

## **Proposed Reorganization of CARLI Committees & User Groups**

This recommendation to the Board was inspired by the thorough and thoughtful report from the CARLI Users Group. We thank them for their hard work. As the Executive Committee and CARLI staff considered the report, we realized that we need to put the users groups in a larger context and reconsider the structure and relationships of all CARLI Committees, Task Forces, Working Groups and User Groups.

Some CARLI groups are focused on products or services. The majority are not. The attached chart shows the committees grouped by type. It includes two new committees: the Products and Services Vetting Committee (see separate recommendation) and the Program Planning Committee which would identify opportunities and oversee planning for events such as the CARLI Annual Membership Meeting, CARLI programs at conferences such as IACRL, ILA, etc., and for sponsoring and developing professional continuing education events. Training staff in the use of specific products such as Voyager, etc. would not be in the auspices of the Program Planning Group but would continue to be coordinated by the CARLI Office working with product user groups as appropriate.

We further recommend that groups be appointed rather than elected. It will save time, effort and should result in groups with a more even representation of library type and geography.

A brief summary of the proposed appointment process follows using IUAG as the example. A similar process could be used for IUAG's subcommittees. A user group focusing on CONTENTdm will be established later this spring or summer:

1. IUAG will identify 4-6 current members who wish to continue serving on the renamed I-Share Users Group in 2006-2007. Continuing members should reflect different types of institutions and I-Share functional interest areas. Target date March 31.
2. IUAG will identify 3-5 current members who will serve as a Nominating Committee. The Nominating Committee must include both continuing members (from point 1) and members who will not be continuing, and should reflect different types of institutions and I-Share functional interest areas. Target date: April 10.
3. An open call for volunteers to serve on the I-Share Users Group should be announced on broadcast listservs and should use the web volunteer form. Target date for announcing: April 3; Target deadline to volunteer: April 24.
4. The Nominating Committee reviews the volunteer list and establishes a draft roster. The roster should contain 12 names (including continuing members). The roster should reflect different types of institutions and I-Share functional interest

- areas. It may be necessary for the Nominating Committee to recruit individuals to achieve a good balance. Target date for draft roster: May 9.
5. The Executive Committee reviews the roster and makes any suggestions for changes as appropriate, and notifies Nominating Committee of final roster. Target date: May 24.
  6. Appointees and those who were not selected are notified. Target date May 26.
  7. New User Group terms begin July 1.
  8. At their first meeting, the User Group will assign themselves terms of office (1-3 years to allow for continuity) and identify a chair and chair-elect.

The groups listed below that currently report to IUAG, would follow the same process and timeline with the memberships of each to be comprised of 9 members serving 3 year terms. Note that the intent is for these groups to remain focused on the I-Share aspects of these topics:

Acquisitions and Serials Committee

Cataloging and Authority Control Committee (Currently “Consortial Cataloging and Authority Control Committee”)

OPAC Committee (Currently “OPAC Customization Task Force”)

Resource Sharing Committee (Currently “Circulation and Universal Borrowing Task Force”)

Instruction Committee (Currently “End User Instruction Committee”)

The charges of all the groups will be rewritten in a standard format with input from the group and approval by the Board at their May 2006 meeting.

We understand that the ebb and flow of CARLI products, services and programs may call for the appointment of temporary task forces in addition to the groups listed on the chart, but we suggest when the Board adds new groups that they clearly define their place in the larger group structure.

Finally, we recommend a review of the CARLI group structure and charges every two years.