Preservation and Access Committee
Terms of Reference

Approved: CRKN Board of Directors, March 21, 2018

Revised: CRKN Board of Directors, May 17, 2018

Revised: CRKN Board of Directors, January 29, 2021

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 Trustworthy Digital Repository (TDR) preservation platform and the Canadiana access platform, the Canadiana collections, and the associated services and capabilities of digitization, preservation, and hosting.

Terms of Reference:

The PAC is established by the Board of Directors as a Standing Committee of the Board, pursuant to section 12 of the Corporation's By-Laws.

The PAC is responsible for:

Canadiana Trustworthy Digital Repository (TDR) preservation and access platforms

- Recommending and monitoring a long-term strategy for the development, positioning and use of CRKN's digital preservation and access platform and services that follows from CRKN's strategic plan.
- Overseeing the audit of the Canadiana Trustworthy Digital Repository (TDR)
- Identifying opportunities to align and integrate CRKN's preservation and access capabilities with other digital preservation and access initiatives in Canada and internationally
- Assessing the value and replacement cost of the preservation and access platforms and their 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, reporting metrics, data security, service availability, support and issue resolution that are in line with community standards
- Assessing user needs and making recommendations on the development of discovery and access services

Canadiana Collections

- Making recommendations on the scope, size, and development priorities for the Canadiana collections, ensuring that development, curation, description and arrangement be done in collaboration with the users of the collection, guided by, and respectful of, Indigenous Knowledges.
- Making recommendations and overseeing the inclusion of member, partner and client content within the Canadiana collections
- Making recommendations on the description and presentation practices for collections, including ways to improve access to content and the ongoing review and decolonizing of content relating to Indigenous peoples

- Recommending ways in which the collection can be integrated into the research ecosystem through partnerships, development of features, such as APIs, etc.
- Recommending ways in which the collections can be promoted to members, stakeholders and the general research community
- Making recommendations on standards for access, discoverability and functionality including metadata standards

CRKN's digitization, preservation, and hosting services

- Assessing the digitization, hosting and digital preservation needs of members and other stakeholders, and making recommendations on how the CRKN's services can best be leveraged to address these needs
- Making recommendations on the types of projects that CRKN should accept.
- Recommending ways in which CRKN's services can be promoted to members, stakeholders and the general GLAM community

Other:

- Creating and overseeing technical working groups as needed to evaluate standards, practices, technologies, and priorities relating to digital preservation, platform development, collection development, metadata standards and practices, and other activities and services related to the TDR and its content
- 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:
    o Digitization standards and practices
    o Digital preservation standards and practices
    o GLAM metadata standards and practices
    o Digital asset management systems and/or institutional repositories
- One (1) scholar or researcher with digital humanities research and/or data mining experience
- Up to Three (3) other members with expertise in the GLAM (gallery, library, archive, and museum) sector, appointed by the Chair to complement the range of experience and perspectives of the committee.

Pursuant to section 13(4) of the Corporation's by-laws; the 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 three additional members from the GLAM 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 term, 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 agreed between the Chair and the Executive Director
- 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