



North: the Canadian Shared Print Network/ Nord: Réseau canadien de conservation partagée des documents imprimés

Steering Committee Terms of Reference

Approved March, 2025

Background

There are several active shared print initiatives in Canada, some with overlapping membership. North: the Canadian Shared Print Network/ Nord: Réseau canadien de conservation partagée des documents imprimés (North/Nord) provides a structure for coordination between existing initiatives, and provides a path to participation for academic, public, and government libraries across the country who are not already active in a shared print network.

Membership

Members of the Steering Committee are expected to bring forward issues from their constituencies while serving in the best interest of the national network, in order to provide a mechanism for regional and sector groups to guide the direction of the network. Consortial representatives to the Steering Committee will normally be library directors or other senior directors with budgetary and decision-making authority in their institutions. If a suitable representative at that level cannot be identified, the consortium may nominate an alternative representative who is capable of contributing to planning at the strategic level.

The Steering Committee will be comprised of a representative from each of the following:

- LAC
- CAAL/CBPA
- PBUQ
- OCUL
- COPPUL
- CULC
- CARL

A representative from existing regional shared print program in Canada, including:

- Keep@Downsview - facility-based program
- COPPUL SPAN program

- Partenariat des Bibliothèques universitaires du Québec shared print program - Le programme de conservation partagée des collections imprimées (PCPCI)
- A representative from the Indigenous librarian community to serve as Chair of the Indigenous working group
- Network coordinator (non-voting, ex officio)

As new shared print programs emerge across Canada, the committee will review membership and consider the possibility of adding representatives from other programs. Future development may require adapting an Executive Committee / Program Committee structure.

Activities

The Steering Committee will work as follows:

strategically

- develop & review the organizational [mission and vision](#)
- select print retention and archiving projects of national significance
- form project teams and any other ad hoc or standing working groups as required
- engage in visioning exercises to guide network direction and growth

operationally

- approve the network annual budget, including the distribution of costs to consortia
- approve all agreements associated with the network
- approve recommendations for participation in the network by Canadian libraries not affiliated with a participating consortium
- continuously evaluate financial support opportunities
- direct the work of the network coordinator
- produce annual reports for distribution to funding bodies
- engage in regular communications to engage with the community
- approve core standards for use by the Network, including retention statements and retention copy logistics (e.g. number and type of retention copies)

collaboratively

- identify existing expert networks at regional, national and international levels to collaborate and draw on existing expertise
- engage with international shared print programs, serving on committees or Boards as capacity permits
- develop a trusted expert network to ensure long term success and synergy across print preservation and access in Canada
- complete and distribute a program evaluation in every third year of work
- continuously develop community strategies for engagement with shared print programs
- facilitate education and expertise development across shared print programs in Canada

Note: LAC will assume special responsibilities providing bilingual support to the Steering Committee. In the event content to be translated conflicts with guidelines, an alternate service will be used.

Recruitment Guidelines

Members

Effective on approval of this document, Steering Committee Members shall be recruited via a call to funding consortia to elect representatives. Terms of Members will be set by the nominating organizations. The North/Nord Coordinator will work with appropriate organizations to fill vacant positions within a 1-2 month timeline of members stepping down.

Chair & Vice-Chair

In the recruitment of Chair and Vice-Chair roles, the North/Nord Coordinator will work with Chair and Vice Chair to put out a call for expressions of interest.

In the event of multiple expressions of interest, the Coordinator will facilitate an election process.

To support a fair and equitable nomination and election process, this process will utilize various technologies, as needed, to support secure and confidential voting collection. Chair and Vice-Chair positions must be filled before the current chair steps down to ensure smooth organizational transitions. Responsibilities of Chair and Vice-Chair positions will be consistent with accepted norms of committee operations and governance to ensure continuous and smooth operations of the Steering Committee. Chair and Vice-Chair positions will have two-year terms.