

DRILL HALL LIBRARY USER GROUP

Terms of Reference

- To inform the Drill Hall Management Board on user needs as they relate to the policies, management and provision of information resources, communications and information technology within the Drill Hall Library;
- To advise on the development of all aspects of the joint information resources and IT services;
- To receive and consider reports from the Drill Hall Library Manager and other Information, Library, and IT Services representatives;
- To report to the Drill Hall Management Board;
- To meet on a termly basis not less than three times in each academic year.
- Report to respective Universities on IS matters at Medway.

Membership

Student Representation	<p>All Medway students are invited to attend, along with the following:</p> <ol style="list-style-type: none"> 1. KU Vice President Education or representative 2. SUUG Vice President Education representative 3. CCSU Medway Officer or representative <p>Medway campus student press are also invited (e.g. Medwire / ME7)</p>
Drill Hall Library	<ol style="list-style-type: none"> 1. Drill Hall Library Manager 2. User Services Manager 3. Academic Support Manager 4. Technical Support Manager
University of Greenwich	<ol style="list-style-type: none"> 1. Academic staff from Faculty of Engineering and Science 2. Academic staff from Faculty of Education and Health 3. Academic staff from Medway School of Pharmacy <ol style="list-style-type: none"> 1. Head of Library Services 2. Information & Library Services staff member
University of Kent	<ol style="list-style-type: none"> 1. Academic staff from Faculty of Science 2. Academic staff from Faculty of Social Science 3. Academic staff from Faculty of Humanities <ol style="list-style-type: none"> 1. Assistant Director Library Collections 2. Assistant Director Customer Support
Canterbury Christ Church University	<ol style="list-style-type: none"> 1. From Faculty of Education 2. From Health and Wellbeing 3. Medway Campus Director <ol style="list-style-type: none"> 1. Bibliographic and User Services Librarian 2. Academic Services Librarian
Medway Campus	<ol style="list-style-type: none"> 1. Estates & Facilities Directorate representative 2. GK Unions Medway Operations Manager
Secretary	Drill Hall Library Administrative Assistant

The Chair of the User Group will be one of the academic representatives. The Chair will be held for two academic sessions and will rotate between the three Institutions on a two-yearly basis:

Sept 2014-16: Greenwich

Sept 2016-18: CCCU

Sept 2018-20: Kent