

## Media Resource Team

### Terms of Reference

Media Resource Team members:

- act as a contact at their institution for BC ELN media-related projects
- advise and assist BC ELN on media-related products and services, including the Media union database

### Membership

Membership in the Media Resource Team consists of partner library staff primarily responsible for media resources at their institution, and staff of other organizations directly participating in BC ELN media-related projects. At least one staff member from each partner library is required to represent their library on the team; additional staff may participate at the discretion of individual partners.

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 *elnmedia* email list.

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

BC ELN manages the list closely to ensure that participants reflect the Media 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 Media 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 Media Resource Team.