

THE ALBERTA LIBRARY

Terms of Reference

APLEN Technology Training Team

Type of Committee

Project Team

Purpose

The APLEN Technology Training Team is responsible for assisting the APLEN Technology Training Coordinator with the development and delivery of training initiatives and opportunities for the public library staff.

This group was formed informally in 2000 and has met irregularly since then. The group was created primarily as a means to disseminate technology and training information from APLEN.

Responsibilities

- To provide support and advice to the APLEN Standing Committee on the APLEN training program through the APLEN Technology Training Coordinator.
- To ensure effective and timely development of training initiatives of benefit to the public library community.
- To work effectively with other APLEN and TAL committees that focus on electronic services.
- To communicate effectively with the public library community on training initiatives and opportunities.

Budget

Members are reimbursed for all meeting expenses.

Membership and Composition

The Committee shall be composed of:

- One representative from each node library, or delegate
- Representation from Alberta Municipal Affairs
- APLEN Technology Training Coordinator (ex officio)

Ex officio members may also include the APLEN Program Manager. The chair of this committee shall be chosen by the members of the group.

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

Reports

The Committee members report to the APLEN Standing Committee through the APLEN Program Manager.

Meetings

Given the nature of the work, the Committee shall meet twice a year; the use of email and listservs for ongoing discussion and communication is strongly encouraged. As situations develop, subcommittee meetings may be required.

Evaluation