



## Canadiana Content Sub-Committee (CCSC) Terms of Reference

Approved: Preservation and Access Committee, 2022-07-14

### Objective:

The role of the Canadiana Content Sub-Committee (CCSC) is to provide CRKN staff with guidance and recommendations for developing and enhancing the Canadiana collections and implementing the content development recommendations of the Heritage Content Priorities Task Group (HCPTG) Report.

The CCSC is expected to provide guidance on the following, as outlined in the HCPTG report:

- creating collection development strategies for Canadiana content including the development of a process for identifying, prioritizing, and adding new content
- ensuring that the collections embody the following principles:
  - Representative: The Canadiana Collections will be developed to represent the geographic, socio-cultural, and linguistic diversity of Canada with a view to historically under-represented and marginalized voices and communities.
  - Collaborative: The Canadiana Collections will be developed in close collaboration with CRKN members, stakeholders, and other partner organizations to ensure alignment of priorities and to avoid duplication of effort.
  - Open Access: The Canadiana Collections will focus on open access content when possible, recognizing that some valued materials, for cultural reasons, may not be appropriate for open access.

It is anticipated that the CCSC will initially meet every two months as HCPTG recommendations are implemented and will eventually transition to meeting on an as needed basis.

### Membership:

- One (1) current member of the PAC to act as Chair
- One (1) member with expertise working with Indigenous archival materials
- One (1) staff member from Library and Archives Canada who engages with digital collections in their work
- One (1) to three (3) librarians, archivists, or curators with collection development experience from CRKN's member or associate member institutions, who shall, when possible, reflect the diversity of CRKN membership (small, medium, and large institutions, and regional diversity)
- One (1) to three (3) scholars or researchers from CRKN's member or associate member institutions who use Canadiana content in their research
- One (1) independent scholar or researcher at a non-CRKN member institution who uses Canadiana content in their research

The sub-committee will be supported by a CRKN staff member as designated by the Executive Director. Other CRKN staff may be called upon to participate in meetings as resource personnel, as required.

### Appointment Process:

The PAC will appoint the members and Chair of the CCSC. In keeping with the principle of a representative collection, candidates with experience working with historically under-represented and marginalized voices and communities should be prioritized for membership on the sub-committee.

**Term:**

Members may be appointed for a term of two years and may be re-appointed for one additional term with the consent of the member and at the discretion of the PAC. Terms will be staggered to ensure continuity.

**Chair:**

The Chair of the subcommittee will be a member of the PAC as appointed by the PAC.

**Meetings:**

Meetings may be held at any time, provided written notice has been given to each sub-committee member at least 7 days in advance, 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 sub-committee members.

Meetings will be virtual and held as needed as determined by the Chair. The Chair, in consultation with CRKN's Executive Director, may choose to hold one in-person meeting annually, location to be determined.

Quorum for meetings is a majority of sub-committee members.

**Lines of Accountability and Communication:**

The sub-committee is accountable to the PAC. The Chair of the CCSC will provide regular reports on the activities of the sub-committee to the PAC, and submit written recommendations as required for the PAC's consideration.

**Financial and Administrative Policies:**

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

These terms of reference are subject to review by the PAC initially after one year, and subsequently every three years.