

## **Preservation and Access Committee Terms of Reference**

**Approved: CRKN Board of Directors, March 21 2018**

### **Purpose:**

Reporting to the CRKN Board of Directors, the Preservation and Access Committee (PAC) will assist the Board in its activities by reviewing and making recommendations regarding the development and management of the Canadiana and Trustworthy Digital Repository (TDR) platform and the associated services and capabilities.

### **Terms of Reference:**

The Preservation and Access Committee is established by the Board of Directors as a Standing Committee of the Board, pursuant to section 12 of the Corporations' by-Laws. The PAC is responsible for:

- Assessing the digital preservation and access requirements of members and other stakeholders and making recommendations on how the TDR should be leveraged to address these needs
- Recommending and monitoring a long-term strategy for the development, positioning and use of the TDR that follows from CRKN's strategic plan.
- Making recommendations for:
  - Extending the TDR to support additional formats and types of content and metadata
  - Developing new services, APIs and features to aid researchers and other users in discovering, accessing and making use of the content and metadata stored in the TDR
  - Integrating the TDR with other digital preservation and access systems
  - Developing features to provide content management, digital asset management or institutional repository services
  - Other enhancements or extensions
- Making recommendations on the prioritization of the development and enhancement of TDR features and capabilities
- Identifying opportunities to align and integrate the TDR platform with other digital preservation and access initiatives in Canada and internationally
- Creating and overseeing technical working groups as needed to evaluate specific standards, practices and technologies relevant to the development of the TDR, to be comprised of a combination of experts from member institutions, other stakeholders and staff
- Assessing the value and replacement cost of the TDR platform and its content; assessing short and long-term risks to both; and evaluating the adequacy of disaster prevention and recovery plans and resources
- Making recommendations on goals and standards for preservation, data security, service availability, support and issue resolution
- Making recommendations on standards for access and functionality including metadata standards
- Assuming such other responsibilities as from time to time may be delegated by the Board.

The Committee will take a consultative approach to its work, engaging members as appropriate, and will provide regular feedback to members through the channels outlined below in Lines of Communication.

**Membership:**

- One (1) University Librarian or equivalent or senior archivist elected to Board of Directors in the position of Chair of the Preservation and Access Committee
- One (1) librarian or archivist appointed by the Board of Directors at the recommendation of the Executive Committee as Vice-Chair
- Four (4) librarians and/or archivists who collectively possess experience in each of the following areas:
  - Digital preservation standards and practices
  - Library metadata standards and practices
  - Archival metadata standards and practices
  - Digital asset management systems and/or institutional repositories
- One (1) scholar or researcher with digital humanities research and/or data mining experience
- Two (2) other members from content creation/owner/custodian communities, user communities, or the content management communities, appointed by the Chair to complement the range of experience and perspectives of the committee.
- One (1) CRKN staff member as a non-voting member

Pursuant to section 13(4) of the Corporation's by-laws, the CRKN Executive Director is entitled to be present at and to participate in all meetings of any committee of the Board (unless the chair of the meeting requests that the Executive Director not be present for all or part of a meeting), and is entitled to receive notice of meetings and all information provided to members of any such committee relating to matters before the committee, but will have no right to vote as a member of a committee with respect to any matter.

At the discretion of the Executive Director, and in consultation with the Committee Chair, other CRKN staff may be called upon to participate in meetings as resource personnel, as required.

**Appointment Process:**

- The Chair of the PAC is an elected position to the Board of Directors, according to the by-laws of the organization and serves as liaison to the Board
- The Vice-Chair of the PAC is appointed by the Board of Directors, at the recommendation of the Executive Committee.
- The Chair of the PAC is able to recommend up to two additional members from the digital content creation, management and user communities for the Board of Directors to appoint.
- Other members of the PAC are recommended for appointment by the Executive Committee to the Board of Directors.

**Term:**

- The PAC Vice-Chair and the other members are ordinarily appointed for a three-year terms, normally once renewable. One- and Two-year terms may be offered, at the Board's discretion, to facilitate an orderly, staggered renewal process.
- The term of the Chair cannot extend beyond their term on the Board.

**Chair:**

- The Committee is chaired by the Chair of the PAC as elected by the CRKN membership, pursuant to section 8(2)(d) of the by-laws.

**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 committee members
- Quorum for meetings is a majority of committee members
- Normally the PAC meets bi-monthly via teleconference, and 2-3 times per year in person, as required
- Additional deliberations may be conducted via email between meetings as required
- In order to maintain the balance of representation and to ensure continuity and effectiveness of the PAC, substitution of representatives at meetings is not permitted

**Lines of Accountability and Communication:**

- The PAC is accountable to the Board of Directors
- The Chair of the PAC reports on its activities to the Board of Directors, and submits written recommendations as required for the Board of Directors' consideration
- Minutes and documents of the PAC are held confidential, and not for redistribution by committee members
- Following each PAC meeting, a summary of the meeting is prepared by staff, reviewed by the Executive Director and the PAC Chair for posting and circulation to the CRKN membership.
- Distribution of meeting summaries, minutes and documents is handled through the corporation office, to ensure accurate and consistent information is distributed to appropriate parties
- Meeting summaries and official communications are made available in French and English

**Financial and Administrative Policies:**

- Service on the PAC is non-remunerative
- Travel and meeting expenses for PAC members are reimbursed according to the policies of CRKN, including the Travel Expense Policy
- Members of the committee will comply with Board-approved governance and organizational policies, including code of conduct and conflict of interest policies