

THE ALBERTA LIBRARY

Terms of Reference

APLEN Technology Infrastructure Committee

Type of Committee:
Service Committee.

Mandate:

The APLEN Technology Infrastructure Committee is established to provide advice to the APLEN Emerging Technologies Librarian on technology infrastructure issues on the SuperNet backbone. This Committee will be responsible for identifying and investigating technical issues relating, but not limited to, effective use of technology and ITS services in a public library environment.

This Committee is empowered to provide advice to the Emerging Technologies Librarian on initiatives and actions that are within the scope of their responsibility areas, within the APLEN budget allocations, and within the approved Business and work plans. The APLEN Standing Committee approves the Business and work plans.

This Committee reports to the APLEN Standing Committee through the APLEN Emerging Technologies Librarian and Director, APLEN.

Responsibilities:

To serve as a forum for APLEN to seek creative advice and assistance on technical infrastructure issues.

To provide support and advice to the APLEN Emerging Technologies Librarian on technical issues impacting on service delivery in public libraries.

To advise the APLEN Emerging Technologies Librarian on effective and timely deployment of technical infrastructure initiatives or projects of benefit to the public library community.

To recommend strategic directions for technology, consistent with the goals and objectives of APLEN

To act as representatives for member libraries.

To liaise with member libraries in the service in order to seek feedback on technical needs and developments as required, and to communicate back to member libraries about outcomes and the work of the Committee.

To share information with committee members about emerging trends and issues related to training.

To review proposed standards, guidelines and policies, ensuring that they reflect changing times and practice.

To participate in the evaluation of technology initiatives.

Authority

The Committee has the authority to work with the APLEN Emerging Technologies Librarian to provide advice and expertise when required.

Budget:

The annual budget for the APLEN Technology Infrastructure Committee will include an allocation for the Committee to conduct meetings and carry out its activities. Members are reimbursed for meeting expenses.

Membership:

The Committee shall be composed of:

- One representative from each node library, or delegate
- Representation from Libraries Branch (Alberta Government).
- APLEN Emerging Technologies Librarian (ex officio)
- Director, APLEN (ex officio)
- TAL, ITS Director (ex officio)

The Chair of this Committee shall be chosen by the members of the group. The Committee may be chaired by the Emerging Technologies Librarian or by an individual selected by the Committee members. Other TAL staff may be resources to the Committee, as necessary.

The APLEN Standing Committee shall appoint the committee members, and appointments shall be reviewed annually.

Appointees to this committee must have a strong interest in ITS and will have an understanding of issues relating to ITS in public libraries.

Reports:

The Committee report to the APLEN Standing Committee through the Emerging Technology Librarian and/or Director, APLEN.

Meetings:

Given the nature of the work, the Committee shall meet at least yearly; and the use of email and listservs for ongoing discussion and communication is anticipated. As situations develop, subcommittee meetings may be required between meetings. Meetings shall be held at the call of the Emerging Technologies Librarian in consultation with the Chair.

Evaluation:

The Committee's work will be compared annually against its Terms of Reference and workplan.