CAVAL DIGITAL INTEREST GROUP

GUIDELINES AND TERMS OF REFERENCE

Administration

1. The CAVAL Working Party on Digital Licences was established in 1999. In 2003 the name was changed to the CAVAL Digital Licences Group, and in 2004 to the CAVAL Digital Resources Advisory Group and in 2009 to the CAVAL Digital Interest Group.

2. (i) The membership of the CAVAL Digital Interest Group will consist of one representative from each of the CAVAL member libraries, which are:
   - Australian Catholic University
   - Deakin University
   - La Trobe University
   - Monash University
   - RMIT
   - Swinburne University of Technology
   - University of Ballarat
   - University of Melbourne
   - University of New South Wales
   - University of Tasmania
   - Victoria University

   (ii) Representatives will be appointed to the Group by the chief librarian of each institution.
   (iii) A library may send a substitute to a Group meeting if the appointed representative is unable to attend.
   (iv) A senior CAVAL member will ensure that the minutes of each meeting are taken and that there is effective communication as to the Group's activities.

3. (i) The Chair of the Group will be elected biennially, at the beginning of each odd-numbered year, by, and from, the members of the Group.
   (ii) In the event of the resignation of the Chair, the Group will elect a new Chair for the remainder of the term.

4. The Group shall meet at least once a year.

5. The existence of the Group, its terms of reference, and its membership, shall be reviewed regularly by the CAVAL Management.

Focus

6. The CAVAL Digital Interest Group will concern itself with issues related to the acquisition of, licensing, preservation and access to digital resources.

Activities

7. To maintain a Home page on the World Wide Web that provides access to relevant information, including the CAVAL Guidelines and links to guidelines and model licenses developed by other library associations and consortia.

8. To provide a Forum for libraries to exchange information about digital resources and related issues.

9. To recommend or organise forums, seminars, workshops, training or vendor visits on particular topics of interest to the group

10. To act as an Advisory Group to CAVAL Management on issues relating to licensing, pricing, authentication, preservation and maintaining access to Digital Resources.

11. To monitor developments in the publishing of digital resources.