

# THE ALBERTA LIBRARY

## Terms of Reference

### SuperNet Services Team

**Type of Committee:**

Project Team

**Mandate**

The SuperNet Services Team is established to provide advice to the APLEN Emerging Technologies Librarian and APLEN Training Librarian on potential projects and services that can be delivered using SuperNet and which will assist libraries in optimizing SuperNet for their communities. A particular focus will be to consider new and emerging technologies that keep public library service relevant to users' needs.

This Team is empowered to provide advice to the Emerging Technologies Librarian and Training Librarian on initiatives and actions that are within the scope of its responsibility areas, within budget allocations and within the approved Business and work plans. The APLEN Standing Committee approves the Business and work plans.

This Team reports to the APLEN Standing Committee through the APLEN Emerging Technology Librarian, the Technology Training Librarian and Director, APLEN.

**Responsibilities**

- To serve as a forum for APLEN to seek creative advice and assistance in the area of emerging technologies and SuperNet based services for public libraries and the communities they serve.
- To provide support and advice to the APLEN Emerging Technologies Librarian and The APLEN Training Librarian on broadband services.
- To advise the APLEN Emerging Technologies Librarian and APLEN Training Librarian on effective and timely development of technology pilot projects and/or services optimizing the SuperNet infrastructure, of benefit to the public library community and to the communities they serve.
- To identify and recommend potential library technology pilot projects and/or services optimizing the SuperNet service.
- To act as representatives for member libraries.
- Liaise with member libraries in order to seek feedback on projects, needs and developments as required, and to communicate back to member libraries about outcomes and the work of the Team.
- To share information with team members about emerging trends and issues related to new technologies and their application.
- To participate in the evaluation of services.
- To work effectively with other APLEN and TAL committees that focus on electronic services.

**Authority**

This Team has the authority to work with the APLEN Emerging Technologies Librarian and APLEN Training Librarian to provide advice and expertise when needed.

**Budget**

The annual budget for the APLEN SuperNet Services Team will include an allocation for the Team to conduct meetings and carry out its activities. Members are reimbursed for meeting expenses.

**Membership**

The Committee shall be composed of:

- One representative from Calgary Public Library
- One representative from Edmonton Public Library
- One representative from the regional library systems
- One representative from a mid-size Node libraries
- One representative from a small public library
- Representation from Libraries Branch (Alberta Government)
- APLEN Emerging Technologies Librarian (ex officio)
- APLEN Training Librarian (ex officio)
- Director, APLEN (ex officio)
- TAL Director, ITS (ex officio)

Appointees to this Team must be representative of public library information technology or public services staff, with an interest in the development and delivery of new services to communities. Appointees must also communicate with others in their 'sector', soliciting input and sharing information, as appropriate.

The Chair of this Team shall be chosen by the members of the group. The Team may be chaired by the Emerging Technologies Librarian, Training Librarian or by an individual selected by the Committee members. Other TAL staff may be resources to the Team, as necessary.

The APLEN Standing Committee shall appoint the Team members, and appointments shall be reviewed annually.

**Reports**

The Team reports to the APLEN Standing Committee through the Emerging Technologies Librarian and/or Training Librarian or Director, APLEN.

**Meetings**

Given the nature of the work, the Team will meet at least yearly; and the use of email and listservs for ongoing discussion and communication is anticipated. Meetings shall be held at the call of the Emerging Technologies Librarian and/or Training Librarian in consultation with the Chair.

**Evaluation:**

The Committee's work will be compared annually against its workplan and Terms of Reference.

Name of committee: Supernet Services Team  
Approved by board of Directors: APLEN Standing Committee  
Date of approval: February 2008