



Serials Management Sub-Committee (SMSC) Terms of Reference and Mode of Operation

Approved: CSC <2016-05-10>

Purpose:

The purpose of the Serials Management Sub-Committee is to plan and complete work to customize vendor supplied title lists to accurately reflect CRKN entitlements. These lists would then be supplied to link resolvers to create CRKN specific targets in the knowledge base.

Terms of Reference:

The Serials Management Sub-Committee is established under the authority of the Content Strategy Committee to assist it in reviewing and making recommendations to the Board regarding the overall direction of the CRKN content program.

The SMSC will report to the Content Strategy Committee. The stated goals of the Serials Management Sub-Committee are:

1. Develop a work plan, including undertaking decisions on the prioritization of title lists, establishing timelines for the completion of the project, and recommending an ongoing updating schedule to maintain the currency of the knowledge base;
2. Establish which link resolvers will be included in this project;
3. Benchmark and include new standards such as KBART;
4. Ensure appropriate and most versatile formatting of documents;
5. Collaborate with relevant regional groups where work overlap or linkages may occur (e.g. OCUL, CAUL, BCI, COPPUL);
6. Form lines of accountability and efficient task group communication methods;
7. Update the Content Strategy Committee (CSC) on a regular basis to ensure oversight of the project;
8. Determine applicable connection to the License Information Module (LIM);
9. Create documentation of process and guidelines; and,
10. Undertake training for, and migrate the ongoing title list update process to CRKN staff.

Membership:

Membership of this task group will be as follows:

- A maximum number of 8 staff members or librarians drawn from the membership with diverse expertise using a variety of link resolvers (e.g. EBSCO, Alma, SFX, CUFTS, OCLC, Serial Solutions, or others as needed)

- CRKN staff will provide regular administrative support as required for the task group

Appointment Process:

Task group members are appointed by the Content Strategy Committee.

Chair:

The SMSC is chaired by a member as designated by the Content Strategy Committee.

Term:

- Three year staggered terms, normally once renewable.

Meetings:

- Meetings may be held at any place as the Chair may determine
- Meetings may be held at any time provided written notice has been given to each committee member at least 7 days, exclusive of the day on which notice is given, before the meeting is to take place. Notice of meetings may be waived by unanimous written consent of task group members
- Quorum for meetings is a majority of task group members (excluding CRKN staff)

Lines of Accountability and Communication:

- The SMSC is accountable to the Content Strategy Committee.
- The sub-committee Chair reports on its activities to the CSC, and submits written recommendations as required for the Board of Directors' consideration
- Distribution of meeting summaries, minutes and documents is handled by the sub-committee Chair through the CRKN office, to ensure accurate and consistent information is distributed to appropriate parties.

Financial and Administrative Policies:

- Service on the SMSC is non-remunerative
- Travel and meeting expenses for task group members are reimbursed according to the policies and procedures of CRKN
- Members of the task group will comply with Board-approved conflict of interest guidelines and procedures

Timeframe: Indefinite duration.