**Educator Advisory Group Orientation Package**­­­­

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# Welcome

Welcome to CELA's Educator Advisory Group. Thank you for offering your time and skills to improve and enhance CELA’s services and programs. On behalf of the staff and our users, we appreciate your commitment. We are looking forward to learning more about your experiences as an educator or teacher supporting students with print disabilities who benefit from CELA services.

To help you become familiar with CELA, we have provided you with this package that provides the terms of reference, clarifies terminology and process, outlines some background material, and will help to provide context for the work of the Educator Advisory Group.

If, at any time, you would like to speak about the items discussed in the Educator Advisory Group meeting please don’t hesitate to contact Rachel Breau, Manager, CELA Member Services.

# Terms of Reference for the CELA Educator Group

The CELA Educator Advisory Group Committee has been established to advise CELA Staff and Board on specific matters as they pertain to the preparation and delivery of CELA services for educators and the students with print disabilities they serve.

## Background

The Centre for Equitable Library Access, CELA, is Canada’s most comprehensive accessible reading service, providing books and other materials to Canadians with print disabilities in the formats of their choice. Educators and other professionals who support people with print disabilities may access CELA's services and collection. A national not-for-profit organization, CELA member libraries serve 97% of the Canadian population. CELA provides access to 700,000 professionally produced titles to provide people with print disabilities with a quality public library experience.

## Purpose of the Educator Group

The overall purpose of the Educator Group is to ensure that educators who represent students with print disabilities and the larger educational community have their interests represented during the creation, modification and delivery of CELA services. By playing a key role, the community will contribute to strengthening these services, ensuring they meet the needs of the end users. In this way, the Educator Group will help to ensure that future actions are appropriate to the community, and that CELA services are of the highest possible quality.

## Role of the Educator Group

In an advisory capacity, the Educator Group will share opinions and perspectives and offer collective advice to CELA staff. The Educator Group’s input, along with broad public consultation, will enable a planning process that is open, transparent and meaningful to the community.

Input will flow from the Educator Group to CELA staff in the form of information, feedback, and recommendations which will be used in developing the logistical and strategic plans. Additionally, the Educator Group will be instrumental in advising on the best avenues for broad educational community engagement and communication of critical information. Final decision-making authority in all matters will lie with CELA’s management team and its Board of Directors with key input from the Educator Group.

## Duties of the Educator Group

• Meet twice a year (or as required) with CELA staff members acting as facilitators;

• Review the results of public consultation exercises, and key project reports and findings and provide input;

• Provide feedback and recommendations on specific products and services that CELA may be developing, testing or implementing.

• Recognize that some information provided to the group may be sensitive or confidential, and if shared outside of the Educator Group may jeopardize the integrity of a project`s outcome. Members may be asked in some situations to sign a consent form or Non-Disclosure Agreements.

## Educator Group Membership

The group will include representatives from elementary, secondary and post-secondary institutions and may include both public and private schools, to allow for cross pollination of ideas across the community. Subgroups may be developed as needed, particularly to represent the reading and accessible technology needs for students of different ages or abilities. CELA will do its best to recruit and maintain a membership with a balance of educators from different grade levels, regions, skill sets and experiences. The Educator Group meetings will include CELA Staff appropriate to the topic being discussed.

## Membership Selection criteria will include:

• Willingness and ability to commit to the necessary time and effort required to contribute meaningfully to the group;

• Commitment and interest in the development of CELA services for students across Canada and with different print disabilities, with that interest informed by personal or professional experience;

• Skills and experience related to previous work with student support, educational initiatives or community-based projects supporting those with print disabilities;

## Appointment

The term of appointment shall be for the 2 years. Renewal of terms will be offered If CELA considers the member in good standing and there is not a high demand for membership. If you are unable to complete your term, please feel free to speak to a staff person and we will remove you from the emails.

