**Establishment**

<table>
<thead>
<tr>
<th>When:</th>
<th>June 2014</th>
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<tbody>
<tr>
<td>By what authority:</td>
<td>Vice-President, Services &amp; Resources</td>
</tr>
<tr>
<td>For what period:</td>
<td>Duration of the Master Plan development</td>
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**Role/Terms of Reference**

**Nature:** Advisory to Vice-Chancellor on the development of the Master Plan for the Library of the Future.

**Terms of Reference:**

Provide high-level strategic advice and recommendations on the planning of the University Libraries. Specifically to set a compelling mission, vision and guiding principles for the development of the Library for the next 20 years.

The Libraries aspire to be an inspirational asset in support of the University vision and strategies for learning, research and community engagement. The Libraries will be a leader in the sector for best practice, innovation, resource provision, and cost effectiveness for valued services.

This effort will take into consideration:

a) University community needs and aspirations
b) North Terrace, Waite and Roseworthy requirements;  
c) Collection/s management including resource types, access, storage and off-site capacity;  
d) Service provision including the Image and Copy Centre; University Records Management and Archives  
e) Organisational structure, roles and culture;  
f) Technology;  
g) Functions and operations;  
h) Space requirements;  

In relation to the project for the development of deliverables, the Group will:

i) Monitor and ensure project timelines are maintained;  
j) Ensure resource requirements are identified and secured appropriately;  
k) Review and consider project documentation as appropriate;  
l) Ensure deliverables are aligned to project aims and objectives.

**Reporting line:** Vice-Chancellor's Committee (as appropriate)

**Quorum:** The quorum for all Committees is half of the full membership plus one unless stated otherwise.
**Procedures prescribed/determined itself:**
To be determined by itself

**Frequency of meetings:**
Monthly

**List of any sub-committees:**
As required

### Membership

**Any categories prescribed:**

- a) Chief Information Officer (Chair)
- b) University Librarian
- c) Pro Vice-Chancellor – Student Learning
- d) Associate Director, Infrastructure Engagement
- e) e-Research Librarian
- f) Special Collections Librarian
- g) Deputy Vice-Chancellor (Academic) Representative
- h) Deputy Vice-Chancellor (Research) Representative
- i) Research Institute Representative
- j) Faculty of ECMS Academic Representative
- k) Faculty of Arts Academic Representative
- l) Technology Services Representative
- m) Postgraduate Student Representative from Library Committee
- n) Undergraduate Student Representative from Library Committee
- o) Alumni Representative
- p) Learning and Research Services Librarian
- q) Manager, Hub Central and Ask Adelaide

**Term of Office:**
As required by term of the Project

**Attendance**
Deputy University Librarian (as required)
Infrastructure Communications Manager (as required)
Space Planning (as required)
Project Administrator (as required)

Deputy members shall be appointed for all categories. If neither the member nor the deputy is able to attend a proxy shall be confirmed with the Chair prior to the meeting.

**Contact person and phone/email**
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sharni.fraser@adelaide.edu.au 8313 0455

**RMO File Number**
2015/903