

<b>Purpose of the Group</b>
The NoWAL Special Collections Group aims to create a forum for librarians in NoWAL library special collections to share experience and best practice as well as provide a conduit for publicising their collections, services and special exhibitions.

### **Membership**

The NoWAL Special Collections Group is open to any member of NoWAL working in or with an interest in special collections.

### **Discussion List**

All members of the Group are automatically enrolled on the NoWAL Special Collections Group JISC discussion list.

### **Meetings**

The Group meets once a year, allowing for face-to-face discussions on specific hot topics / themes, or matters beyond the scope of online discussions, and networking. The meetings take place in one of the member institutions.

### **Organisation & Governance**

The Group's Chair is drawn from one of the member institutions. The role of Chair changes on a biennial basis to allow for other staff to gain experience of chairing a regional group. The Chair is responsible for:

- nominating a minute-taker for each meeting
- developing the agenda for the meetings based on suggestions from the group
- identifying a suitable date via a doodle poll
- liaising with the host library re appropriate rooms, directions etc
- circulating details of the meeting to the group
- distributing summary notes of the meeting to the mailing list

### **Finance**

Travel and expenses of the Special Collections Group members will be borne by their institution. Expenses of invited speakers will be covered by NoWAL, subject to prior discussion with the NoWAL Operations Officer.

### **Accountability & Review**

The Group will provide a report for each Board meeting, and on an annual basis will provide a summary of activity over the past year, usually at the October meeting and AGM, which will review the relevance and value of its work and the terms of reference.