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## ACCESS TO HIGH QUALITY INFORMATION THROUGH LIBRARY COLLABORATION

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### FRAMEWORK FOR COLLABORATION

CHELiN is a project of the Cape Higher Education Consortium (CHEC) and consists of the four higher education libraries in the Western Cape.

CHELiN's purpose is to provide optimal access to information and quality information services for all participating institutions, enhancing those possible in any single institution, and to develop additional partnerships where they will further contribute to meeting the needs of users.

### ACTIVITIES

- **Reciprocal access and borrowing agreement**

The CHELiN reciprocal access and borrowing agreement recognises two categories of users, viz. users who are able to access the CHELiN libraries and use their material within the libraries ("CHELiN users"), and users who are able to apply for borrowing privileges, as well as using material within the libraries, in which case certain items may be borrowed from the libraries ("CHELiN borrowers"). All registered staff and students, excluding short-course students, of the four participating institutions are considered "CHELiN users". All staff and postgraduate students are considered "CHELiN borrowers".

Refer to the *CHELiN reciprocal access and borrowing agreement*.

- **Document delivery service** (commonly known as "the Van Service")

The CHELiN Van Service transports library material between the various CHEC university campuses in terms of an agreement between CHEC and a service provider. The service consists of the collection, conveyance and delivery of material from and to specified premises of the four universities on a daily basis.

Refer to the Memorandum of agreement with the service provider.

- **Constituting working groups and task teams**

These will be constituted by mutual agreement as the need should arise, and may be in response to CHEC strategic initiatives involving more than one member library.

- **Supporting communities of practice**

CHELiN will be supportive of communities of practice, which could from time to time, undertake projects such as the exploration of performance indicators for libraries, using software to assist libraries in identifying duplicate and last copy holdings, develop and promote professionalism of staff, and the role of libraries in research data management.

## **MANAGEMENT**

- CHELiN is managed by a Committee consisting of the four Library Directors.
- The Committee of Library Directors (CLD) will be responsible for managing the activities of the CHELiN and for conceptualising new project areas of collective benefit and implementing them, based on existing and identified library needs.
- One of the Library Directors will chair the CLD on an institutional rotation basis for a period of two years. The Chair will provide the secretariat and maintenance of a website.
- The CLD will report to the CHEC Board at least once a year and consult with the CHEC CEO as and when required.
- The CLD will meet at least twice a year.
- The presence of three Library Directors at a meeting will constitute a quorum at a CLD meeting.
- Decisions of the CLD will be made by reaching consensus.
- The CLD will develop a bi-annual operational plan, which may include the following activities:
  - Activities that contribute to the strategic goals of CHEC;
  - Appropriate benchmarking and identification of international trends that can add value to academic libraries in South Africa;
  - Measuring the effectiveness of the collaboration amongst the member institutions (benefits to students and staff, value).

Approved by the CHEC Board on 15 November 2018