

THE ALBERTA LIBRARY

Terms of Reference

APLEN Technology Training Committee

Type of Committee

Service Committee

Mandate

The APLEN Technology Training Committee is established to provide advice to the APLEN Training Librarian on development and delivery of training initiatives on, and using technology for public library staff. This Committee is empowered to advise on initiatives and actions that are within the scope of it's responsibility areas, within APLEN budget allocations and within the approved Business and work plans. The APLEN Standing Committee approves the Business and workplans.

This Committee reports to the APLEN Standing Committee through the APLEN Training Librarian and Director, APLEN.

Responsibilities

- To serve as a forum for APLEN to seek creative advice and assistance for province-wide training initiatives, specifically relating to technology and the use of technology in a public library environment.
- To provide support and advice to the APLEN Training Librarian on the APLEN training program.
- To advise the APLEN Training Librarian on effective and timely development of training initiatives of benefit to the public library community.
- To advise on tactical directions for the training program, consistent with the goals and objectives of APLEN, through an annual work plan.
- To act as representatives for member libraries.
- To liaise with member libraries in order to seek feedback on training needs and developments as required and to communicate back to member libraries about outcomes and the work of the Team.
- To share information with team members about emerging trends and issues related to training.
- To review proposed standards, guidelines and policies, ensuring that they reflect changing times and practice.
- To participate in the evaluation of training services.
- To identify high end training opportunities for node and library staff

Authority

The Committee has the authority to work with the APLEN Training Librarian to provide advice and expertise when required.

Budget

The annual budget for the APLEN Technology Training Committee will include an allocation for the Committee to conduct meetings and carry out its activities. Members are reimbursed for meeting expenses.

Membership and Composition

The Committee shall be composed of:

- One representative from each node library, or approved substitute.
- Representation from Libraries Branch (Alberta Government).
- APLEN Training Librarian (ex officio).
- Director, APLEN (ex officio).

The Chair of this Committee shall be chosen by the members of the group. The Committee may be chaired by the Training Librarian or by an individual selected by the Committee members. Other TAL staff may be resources to the Committee, as necessary.

The APLEN Standing Committee shall appoint the committee members, and appointments shall be reviewed annually.

Appointees to this committee must have a strong interest in the development and delivery of training initiatives and opportunities and will have an understanding of issues relating to training, and training relating to technology, for public libraries.

Reports

The Committee report to the APLEN Standing Committee through the APLEN Training Librarian and/or Director, APLEN.

Meetings

Given the nature of the work, the Committee will meet at least yearly; and the use of email and listservs for ongoing discussion and communication is anticipated. As situations develop, subcommittee meetings may be required between meetings. Meetings shall be held at the call of the Training Librarian in consultation with the Chair.

Evaluation

The Committee's work will be compared annually against its Terms of Reference and workplan.