



**Scott Polar Research Institute**

**Library, Archives and Museum (LAM) Collections Management Committee**

**TERMS OF REFERENCE**

1. There shall be a committee, established by the SPRI Committee of Management, to oversee the activities of the library, archives and museum of the Scott Polar Research Institute.
2. The Committee has responsibility for overseeing the day-to-day running of the library, archives and museum of the Scott Polar Research Institute. The Committee should also, from time to time, discuss and make recommendations to the Director on the strategic development of the library, archives and museum of the Institute.
3. The members shall be:
  - a) Director of SPRI (Chair)
  - b) Museum Curator (Secretary)
  - c) Archivist
  - d) Picture Library Manager
  - e) Librarian
  - f) Collections Coordinator
4. Papers will be circulated to the following staff, with an optional invitation to participate in meetings or comment on papers in writing in advance of each meeting:
  - a) Learning and Public Engagement Coordinators
  - b) Fund Managers for Edward Wilson II Fund
  - c) All collections staff working in library, archive, picture library or museum teams across the Institute
  - d) All senior academics working in the Institute
5. The Committee is responsible for approving proposals to acquire, lend or dispose of the permanent collections cared for in the museum, archive, picture library and special collections of the library. If a decision is required at short notice, responsibility may be delegated to an “Extraordinary” meeting of the LAM Committee, comprised of no fewer than three members of the Committee, at the discretion of the Chair. Short notice

decisions may be taken by circulation. Minutes of Extraordinary meetings of the Committee shall be reported to the next Ordinary meeting.

6. The Director and Chair of the LAM Committee shall report on the committee's activities to the Committee of Management of the Institute as the occasion arises, and at least once in each academic year.
7. Meetings of the SPRI LAM Committee shall be held at least twice in each of the three terms of the academic year.
8. Minutes of the SPRI LAM Committee shall be provided to the Institute's SSC, SMG and Management committees.

Date of last revision: March 2022

Accepted by SPRI Committee of Management: 27 July 2022.