## Meetings

Meetings shall be held 2 times a year or as needed by teleconference as agreed to by the Educator Group and CELA Staff and as determined by the project and initiative requirements. Subcommittees or ad hoc groups may meet more often during key projects. Participants will be invited to call into CELA’s toll free online meeting system. The numbers required to access the meeting system will be sent with each meeting announcement.

## Resources

CELA will provide staff resources to the Educator Group including coordinating and arranging meetings, agendas, note taking (summary and action items), distribution of materials, and other administrative functions as required.

## Meeting Minutes

A written summary of discussion and comments from each meeting will be prepared by CELA Staff. Meeting minutes will describe highlights of discussions, assignments, action items and recommendations. Meeting minutes will be circulated to members of the Educator Group and CELA Board and staff.

## Privacy

All CELA staff and board members are bound by privacy agreements. However, the expectation of privacy does not currently extend to members of this group. Please refrain from sharing any student's personal information that you would not like revealed to other members. No personal information of any kind will be noted in the meeting minutes.

# FAQs and Clarifications

**How will meetings be coordinated?**

Rachel Breau, Manager, CELA Member Services will be responsible for coordinating and conducting the meeting. Agenda items will be set by CELA staff, with input from the board and the Educator Advisory Group. Meeting notes will be distributed by email to the Educator Advisory Group following the meeting.

**How will I be notified of upcoming meetings?**

CELA will notify all Educator Advisory Group Members about upcoming meetings at least 2 weeks prior to the meeting by email. Reminder emails will also be sent. The phone numbers required to access the meeting system will be sent with each meeting announcement.

**How will I receive information necessary to participate in meetings?**

Information required for the meetings, including the agenda and any necessary background will come as accessible email attachments accompanying the meeting announcements.

**Who do I contact if I have questions about topics raised or discussed in the Educator Advisory Group?**

Please contact Rachel Breau. Contact information is included at the end of this document and will be included in all meeting invitations, agendas and meeting notes.

**Do I need to sign a confidentiality or non-disclosure agreement?**

We will do all that is possible not to place participants in this position, but if we are testing a new product, the vendor may insist. Any project in which an NDA is required will be voluntary and will be held outside of the normal course of the group’s business.

**I am the parent of a child with a print disability, may I join the committee?**

We welcome input from those supporting students who represent a disability organization or education advocacy or support group. If you have a suggestion about CELA's services, please email feedback@celalibrary.ca.

# CELA Backgrounder

## Introduction

The Centre for Equitable Library Access provides the infrastructure, support and content that allows public libraries to deliver accessible library materials to Canadians with print disabilities, including educators and professionals supporting people with print disabilities, in equal measure to that which is enjoyed by other members of their community. Organizationally, we are guided by our Mission, Vision and Mandate and our core Values.

### Vision

Equitable public library services for Canadians with print disabilities.

### Mission

To support public libraries in the provision of accessible collections for Canadians with print disabilities and to champion the fundamental right of Canadians with print disabilities to access media and reading materials in the format of their choice.

### Mandate

To acquire and distribute published works in alternative formats to Canadian public libraries and to provide public libraries with advice, training, and information to support their patrons’ access to and use of these collections.

### Values

#### Inclusion

Canadians with print disabilities have access to quality public library collections across the nation in Canada’s two official languages and in the format(s) of their choice. Collections are preserved to ensure long-term access and represent the linguistic and cultural diversity of Canada. Services are provided in Canada’s two official languages.

#### Leadership

CELA partners with national and international organizations to identify and implement best practices in creating and maintaining equitable library services for those with print disabilities.

#### Expertise

CELA offers specialized skill and support to public libraries to facilitate accessible services for all.

#### Effectiveness

CELA offers the greatest benefit to the greatest number of Canadians and public libraries, at the lowest cost possible through funding partnerships, collaborations and the optimization of resources.

#### Accountability

Services are informed by the needs of Canadians with print disabilities and public libraries.

## Services

CELA offers services to three core groups: our direct users, our member libraries, educators and other professionals who provide support to persons with print disabilities.

