

**BIC LIBRARIES**  
**COMMITTEE & TASK & FINISH WORKING GROUPS**  
**TERMS OF REFERENCE**  
**NOVEMBER 2012**  
**UPDATED JANUARY 2013**  
**UPDATED SEPTEMBER 2016**  
**UPDATED MAY 2018**

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## COMMITTEE

**The BIC Libraries Committee is tasked overall with:**

*Anticipating and interpreting the needs of the entire library supply chain. Helping BIC members implement and adopt standards and best practice going forward and raising awareness of the work BIC does in this area.*

**Remit and responsibilities of the BIC Libraries Committee:**

- Ensure the Committee is at all times up to speed with library industry trends
- Anticipate, interpret & prioritise the data needs of the library industry
- Promote a BIC approach and mobilise resource as and when required to research and provide solutions
- Drive & promote BIC solutions forward into the industry
- Establish "Task & Finish Groups" to tackle specific areas as required, ensuring appropriate industry representation on each.
- Oversee the success and direction of these Task & Finish Groups – these groups to report into the Committee
- Close down "T&F Groups" once goal(s) achieved.
- Provide regular planning and status reporting to the BIC Executive Director.
- To ensure an appropriate level of confidentiality at all times.
- Periodically invite in guest speakers.
- Ensure CILIP, NAG, BSI and other standards/industry bodies are kept up to date with BIC's Library Committee work.

**Applications to sit on the BIC Libraries Committee:**

All applications to join any BIC Committee must be made in writing using the appropriate application form. All applications will be discussed during the respective Committee's meetings (unless this process is overruled by the Chair). The composition of BIC Committees is at the discretion of BIC but should be balanced and reflect the UK book industry.

The criterion for sitting on the Committee:

- 1) **Representation**
  - Publishers and/or the Publishers Association
  - Data Aggregators
  - Library System Providers
  - Public Libraries
  - Academic Libraries
  - Industry organisations such as (but not limited to) CILIP, NAG.
  - Library Stock Suppliers

**2) Skillset** - each person sitting on the BIC Libraries Committee should:

- Be aware of the importance of the supply chain in the Library industry.
- Be aware of the challenges facing the library industry with particular regards to digital
- Be up to speed with new technologies and new business models
- Be able to attend and contribute to every quarterly meeting
- Be able and willing to approach projects/issues with both an overall industry perspective in addition to their organisation's perspective.
- Be in a position of strategic influence within their own company
- Be an expert in their field.

**3) BIC Member?**

- Anyone sitting on the BIC Libraries Committee must be a BIC Member. On occasion non-members may be invited to attend specific meetings (as a one-off) after prior agreement with the Chair and BIC's Executive Director. In all cases, non-BIC-member invitees are not permitted to make any Committee decisions or vote.

**BIC Libraries Committee Chair & Deputy Chair:****The Chair and Deputy Chair will be elected by Committee members.**

Responsibilities of the BIC Libraries Chair (and Deputy Chair when Chair is unavailable) are as follows:

**Administrative**

- To consult with the Executive Director at least 2 weeks before the meeting to agree the agenda.
- (BIC will circulate the agenda at least one week before the meeting)
- To sign off on minutes prior to their circulation. (BIC will take and circulate the minutes within 2 weeks of the meeting once approved by Executive Director)
- To de-brief the Executive Director (if not at meeting) within one week of the meeting and before the minutes are circulated.
- BIC will arrange meeting room bookings.

**General**

- To attend and run every meeting effectively and ensure Deputy Chair is able to do so if this is not possible on occasion.
- To alert the Executive Director if there are any issues with their committee e.g. items/projects not moving along at a good pace/lack of attendance, or input from attendees etc.
- To commit to Chairing the Committee for a minimum 2 year term
- To keep the Deputy Chair up to speed on all Committee work - if required.
- To report on and share the BIC Libraries Committee activities back to their own company
- To maintain appropriate confidentiality at all times, especially with regards the minutes and any other documentation.
- Generally promote the work of BIC and be a BIC Advocate.

**BIC Libraries Committee Members:**

Members are invited to join the BIC Libraries Committee for their skillset, experience and contribution to the industry, as well as being a representative of their organisation.

Responsibilities of all BIC Libraries Committee members are as follows:

**Practical**

- To attend every meeting – where 2 consecutive meetings are missed the Committee may consider it appropriate for someone else to attend, either from the same organisation or from another organisation.

- To train a replacement and bring them fully up to speed all BIC Libraries Committee activity, should a committee member leave their own organisation. This will be on the understanding that the Committee still wants representation from that same organisation, which may not always be the case.
- To commit to sitting on the Committee for a 2 year term – after which term, Committee membership will be reviewed.
- To report BIC Libraries' Committee activities back to their own organisation and return feedback at each meeting.

