LIBRARIES AUSTRALIA ADVISORY COMMITTEE TERMS OF REFERENCE

December 2016
1. Purpose and scope

The Libraries Australia Advisory Committee (LAAC) is the principal advisory body to the National Library for the Libraries Australia service. The role of LAAC is to provide advice on policy and strategic issues which influence:

- delivery of the Libraries Australia service
- the broad direction of service development
- changes occurring in the library community which are likely to affect services.

LAAC has the following purposes:

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Scope</th>
<th>Mechanism</th>
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<tbody>
<tr>
<td>Information-sharing</td>
<td>Reporting on strategic initiatives and outcomes</td>
<td>Biannual meetings with reports and papers for discussion and advice.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Email updates from the Library via the LAAC-l – email list</td>
</tr>
<tr>
<td>Advice and consultation</td>
<td>Presenting strategic initiatives and projects in development,</td>
<td>Biannual meetings with reports and papers for discussion and advice.</td>
</tr>
<tr>
<td></td>
<td>gathering feedback, advice and comment</td>
<td>Email updates from the Library via the LAAC-l – email list</td>
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2. Membership

The LAAC is a mix of selected members and appointed representatives of library sectors, peak bodies, and specialist practitioners. Committee members will be sought with a mix of roles and experience, combining senior staff representatives providing a strategic overview with the diversity of day to day operational staff. The National Library will ensure the Committee reflects the geographic spread of membership.

The National Library will co-opt members to the Committee to complement the skills and expertise of LAAC, and ensure diversity of the Committee as necessary.

The National Library will ensure that the Committee memberships nominated by peak bodies, organisations, and other committees are referred back to these bodies for review every three years, or as appropriate.

<table>
<thead>
<tr>
<th>Members and representatives</th>
<th>Number</th>
<th>Mechanism for selection and appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAUL (Council of Australian</td>
<td>two</td>
<td>Selected by CAUL [<a href="http://www.caul.edu.au">www.caul.edu.au</a>]</td>
</tr>
<tr>
<td>University Librarians)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NSLA (National and State Libraries Australasia)</td>
<td>one</td>
<td>Selected by NSLA [<a href="http://www.nsla.org.au">www.nsla.org.au</a>]</td>
</tr>
</tbody>
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Libraries Australia Advisory Committee Terms of Reference
3. Term

Committee members are appointed for a three year term, and may be reappointed for subsequent terms. Committee members may serve for a maximum of three terms.

Reasonable continuity is achieved by ensuring that the terms are not synchronised.

4. Committee Chair

The Director-General seeks nominations for the election of the Chair of the Libraries Australia Committee, and the Committee then elects the Chair. A Committee member must serve at least two years before being eligible for the position of Committee Chair.

The Chair conducts the meetings following an agenda prepared by Libraries Australia staff.

5. Role of Individual Committee Members

Committee members act as a link for information and strategies between the National Library and sector bodies such as the Council of Australian University Librarians (CAUL), National and State Libraries Australasia (NLSA) and other organisations.
The role of the individual members of the LAAC includes:

- ensuring the requirements of stakeholders are met by the Libraries Australia service
- providing advice and guidance to Libraries Australia
- consulting with and reporting back to their constituencies
- considering ideas and issues raised
- reviewing the progress of Libraries Australia activities

6. Governance

The roles and responsibilities associated with the operations and direction of the Libraries Australia service are as follows:

<table>
<thead>
<tr>
<th>Accountable</th>
<th>National Library of Australia (National Collections Access Division &amp; Libraries Australia Branch)</th>
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</thead>
<tbody>
<tr>
<td>Responsible</td>
<td>National Library of Australia (National Collections Access Division &amp; Libraries Australia Branch)</td>
</tr>
<tr>
<td>Consulted</td>
<td>LAAC; Libraries Australia subscribing members</td>
</tr>
<tr>
<td>Informed</td>
<td>LAAC; Libraries Australia subscribing members; external partners and vendors</td>
</tr>
</tbody>
</table>

7. Information requiring special handling

Members of committees providing advice to the National Library are requested to provide a formal undertaking that they will respect the confidentiality of matters discussed in the course of their advisory role. The National Library recognises that Advisory Committee members have a responsibility to report to the wider community, and to note the views of members concerning Libraries Australia. The Library does not wish to restrict this process.

Some matters discussed by the Committee will be sensitive, either for commercial reasons, because they relate to areas of developing National Library policy, or because they are reported in confidence by National Library staff. These matters are shared with Committee members to ensure that, in considering the matters before them, they have a full knowledge of the relevant issues. On all these matters, the Library asks that all members of the Advisory Committee maintain confidentiality.

Some of the agenda papers for meetings of the Advisory Committee may be marked as For Official Use Only (FOUO). These papers and related information, and issues of a commercial or other confidential nature should not be revealed to anybody outside the Committee unless and until the National Library decides that they can be made public.

8. Management of LAAC business
Libraries Australia Branch supports LAAC through the preparation of papers, statistical reports, status updates, stimulus discussions, and regular communication from the Assistant Director-General, National Collections Access.

Libraries Australia Branch is responsible for convening meetings, briefing the LAAC Chair, providing secretariat support, and arranging travel and accommodation for LAAC members to attend meetings.

9. Agenda items, minutes and meeting papers

The LAAC agenda and associated papers are prepared by the Libraries Australia Branch. Papers are a balanced mix of future-focused strategy and information sharing status reports.

Minutes are prepared by Libraries Australia Branch and distributed in the meeting papers.

The agenda, with attached meeting papers is distributed electronically, at least five working days prior to the next scheduled meeting.

Following each meeting, the approved minutes and papers are lodged on the Libraries Australia website (other than those which are marked For Official Use Only (FOUO)).

Following each meeting, a short document with key messages and discussion points arising from the meeting will be prepared by Libraries Australia Branch and distributed to the Committee and Libraries Australia members.

10. Frequency of Meetings

The Committee meets face to face twice per year with at least one meeting per annum at the National Library of Australia. In some years a third meeting may be held by teleconference. The National Library arranges and meets all travel and accommodation costs for Committee members.

11. Review

These Terms of Reference will be reviewed every three years, to ensure they serve the best interests of the Libraries Australia service, represent stakeholders, and demonstrate transparent governance processes to the Libraries Australia community.