

# Terms of Reference

## Jisc Collection Management Community Advisory Board

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These Terms of Reference were developed to reflect the role and purpose of the Jisc Collection Management Community Advisory Board (Jisc CMCAB) which was established in early 2016. The Board is a successor to the Copac Collection Management Tools Project Board which successfully steered the CCM Tools project from inception to the point in early 2016 when the Tools were made widely available to libraries. The name, purpose and role of the group was reviewed and revised to reflect changes in the operating context for collection management activity at Jisc and in the wider community. The Terms of Reference are reviewed annually.

### Role and purpose

- To advise Jisc on the development of collection management services for the library community
- To actively provide feedback and comment on service proposals and developments
- To represent the views of the community in the development of services and activities
- To support and facilitate the development of a community of collection management professionals in the UK in order to share good practice, develop a skills base and capture requirements for future services
- To act as advocates for the development of a cooperative approach to the management of monograph collections and bibliographic data
- To work in partnership with other groups (such as Jisc's Library Management & Bibliographic Data Services Advisory Group LMBDSAG) to ensure that strategic developments are informed by community needs. This will be facilitated by the CMCAB Chair's membership of LMBDSAG
- To encourage awareness of strategic and service developments in the community

## Membership

- Membership is by invitation and is open to senior collection management practitioners and managers, appropriate Jisc staff and representatives of relevant community or professional organisations who wish to support the aims of the Board
- Period of membership is not restricted and is dependent on individual members' preference. It is preferred that those members standing down from the Board provide 3 months' notice of their departure

## Review

- The Board will review the relevance/value of its work and terms of reference annually

## Working arrangements

- Board meetings will be held approximately 3 times per year. Additional meetings may be called depending on activity and consultation required over a given period
- Meetings will be organised by Jisc staff who will also be responsible for generating and circulating the agenda and papers, in consultation with the Chair and other members as required. Notes and actions will be produced and circulated following meetings by Jisc staff
- Outputs from the Board will be publicised to the wider community via appropriate blogs and email lists e.g. [LIS-COLLECTION-MGMT@Jiscmail.co.uk](mailto:LIS-COLLECTION-MGMT@Jiscmail.co.uk)).
- The Chair will be appointed by invitation with the approval of the Board
- Non-members may be invited to attend meetings on an ad-hoc basis as required
- Reasonable travel expenses for attendance at meetings will be reimbursed by Jisc if required
- An email distribution list will be used ([CCM-BOARD@Jiscmail.ac.uk](mailto:CCM-BOARD@Jiscmail.ac.uk)) to facilitate communication between Board members and to circulate official papers and documents as required. This list will be managed by Jisc staff. All Board members will remain as subscribers to this list for the duration of their membership