

## **1.1. Revisions to Standing Committee Structure, composition, and responsibilities as approved by the Library Advisory Council on September 8, 2017**

### **1.1.1. Policy Teams [Listed as Standing Committees in current structure]**

1.1.2. The standing policy teams are responsible for identifying issues, discussing proposed changes or solutions, and proposing membership-wide commitment, policies, and procedures to the Library Advisory Council. In general, these bodies will deal with decisions that require financial commitments or other membership-wide agreements to ensure that OhioLINK functions as a cooperative venture.

1.1.3. OhioLINK Staff Support for Policy Teams: All Policy Teams will have an official OhioLINK staff liaison. The OhioLINK staff liaison will support the Chair of the team by managing in-person meeting and remote meeting logistics, managing membership rosters and communication channels, and supporting the provision of documentation platforms.

1.1.4. Report to LAC.

1.1.5. Chairs of the policy teams serve for two year appointments. Chairs will be nominated from the team membership in consultation with the outgoing Chair, the OhioLINK liaison, the OhioLINK Executive Director, and the LACCC. Permission will be sought from the Dean or Director of the nominee's home library before making the appointment. Chairs attend LAC quarterly meetings and prepare quarterly reports of activities; bring forward action items; bring perspective of Policy team expertise to discussions, and set yearly goals for the policy team.

### **1.1.5.1. Cooperative Information Resources Management (CIRM) Policy Team**

1.1.5.1.1. **Charge:** Focuses on cooperative resource management issues, both electronic and print, and recommends new policies and procedures. Makes recommendations to the Library Advisory Council on renewals of existing resources and acquisition of new resources for OhioLINK. Responsible for the assessment and analysis of membership-wide resources using the appropriate metrics, including deselection and recommendations for management of purchased shared content in OhioLINK locally loaded platforms; performs analyses and makes recommendations about shared print policy as appropriate.

1.1.5.1.2. **Expertise of Team Members:** CIRM members are primarily composed of collection development and acquisitions library staff. CIRM members are expected to understand and be able to provide budgeting information for their libraries, and be able to understand the entire range of subject and resource needs at their institution and for OhioLINK institutions as a whole.

1.1.5.1.3. **Responsibilities of Team Members:** CIRM members are expected to understand and be able to represent their individual institutional (or group's) need for any particular resource, but also be able to consider the needs of OhioLINK members as a whole. In the case of members that represent the Charters on CIRM, they should be able to provide budgeting information for their libraries and have the ability to make firm commitments regarding funding on behalf of their libraries during CIRM discussions. Members are expected to consult the appropriate subject matter experts at their institutions (if representing a member) or representative group (if representing the independents, Regional/two years, law, or medical libraries) to inform their discussions and decisions. They are also expected to convey the contexts and results of any deliberations and decisions in CIRM back to their respective constituents, whether a member institution or group of members, and be the first option for answering questions about the context of decisions, recommendations, and policies.

1.1.5.1.4. **Team Composition:** One member from each OhioLINK Charter institution; three representatives from the independents group; three from the regional/two year group; one each from the law and medical libraries group. It is strongly recommended that the representatives for the independents, and regional/two years include at least one director who is capable of communicating and representing CIRM discussions at the appropriate directors' meetings.

#### 1.1.5.2. **Database Improvement and Discoverability (DIAD) Policy Team**

1.1.5.2.1. **Explicit Charge:** Focuses on metadata as it relates to integration between shared systems and local systems, authority work, database integrity and impact of displays and searching of metadata on end users in shared or integrated systems. Responsible, as appropriate, for evaluating OhioLINK central and contributing ILS/LMS systems as they relate to managing shared metadata.

1.1.5.2.2. **Expertise of Team Members:** Catalogers, systems staff, technical services staff with the appropriate knowledge of cataloging, database standards, and cross-platform integration. It is **strongly** recommended that there be consistent input from public services staff and staff with UX or usability training whenever a change is made that affects end users, or that Deans and Directors consider appointing a team member from their institution with relevant expertise.

1.1.5.2.3. **Responsibilities of Team Members:** DIAD members are expected to understand and be able to represent their individual institutional (or group's) need for and impact of collective policy and practice, but also be able to consider the needs of OhioLINK members as a whole. Members are expected to consult the appropriate subject matter experts at their institutions (if representing a member) or representative group (if representing the independents, Regional/two years, law, or medical libraries), or at other institutions, to inform their discussions and decisions. They are also expected to convey the contexts and results of any deliberations and decisions in DIAD back to their respective constituents, whether a member institution or group of members, and be the first option for answering questions about recommendations and policies. For cataloging and database changes that have an impact on user interfaces, DIAD is responsible for assembling project teams which will include the appropriate public services, instructional, and usability staff from member institutions.

1.1.5.2.4. **Team Composition :** One member from each OhioLINK Charter institution; three representatives from the independents group; three from the regional/two year group; one each from the law and medical libraries group. Deans and Directors are encouraged to nominate staff members that may have other relevant skills beyond cataloging.

