

OLA SPECIAL LIBRARIES COMMITTEE

TERMS OF REFERENCE

Mandate:

The Special Libraries Committee (SLC) focuses on special librarians and non-traditional information professionals and is dedicated to sharing, promoting and benefiting from the wealth of knowledge in our professional community in Ontario. The SLC represents a diverse network, including consultants, prospect researchers, and students. The SLC hosts professional development events and networking events offering opportunities for mentorships (as mentor and mentee), volunteering, and community building.

Responsibilities/Objectives:

- To encourage grassroots engagement from Ontario special libraries and information communities by offering professional development programming and networking opportunities.
- To provide a highly diverse group of professionals with distinctive tools, connections, and potential leadership development.
- To encourage interdisciplinary exchanges between various library professionals from a variety of library types.
- To create a natural space for mentorship, knowledge exchange and community building amongst special libraries and information professionals.

Deliverables:

The activities organized by the Committee will have professional development focus such as workshops, networking events, tours, socials and conference programming. The Committee will deliver a variety of activities from October to June.

Composition:

- The SLC will consist of a minimum of five members of OLA
- Portfolios include:
 - a Chair or two co-Chairs (1 Year Term, option to renew)
- The Chair/co-chairs will be decided upon by the membership of the Committee.

- A committee member will serve as a member of the OLA Super Conference Planning Committee.

Resources and budget:

The Committee will make use of the OLA web site for promotion and registration,,, and OLA administrative support as needed for professional development programs.

The SLC may, from time to time, require upfront funding for events, including venues, refreshment expenses, and small host gifts. The Committee will endeavor to recoup all expenses through event registration fees with the goal of a zero balance owing at the end of the programming year.

Timelines

The SLC meets quarterly during the planning and programming year, September to June. Meetings are held online via Zoom. Agendas for each meeting are prepared by the Chair and distributed electronically to members. Minutes are taken by the Secretary and distributed electronically to members.

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:

SLC members will serve on the SLC for a minimum two-year term. Committee member's terms overlap to ensure knowledge transfer and consistency.

