

Heritage Content Priorities Task Group Terms of Reference

Approved: Preservation & Access Committee, October 5, 2018
Revised and Approved: Preservation & Access Committee, May 15, 2019

Objective:

The objective of the Heritage Content Priorities Task Group (HCPTG) is to establish a scope of work for the development and enhancement of Canadiana content through 1) principles for content inclusion; 2) guidelines for digitization criteria and priorities; and 3) recommendations to increase discoverability. The work of the HCPTG will integrate the priorities of the CRKN membership and will strive to work with the broader Canadian heritage community.

In addition, the HCPTG will make recommendations on 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.

The HCPTG will deliver a final report, including recommendations to both the Preservation and Access Committee (PAC), and the Content Strategy Committee (CSC) by September 2020. In the interim, the HCPTG will make recommendations to the Preservation and Access Committee (PAC) and the Board that supports the ongoing development of Canadiana content.

Goals:

1. Review the content and structure of the Canadiana collections as well as any existing Canadiana collection development strategies.
2. Consult with key stakeholders during the development of goals 3 and 4, including but not limited to LAC, BANQ and NHDS. Consult with these stakeholders to better define the landscape of digitized heritage content in Canada in order to set priorities for the Canadiana collections.
3. Develop a set of principles that will define a scope of content for the Canadiana collections.
4. Develop criteria based on the above principles that will facilitate the selection of projects and prioritization of work within various streams of collection development and enhancement.
5. Recommend criteria by which revenue-generating digitization and hosting projects that CRKN may undertake should be assessed and recommend priorities for accepting these projects.

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.