



**Council of Atlantic
Academic Libraries**
**Conseil des bibliothèques
postsecondaires de l'Atlantique**

CAAL-CBPA Share Collections Sub- Committee Terms of Reference

Approved by Board: [insert date]

Introduction

The Council of Atlantic Academic Libraries Shared Collections Program provides a distributed system by which participating members coordinate print and other physical holdings such that one or more libraries commit to keeping specified material within the Atlantic region. The primary intent is to retain only the number of copies of material required to meet the needs of CAAL-CBPA members and to allow for coordinated weeding among members.

Mandate And Role

The role of the Shared Collections Sub-Committee (SCSC) is to administer a collaborative stewardship program for physical collections - specifically print and microform materials - held by member libraries. Operating under a distributed repository model, participating libraries will commit to retaining designated materials for a defined period to ensure their continued availability within the region.

The group will focus on optimizing access to important, low-use research materials, and it will coordinate its efforts with [North/Nord: The Canadian Shared Print Network](#), as well as other regional and consortial initiatives across Canada.

Authority

The CAAL-CBPA Shared Collections Sub-Committee receives its authority from the CAAL-CBPA Board of Directors, as per section 7.3 of the CAAL-CBPA By-Laws.

Responsibilities

The Shared Collections Sub-Committee shall:

1. Through consultation with member libraries, identify research materials for inclusion in the Program.
2. Advise Contributing and Retaining Libraries on matters related to collection overlap analysis and metadata standards.
3. Negotiate shared collections agreements with CAAL-CBPA member libraries.

Membership

The Shared Collections Sub-Committee is normally comprised of one representative from a CAAL-CBPA member library in each Atlantic province, and drawn from the membership of the parent committee. Additional sub-committee members from outside the parent committee may be invited to participate as members to provide expertise as required. The group should strive for a balanced mix of expertise, particularly in collection development and metadata management. Representation reflecting various library service platforms should also be considered. The CAAL-CBPA Executive Director shall serve as a

support person to the Sub-Committee. The Chair is selected by Sub-Committee members and shall normally not be the parent committee's Board Liaison.

Term of Membership

Due to the focused nature of Sub-Committee work, members may serve on the Sub-Committee for as long as they are members of the parent committee, or as their expertise is required if they are from outside of the parent committee's membership. Membership is finalized prior to the first meeting to follow CAAL-CBPA's Annual General Meeting.

Meetings

The Shared Collections Sub-Committee meets no less than four (4) times a year normally via virtual modes.

Reporting

The Sub-Committee provides regular updates to the members of their parent Committee at committee meetings. Updates on their activities are also included as a part of the Committee's written report to the Board at each Board Meeting. Additional reports may be submitted upon completion of a specific activity.

Communication

The Sub-Committee communicates using the CAAL-CBPA videoconference system and the CAAL-CBPA Shared Collections mailing list, scsc@caal-cbpa.ca.

Collaboration

The Shared Collections Sub-Committee collaborates with the CAAL-CBPA committees, sub-committees, and working groups on relevant projects.

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