

# THE ALBERTA LIBRARY

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## Terms of Reference

### Information Technology Services Committee

**Type of Committee:**

Service

**Purpose:**

The purpose of the Information Technology Service Committee is to provide advice and recommend direction to the Information Technology Services team of The Alberta Library with respect to the changing Information Technology needs of The Alberta Library community. This committee will provide input as representatives of the user community. Members will bring forward user needs with regards to current applications being maintained by ITS and future applications requirements.

**Key Duties and Responsibilities:**

Specific duties and responsibilities will include:

1. To liaise with TAL members on needs, issues, and opportunities for development and priorities regarding Information Technology support.
2. To identify enhancement of functions and features of current applications, and recommend new applications needed by the library community based on consultations and opportunities.
3. To participate in the evaluation of services including seeking feedback from both library staff and the user community.
4. To recommend the establishment of project teams to assist in carrying out the work of the Committee, including recommendation of standards, guidelines, procedures and policies that will maximize the availability, robustness, security, searchability and functionality of applications developed or supported.
5. Recommendations on strategic direction, policy and finances to be brought to the Executive Committee as written recommendations.
6. To share information with committee members about emerging trends and issues relating to IT services.

**Budget:**

The annual budget will include an allocation for the committee to conduct meetings. Members are reimbursed for expenses related to meetings.

**Membership:**

The TAL Chief Executive Officer will appoint members to the Information Technology Service Committee. The Committee shall appoint a Chair from amongst the members. Appointments will be made annually in January and will be for a two-year term.

The Director, ITS/TAL, the Federated Services Manager, ITS/TAL, and the Chief Executive Officer, TAL (or his/her designate), will be ex-officio members of the Team. Other TAL staff may serve as resources to the Committee, as necessary. A partnering government official may be invited as an ex-officio member from time to time.

Membership must include a mix of public service, technical services, and information technology staff.

Committee composition:

**Lois Hole Campus Alberta Digital Library Representation– 5 members**

- 2 members from the University Libraries
- 2 members from the College and Technical Institutes Libraries
- 1 member from the First Nations Library community

**Alberta Public Library Electronic Network – 5 members**

- 2 members from the Regional Library Systems
- 1 member each from Calgary and Edmonton Public Libraries
- 1 member from a mid-sized Public Library

**Special Libraries – 1 member**

- 1 member from the Special and/or Alberta Government Library Systems

**Meetings:**

Meetings of the Information Technology Service Committee will be held at least annually. Meetings will be held at the call of the Director, ITS in consultation with the Chair.

**Reports:**

The TAL staff liaison, in consultation with Committee members, is responsible for reporting on the work of the Committee. Meeting notes and other relevant documentation may be submitted to the TAL Executive through the Chief Executive Officer. Recommendations on matters related to policy, finances and strategic direction shall be provided to the Chief Executive Officer by the TAL staff liaison to the Information Technology Services Committee.

The Committee will report to the TAL Executive at least annually. The meeting notes and other relevant documentation will be made available to the TAL Executive through the Chief Executive Officer.