

Dalhousie Libraries' Preservation Committee

Terms of Reference February 2021

1. Mandate

- 1.1. The Preservation Committee (“the Committee”) will advance the Dalhousie Libraries System and the University by acting as an advisory body to Library Council and, ultimately, the Dean of Libraries on issues pertaining to the bibliographical and physical access, preservation, and conservation of the analog, multimedia, and digital resources held by the Dalhousie Libraries.
- 1.2. The Committee is responsible for making recommendations to Library Council regarding the preservation and conservation of analog, multimedia, and digital resources held by the Dalhousie Libraries, including archival and special collections.
- 1.3. The Committee is responsible for carrying out Preservation Planning functions defined in the Open Archival Information System (OAIS) standard (ISO 14721:2012).
- 1.4. The Committee shall provide a forum for all members to discuss preservation and conservation issues in a collegial and open setting.
- 1.5. The Committee shall provide a forum for members of the Dalhousie research and academic community to raise concerns related to the preservation of analog, multimedia, and digital resources held by the Dalhousie Libraries.

2. Duties and Responsibilities

- 2.1. The Committee shall consult with the Libraries' Senior Leadership Team and members of Library Council as needed, particularly on issues pertaining to preservation staffing requirements, space planning, and resource allocation.
- 2.2. The Committee shall seek input from Dalhousie Libraries staff, faculty, and students when appropriate.
- 2.3. While not limited to the following, the Committee shall consider and vote on:
 - 2.3.1. Guidelines and procedures related to the preservation and conservation of analog, multimedia, and digital collections held by the Dalhousie Libraries.
 - 2.3.2. Recommendations regarding staffing and resource allocation for preservation and conservation initiatives.

2.3.3. Recommendations regarding collections storage, prioritization of reformatting efforts, procurement of supplies and external reformatting services, and environmental monitoring.

2.3.4. Preservation strategies and plans and file format specifications developed as part of the Libraries' efforts to comply with the Preservation Planning functions described in ISO 14721:2012

3. Membership

3.1. The Associate Dean, Resources and the Associate Dean, Archives, Special Collections, and Records Management are non-voting ex officio members of the Committee.

3.2. The Digital Archivist, Special Collections Librarian, and Resources Management Librarian are voting ex officio members of the Committee.

3.3. The Committee shall have no more than three voting members-at-large from Dalhousie libraries not already represented by ex officio members.

3.3.1. Members-at-large shall be recommended by Heads.

3.3.2. Members-at-large serve for two-year renewable terms.

4. Operating Procedures

4.1. Quorum shall be 50% + 1 of the voting members of the Committee.

4.2. Decisions of the Committee shall be made by simple majority vote. Voting will be conducted by show of hands.

4.3. A motion to refer a matter to secret ballot conducted among voting members of the Committee shall be considered a procedural motion that requires a simple majority to pass.

4.4. The Committee shall elect a Chair from among voting members who allow their name(s) to stand. The term of this position shall be defined as one year commencing July 1. Any exception to the Chair's term shall be determined by a vote of the Committee. Any individual can be elected Chair for multiple consecutive years.

4.5. The Committee shall appoint a recording Secretary at each meeting. Any individual can be elected Secretary for multiple meetings, but the Committee shall attempt to rotate the recording Secretary role whenever possible.

- 4.6. Any member of the Committee including non-voting ex officio members may propose an agenda item.
- 4.7. Any member of the Committee including non-voting ex officio members may make a motion.
- 4.8. The Committee will meet as required. The Chair, in consultation with the members of the Committee, will determine meeting dates and times.
- 4.9. The Chair, with as much notice as possible, may call special meetings of the Committee to discuss urgent or time sensitive matters.
- 4.10. The Secretary shall distribute minutes of the Committee to all members for approval and correction.

5. Duties and Responsibilities of the Chair

5.1. The Chair shall:

- 5.1.1. Ensure orderly discussion including timely conclusion of scheduled meetings
- 5.1.2. Ensure that, within time limitations of scheduled meetings, all members wishing to speak on an issue are recognized
- 5.1.3. Complete an annual report of the Committee's activities to be forwarded to the Committee and to members of Library Council by August 31 of each calendar year
- 5.1.4. Manage Committee records in compliance with the University Records Management Policy and related records classification and retention schedules

6. Duties and Responsibilities of the recording Secretary

6.1. The recording Secretary shall:

- 6.1.1. Record minutes and distribute same in a timely fashion
- 6.1.2. Collect agenda items for scheduled meetings
- 6.1.3. Distribute agendas and supporting documentation at least three business days before a scheduled meeting
- 6.1.4. Distribute draft minutes to members for correction and approval