UC Libraries Advisory Structure

Direction & Oversight Committee

Project Team Charge

**1. Name**

Shared Print Strategy Project Team (SPST)

**2. Charged By**

Council of University Librarians (CoUL)

**3. Reporting Line**

Direction & Oversight Committee (DOC)

**4. Background or Context**

To carry out the [UC Libraries Shared Print Strategic Plan 2013-2018](http://www.cdlib.org/services/collections/sharedprint/docs/UCLSharedPrintStrategicPlan2013-2018final.pdf) and [RoadMap for 2014-2018](http://www.cdlib.org/services/collections/sharedprint/docs/RoadMAP2014-2018_Final.pdf). To develop strategies and directions for collaboration around print collections among UC Libraries and with extramural partners. To plan for implementation and implement strategies, including development of a RoadMap for future priorities and activities.

**5. Purpose, Scope of Work and Responsibilities**

The Shared Print Strategy Project Team will explore, develop and implement strategies and activities outlined in the UC Libraries Shared Print Strategic Plan 2013-2018, and work with stakeholders to review and revise the strategic plan periodically. The Team will propose to DOC programs and projects to advance UC Libraries shared strategies; proposals may include resources, policies, tools and structures needed to advance UC Libraries goals for shared print.

The Team’s purview includes

* Collection development and management issues, activities, policies and criteria for UC-wide and extramural shared print initiatives (i.e. associated with resources published, acquired or managed in physical formats), in consultation with the Shared Content Leadership Group (SCLG) which has overall responsibility for shared print collection development and management.
* Issues and policy development associated with tools, technologies and standards that facilitate how shared print content is accessed, archived, described, discovered, preserved and relocated both within and among UC libraries and in relation to and in collaboration with extramural partners.

**6.** **Membership / Composition / Terms of Appointment**

Appointed Members

* University Librarian: Brian Schottlaender (UCSD) ; term ends December 2018
* AUL Collections: Jim Dooley (UCM); term ends December 2016
* AUL Collections: John Renaud (UCI); term ends December 2017
* Bibliographer (Humanities): Becky Imamoto (UCI) ; term ends December 2016
* Bibliographer (Social Sciences): Joseph Yue (UCLA); term ends December 2018
* Bibliographer (Sciences): Brian Quigley (UCB); term ends December 2017
* AUL Technical Services/Cataloging: John Reimer (UCLA); term ends December 2017
* AUL Public Services: Ann Frenkel (UCR) ; term ends December 2018
* Preservation Officer: Roger Smith (UCSD) ; term ends December 2016

Permanent Shared Service Members

* California Digital Library Shared Print Manager: Emily Stambaugh, Team Manager
* California Digital Library Collections Analyst/Project Manager: Danielle Watters Westbrook
* SRLF Director: Cathy Martyniak
* NRLF Director: Erik Mitchell

Members (with the exception of the University Librarian member who is selected by CoUL) are recommended by DOC, with approval by the local University Librarian (or delegate) or the CDL Associate Vice Provost and Executive Director; membership suggestions from the Shared Content Leadership Group and Shared Print Strategy Project Teams are welcomed.

Members are selected for the expertise they possess or by virtue of their portfolios. An effort will be made for member representation from both large and small campuses, although appropriate expertise and/or portfolio are the chief criteria for selection. Members on the team who represent a specific expertise or portfolio are expected to actively represent or coordinate with UC colleagues and groups with similar expertise or portfolio, as needed. Bibliographers on the team represent a broad discipline (Humanities, Sciences and Social Sciences) and actively represent or coordinate with multiple CKGs and bibliographers in the broad disciplines.

Members who serve on the committee for their functional expertise serve for three year staggered terms, with the possibility of renewal. Shared service managers (CDL and RLFs) are permanent members.

1. **Roles: Team Manager, DOC Liaison, SCLG Liaison, Shared Print Operations Team and Operations Team Manager**

The Team Manager is the UC Shared Print Manager. Team Manager responsibilities include coordinating the explorations and projects of the Team on an ongoing basis; provides leadership for the team and facilitates strategy and proposal development, long range planning and sets the agendas for and with the team; may include performing administrative and service-related functions. The Team Manager may represent UC Libraries in regional, national and international fora, conferences and committees, particularly for shared print. The Team Manager also serves as the Project Team liaison to the Shared Library Facilities Board.

The DOC liaison is a member of DOC, as well as a member of the Shared Print Strategy Project Team. The DOC liaison is selected by DOC from among the Shared Print Strategy Project Team members who are also DOC members. The responsibilities of the DOC liaison are to communicate activities, requests and proposals of the Shared Print Strategy Project Team to DOC; this does not preclude the Shared Print Strategy Project Team Manager communicating with DOC when appropriate as well. The DOC liaison is responsible for reporting back to the Shared Print Strategy Project Team from DOC.

The SCLG liaison is a member of both SCLG and the Shared Print Strategy Project Team. The SCLG liaison is selected by SCLG from among the Shared Print Strategy Project Team members who are also SCLG members. The responsibilities of the SCLG liaison are to ensure two-way communication between SCLG and the Shared Print Strategy Project Team with respect to areas of mutual interest and responsibility and to ensure that SCLG strategies, policies and perspectives are represented on the Shared Print Strategy Project Team and vice-versa.

The Shared Print Operations Team (SPOT) reports to and supports the Shared Print Strategy Project Team. The Operations Team implements shared print services and explores feasibility for future services. The Project Team charges the Operations Team to implement services and explore feasibility.

The SPOT Manager is a member of Shared Print Strategy Project Team and serves as liaison to the SPOT. The SPOT Team Manager is one of the RLF Directors. The SPOT Team manager and Shared Print Strategy Project Team Manager communicate activities, requests and proposals between the teams (SPST and SPOT).

1. **Resources and Support**

* By proposal, direct and indirect, staff, tools/systems, and dedication at various locations.

1. **Meetings and Communication**

* The Shared Print Strategy Project Team will hold monthly conference calls to discuss issues related to the Team.
* The Shared Print Strategy Project Team will communicate among its members using the established SP-STRATEGY-TEAM-L mailing list.
* The Shared Print Strategy Project Team will continue to post regular meeting minutes and other information to the established UCOP wiki.
* The DOC liaison will communicate activities, requests and proposals to DOC, and will report back to the Shared Print Strategy Project Team from DOC.
* The Shared Print Strategy Project Team Leader will meet with SCLG on a quarterly or other mutually agreed-upon schedule to review and consult on shared collection development and management activities, issues, and future plans.
* The Shared Print Strategy Project Team will consult with and inform other UC stakeholder groups through communication structures that currently exist or will be created.

1. **Designated UCLAS Liaisons**

The members will select designated Team liaisons to UC Library groups with related interests and responsibilities, with input from the UC Library groups. The responsibilities of the liaisons are to keep the Shared Print Strategy Project Team and the respective UCLAS group aware of each other’s activities (especially when areas of responsibility overlap) and to consult when specific expertise or feedback is needed.

Liaisons will be members of the Shared Print Strategy Project Team, and selected for:

* Direction and Oversight Committee (DOC)
* Shared Content Leadership Group (SCLG)

1. **Evaluation**

Currently, the Shared Print RoadMap outlines performance indicators for programs and projects under development. Individual programs or projects are reviewed periodically by the Team as well as DOC.