**General**

- Be willing & able to devote time to Library Committee work
- To maintain appropriate confidentiality at all times, especially with regards the minutes and any other documentation.
- Generally promote the work of BIC and be a BIC Advocate.
- Agree to all minutes taken at each meeting being made public to BIC members.

**Frequency of BIC Libraries Committee Meetings:**

The Committee will meet quarterly and ad-hoc as required.

## TASK & FINISH (T&F) WORKING GROUPS

As the need arises the BIC Libraries Committee will appoint Libraries T&F Groups to address specific issues brought to light either in the Committee meetings or by other means. These T&F Groups will report into the BIC Libraries Committee and will be made up of BIC Members who are deemed by the BIC Libraries Committee to be experts in the area under consideration. Non-BIC Members may be invited to the Groups by a BIC member as a one-off (taster) after prior agreement with the Chair and BIC's Executive Director.

### Remit and responsibilities of the BIC Libraries T&F Groups:

#### Remit/Purpose

- To research, address and find a solution to any issue brought to it by the BIC Libraries Committee
- To agree with the BIC Libraries Committee and adhere to, a timeline (and budget if applicable) for completion of work (if/as appropriate)
- Where appropriate, to comprehensively test and pilot any solutions proposed before rolling out to the industry.
- To work with and understand any dependencies that may exist with other T&F Groups.

#### Administrative

- To provide a regular monthly status update to the Executive Director & Chair (phone call will suffice)
- To provide a written status report to the Chair and Executive Director in readiness for each quarterly BIC Libraries Committee meeting.
- To report any delays/risks to schedule immediately to the Chair and Executive Director.

### BIC Libraries T&F Group(s) Members:

Responsibilities of all BIC Libraries T&F Group(s) members are as follows:

#### Practical

- To attend and contribute to every meeting – where 2 consecutive meetings are missed the T&F Group Leader may consider it appropriate and necessary for someone else to attend, either from the same organisation or from another organisation.
- Should a member leave their own organisation, the BIC Libraries Committee and T&F Group will arrange a replacement between them. This will be on the understanding that the BC Libraries Committee and T&F Group still want representation from that same organisation which may not always be the case.
- To commit to sitting on the T&F Group for the term agreed – this will vary between T&F Groups depending on the nature of the work
- Action any tasks assigned by T&F Group Leader – to schedule.
- Alert T&F Group Leader ASAP if required actions are going to be delayed so that T&F Group Leader can make alternative arrangements.
- To report the BIC Libraries T&F Group's activities back to their own company and return feedback (within the limits of confidentiality)

#### General

- Be willing & able to devote sufficient time to carry out work to schedule as required by the T&F Group.
- Support the T&F Group Leader
- Maintain appropriate confidentiality at all times, especially with regards minutes and any other documentation.
- Agree to all minutes taken at each meeting being made public to BIC members
- Generally promote the work of BIC and be a BIC Advocate

**BIC Libraries T&F Group(s) Leaders:**

Responsibilities of all BIC Libraries T&F Group Leaders (& Deputy Leaders) are as follows:

**Practical**

- With the help of BIC's Business Manager, to schedule all T&F Working Group meetings as required in order to achieve the goals set by the BIC Libraries Committee. Where meetings are to be held in the CILIP Building, please liaise with BIC's Business Manager at least 2 weeks before the meeting.
- To Chair and run every T&F Working Group meeting effectively.
- To ensure actions are assigned appropriately at each meeting and followed up on.
- To ensure minutes are taken and circulated to the T&F Group in a timely fashion (BIC's Business Manager may be able to help with this)
- To appoint and train a Deputy Leader to cover in times of absence

**General**

- Be willing & able to devote sufficient time to lead the T&F Working Group so that the specified work is delivered to schedule and budget as required by the BIC Libraries Committee.
- To agree (where appropriate/possible) with the BIC Libraries Committee, a schedule for completion of work
- To alert the BIC Libraries Committee Chair and BIC Executive Director if there are any issues with either:
  - work not moving along at the agreed pace
  - lack of attendance, or input from attendees etc.
- To share & communicate the BIC Libraries T&F Working Group activities with their own organisation (within the appropriate confines of confidentiality/commercial sensitivities)
- To maintain appropriate confidentiality at all times and especially with regards minutes and any other documentation.
- Generally promote the work of BIC and be a BIC Advocate
- To ensure agreed budgets are not exceeded.

**Frequency of T&F Working Group Meetings**

The T&F Working Group Leader will ensure sufficient meetings are scheduled so that the project/brief is delivered on time. BIC will help with this.

END