



International Federation of
Library Associations and Institutions

Working group for the IFLA digital unification key initiative Terms of Reference

Purpose

The working group for the IFLA digital unification key initiative (WGDU) is an ad hoc and temporary working group which will dissolve once its aims have been fulfilled.

In IFLA's Strategic Direction 3, Key Initiative 3.2.2 states:

Instigate debate and exchange of ideas to explore collection and access issues for libraries in digital / virtual unification of documentary cultural heritage content

The WGDU will work towards raising international awareness for the problems and solutions around digital unification.

The WGDU complements the work of the Governing Board and IFLA staff. It does not remove or replace any of the responsibilities and duties of the Governing Board or the Secretary General and staff.

Responsibilities

The role of the WGDU is to:

- Raise international awareness for the problems and solutions around digital unification;
- Help establish an¹ international network which includes all the relevant parties to enable digital unification, and bring this together at an international level;
- Draft a template Memorandum of Understanding for institutions to use when engaging in digital unification activities;
- Draw up best practices;
- Organise and hold in-person meetings to advance its missions²;
- Find an appropriate host for a conference, establish a budget / sponsoring and organize the event.

Membership

The WGDU comprises representatives from the following areas (adequate regional representation should be ensured):

- One member of the IFLA Governing Board
- One Director of an IFLA Preservation and Conservation (PAC) Centre (as chosen by the PAC Centres)
- A representative of the UNESCO Memory of the World Programme
- A representative from the International Council on Archives (ICA)
- A representative from the Conference of Directors of National Libraries (CDNL)
- Up to five representatives from the cultural heritage field, to provide expertise

¹ The word 'vast' was removed, following agreement by the IFLA Governing Board in December 2017

² This responsibility was added following the agreement of the IFLA Governing Board in December 2017

- Chairs of the National Library, Indigenous Matters and Rare Books and Special Collections Sections (others may be added if determined by the WGDU).

The IFLA Policy and Research Officer with the Cultural Heritage brief provides secretariat support to the Committee.

Members of the WGDU are appointed by the Governing Board. The appointed Governing Board member should also partake in any Governing Board working groups related to preservation, conservation and cultural heritage. The appointment of the up to five expert representatives will be based on the expertise they would bring to enrich the overall expertise of the WGDU. The Governing Board may call for expressions of interest for these positions.

In carrying out their duties Members act in the interests of IFLA and do not represent a particular constituency.

Upon forming, the WGDU elects a Chair.

Terms of Office

This is a temporary working group which will come to a natural conclusion once its aim, as defined above (see responsibilities), has been fulfilled. It is envisaged that this will take place in 2019.

Communication

The Committee shall meet electronically or face to face as required. The Chair will report to the next Governing Board meeting, via the Governing Board representative of the group, on the work and discussions of the WGDU.

Review

The role, purpose and composition of the working group shall be subject to the review requirements of the IFLA Governing Board, but in any case at least once every four years and no later than 2020 (if still in existence).

(endorsed by the Governing Board in December 2016)