

UKSG Publications and Editorial Subcommittee Terms of Reference



Aims and Objectives

- To support the aims and objectives of UKSG
- To offer support, guidance and advice to the owners/editors of *Insights*, *UKSG eNews*, *The E-Resources Management Handbook*, and lis-e-resources
- To work closely and effectively with the UKSG Main Committee, the Education Subcommittee, the Marketing Subcommittee, the Research Subcommittee, the UKSG Business Manager and the Publications Associate
- To oversee the provision of news and current information about the information industry to UKSG members, via *UKSG eNews*
- To oversee the provision of news and discussion about the information industry, via lis-e-resources
- To oversee the dissemination of industry updates and peer-reviewed articles relating to all aspects of scholarly communication in the UKSG journal *Insights*
- To oversee the open access publication of book chapters covering all aspects of the information industry in *The E-Resources Management Handbook*
- To oversee the appropriate delivery platforms for, and ensuring effective access to, all UKSG publications
- To carry out the above aims with due regard to cross-sectoral objectivity, and to the charitable status of UKSG.

Specific Responsibilities

- Publication of *Insights*, three times a year (March, July and November)
- Online publication of *UKSG eNews* every two weeks
- Publication of open access chapters in *The E-Resources Management Handbook* on a regular basis. A minimum of three new chapters should be commissioned annually
- Overseeing the online hosting of publications and undertaking periodic reviews of hosting arrangements
- Monitoring and occasional seeding of discussions on lis-e-resources
- Liaising with the Marketing Subcommittee to ensure appropriate publicity for UKSG publications.

Membership and Chair

- The Chair will be a member of the main UKSG Committee nominated by the Chair of that committee, and will normally be appointed for a term of three years
- The Publications Associate will be the Secretary of the Subcommittee
- Subcommittee membership must include: the Chair of the Subcommittee, the editors of *Insights*, the editor of *UKSG eNews*, the editors of *The E-Resources Management Handbook*, and the UKSG Business Manager
- Other potential committee members should come from UKSG member organisations, or be co-opted by the Chair, should their particular expertise be an essential addition to the work of the Subcommittee
- Subcommittee members serve two-year terms; renewal of membership at the end of each term will depend on contributions made and actions fulfilled during the preceding term
- There is no limit on the number of consecutive terms that can be served, if Subcommittee members contribute actively during meetings and/or undertake and fulfil regular actions
- The Chair will make final decisions on membership, taking advice from the main UKSG Committee when required, with due regard to the balance of sectors represented.

Meetings

- The Subcommittee will meet three times a year, following the publication of the March, July and November issues of *Insights*
- Due to the international composition of the Subcommittee, the July/August meeting will be by teleconference
- Interim meetings may be held by teleconference, specifically for members tasked with taking forward specific projects
- Subcommittee members are responsible for fulfilling and reporting on action points between meetings.

Communications and Reporting

- Members will communicate via the UKSG-Publications JISCMail e-mail list
- The Chair of the Subcommittee reports to the main UKSG Committee at four meetings per year
- The Subcommittee liaises with the Marketing, Education and Research Subcommittees as appropriate.