

Name of the group: Acquisitions and Serials Committee

Body to which the group reports: I-Share User Group (IUG)

Scope of work:

- Share expertise and communicate issues and concerns, such as workflow options, troubleshooting, and best practices in the area of acquisitions and serials.
- Document best practices for use of the acquisitions and serials component(s) of the ILS product (hereafter referred to as “the product”) in and among member libraries and best practices for its interoperability with other consortially- licensed products.
- Develop consortial documentation, resources, training and other continuing education opportunities to assist the membership in the use of the product.
- Plan and provide continuing education opportunities related to acquisitions and serials.
- Identify and document problems and issues with the product.
- Ensure that users of the product have communication mechanisms for sharing information related to the use of the product and a means to share locally developed materials such as documentation, best practices, reports, etc.
- Investigate member library needs for assistance, and recommend mechanisms by which this support is provided.
- Collaborate with other CARLI groups to maximize resource and knowledge sharing within the consortium.
- Assist CARLI staff with testing, documentation and training issues involved with product upgrades, as needed.

Process for identifying, appointing and replacing members and terms of service:

The committee members will serve a 3-year term and terms will commence on July 1. The committee members will be appointed by the I-Share User Group (IUG) from a pool of volunteers and/or nominees. A rotation system will be established so that approximately a third of the committee membership is appointed each year. In the case of mid-term vacancies, the IUG will appoint new committee members to fill the remaining portion of the term.

Expected reporting frequency: The committee chair will submit a written report of committee’s activities to the chair of IUG at the end of the fiscal year (June 30). Additional updates on activities may be requested by IUG throughout the year.

Staff or Board liaisons: One CARLI Office staff representative will serve as the liaison. IUG will appoint a liaison to the group. The IUG Liaison to the committee will report on committee plans and activities at the IUG meetings. The Liaison will report back to the committee on plans and activities discussed at IUG.

Tasks required on completion of work: The chair will forward all documents to IUG for review and approval.

Name of the group: Cataloging and Authority Control Committee

Body to which the group reports: I-Share User Group (IUG)

Scope of work:

- Share expertise and communicate issues and concerns, such as workflow options, troubleshooting, and best practices in the area of cataloging and authority control.
- Suggest database clean-up and other projects to improve overall bibliographic quality in the I-Share catalogs.
- Support authority control work in a distributed environment.
- Determine libraries' needs for assistance with local work, and recommend mechanisms by which this support may be provided.
- Review and revise if necessary the consortial cataloging standards in relationship to the I-Share environment.
- Document best practices for use of the cataloging component of the ILS product (hereafter referred to as “the product”) in and among member libraries and best practices for its interoperability with other consortially- licensed products.
- Develop consortial documentation, resources, training and other continuing education opportunities to assist the membership in the use of the product.
- Identify and document problems and issues with the product.
- Ensure that users of the product have communication mechanisms for sharing information related to the use of the product and a means to share locally developed materials such as documentation, best practices, reports, etc.
- Plan and provide continuing education opportunities related to cataloging and authority control in the distributed I-Share environment.
- Collaborate with other CARLI groups to maximize resource and knowledge sharing within the consortium.
- Assist CARLI staff with testing, documentation and training issues involved with product upgrades, as needed.
- Monitor and make recommendations regarding developments and emerging trends in cataloging as they relate to the I-Share environment.

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Name of the group: Instruction Committee

Body to which the group reports: I-Share User Group (IUG)

Scope of work:

- Share expertise and communicate issues and concerns, such as workflow options, troubleshooting, and best practices in the area of OPAC instruction.
- Specifically, survey I-Share libraries to investigate end user instruction needs, utilization of Committee services and resources, and current instructional practices.
- Develop I-Share end user instruction tutorials/toolkits that can be customized by member libraries for their own use; update tutorials/toolkits as necessary to reflect changes in the OPAC component of the ILS product (hereafter referred to as “the product”).
- Plan forums, trainings and other types of information-sharing sessions for member libraries, focused on end user instruction topics related to use of the I-Share catalog.
- Document best practices for use of the product in and among member libraries and best practices for its interoperability with other consortially- licensed products.
- Develop consortial documentation, resources, training and other continuing education opportunities to assist the membership in the use of the product.
- Identify and document problems and issues with the product.
- Ensure that users of the product have communication mechanisms for sharing information related to the use of the product and a means to share locally developed materials such as documentation, best practices, reports, etc.
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Name of the group: OPAC Committee

Body to which the group reports: I-Share User Group (IUG)

Scope of work:

- Share expertise and communicate issues and concerns, such as workflow options, troubleshooting, and best practices in the area of the design of the online public access catalog.
- Specifically, maintain review process for web based OPAC development done by member libraries to gather good design ideas and to ensure customizations are within established guidelines for the OPAC in the I-Share libraries' integrated library system.
- Maintain consortial customization guidelines for local public access catalogs including review process to modify these guidelines.
- Advise CARLI staff on the development and improvement of the local OPAC default version for I-Share libraries.
- Advise CARLI staff on the development and improvement of the consortial wide OPAC for I-Share libraries.
- Cooperate with other CARLI committees to encourage improvements to the OPAC via such methods as usability testing, developing instructional materials, offering public services' forums and other appropriate projects.
- Seek committee membership that represents the I-Share libraries including (but not limited to) representatives from different library divisions and different sizes of I-Share libraries.
- Document best practices for use of the OPAC component of the ILS product (hereafter referred to as "the product") in and among member libraries and best practices for its interoperability with other consortially- licensed products.
- Develop consortial documentation, resources, training and other continuing education opportunities to assist the membership in the use of the product.
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Name of the group: Resource Sharing

Body to which the group reports: I-Share User Group (IUG)

Scope of work:

- Share expertise and communicate issues and concerns, such as workflow options, troubleshooting, and best practices in the area of resource sharing.
- Specifically, assist with training and instruction of issues pertaining to resource sharing, including all aspects of inter-library loan, circulation and remote borrowing.
- Help to review and establish best practices regarding resource sharing in a consortial setting.
- Document best practices for use of the resource sharing component(s) of the ILS product (hereafter referred to as “the product”) in and among member libraries and best practices for its interoperability with other consortially- licensed products.
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- Collaborate with other CARLI groups to maximize resource and knowledge sharing within the consortium.
- Assist CARLI staff with testing, documentation and training issues involved with product upgrades, as needed.
- Specifically, assist with training and instruction of issues pertaining to resource sharing, including all aspects of inter-library loan, circulation and remote borrowing.

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