

## Terms of Reference for NSW.net Content

1. The working group will be known as the NSW.net Content Working Group (NSW.net Content). The term 'Content' includes but is not limited to e-Resource products such as databases, search and service enhancement tools, eAudio and eBooks.

**2. Objectives of the working group are:**

2.1 To identify new content that may be of interest to the NSW Public Library Network and to gauge interest from the network for potential product trials. All products considered for the NSW.net optional consortia list must provide a minimum discount of 5% over the standard retail price or a benefit of equivalent value in the form of additional content.

2.2 To ensure that content is reviewed prior to consortia offers. Each NSW.net Content member will ensure that trial products are evaluated by themselves or a representative.

2.3 To coordinate the voting for decisions about whole of state licences funded through NSW.net.

**3. Composition of the working group**

3.1 Public Libraries NSW Country and Public Libraries NSW Metropolitan associations will each nominate three representatives – one from each small, medium and large library. Each public library representative will hold their position on the working party for two years. It will be another complete term of two years before a previous participant can return to the working party.

3.2 Any vacancies which occur during the two year term will be filled by a representative from the same size library and association. If one year or less remains of the previous person's term the new person will continue on the committee for a following two year term. If more than one year remains of the previous person's term, the replacement person will be required to stand down at the end of the original two year term.

3.3 There will be three representatives from the State Library:

- Manager, NSW.net Services
- Services Delivery Coordinator, NSW.net Services
- Online Resources & Licensing Librarian, Collection Services

**4. Meetings and Associations**

4.1 Ordinary meetings will be at *least* once a year and held at intervals of not less than three months. Meetings can be in person or by teleconference.

4.2 Special meetings may be called at the discretion of NSW.net.

4.3 A quorum at all meetings will be four public library members.

## **5. Records of Meetings of the Group**

**5.1** The secretary will compile minutes of each meeting of NSW.net Content and email a copy to [cewp@libraries.nsw.gov.au](mailto:cewp@libraries.nsw.gov.au) The minutes will be distributed as soon as possible following the meeting and no more than four weeks after the date of the meeting.

**5.2** All minutes will be delivered via email.

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