

Knowledge Base Sub-Committee (KBESC) Terms of Reference and Mode of Operation

Approved: CSC <2019-11-20>

Purpose

The purpose of the Knowledge Base Entitlements Sub-Committee (KBESC) is to plan and complete work to customize vendor supplied title lists to accurately reflect CRKN entitlements. These lists are supplied to link resolvers to create CRKN specific targets in the knowledge base. The KBESC will also maintain and deliver title lists for the Canadiana collections, Open Access journals, other content associated with CRKN or its members, or as directed by the Content Strategy Committee to enhance discoverability.

Terms of Reference

The Knowledge Base Entitlements Sub-Committee is established under the authority of the Content Strategy Committee to assist it in reviewing and making recommendations to the Board regarding the overall direction of the CRKN content program.

The KBESC will report to the Content Strategy Committee. The KBESC is responsible for:

- overseeing the ongoing title list update process carried out by CRKN staff to ensure the accuracy of the knowledge base;
- establishing which link resolvers will be included in the Sub-Committee's activities;
- maintaining accurate, definitive title lists for CRKN entitlements for licensed content to support members in their holdings management activities
- retaining an awareness of new standards with KBARTs and updating benchmarks where appropriate;
- ensuring appropriate and most versatile formatting of documents and appropriate distribution to License Profiles and link resolvers;
- collaborating with relevant regional groups where work overlap or linkages may occur (e.g. OCUL, CAUL, BCI, COPPUL);
- forming lines of accountability and efficient Sub-Committee communication methods;
- updating the Content Strategy Committee on a regular basis to ensure oversight of the Sub-Committee's activities;
- creating and updating documentation of processes and guidelines; and,
- assuming such other responsibilities as from time to time may be delegated by the Content Strategy Committee.

Membership

Membership of this Sub-Committee will be as follows:

- A maximum number of 8 members.
- Library staff drawn from the membership with diverse expertise; consideration should be given to the variety of link resolvers and shared platforms used by CRKN members (e.g. EBSCO, Alma, SFX, 360 KB, OCLC; Novanet, Projet de plateforme partagée de services des bibliothèques (PPS)).
- CRKN staff will provide regular administrative support as required for the Sub-Committee.

Appointment Process

Sub-Committee members are appointed by the Content Strategy Committee.

Chair

The KBESC is chaired by a member as designated by the Content Strategy Committee.

Term

- Three year staggered terms, normally once renewable.

Meetings

- Meetings may be held at any place as the Chair may determine.
- Meetings may be held at any time provided written notice has been given to each committee member at least 7 days, exclusive of the day on which notice is given, before the meeting is to take place. Notice of meetings may be waived by unanimous written consent of Sub-Committee members.
- Normally the Sub-Committee meets monthly, excepting July and August, via teleconference.
- Quorum for meetings is a majority of Sub-Committee members (excluding CRKN staff).

Lines of Accountability and Communication

- The KBESC is accountable to the Content Strategy Committee.
- The Sub-Committee Chair reports on its activities to the CSC, and submits written recommendations as required for the Board of Directors' consideration
- Distribution of meeting summaries, minutes and documents is handled by the Sub-Committee Chair through the CRKN office, to ensure accurate and consistent information is distributed to appropriate parties.

Financial and Administrative Policies

- Service on the KBESC is non-remunerative.
- Travel and meeting expenses for Sub-Committee members are reimbursed according to the policies of CRKN, including the Travel Expense Policy.
- Members of the Sub-Committee will comply with Board-approved governance and organizational policies, including code of conduct and conflict of interest policies.