



BC Cataloguing and Technical Services Interest Group Terms of Reference

Approved by the BCLA Board: September 13, 2024

Mandate/Responsibilities

- To promote the exchange of ideas amongst Technical Services personnel
- To provide a network of professional expertise, including a forum for members to share resources, information and news.
- To organize education and professional development opportunities for Technical Services personnel.
- To advocate for best practices and the interests of Technical Services personnel
- To acknowledge the role metadata plays in constructing meaning and supporting power structures, and seek to encourage participation from a diverse membership with robust conversations that recognize and aspire to counter the realities of systemic racism, inequity, and colonization.

Activities/Deliverables

- To engage with the broader BC library community to promote metadata interoperability and technical services best practices.
- To organize or sponsor presentations on metadata and technical services at annual BCLA conferences.
- To investigate and organize training opportunities relevant to the BCCATS membership.
- To provide membership to national or other committees, such as the CFLA-FCAB Cataloguing and Metadata Standards Committee (CMSC)
- To annually confer the BCCATS J McRee Elrod Leadership Award
- To explore ways in which the work of BCCATS members supports anti-racism and can contribute to indigenization of their organizations.



Composition

Membership is open to interested members of the British Columbia Library Association and broader community.

- Only BCLA members are voting members
- Anyone can attend BCCATS meetings
- Only BCLA members can hold office
- Only BCLA members can make a nomination for office or the BCCATS Award
- BCCATS meetings follow Robert's Rules of Order

Timelines and Tools

Meetings are held two times annually. Specific dates and location may be determined by the membership at the preceding meeting; minimum notice for the meeting date is six weeks. Efforts will be made for members that cannot attend in person to participate via teleconference or videoconference.

Type of Group

BCCATS is a BCLA Interest Group.

Term of Appointment

The following roles are selected by vote or acclamation:

- **Chair.** Plans, attends and chairs BCCATS meetings. Coordinates the activities of the Awards Committee
- **Secretary.** Maintains the BCCATS webpages on the BCLA website. Works with the Chair to plan biannual Interest Group meetings, including preparing the agenda package. Maintains records of the Interest Group, including minute-taking at meetings and compiling Roundtable Reports.
- **Continuing Education Committee.** Attends BCCATS meetings, facilitates discussions of possible continuing education courses and programs for BCCATS members. Provides support and coordination of educational opportunities for members.
- **Canadian Federation of Library Associations Cataloguing and Metadata Standards Committee Representative.** Attends CFLA CMSC



meetings, reports back to BCCATS, and participates in CFLA CMSC as required.

- **Awards Committee members** (three members, plus the BCCATS Chair). Reviews nominees and selects the recipient of the J. McRee Elrod BCCATS Leadership Award ("the Mac"), per the Awards Committee Terms of Reference

Chair and Secretary roles are two year terms, with elections held in alternating years. All other role terms are one year. Consecutive terms are allowed but require open nominations and elections when multiple candidates are nominated.