



ALIA Digitisation and Preservation Terms of Reference

Purpose

The ALIA Digitisation and Preservation group is established as a community of practice to facilitate networking, support, professional development, and resource sharing on digitisation and preservation issues for members from the library and GLAM sectors.

Background

The group began with a small group of interested members of the Queensland University Librarians Community of Practice (QULOC) group and has since become a national interest group.

Focus

Relevant events, policies, workshops and other useful resources are shared via the website and those who join the group will receive email notifications. The group aims to have at least two digitisation and preservation webinars per year. These are open to anyone who registers, and participants can watch and ask questions. The recordings will be available longer term on the [ALIA Digitisation Preservation website](#). In just over one year the group has over 100 members.

Commitment to sustainability and leadership development

ALIA Digitisation and Preservation is committed to leadership development and sustainability of the group. This is carried out by discussions amongst members and the committee and sharing what we have learnt in our various workplaces and documenting key events and resources on the website.

Membership

The group is open to all library and information professionals and other people connected to the GLAM sector. ALIA Members may join a group at any time, without charge. Non-ALIA-Members can join a group, with no fees but they cannot hold an office bearing role (such as convenor, treasurer or secretary).

The Core Committee has the following office holders:

*Convenor/Co-convenors – Jill Rogers, Kerrie Shaw (Co-convenor)

* Secretary – Annete Mills

Determining Office Holders

Office holders are determined by an Expression of Interest. Where more than one member expresses an interest in an office a decision will be taken by a ballot among current member so the Committee. If a role cannot be filled the *Committee* will advertise through its e-list social media platforms and ALIA news to ensure it is filled

Relationships

The Group will work collaboratively with ALIA National Office and other ALIA Committees and Groups and other GLAM sector organisations as required. The following ALIA Groups or Committees are of particular relevance:

- ALIA Rare Books and Special Collections.
- ALIA Schools

Other GLAM organisations include:

- GLAM Peak
- Blue Shield Australia
- The Australian Institute for the Conservation of Cultural Material (AICCM)
- Australasia Preserves
- The Digital Preservation Coalition (DPC)
- Queensland State Archives
- National Archives of Australia

Responsibilities

The Core Committee is responsible for following the guidance in the *Groups Handbook*.

Frequency of Meetings

The Committee meets as needed and communicates online and via emails and similarly with the wider members.

Changes to the terms of reference

The terms of reference may be revised by the Core Committee in consultation with group members and submitted to the ALIA CEO for approval.

Version history

Drafted: Jill Rogers April 2024

Approved: Cathie Warburton 12 June 2024