

## TECHNICAL SERVICES COMMITTEE TERMS OF REFERENCE

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**April 2009**

### **Mandate:**

The Technical Services Committee is responsible for recommending policies and procedures to ensure the integrity of the NEOS Catalogue in alignment with the NEOS Vision and Mission.

### **Reporting Structure:**

This Committee reports to Executive through the appointed Executive Liaison. The Committee Chair provides a written report to each meeting of Directors.

### **Key Duties and Responsibilities:**

1. Review NEOS policies and working documents related to acquisitions, cataloguing and serials within NEOS to ensure consistency. Recommend changes to Executive where needed.
2. Provide a forum for discussion and resolution of problems arising from acquisitions, cataloguing and serials within NEOS. Amend procedures as required to resolve problems.
3. Ensure that NEOS Member Libraries are aware of NEOS policies and procedures related to acquisitions, cataloguing and serials within NEOS. Refer compliance issues to the Executive Committee through the appointed Executive Liaison.
4. Provide training for staff of Member Libraries for all processes related to acquisitions, cataloguing and serials within NEOS.
5. Circulate and co-ordinate software improvement requests for BITS (Bibliographic and Information Technology Services).
6. Recommend a minimum of one mini-conference session to the Continuing Education Committee each year.

### **Composition and Appointments:**

The Committee consists of:

- One Executive member with assigned liaison responsibility (ex-officio).
- One member appointed by each NEOS Member Library.
- NEOS Manager (ex-officio)
- One representative of UofA Bibliographic and Information Technology Services (BITS) (ex officio)

The Chair is elected from within the Committee for a two year renewable term.

**Meetings:**

The Chair calls meetings of the Technical Services Committee a minimum of twice per year. Members may participate by teleconference.

**Resources:**

The Committee may submit a budget request to Executive, annually in October.

**Minutes and Communication:**

Drafts of meeting minutes are to be sent to the Committee within one week of the meeting, with changes submitted to the recorder via email within a week. The revised draft minutes are approved at the next meeting. Approved minutes are to be posted on the NEOS website within two weeks of approval.

Procedure changes and significant information items from the revised draft minutes are to be posted to neos-I by the Committee.

A list of the current members is to be maintained by the chair and circulated to the committee members and the NEOS Manager.