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# ALIA Community on Resource Description (ACORD)

## Terms of Reference – 2023

### **Purpose and scope**

The ALIA Community on Resource Description (ACORD) is an ALIA Special Interest Group which aims to support the Australian resource description community. ACORD carries forward the role previously played by the Australian Committee on Cataloguing (ACOC), which dissolved in May 2019, after 40 years of serving the Australian cataloguing and resource description community.

ACORD aims to facilitate, foster and, where appropriate, lead

- Information sharing about resource description issues
- Engagement in resource description issues from all sectors of the library and cultural heritage communities that are involved with resource description (including libraries, collecting institutions, and support services such as book vendors, cataloguing agencies and training providers)
- Co-operation on activities and initiatives within the Australian resource description community
- Development of frameworks for skills training and education in the field of resource description
- Development and maintenance of standards
- Investigation, definition and promotion of best practice for data exchange
- The representation of the Australian resource description community in the development of international resource description standards (e.g. representation on ORDAC and the EPC).

### **Context**

The Australian cataloguing community has been served by the Australian Committee on Cataloguing (ACOC) for 40 years. Originally established as a joint committee of the Library Association of Australia (LAA), the Australian Advisory Committee on Bibliographic Services (AACOBS) and the National Library of Australia, ACOC provided leadership in cataloguing and standards in Australian libraries, while contributing to the development of international standards such as AACR, RDA, and Dewey Decimal Classification. The Australian Council of Libraries and Information Services took over AACOBS and thus their role in ACOC in 1988. After the winding up of ACLIS, ACOC continued as a joint Committee of ALIA and the National Library of Australia, with a smaller membership.

During the late 1990s and early 2000s, ACOC's work largely consisted of assisting with the development of RDA, which replaced AACR2 in 2010. The smaller membership left the Committee with little capacity to service broader resource description needs within the community. Responsibility for contribution to RDA development transferred to the newly formed Oceania RDA Committee in 2018, giving ACOC an opportunity to reshape their future to better serve the broader and rapidly changing resource description landscape. It became apparent

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that the joint governance model and current membership numbers restricted the Committee's ability to do this.

Thus in 2019, ACOC was formally dissolved with a view to creating a new group under the sole governance of ALIA, with a view to opening up membership to a broader spectrum of the resource description community. ACORD was formally established in May 2019.

## **Structure**

As a Special Interest Group, interested professionals who are not on the ACORD Committee can connect with the work of the group and receive information from and through ACORD.

The ACORD Committee will also establish working groups to carry out projects or ongoing activities in key areas of interest in the resource description community, such as standards for resource description, training and professional development, accreditation, and working with First Nations materials. ACORD will welcome suggestions for any other areas of work related to resource description.

### ACORD Committee

ACORD will have a formal Committee, which will consist of a maximum of 12 people who will lead and facilitate the work of ACORD and liaise directly with the ALIA Board. There will be a Chair, Secretary, Treasurer, and possibly other office holders as required.

### Special Interest Group

ACORD is a Special Interest Group, that is, a network of library and other professionals involved in resource description and metadata creation activities. Via an online discussion list, ACORD will facilitate and foster communication and mutual support among colleagues in the sector. ACORD will also use this list as a key communication tool about the work of ACORD, and resource description matters in general.

### Working groups

ACORD will establish working groups, led by the Committee, to undertake work in key areas of interest in the resource description sector. Working groups may be project-based and exist for a limited time period, or be ongoing. Working groups will consist of 3-5 people with the specific expertise required to complete the set task of the working group. One or more members of the working group may also sit on the ACORD Committee.

### Representation on international resource description committees/groups

ACORD will continue ACOC's representation on international committees relating to RDA (ORDAC) and Dewey Decimal Classification (EPC). There may also be members of ACORD who are involved in other international groups and/or committees relating to resource description, which may be relevant to the work of ACORD.

## **Membership**

### ACORD Committee

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The ACORD Committee is composed of a maximum of 12 members with expertise and interest in resource description in libraries, archives, and other organisations engaged in resource description or metadata creation.

Committee members are appointed by ALIA via a formal EOI process and on the recommendation of existing members of the Committee.

#### Special Interest Group

The ACORD Committee will set up an online discussion list, and interested professionals may apply to ALIA to be added to the list. Participants will be encouraged to actively contribute to the list, to foster shared communication, support and networking.

Membership of the ACORD Special Interest Group is free and open to both ALIA Members and other interested professionals. However, office holders (e.g.Chair, Secretary, Treasurer) must be personal ALIA Members. Except in special circumstances, ALIA membership is generally a requirement for other Committee members as well.

#### Working Groups

From time to time expressions of interest will be sought to participate in ACORD working groups. Membership of these groups will be sought from people with the relevant expertise and professional interest, and membership terms will be determined by the nature of the work to be done. ACORD would also welcome suggestions from the community for work that might be undertaken by an ACORD working group.

