

**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. It 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) Institute Administrator
  - c) Librarian
  - d) Archivist
  - e) Picture Library Manager
  - f) Museum Curator
  - g) Exhibitions Officer
  - h) Education and Outreach Assistant
  - i) Conservator
  - j) Collections Coordinator
  - k) External Professional Advisor (if a Museum Mentor is required)
4. 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.
5. Meetings of the SPRI LAM Committee shall be held at least once in each of the three terms of the academic year
6. Minutes of the SPRI LAM Committee shall be provided to the Institute's SSC, SMG and Management committees