



**CAPAL/ACBAP  
Publications Committee  
Terms of Reference**

**Mandate**

The Publications Committee is a standing committee of CAPAL /ACBAP with responsibility for and oversight of the official external CAPAL/ACBAP publications.

**Objectives**

The committee shall:

- Oversee the publication of the *Canadian Journal of Academic Librarianship / Revue canadienne de bibliothéconomie universitaire*, CAPAL/ACBAP's peer-reviewed, open-access academic journal, as described below.
- Collect and post conference proceedings to the CAPAL/ACBAP website.
- Undertake other externally focused publication-related activities, as determined.

**Members and Composition**

Membership in the committee includes up to ten CAPAL/ACBAP members, one of whom shall serve as Chair. The Chair is a non-voting member of the Board of Directors by virtue of the position.

The Chair is recruited by the Nominating Committee and appointed by the Board of Directors for a two-year term. Committee members are recruited by the Chair with support from the Nominating Committee. Members can serve two consecutive terms. Chair or individual members can be removed by a resolution of the Board of Directors.

**Meetings and Quorum**

The Committee shall normally meet every month and during the annual CAPAL/ACBAP conference. Additional meetings may be called by the Chair or any two committee members. A majority of those present and voting shall constitute quorum. Informal meeting minutes will be kept and be made available to CAPAL/ACBAP members upon request. The Chair will report on the Committee's activities to the CAPAL/ACBAP Board, at the annual general meeting as requested by the Board, and at other times as appropriate.

**Oversight of Journal Publication**

The Committee's oversight of *Canadian Journal of Academic Librarianship / Revue canadienne*

*de bibliothéconomie universitaire* shall consist of:

- Recommending to the Board the appointment and renewal of Editors
- Being responsible for financial and other management issues and business policies
- Reviewing and evaluating the performance of the Editors and the journal
- Serving as a resource for the Editors on issues that arise
- Resolving any conflicts that arise with respect to the journal

The Editors are primarily responsible to the Committee. In keeping with best practices for academic journals, the Editors have entire responsibility, authority, and accountability for the scholarly content of the journal.

Approved by the CAPAL/ACBAP Board: <date approved>