

## Collection Development Resource Team

### Terms of Reference

Collection Development Resource Team members:

- act as the primary BC ELN contact(s) at their institution for new product trials and licensing of new products and services, and confirm institutional participation in new licences
- act as the primary BC ELN contact(s) at their institution for the renewal of existing licences, and confirm continued institutional participation when existing licences are renewed
- contribute input to group discussions regarding BC ELN licensing processes and procedures

### Membership

Membership in the CDRT is comprised of the staff member(s) at each partner library primarily responsible for approving the acquisition of electronic resources. At least one staff member from each partner library is required to participate on the team; additional staff may participate at the discretion of individual partners.

Please note that no matter how many staff participate, each partner library will have one vote in group decision-making.

### Email List

The primary vehicle for communication among team members is the *elncollect* email list.

The list functions primarily to distribute notification of new product trials and licence renewals to CDRT members. The secondary purpose of the list is to provide a forum for discussion of BC ELN licensing policies and procedures, as this becomes necessary.

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

### Subscribing/Unsubscribing

This list is managed closely by BC ELN to ensure that participants meet the membership criteria outlined above. Consequently, requests to subscribe and unsubscribe from the list will be processed manually by the BC ELN office. Instructions for subscribing to the list are as follows:

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