1. Terms of reference for the SCONUL Access Steering Group
   1. **Membership**

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| Chair | To be appointed by the SCONUL Shared and Collaborative Services Strategy Group; the Chair of the Steering Group will be a SCONUL Representative. |
| Two SCONUL Representatives | To be appointed by the SCONUL Shared and Collaborative Services Steering Group. |
| Two Elected Members | To be elected by SCONUL Representatives. |
| Invited members | External members may be invited to join the Steering Group. Invitees should include representatives of user groups, e.g. National Union of Students. |

The terms of office of the Chair and members of the Steering Group will reflect that of the SCONUL Executive Board and its Strategy Groups.

* 1. **Current membership**
  + Debbi Boden-Angell, Director of Information Learning Services, York St John University (Chair)
  + **Sally Wilkinson,** Head of Barrington Library, Cranfield University, (SCONUL representative)
  + Louise Doolan, Director of Information Services & Libraries, City University, (SCONUL representative)
  + Sarah Boateng, Customer Services Supervisor, Anglia Ruskin University (elected member)
  + *Vacant* (elected member)
  + Regina Everitt, Assistant Director, Library and Information Services, SOAS (invited member)
  + Alison Harding, Head of Library and Learning Resources: Carmarthen & Lampeter, University of Wales Trinity St David (invited member)
  1. **Responsibilities**

The Steering Group will be responsible for the following:

* Representing the interests of SCONUL members who participate in the Access Scheme, and those people who use the Scheme
* Promoting the benefits of the Scheme to SCONUL members and other stakeholders
* Supporting the effective development of the Scheme for the benefit of users and contributing members
* Developing policy for the Scheme and providing guidance to the office and Board on policy issues and appropriate operational matters when required
* Contributing to the effective development of the SCONUL website and its support for the Access Scheme
* Develop mechanisms to ensure there is oversight of the use made of the scheme, and of the experience of both users and the staff who administer the Scheme in member libraries
* Establishing and promoting the implementation of walk-in access to electronic resources as an integral part of the SCONUL Access scheme
* Maintaining awareness of other shared access arrangements, and seeking to integrate them where appropriate into the SCONUL Access Scheme
* Monitoring and assessing the implication of new developments which may impact on the Scheme.
  1. **Reporting and liaison**

The Steering Group will report to the SCONUL Executive Board via minutes of meetings, and regular reports. The Steering Group will liaise with Head of Policy and Member Engagement on policy and operational matters.

1. SCONUL office role in managing the scheme

The Board agreed at its October 2013 meeting that management of the scheme resides with the SCONUL office. The specification for the role of the office is:

* Act as a direct point of reference to the SCONUL Executive, Board and Strategy Groups
* Monitor the budget of the scheme and ensure it is run cost-effectively
* Attend Access Steering Group meetings
* Brief the Chair of the Access Steering Group on issues as required
* Support meetings and work with Chair of the Access Steering Group to follow up items for action
* Take responsibility for ensuring that Contacts and stakeholders are informed of changes to the scheme and website
* Ensure that web content related to the scheme is maintained and updated as needed.

1. Important dates
   1. **Steering Group meetings**

These meetings take place four times a year, usually in January, March, July and October. The July meeting is held in conjunction with the annual meeting of SCONUL Access Contacts. The others are held at the SCONUL offices. Meeting dates are arranged by the SCONUL Office.

* 1. **SCONUL Access Contacts Conference**

This one day meeting of SCONUL Access Contacts is hosted by a member institution and takes place in early July.

1. Key contacts

* The SCONUL Access Steering Group Mailing list, [LIS-SCONULACCESS@JISCMAIL.AC.UK](mailto:LIS-SCONULACCESS@JISCMAIL.AC.UK) This list is for members of the Steering Group for circulating papers and discussing issues related to the strategic aims and broad operation of the scheme.
  + Debbi Boden-Angell, Chair of SCONUL Access Steering Group, [d.angell@yorksj.ac.uk](mailto:d.angell@yorksj.ac.uk).
  + Toni Toms, Access and Communications Officer, SCONUL, [Toni.Toms@sconul.ac.uk](mailto:Toni.Toms@sconul.ac.uk). Toni is the administrator for the scheme and works most closely with SCONUL Contacts in the institutions and users. Toni attends Steering Group meetings.
  + Lori Bailey, Head of Policy and Member Engagement, SCONUL, [lori.bailey@sconul.ac.uk](mailto:lori.bailey@sconul.ac.uk). Lori is the main contact at the office for the Steering Group.
  + The SCONUL Access Contacts Mailing list, [SCONULACCESS-CONTACTS@JISCMAIL.AC.UK](mailto:SCONULACCESS-CONTACTS@JISCMAIL.AC.UK): Each institution nominates one main contact at the library to be responsible for managing the scheme. This is an active list for administrative issues, alerting the office and other contacts to issues with the website, and sharing ideas and good practice. It is not necessary for Steering Group members to be members of this list; it is monitored by the Access Administrator and the SCONUL office.