

# Scholarly Resources Management Group – (SRMG)

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## Terms of Reference

*Approved: May 16, 2019*

### 1. ESTABLISHMENT OF THE COMMITTEE

- 1.1 There is hereby established and constituted a committee of Library Council to be known as the Scholarly Resources Management Group, to exercise the duties and powers and to perform the functions hereafter described.
- 1.2 The Committee shall be composed of the following membership:
  - 1.2.1. Associate University Librarian, Resources & Discovery (Chair)
  - 1.2.2. One representative member from each Dalhousie Library as described in Item 1.5.
  - 1.2.3. Resources Management Librarian
  - 1.2.4. Collections Analysis Librarian
- 1.3 Representative members will serve for two (2) year renewable terms.
- 1.4 Members may be appointed by the University Librarian on the basis of their specific expertise or portfolio.
- 1.5 Representation from individual libraries shall be the Library Head or a designated individual working in collaboration with their Library Head.
- 1.6 When a member is unable to fulfill their term, they shall notify the Chair of their resignation. The Chair will invite the affected library to recommend another candidate.
- 1.7 The Committee will review its Terms of Reference every two (2) years, and will submit revisions or additions to Library Council.
- 1.8 The Committee will provide an Annual Report to Library Council.

### 2. DUTIES AND RESPONSIBILITIES

#### *Primary Responsibilities:*

- 2.1 SRMG will inform and advise Library Council regarding collection development and the management of print and electronic resources, including selection, de-selection, and discovery, with a focus on system-wide resources and practices.

2.2 Consult the Senior Leadership Team regarding one-time funds (eg. significant donations, endowments, US dollar reconciliation), major purchases, rationalizations, and cancellations under consideration for the system-wide Electronic Access Fund (EAF).

2.3 *Primary objectives:*

- Provide advice to Library Heads regarding local collection matters.
- Share information about licensing activities of consortia of which Dalhousie is a member.
- Collaborate with the Disaster Management Team to provide support in the event of disasters that affect collections such as flood, mould, fire, or hardware failures.
- Provide guidance on publisher pricing policies that impact Dalhousie collections.
- Provide guidance on the formulation and revision of collecting and de-selecting policies.
- Provide guidance to subject selectors about new publication formats and purchasing options.
- Provide guidance to subject selectors about course and program assessments as required.
- Participate in or conduct evaluations of resources already acquired or under consideration for acquisition.

### **3. MEETINGS**

3.1 The Committee will meet as required. The Committee will determine dates and times of the committee meetings.

3.2 The Chair may call a special meeting at any time or by request of a majority of the Committee members.

3.3 The Chair shall appoint a secretary to keep minutes of the meetings of the Committee.

3.4 The Chair shall be elected by the Committee and serve for a period of two years.

### **4. DOCUMENTATION**

4.1 The Committee will retain meeting agendas, minutes, and other documentation and make these available to Library Council.

4.2 The Chair will be responsible for retaining records in compliance with any university records retention requirements.