

# One Book Nova Scotia Committee

## Draft Terms of Reference

December 2017

### A. Introduction

One Book Nova Scotia (1BNS) is an initiative of Libraries, Archives & Museums NS (LAMNS). Each autumn, this province-wide community reading event invites adults in Nova Scotia to read, listen to, discuss, and get excited about the same book. The 1BNS Committee is responsible for the coordination of this annual community reading campaign.

### B. Mission Statement

The 1BNS campaign aims to:

- encourage reading and contribute to the development of a reading culture in Nova Scotia and therefore to a more literate community
- create opportunities for social interaction and community development
- support life-long learning by providing opportunities for members of the community to learn and grow in reading and literary development
- foster stronger relationships among cultural and educational community members by working together in new ways

### C. Goals

On an annual basis, goals include (but are not limited to):

- selecting the book for the campaign
- soliciting funds to run the campaign
- purchasing copies of the book for participating libraries
- promoting the campaign to Nova Scotians
- organizing and paying for the author tour in support of the campaign
- liaising with Libraries, Archives & Museums NS and other partners

### D. Member Roles and Responsibilities

Membership is voluntary; members should be working in library related fields.

- **Co-chairs:** The committee is led by two co-chairs, one representing and working in public libraries, the other in academic libraries. Co-chairs share the responsibility of overseeing and coordinating the 1BNS campaign program with the assistance of the other members. The co-chairs plan and run Committee meetings, ensure the campaign is on track, and liaise with external stakeholders as required. It is the responsibility of the Co-Chairs to seek funding, develop a budget (with the assistance of the 1BNS Committee) and send it each year to LAMNS for review.

- **Member (Provincial Library):** One member representative from the Provincial Library.
- **Members (Public Libraries):** Two member representatives from public libraries, one from the Halifax Public Libraries and one from a region.
- **Member (Nova Scotia Community College):** One member working at the Nova Scotia Community College and representing the NSCC library system.
- **Member (University Libraries):** One member working in a university library and representing the interests of Novanet.
- **Member (Museums):** One member working in a museum in Nova Scotia.
- **Member (Archives):** One member working in archives in Nova Scotia.
- **Member (Marketing & Promotion):** One member who also chairs the Marketing and Promotion sub-committee.
- **Member (Dalhousie MLIS Program):** One student member representing the Dalhousie Master of Library and Information Studies Program.
- **Member (NSCC Library Technician Program):** One student member representing the NSCC Library Technician Program.

## E. Standing Sub-Committees

Sub-committees are formed to perform various roles and tasks as outlined in the goals of the program. There are currently three standing sub-committees.

**1) Marketing & Promotion:** oversees marketing and promotions including: collecting content for the website, the development and distribution of marketing materials, and user engagement via media communications (including social media).

- Chaired by the Member (Marketing & Promotion) on the 1BNS Committee.
- Members: at least 1 member each from public libraries, academic libraries, government, museums, archives (including representation of the Chair) from either the 1BNS Committee or the broader community. Students from the NSCC Library & Information Technology or the Dalhousie Master of Library & Information Studies may also participate on this committee.

**2) Programming:** develops the program timeline, including the launch of the book tour and the author reading schedule.

- Chaired by a Member of the 1BNS Committee.
- Members: at least 2 other members from the 1BNS Committee or broader community. Students from the NSCC Library & Information Technology or the Dalhousie Master of Library & Information Studies may also participate on this committee.

**3) Selection:** prepares the short list of nominated books and adjudicates the winner.

- Chaired by a Member of the 1BNS Committee.
- Members: at least 2 other members. Efforts will be made to ensure a broad membership from public libraries, academic libraries, archives, museums, government, or Nova Scotia publishing industry (representation from these areas includes the Chair's role).

**4) Outreach & Partnerships:** seeks out and coordinates collaborative projects surrounding the annual title selection.

- Chaired by a Member of the 1BNS Committee.
- Membership: at least 2 other members. Committee will work closely with related organizations and groups to develop collaborative projects outside of the author reading tour. The Outreach & Partnerships Committee will coordinate their work with that of the Programming Committee.

#### **F. Terms of Membership**

- Members of the 1BNS Committee and sub-committees normally serve 2 campaigns.
- Terms can be extended based on institutional need for continuity, interest level, etc.
- Terms of the Co-Chairs and members will be staggered whenever possible.
- Recruitment of volunteers for sub-committees may include individuals from the broader library, educational, cultural and literary communities.

#### **G: Selection Criteria**

The following criteria is used when the Selection Committee decides on a book nomination:

The author must:

- be Canadian
- be available to participate

The book must:

- generate discussion and encourage the exchange of ideas
- be appealing to a broad range of adult readers of varying ages, literacy levels, and life experience
- be strongly written with a compelling story, characters, and setting that will generate excitement among readers
- be available in print and for purchase in paperback
- be available as an ebook

One Book Nova Scotia and its sponsors are committed to the principles of diversity and inclusion. Whenever possible, the winning title should be formatted as an audio book and/or other accessible format. Qualifying books under the selection criteria and written by authors who are women, aboriginal persons, other racially visible persons, and/or persons with a disability will be considered during the selection of the annual short list of titles.

## **H. Meetings**

- The 1BNS Committee normally meets every two months or as required, either in person or by conference call.
- Quorum is considered if one co-Chair and one-half of the Committee members are present.
- Minutes and action items are recorded by an attending member on a rotating basis and distributed to the 1BNS Committee Members within two weeks after meeting.
- Travel costs for 1BNS Committee members to attend meetings are not covered by LAMNS.

## **I. Reporting Framework**

- The 1BNS Committee Co-Chairs communicate with LAMNS by providing quarterly updates for distribution to LAMNS.
- Chairs of Sub-Committees provide reports at 1BNS meetings and keep the Co-Chairs of the 1BNS Committee updated in between meetings.

## **J. Terms of Reference Review**

The 1BNS Committee will review these Terms of Reference every two years. Any recommended changes will be forwarded to LAMNS for approval.