

**Heritage Content Priorities Task Group  
Terms of Reference**

**Approved by the Preservation and Access Committee: 2018-10-05**

**Objective:**

The objective of the Heritage Content Priorities Task Group (HCPTG) is to develop principles and criteria that CRKN staff may use to evaluate and prioritize heritage content for digitization and ingestion, conversion and augmentation of the Canadiana collections (such as [Canadiana Online](#) and [Héritage](#)). The HCPTG will ensure that additions to the collections are in line with the content priorities of the CRKN membership, the National Heritage Digitization Strategy (NHDS) and the broader Canadian heritage community.

The HCPTG will also recommend and prioritize plans for making current and future collections more accessible to researchers by means of enhanced metadata and improved collection arrangement.

In addition, the HCPTG will make recommendations to the Preservation and Access Committee (PAC) and the Board of principles and criteria that CRKN staff may use in evaluating and prioritizing revenue generating projects of digitization, preservation and hosting undertaken for third-party clients.

**Goals:**

1. Review an inventory/audit of existing digital heritage content in the Canadiana collections, and review historic Canadiana collection development strategies.
2. Leveraging the survey work of the NHDS Steering Committee, and other community inventories, and understanding the historic Canadiana collection development principles, identify heritage content available to be digitized and suitable for addition to Canadiana collections.
3. Develop a set of principles for the inclusion of content into Canadiana collections (whether digitized by Canadiana or by other parties).
4. Develop criteria by which heritage content can be assessed for digitization and develop priorities that CRKN staff can use in determining what content to add to the Canadiana collections.
5. Develop criteria for identifying collections for enhanced metadata (e.g. prioritizing Héritage collections for OCR processing and collections that would benefit from crowdsourcing of transcription)
6. Make recommendations about the criteria by which third-party digitization (and hosting) projects should be assessed and recommend priorities for accepting these projects.
7. Identify additional high-value content of interest (according to the criteria set in goal 3) that might be digitized outright, or in combination with one or several partners.

**Membership:**

- One (1) current member of the Content Strategy Committee (CSC), appointed by the CSC.
- One (1) current member of the PAC, appointed by the PAC.
- One (1) member of the former CRKN Advisory Committee on Héritage Priorities, if available, appointed by the PAC.
- Up to five (5) librarians, archivists or curators with collection development experience from CRKN's member institutions, who shall, when possible, reflect the diversity of CRKN membership (small, medium, and large institutions) and regional diversity appointed by the PAC.

A CRKN staff member, shall be appointed by the Executive Director to provide support to the HCPTG. In consultation with the Chair, other CRKN staff may be called upon to participate in meetings as resource personnel, as required.

**Appointment Process:**

The members of the HCPTG will be appointed, as noted above, by either the PAC or the CSC for the duration of the HCPTG. . As the HCPTG will function for a fixed duration, no rotation of member terms is expected.

**Chair:**

Either the CSC representative or the PAC representative will serve as Chair of the HCPTG, as willing, and by agreement with the Chair of the PAC.

**Meetings:**

Meetings will be held using web-meeting facilities as the Chair may determine. A minimum of 4 and maximum of 10 meetings are anticipated.

Meetings may be held at any time provided written notice has been given to each task group 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 HCPTG members.

Quorum for meetings is a majority of (non-staff) HCPTG members.

**Lines of Accountability and Communication:**

The HCPTG is primarily accountable to the PAC with reporting also to the CSC.

The Chair of the HCPTG reports on its activities to both the PAC and the CSC, and submits written recommendations as required for the consideration of the PAC and CSC.

The HCPTG will take a consultative approach to its work, engaging members and stakeholders as appropriate.

**Financial and Administrative Policies:**

Service on the HCPTG is non-remunerative;

Travel and meeting expenses for HCPTG members will be reimbursed according to the policies and procedures of CRKN.

Members of the HCPTG will comply with Board-approved conflict of interest guidelines and procedures.

**Timeframe:**

It is expected that the HCPTG will be formed and begin work in February 2019, and will deliver a final report, including recommendations to both the PAC, and the CSC by September 2020. As such, no rotation of member terms is expected.