

OLA Reader's Advisory

TERMS OF REFERENCE

Mandate:

Readers' advisory service, a long-standing library service with a deep tradition, has been increasingly recognized as a service that libraries want to focus on. It is now recognized that there is a real need to connect adult readers with the leisure resources available in public library collections. With this in mind the OPLA has formed a Readers' Advisory committee in order to promote and facilitate improvements in Readers' advisory services. The committee will work to develop and promote adult readers' advisory service in public libraries.

Responsibilities/Objectives:

The OLA RA Committee will:

- Provide a forum through which public library staff can meet, exchange ideas, and promote services
- Ensure educational opportunities such as workshops, teleconferences and Super Conference sessions are provided for staff working with adult readers.
- Advocate and promote readers' advisory excellence.
- Raise the standards and strengthen the guidelines for readers' advisory services province wide through the development of core competencies.
- Honour excellence in service to adult readers.

Deliverables:

The goals of the OLA RA Committee are to:

- plan an education program for a one day RA event offered to library staff in Ontario;
- market RA event to professional networks;
- deliver one day event, committee to participate in onsite logistics, speaker assistance and group facilitation;
- provide event report and evaluation data to OPLA Council.

Composition:

Members belong to the Ontario Public Library Association and will be drawn from the Ontario library community at large with an emphasis on staff from public libraries. It is expected that members of the committee be involved in the organization, management or provision of public library service to adults. The committee will have a Chair and a Vice Chair. Members will be selected from across the province and will if possible reflect the regional designations of council as follows:

East • Central East • Central West • Mid Central • Toronto • South West • North West • North East

The number of members may vary but should range from a minimum of 8 to a maximum of 10 members. It is important that all sizes of libraries be represented on the committee, if possible. Library sizes are designated as follows:

- Small – under 25,000;
- Medium – 25,000 to 100,000;
- Large – 100,000 +.

Priority for selecting members will be regional representation followed by size of library. Vacancies on the committee will be advertised through OLA and OPLA avenues.

Qualifications:

- OLA members who have an interest in a leadership role in RA services.
- Members will bring expertise from their own region.
- Candidates should have RA experience and practical work responsibilities in the area of RA.

Resources and Budget:

Resources required for this committee include:

- OLA office staff support for teleconference arrangements and completion of meeting minutes, as needed; maintaining a public RA web page on the OLA website; posting/archiving of materials on OLA website
- Meeting space at OLA Office, as needed (1-2 times per year)

- Funds for expenses related to event programming
- Funds for expenses related to travel

Timelines

Committee members can expect a minimum of 4 meetings per year, which will be a mix of teleconference and in-person (e.g., at OLA Office). The combined meeting and workload time (i.e. developing strategy, creating plans, attending meetings, building networks, etc.) is estimated to be approximately 6 days per year. OLA covers meeting expenses.

The OLA RA Committee will report to the OPLA Council at least once per quarter.

The Meeting Agenda should be available to members at least 2 days prior to meetings. Minutes will be completed by OLA staff or committee designate and made available as soon as possible following meetings. These items will be distributed to committee members through email and also archived in the OLA project management tool, Basecamp. Communication between meetings will usually be conducted through email.

Type of Committee:

- Standing Committee** (responsible for a specific program or function)
- Task Forces** (time-limited tasks on a specific topic)
- Action Groups** (development of a limited program or activity)

Term of Appointment:

The term for OLA RA Committee members generally runs for a period of 2 years, with the option to extend up to an additional 2 years at the discretion of the OPLA Council. Member terms overlap to ensure knowledge transfer and consistency. Committee members are recruited from the OLA membership at large, as required.

Co-Chairs will be appointed annually from within the committee. Terms are staggered terms of 2 years. Co-chairs are responsible for coordinating the agenda, facilitating meetings, ensuring portfolios are assigned, liaising with OLA staff leads and reporting to the OLA Board.