

Shared Print Operations Team (SPOT) CHARGE

Name: Shared Print Operations Team (SPOT)

Charged by: Shared Print Strategy Team (SPST)

Reports to: Shared Print Strategy Team (SPST)

The Shared Print Operations Team is responsible for managing and coordinating operations and implementation of shared print projects. In order to ensure the efficient and effective functioning of the programs, SPOT:

- Supports the SPST in its strategic efforts and makes recommendations related to collaborative Shared Print activities.
- Formulates technical service, discovery, display, and resource sharing policy recommendations and procedures for shared print resources.
- Implements services and explores feasibility of future services.
- Consults with: Heads of Technical Services, Cataloging, Resource Sharing, CDL Discovery and Delivery, and campus Shared Print Coordinators as needed.

The SPOT Chair is an annual assignment, is generally an RLF staff member and rotates to allow multiple RLF staff members to gain experience running the group. The SPOT Chair or designated SPOT liaison serves as a member of the SPST. The SPOT Chair and SPST Chair communicate frequently on activities, requests, and proposals between the teams (SPST and SPOT). SPOT, in conjunction with SPST, may add members over time as need arises.

The Shared Print Analyst is responsible for taking meeting minutes, publishing agendas and minutes on the CDL wiki, and brainstorming on new agenda items.

The charge for this group shall be reviewed every three years.

MEMBERSHIP

CDL Shared Print Manager (Alison Wohlers)

CDL Shared Print Analyst (Nika Worth)

SRLF Processing Unit Head (Tin Tran)

SRLF Processing Supervisor (Kathryn Ombao)

NRLF Operations Manager (Tim Converse)

NRLF Head of Deposit Services (Jose Polio Canas)

NRLF Collection Projects Assistant (Tory Sours)