financial policies and procedures of The Alberta Library. The team is empowered to provide advice on initiatives and content as required.

**Budget:**

The annual budget for the Netspeed Conference will include an allocation for the team to conduct meetings and carry out its activities. Travel costs for team meetings will be reimbursed.

**Membership:**

Coordinated by the Program Assistant, the team shall include representatives from:

- Academic libraries
- Regional library systems
- Public libraries
- Special libraries
- Students (1 representative from either SLIS, Grant MacEwan or SAIT.)
- Trustees

Representatives are appointed by TAL's Chief Executive Officer.

Ex-officio members shall include the APLEN Training Librarian, Director, APLEN, representation from TAL ITS, and other TAL staff, as recommended by the Chief Executive Officer.

Appointments are for a period of approximately 10 months, from January to October 31<sup>st</sup>.

**Reports:**

The Program Assistant shall provide regular updates to the TAL Chief Executive Officer.

This team reports to the TAL Executive Committee through the Chief Executive Officer.

**Meetings:**

Given the nature of the topics, the project team will communicate through face-to-face meetings and email. It is anticipated that this Project Team shall meet once or twice within the calendar year.

This team will be active until October 31, with the bulk of the work completed by May 31<sup>st</sup>.

**Evaluation:**

The work of the team shall be evaluated against the TAL strategic plan and Terms of Reference of this team.