### 1.1.5.3. **Intercampus Services (ICS) Policy Team**

1.1.5.3.1. **Charge:** Recommends policies and procedures for statewide resource sharing between institutions. ICS coordinates OhioLINK circulation -- sometimes referred to as PCIRC (patron-initiated circulation) -- among local sites and between local and the central site. This includes, but is not limited to: analysis of consortial courier service; the recommendation of and updates to policies related to the implementation of PCIRC such as fines, reimbursements for lost material, and loan rules; and documentation of consortial processes necessary for PCIRC. The committee also oversees document delivery systems for all types of materials including books, media, and journal articles between member institutions, and between OhioLINK and peer networks such as SearchOhio.

1.1.5.3.2. **Responsibilities of Team Members:** ICS members are expected to understand and be able to represent their individual institutional (or group's) need for and impact of collective policy and practice, but also be able to

consider the needs of OhioLINK members as a whole. Members are expected to consult the appropriate subject matter experts at their institutions (if representing a member) or representative group (if representing the independents, Regional/two years, law, or medical libraries), or at other institutions, to inform their discussions and decisions. They are also expected to convey the contexts and results of any deliberations and decisions in ICS back to their respective constituents, whether a member institution or group of members, and be the first option for answering questions about recommendations and policies.

1.1.5.3.3. **Expertise of Team Members:** The members serving on the ICS committee come from library backgrounds in the area of access services, circulation, and inter-library loan.

1.1.5.3.4. **Team Composition:** One member from each OhioLINK Charter institution; three representatives from the independents group; three from the regional/two year group; one each from the law and medical libraries group.

## 1.2. Standing Implementation Teams

1.2.1. Implementation Teams are responsible for carrying out any necessary standardization of procedures, technology, and information at each institution to ensure the smooth integration of systems and a consistent information environment for OhioLINK central and distributed operations. Implementation Teams both carry out necessary tasks and procedures and provide feedback to OhioLINK staff and their peer community on operations and technology.

1.2.2. Outline of OhioLINK Staff Support for Implementation Teams: Every implementation team will have an OhioLINK liaison. The OhioLINK liaison is responsible for relaying relevant information between policy teams, implementation teams, and any OhioLINK staff members. In some cases, the OhioLINK liaison will also relay information between implementation teams and vendors, including OH-TECH units.

### 1.2.2.1. Technical and Systems (LEADS)

1.2.2.1.1. Responsibilities: LEADS is responsible for directly adjusting and/or communicating to the relevant local staff changes to ILS settings and integration with INN-REACH, the OhioLINK Office Catalog, Authentication and IP systems, Link Resolver settings, Database Discovery Layers, and other relevant systems. Because of the nature of LEADS, they may handle technical information from OhioLINK, any of the policy teams, OH-TECH, and vendors.

1.2.2.1.2. Team Composition: Every library that is a service point must have a LEAD implementer, even if they share a catalog.

#### **1.2.2.2. PCIRC.**

1.2.2.2.1. Responsibilities: The function of the PCIRC implementation team will be to act on decisions made by ICS/LAC/OhioLINK to adjust and standardize the necessary local policies, technical settings and procedures to ensure the smooth functioning of shared resources.

1.2.2.2.2. Team Composition: Every library that has a service/PCIRC location must have a PCIRC contact. Multiple PCIRC locations may have one PCIRC contact. OhioLINK also requires that SearchOhio members have a PCIRC contact as well.

#### **1.2.2.3. E-Resources (NEW).**

1.2.2.4. Responsibilities: The function of the E-Resource implementation team will be to act on decisions made by CIRM in terms of packages, titles, etc. and to respond to CIRM and OhioLINK requests for data (usage, budget, title lists, etc.) to support negotiations and shared resource analysis. These responsibilities include but are not limited to

- Take local action necessary to accommodate changes in OhioLINK e-resource packages. This includes communication with local public services staff and technical services staff to make updates to local records and systems such as serials vendors, LibGuides, ERMs, AtoZ knowledgebases, and database lists.
- Reporting on local purchases and costs to inform shared collection development.
- Participate in training opportunities for OhioLINK e-resources.
- Manage settings in GOBI regarding deduplication of local purchases against OhioLINK e-resources.
- Serve as point of contact for local decisions on OhioLINK opt-in e-resources.

1.2.2.4.1. Team Composition: Acquisitions, collection development, and e-resources librarians. Every library that manages eResources must have an E-Resources contact.

### **1.3. Project Teams**

**1.3.1. Process for the Formation of a Project Team.** Project teams can be formed at the initiative of LAC, the Policy Teams, or OhioLINK staff in order to accomplish short term

goals or bounded projects. All Project teams must have a charge, anticipated timeline, and a completed and approved OhioLINK project plan. If the project involves work performed or requested of OhioLINK staff, the project plan must be approved by the Executive Director. The initiating body is responsible for identifying and recruiting necessary personnel for project teams. Implementation teams are responsible for carrying out project plans that fall under their responsibilities without specific recruitment.