

Jisc Library Hub Community Advisory Board

Terms of Reference

Core Aims of the Advisory Board

To advise Jisc on the development of Library Hub services for the library community, supporting collection lifecycle management, discovery, and bibliographic metadata management.

To actively provide feedback and comment on service proposals and developments.

To represent the views of the community in the development of services and activities.

To support and facilitate the development of a community of collection management professionals and engage with existing metadata and discovery professional organisations in the UK to share good practice, support the development of a skills base and capture requirements for future services.

To act as advocates for the development of a cooperative approach to the management of both monograph and serials collections and bibliographic data.

To promote the importance of efficient and high-quality bibliographic data flows as a key driver for effective collection lifecycle management.

To provide an advisory role for the NBK, Library Hub service developments, operational impacts, and related issues.

To work in partnership with other Jisc and non-Jisc groups and to ensure that strategic developments are informed by community needs.

To encourage awareness of strategic and service developments in the community.

Governance and Organisation

Jisc will act as the convenor and secretariat for the Board. The Board will meet not less than three times per year. Meetings will primarily be online, to allow for greater regularity, inclusivity, efficiency, cost-effectiveness and to minimize the environmental impact. However, at least one face to face meeting per year will take place where circumstances allow.

Membership structure

Members will be senior practitioners or managers from the academic, research and specialist library community reflecting a diverse range of roles, both practical and strategic, across institutions. Representatives of relevant community or professional organisations may also be represented and the Board will retain the opportunity to co-opt additional members where it is felt that they will enhance overall performance. The Board will ensure that it reflects the range of libraries who contribute to the National Bibliographic Knowledgebase and benefit from Library Hub services:

- Chair
- Up to 12 senior members from across the academic research and specialist library community library community, including:
 - Representation from SCURL
 - Representation from WHELP
 - Co-opted members, with particular expertise and insight, as agreed by the Board membership
 - Relevant Jisc staff as appropriate

Term of Membership

Membership will be for a term of three years, with the option for renewal.

The appointment of members from the academic library community will be by nomination, invitation or application and will be approved by the Board. In order to ensure a balance of membership representing the diversity of UK academic libraries, the call for nominations may focus on particular groups.

The process for appointment will be reviewed every two years.

A member will be considered as having stood down if:

- The member has two un-notified absences in a row (“un-notified” means the member did not call a reasonable contact in the organisers before the upcoming meeting to indicate they would be absent).
- The member has three notified absences in a row.

Responsibilities of members

Declare to the Board any interests in or significant commitments to other companies or organisations, which may relate to areas of work or interests that the Board is discussing and/or providing advice to Jisc.

Act in good faith towards the wider Board membership and Jisc.

Meetings and Administration

Dates for all 3 meetings of the year will be scheduled annually.

Agenda and papers will be circulated not less than 1 week prior to meetings.

Action list will be circulated no more than 1 week after meetings.

The Board's time is more effectively used if information/papers are circulated and read in advance, so that time in meetings is given to discussion of issues and actions rather than sharing information.

Papers presented will follow a consistent approach, based on a framework: recommendation, discussion points and request for action.

Record of meetings to consist of notes of actions and decisions, plus one page meeting summary. Timeliness and traceability are the emphasis rather than production of a narrative record of discussions.

Communication and administration will be supported via a closed LHCAB Teams site. This will facilitate discussion and information sharing outside meetings plus easy access to documents etc.

The Board will have a presence on the Jisc website to include:

- Board members, and terms of office
- Terms of reference
- Meeting dates
- Brief meeting summaries