

UC Libraries Advisory Structure
Direction & Oversight Committee

Shared Services Team Charge

1. Name

Shared Print Strategy Team (SPST)

2. Charged By

Council of University Librarians (CoUL)

3. Reporting Line

Direction & Oversight Committee (DOC)

4. Responsibilities

The Shared Print Strategy Team will develop and oversee the implementation and evaluation of strategies and directions for collaboration around print collections among UC Libraries and with extramural partners.

The Team's purview includes

- Collection development and management issues, activities, policies, and criteria for UC-wide and extramural shared print initiatives (in consultation with the Shared Content Leadership Group (SCLG), which has overall responsibility for shared collection development and management).
- Ongoing identification and evaluation of systemwide priorities for SLF allocation and responsibility for guiding the annual allocation process.
- Issues and policy development associated with tools, technologies, and standards that facilitate how shared print content is analyzed, selected, preserved, described, disclosed, discovered, and accessed.

5. Membership / Composition / Terms of Appointment

Members are selected for the expertise they possess or by virtue of their portfolios. An effort will be made for representation from a wide range of UC campuses, although desired 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. Subject specialists on the team represent a broad discipline and represent or coordinate with associated CKGs and possibly other subject specialists (for example, where a CKG might be lacking for a particular subject area) in the broad disciplines.

Appointed Members

- Three (3) Subject Specialists, respectively representing the perspectives of broad discipline areas, including:
 - Humanities
 - Social Sciences
 - Sciences
- Representative for Technical Services/Cataloging
- Representative for Preservation
- Representative for Public Services
- Two (2) AULs (or equivalent) for Collections

- Representatives from areas of emerging or increasing relevance for shared print (i.e. Digital Initiatives or Strategies)

Ex Officio Members

- California Digital Library Shared Print Assistant Director
- California Digital Library Shared Print Analyst
- SLF Director
- Shared Print Operations Team Chair

Members may serve more than one appointed or ex officio role on the Team.

Members are recommended by DOC, SPST, or SCLG. Nominations or renewals should have the approval of the candidate's supervisor before being submitted for endorsement by DOC.

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, SLF, and SPOT representatives) are ex officio members of the Team.

6. Roles: Team Manager, DOC Liaison, SCLG Liaison, Shared Print Operations Team, and Operations Chair

The Team Manager is the CDL Shared Print Assistant Director Team Manager responsibilities include:

- long range planning;
- coordinating the explorations and projects of the Team on an ongoing basis;
- providing leadership for the Team and facilitating strategy and proposal development;
- setting the agendas for and with the Team; and
- select 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 serves as the Shared Services Team liaison to the Systemwide Library Facilities Board (SLFB). The Team Manager meets 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 DOC liaison is selected by DOC from among the Shared Print Strategy Team members who are also DOC members. DOC may also decide to appoint a new member to SPST to serve in the liaison role. The responsibilities of the DOC liaison are to communicate activities, requests, and proposals of the Shared Print Strategy Team to DOC; this does not preclude the Shared Print Strategy Team Manager communicating with DOC when appropriate as well. The DOC liaison is also responsible for reporting back to the Shared Print Strategy Team from DOC.

The SCLG liaison is selected by SCLG from among the Shared Print Strategy Team members who are also SCLG members. SCLG may also decide to appoint a new member to SPST to serve in the liaison role. The responsibilities of the SCLG liaison are to support two-way communication between SCLG and the Shared Print Strategy 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 Team and vice-versa.

The Shared Print Operations Team (SPOT) chair serves as an ex officio member of SPST. The SPOT chair supports reporting to SPST and continuity in conversations happening across the two teams.

7. Related Groups

Beyond DOC and SCLG, SPST has connections to the following other UC groups:

- The Shared Print Operations Team (SPOT). SPOT supports the SPST in its strategic efforts and makes recommendations related to collaborative shared print activities. SPST may charge SPOT to explore feasibility of and to implement services.
- The SILS Leadership Group. SPST aims to consult with, get feedback from, and keep the SILS Leadership Group informed of any projects or services that may impact or require new approaches in the SILS (e.g. data access or custom reports).
 - An agreed upon consultation process between the SPST and the SILS Leadership Group shall be defined and documented outside of this charge.
- The Systemwide Library Facilities Board (SLFB). Because so much of UC's shared print initiatives depend on decision-making for the Systemwide Library Facilities, the SPST Team Manager serves as a non-voting, ex officio member of the SLFB. The SPST Team Manager works with the SLF Director to submit key shared print updates or decisions related specifically to the SLF and serves as an informational resource on shared print for the SLFB. Annual allocation recommendations are made by SPST, in partnership with SCLG, directly to SLFB.

8. Meetings and Team Communication

- The Shared Print Strategy Project Team will generally hold monthly meetings.
- 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 manage meeting minutes and other documentation in a UCOP-hosted shared drive.