

## THE ALBERTA LIBRARY

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### Terms of Reference

## Licensing Service Committee

### Type of Committee

Service

### Purpose

The Licensing Committee is established to provide advice to The Alberta Library's licensing staff on the development of the licensing program particularly with respect to new initiatives and when significant changes in the service are under consideration. One specific emphasis for this Committee is the Universal Core initiative.

### Committee Responsibilities

- To ensure appropriate consultation with TAL members and provide advice on licensing initiatives.
- To liaise with member libraries to seek feedback on matters, as required, and to communicate back to the member libraries about outcomes and the work of the committee.
- To share information about emerging trends and issues related to licensing of electronic resources.
- To provide for evaluation of the existing Universal Core collections.
- To recommend a process for providing advice for the selection of products for licensing through Universal Core or other licensing initiatives.
- To provide written recommendations on matters of policy, financial implications and strategic directions for TAL's licensing services.
- To recommend the establishment of project teams to assist in carrying out the work of the Committee.

### Budget

The annual budget will include an allocation for the Committee to conduct meetings. Members are reimbursed for all meeting expenses, including travel.

### Membership and Composition

The Chief Executive Officer will appoint a maximum of 8 members to the Licensing Committee.

The Committee shall choose a Chair or Co-Chairs from amongst the members. Appointments will be made in January and will be for a two-year term. The membership will include licensing, collection development, reference and public service staff representing all library sectors, in addition to representation from the APLEN Standing Committee and Post-secondary Library Directors Standing Committee. It is recognized that a blend of public, special, and academic library members are needed to represent the diversity of TAL's licensing programs. The Licensing Coordinator and Chief Executive Officer or designate will be ex-officio members. Other TAL staff may be called upon as resources as necessary.

### **Reports**

The TAL staff liaison, in consultation with Committee members, is responsible for reporting on the work of the Committee. Meeting notes and other relevant documentation may be submitted to the TAL Executive through the Chief Executive Officer. Recommendations on matters related to policy, finances and strategic direction shall be provided to the Chief Executive Officer by the TAL staff liaison to the Licensing Committee.

### **Meetings**

Meetings of the Committee will be held at least twice annually and will be at the call of TAL's Licensing Librarian in consultation with the Chair.