**Group Name**
Collection Management and E-Resources Advisory Group

**Objective**
Reviews, assesses, and prioritizes requests for new electronic resources for Woodruff Library in the pursuit of establishing a robust e-resource collection. The group includes representatives from subject teams, metadata, and electronic and continuing resources who help to address and evaluate relevant issues surrounding the funding, discovery, licensing and management of e-resources.

**Scope and Activities**

<table>
<thead>
<tr>
<th>In Scope</th>
<th>Out of Scope</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Review and assessment of electronic resource requests from subject librarians</td>
<td>• Non-Woodruff electronic requests</td>
</tr>
<tr>
<td>• Review general database and electronic resource budget</td>
<td>• Common Good fund management</td>
</tr>
<tr>
<td>• Evaluate implications of new and existing electronic resources for technical services and licensing</td>
<td>• Actual licensing</td>
</tr>
</tbody>
</table>

**Meeting Schedule**
Monthly meeting, recurring.

**Membership and Roles**

**Representation**
The group is comprised of the Head of Collection Management, the subject team leaders (Sciences & Social Sciences, Humanities, and Area Studies), the Head of the Electronic and Continuing Resources Team (ECR), the Licensing Coordinator, the Head of Metadata Services, and another cataloguing representative (for MARC/catalog records issues and implications)

**Member Roles**
Discussion and decision-making regarding electronic resource requests.

**Chair (or Convenor) Responsibilities**
The chair establishes ground rules, develops agendas, facilitates meetings, and documents budget decisions. S/he liaises with Technical Services representatives regarding processing, licensing, and cataloguing.

**Co-chair Responsibilities (if applicable)**
n/a

**Group Member Responsibilities**
n/a
Decision Making and Quorum
Meeting quorum (minimal attendance to conduct business) requires attendance by at least two of the three subject team leaders and two of the non-subject team members.

Group Structure

Reports Into
Services Division Head

Subgroups

Additional Stakeholders/Consultations/Inputs From

Communications and Workspaces
- CMTAG@listserv.cc.emory.edu
- Meeting Minutes distributed via listserv
- http://emory.libwizard.com (archive for requests as of 12/2016)