

# Terms of Reference: NSLA eResources Consortium

## 1 Background

The NSLA eResources Consortium was established in 2001 by Australian members of the National and State Libraries Australasia (NSLA), the peak body representing National, State and Territory libraries in Australasia. While a member of NSLA the National Library of New Zealand is not a member of the Consortium. The National Library of New Zealand is the lead agency of EPIC (Electronic Purchasing in Collaboration), New Zealand's national consortium.

These terms of reference set out the purpose, objectives, governance, management and membership of the Consortium. They are reviewed annually with the Consortium Strategic Plan, which sets out in more detail the agreed priority activities under the strategic objectives below.

## 2 Purpose

The purpose of the Consortium is to secure access to commercial eResources for its members. The Consortium aims to simplify and improve licensing arrangements, maximise efficiency, innovation and sustainability for member libraries, and explore opportunities for making eResources more widely available to all Australians, regardless of where they live.

## 3 Objectives

The *NSLA Strategic Plan 2015-2017: Leading Collaboration* identifies two strategies: *Shared solutions* and *Communication and influence*. As a *Shared solution* NSLA plans to leverage the Consortium to maximise value and access to eResources. The Consortium's objectives are aligned with and support the delivery of NSLA's strategies.

### *Shared solutions*

- Strengthen the Consortium's governance and strategic planning.
- Benchmark statistics and other data to demonstrate the value and impact of eResources.
- Enhance access to, use of and engagement with eResources.

### *Communication and influence*

- Grow relationships with publishers and vendors to improve licence conditions and develop sustainable pricing.
- Pursue collaborative engagement and advocacy with like consortia including CAUL and EPIC; and national and international partners, including ALIA, COUNTER and ICOLC.
- Contribute to knowledge and awareness of eResource licence agreements and related issues.

## 4 Governance

The legal relationships between members and the National Library of Australia (NLA) are defined in a Deed that is signed between the NLA and each member institution. The Deed establishes the Consortium's operating principles and procedures and authorises the NLA to sign licence agreements on behalf of members. The Consortium has a Statement of Principles Guiding Licence Negotiation against which vendors' licence agreements are assessed.

## 5 Management and Reporting

The work of the Consortium is monitored and evaluated by the NSLA Executive. The National Library of Australia is the project sponsor and the Consortium Convenor operates out of the NLA. The Convenor provides a report to each meeting of NSLA.

Issues from the Consortium requiring escalation to the NSLA Executive will be raised through the NSLA Office by the Convenor. The NSLA Office may request information or advice from the Convenor as required. The Convenor may request information or advice on behalf of the Consortium from the NSLA Office as required. The Convenor has the following accountabilities and functions as adapted from the NSLA Project Governance Guidelines (March 2015).

### *Accountabilities*

- Plan, manage, deliver and report on the work of the Consortium, including monitoring costs, issues and risks;
- Communicate effectively with member representatives, ensuring engagement, momentum and productivity;
- Present to the profession and the community on behalf of NSLA, and represent NSLA at external forums or on external groups;
- Work closely with other NSLA projects as a cohesive program; reporting to NSLA members via the NSLA Office.

### *Functions*

- Lead, plan, implement, evaluate and communicate about the Consortium, working with the member representatives and NSLA Office;
- Meet monthly with the NSLA Office to assess progress, issues, variations, risks, opportunities and timelines;
- Convene the member representatives regularly including planning, communicating and chairing meetings and teleconferences;
- Represent the Consortium in external forums;
- Communicate with member representatives individually to promote engagement and to ensure appropriate participation and contributions;
- Brief the National Library of Australia as the Project Sponsor; and
- Draft Consortium documentation for decision by NSLA members.

## 6 Membership

Each Australian NSLA library is a member of the Consortium. Each member will have a representative nominated by the Chief Executive of their respective libraries.

Representatives have the following accountabilities and functions as adapted from NSLA's project governance guidelines (March 2015).

### *Accountabilities*

- Provision of specialist, expert or library-specific advice during the planning and delivery of Consortium activities.
- Management of the local implementation of the outcomes of the Consortium; and
- Effective communication within the member library about the work of the project; and contribution to, and implementation of, Consortium outcomes.

### *Functions*

- Represent the member library in planning and decision-making.
- Participate in all Consortium meetings, in person or by teleconference (or to nominate a representative if unable to participate);
- Lead or contribute to work packages and sub-groups for the Consortium; and
- Manage the implementation of Consortium outcomes at the member library.

## 7 Administration and Communication

The Consortium meets quarterly via teleconferences and an annual face-to-face meeting. Between meetings, representatives correspond by phone, email, and the nslacon-l discussion list to discuss issues arising, and to express interest and opinions on Consortium issues.

The Consortium wiki is used to provide access to member only information, such as reports, vendor offers, product evaluations and statistics. The Consortium website is used to provide access to information about the Consortium for vendors, publishers and the public.