

Terms of Reference

Purpose and Aim

The purpose of the eSmart Libraries Working Group is to oversee and steer the implementation of the eSmart Libraries Framework for the City of Canning Library Service. The eSmart Libraries Working Group guides the library in the smart, safe and responsible use of digital technology, and supports wellbeing outcomes for all members of their library community.

Objectives

The Working Group will:

1. Guide the library through the 3 stages of Planning, Implementing and Sustaining the eSmart Libraries Framework
2. Enlist the support of all library staff in promoting the eSmart Libraries program and activities with library users and others in the library's community
3. Identify the gaps, prioritise actions and monitor progress within the Framework
4. Lead the audit of the library's policies to determine which are relevant to eSmart and could include elements of eSmart, which need creating or revising, and whether an overarching eSmart Policy can be developed.
5. Develop a communications plan for regular updates to staff and stakeholders to create momentum for the program
6. Collect evidence of progress and use the eSmart Libraries Starter Kit.

Meetings

Meetings with the whole team will be monthly, team members will be expected to work with each other periodically over the month when their rosters overlap. Minutes of the monthly meeting will be kept.

Tasks

Team members may be asked to do the following (but not limited to):

- Putting up displays
- Writing new policies for using the public PC's & wifi
- Writing subject guides
- Presenting computer classes
- Inviting organisations from the community to run workshops and information sessions at the library

Reporting

The Coordinator (Catherine Mulrone) will check in with team members periodically, and then report to the Manager: Learning Communities on a monthly basis after the monthly meeting.