

## Arca Resource Team

### Terms of Reference

Arca Resource Team members:

- act as a contact at their institution for digital repository-related projects
- advise and assist BC ELN on digital repository-related products and services, including Arca

### Membership

Membership in the Arca Resource Team consists of institution contacts for Arca-related communications, in many cases partner library staff primarily responsible for digital repositories at their institution. The Arca Resource Team provides input and feedback as needed to the Arca Advisory Committee on operations and policy development of the shared repository. This team is intended to include members from all institutions, not only those that plan to participate in the shared repository.

No matter how many staff participate, each partner library has one vote in group decision-making.

### Email List

The primary vehicle for communication among team members is the *eln-irresource* email list.

All participants in the list may post to it. Messages sent to the list address [eln-irresource@sfu.ca](mailto:eln-irresource@sfu.ca) by team members will be distributed to all participants.

BC ELN manages the list closely to ensure that participants reflect the Arca Resource Team membership criteria outlined above. Consequently, requests to subscribe and unsubscribe from the list are processed manually by the BC ELN office.

### Subscribing/Unsubscribing

To subscribe to the list, send a message to [office@eln.bc.ca](mailto:office@eln.bc.ca) with a request to join the Arca Resource Team. Include the following information:

- Name
- Job Title
- Library
- Phone
- Fax
- Email address

To unsubscribe from the list, send a message to [office@eln.bc.ca](mailto:office@eln.bc.ca) with a request to discontinue participation in the Arca Resource Team.