

LIANZA Cataloguing Special Interest Group (CatSIG)

Terms of Reference

Terms of Reference approved by LIANZA Council: December 2016

To be reviewed: for the 2019 AGM

Purpose of CatSIG:

CatSIG promotes an understanding of information storage and retrieval in libraries and information centres, and provides a forum for:

- The exchange of information
- Sharing of ideas and support in efforts to create and maintain quality catalogues and other databases
- The encouragement and support for continuing professional development through seminars, workshops, and sessions at conference
- Supporting the development of international cataloguing standards, in particular Resource Description and Access (RDA)

Membership of CatSIG:

Membership costs \$11.50 inc GST per year for LIANZA members, and \$90.00 inc GST per year for non-LIANZA members. Non-LIANZA members can join for up to two years, after which they must become a LIANZA member if they wish to continue.

CatSIG Committee:

Purpose of the CatSIG Committee:

To ensure that opportunities for professional development are provided, the exchange of information and sharing of ideas is actively promoted and that the development of international cataloguing standards are supported.

Key roles of the Committee:

Convenor, Secretary, Treasurer, up to three representatives to ORDAC (The Oceania RDA Committee)

Additional key tasks of the Committee:

- Production of the newsletter, *Catapult*, 4 issues per annum
- Maintenance and development of the website DescribeNZ
- Monitoring the CatSIG email list

Membership of the Committee:

The Committee must have, at a *minimum*, a Convenor, Secretary, Treasurer and at least one ORDAC representative.

CatSIG members can volunteer for the particular roles on the Committee, or to be a general Committee member at the CatSIG AGM.