### **Term**

#### Committee

Committee members are appointed for a three (3) year term, and may be reappointed for subsequent terms. Committee members may serve for a maximum of three (3) terms.

Reasonable continuity is achieved by ensuring that the terms are not synchronised. To ensure continuity in the initial period of ACORD the changeover of roles may be staggered.

On the expiration of members' terms, or following the departure or resignation of a Committee member, the Chair will ensure vacancies are filled and will liaise with ALIA as appropriate.

#### Working Groups

Membership terms for ACORD working groups will be determined by the nature of the work to be done. Groups that are ongoing, such as any associated with ACORD's ongoing commitment to participation in international standards development, should have terms that are compatible with any terms of membership on the corresponding international committees. Working groups that have been convened to work on a specific task over a specific time period, will have terms of membership that correspond to the timeframe of the project.

There is no term of membership for people wishing to be part of the broader Special Interest Group.

## Roles and responsibilities

The Committee is comprised of the following roles and responsibilities:

<b>Roles</b>	<b>Responsibilities</b>	<b>Selection approach</b>
Chair	<p>Oversee the direction of the Committee.</p> <p>Chair meetings of ACORD.</p> <p>Oversee and coordinate the work of the working groups, with the assistance of Committee members.</p> <p>Call for nominations for new Committee memberships</p> <p>Report to the ALIA Board as required.</p>	<p>The Chair will be selected by consensus from within the Committee and recommended for endorsement by the ALIA Board.</p> <p>The term of office for the Chair should be three years, with two consecutive terms allowed (2 x 3 years).</p>
Secretary	<p>Coordinate Committee meeting business and documentation, including</p> <p>Schedule meetings, prepare agenda, and minutes, and be responsible for keeping the records of the Committee.</p>	<p>The Secretary will be selected by consensus from within the Committee.</p> <p>The term of office for the Secretary should be three years, with two consecutive terms allowed (2 x 3 years).</p>
Treasurer	<p>Manage the finances and budget of the Committee.</p>	<p>The Treasurer will be selected by consensus from within the Committee.</p> <p>The term of office for the Treasurer should be three years, with two consecutive terms allowed (2 x 3 years).</p>
Information Officer	<p>Prepare and disseminate ACORD communications to Special Interest Group</p>	<p>This may form part of the Secretary's role or be a separate position.</p>

	<p>members and broader community.</p> <p>Liaise with ALIA to maintain the ACORD website and discussion list.</p>	<p>The Information Officer will be selected by consensus from within the Committee.</p> <p>The term of office for the Information Officer should be three years, with two consecutive terms allowed (2 x 3 years).</p>
Committee members	<p>Support the work of the Chair.</p> <p>Participate in and/or lead Working Groups if required or nominated.</p> <p>Act as a link for their local constituencies and the Committee.</p> <p>Build networks and engage with the community.</p>	
Working Group members	<p>Working group members are drawn from the resource description community based on relevant expertise and may or may not already be a member of ACORD.</p>	<p>During the term of their involvement in the working group, members may be invited to participate in ACORD meetings/discussions to report on or discuss their work.</p>

**Principles of discussion and decision making**

Both the Committee and the Working Groups will operate with a spirit of inclusion, respect, and collaboration, and will conduct deliberations with a consensus decision-making approach.

Committee and Working Group members will be expected to attend all meetings where possible, and actively participate.

Members participating on the online discussion list will be expected to communicate in a spirit of inclusion, respect and collaboration. Anyone unwilling to do so may be removed from the list.

**Management of ACORD business**

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The Committee will usually meet via video or phone conference.

The Committee will deploy a range of tools to facilitate communication, collaborative working spaces, and management of ACORD business. The technical environment will be supported and hosted by ALIA.

The Committee will develop and maintain internal procedures that document the mechanisms and protocols for membership management, selection, communication, and reporting.

The Committee will develop a work plan covering a three (3) year period, with annual review to assess achievements and identify new or changed areas of work. The work plan will be published on the ACORD website.

### **Frequency of meetings**

The Committee will meet quarterly, but may meet more frequently as required. The group decided to hold meetings every six weeks.

### **Budget**

ACORD will have a modest yearly budget which will be managed as per the requirements for ALIA budgeted groups. As such, the Committee will

- Submit an annual budget to the ALIA Board.
- Submit individual event budgets for any event with an expenditure of over \$1000.

### **Review**

These Terms of Reference will be reviewed as required, but not less than three yearly, to ensure they serve the best interests of ACORD and the resource description community, and correctly reflect current ALIA protocols for groups. Any changes will be submitted to the ALIA Board for approval prior to finalisation.