



Canadian Research
Knowledge Network

Réseau canadien
de documentation
pour la recherche

Preservation and Access Committee Terms of Reference

Approved: CRKN Board of Directors, March 21, 2018

Revised: CRKN Board of Directors, January 15, 2026

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 infrastructure and the Canadiana access infrastructure, 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 6.9 of the Corporation's By-Laws.

The PAC is responsible for:

Canadiana Preservation and Access Infrastructure

- Recommending and monitoring a long-term strategy for the development, positioning and use of CRKN's digital preservation and access infrastructures and services that follows from CRKN's strategic plan.
- Overseeing the certification and audit processes in alignment with the evolving standards of the ecosystem, currently, 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 infrastructures 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, data sovereignty, accessibility, 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
- Overseeing the Platform Technical Sub-committee (PTSC) in their assessment of the technological enhancement required to ensure the infrastructure meets the evolving needs of the research community

Canadiana Collections

- Overseeing the work of the Canadiana Content Sub-Committee (CCSC) as they make 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, and that it is respectful of Indigenous-led initiatives in these areas.
- Overseeing the inclusion of member, partner and client content within the Canadiana collections
- Making recommendations on description practices for collections, including ways to improve access to content and to describe content with harmful wording, cultural references, and/or stereotypes.

- 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 CRKN's services can best be leveraged to address these needs
- Making recommendations on the types of digitization and hosting 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, infrastructure development, collection development, metadata standards and practices, and other activities and services related to Canadiana
- Making recommendations and/or provide data to CRKN on comparator repositories or HSS resources for the purposes of user research, infrastructure, collection, or metadata improvements
- 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 the 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
- One (1) staff member from Library and Archives Canada
- One (1) staff member from Bibliothèque et Archives nationales du Québec
- Four (4) librarians and/or archivists who collectively possess experience in each of the following areas:
 - Digitization standards and practices
 - Digital preservation standards and practices
 - GLAM metadata standards and practices
 - Digital asset management systems and/or institutional repositories
- One (1) scholar or researcher with digital scholarship experience related to Canadiana
- Up to Three (3) other members with expertise in the GLAM (gallery, library, archive, and museum) sector, recommended by the PAC and appointed by the Board of Directors to complement the range of experience and perspectives of the committee.

Pursuant to section 7.4 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 PAC is able to recommend up to three additional members from GLAM communities for the Board of Directors to appoint.
- The Executive Committee will issue a call for nominations for other members of the PAC and recommend candidates for appointment by 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 6.2(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 1 time 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
- Distribution of minutes and documents is handled through the corporation office, to ensure accurate and consistent information is distributed to appropriate parties
- 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