### User Services

* Online Access to Digital Collections
* Access to the CNIB collection of DAISY narrated audio, e-text and braille books and magazines (100,000 titles, English and French, for adults and children) in physical and digital formats
* Downloadable material for iOS, Android and DAISY reading devices
* Access to 50 national, international and regional newspapers updated daily
* Bookshare - access to more than 600,000 titles for CELA patrons and educators including New York Times bestsellers and a tremendous offering of educational material
* Home-delivery
* DAISY narrated audio books and magazines on CDs
* Embossed braille books and magazines, and printbraille (picture books with transparent braille sheet overlays on each page)
* User support
* Readers advisory service
* Patron technical support

### Library Support Services

* Direct to player download – for libraries choosing to preload reading devices for loan
* Deposit Collections for library shelves and local-library home delivery service
* Burn to CD service - allows libraries to burn a title locally for immediate fulfillment of a request for DAISY CD
* CELA Interlibrary Loan (DAISY audio CDs, braille, printbraille)
* Training & support for library staff – web and live, interactive webinars and instructional materials
* Online self-serve instruction
* Members support
* Marketing and promotional material and support for community outreach

### Educator Services

* Access to CELA collection of DAISY narrated audio, e-text and braille books and magazines
* Bookshare - access to over 600,000 titles for CELA users and educators serving students with print disabilities
* Training & support for educators - customized webinars and instructional materials
* Educator support helpline

## CELA Collections

The CELA Collections Team select materials for the collections based on principles defined in the CELA’s vision and mission statements. CELA’s collections are developed as intentionally-curated and well-balanced accessible format collections with an emphasis on Canadian content. Books for young readers and adolescents are included with an emphasis on supporting reading programs such as the Ontario Library Association Forest of Reading and TD Summer Reading Club. Users are able to recommend specific titles be added through the CELA website or Contact Centre. The Team also maintains key partnerships with accessible format producers and commercial publishers and continually seeks new opportunities. Some of our most important partnerships are highlighted below:

### CNIB

CELA and CNIB have a service agreement in place in which CNIB provides the delivery and housing of a collection of close to 100,000 accessible books and the production of additions to the collection based on the CELA Collections Policy and curated by the CELA Collections Team. CNIB is funded primarily by the Government of Canada for this work.

### Bookshare

CELA also has a partnership with Bookshare that provides ever-expanding depth to our offerings. Bookshare offers a collection of 600,000 books in accessible formats, including current bestsellers and a tremendous collection of educational resources. Bookshare is a US-based service from Benetech, a leading Silicon Valley-based non-profit company that uses technology to address pressing social needs.

### BAnQ (Bibliothèque et Archives nationales du Québec)

There is also an agreement between CELA and the Bibliothèque et Archives nationales du Québec (BAnQ) that ensures access to CELA services for residents of Québec and reciprocal access to the BAnQ French-language collection for Canadians outside Québec. French readers may find French e-braille files or contact their local public library to borrow braille books in French from BAnQ.

### ABC (Accessible Books Consortium) Global Exchange

For materials in languages other than French and English, CNIB’s leadership in the international Accessible Books Consortium (ABC) is being leveraged to further expand the CELA collection, by adding titles in accessible formats produced in other countries and often in other languages. The implementation of the Marrakesh Treaty on September 30, 2016 holds great potential for bolstering and adding depth to our offerings.

### Commercial Audio Publishers

In addition, we are actively seeking source materials through partnerships with book publishers, Canadian publishing associations and producers of audiobooks. We currently have agreements in place with Recorded Books, Blackstone Audio and Dreamscape Audio that allow us to purchase high demand audio books, add functionality to improve accessibility, and provide them to CELA users simultaneous to commercial release at substantially less cost than full production.

## CELA Governance and Staff

CELA is governed by a Board of Directors comprised of library professionals from across the country. A current list of Board members and CELA staff are listed on the About us page: <https://celalibrary.ca/about-us>