

LIS Organization: Committees and task forces

Organizational Structure

1. Directorate consists of the Dean, the Associate Dean and directors who serve as department heads managerially and collaborators in general administration, and this is the chief advisory committee for the dean. It meets weekly during the academic year and biweekly during summer. Its purpose is for information sharing, policy deliberations, and consensus building for decisions and action items that cross over departmental lines. Business that engages or pertains to more than a single department must be brought to the Directorate for information sharing and review. Minutes are not recorded, but action items are, and are disseminated usually in memoranda which constitute a policy file to be periodically collated into a manual.
2. Council consists of all information professionals appointed to faculty and administrative classifications – librarians, media and instructional technologists, archivists, etc., for information sharing, discussion, and a collective advisory to the Directorate. It meets monthly during the academic year and mid-summer.
3. Assembly is a meeting of the whole, called fall and spring or annually mostly for information sharing, all-staff development, orientation and socialization. Agenda are often set by the Staff Development committee.
4. Department meetings include all administrators, faculty and staff in a department, occur biweekly and minimally monthly after Council for information sharing and the operations of the department. These are administrative consultations with faculty and staff focusing on procedures, projects management, and policy recommendations to the Directorate.
5. Departmental Personnel Committee (DPC) of the faculty consists of representatives from the faculty to manage all personnel decisions in accord with the Contract, excluding administrative professionals or administrators and staff, that makes recommendations on faculty personnel actions to the directors and dean. It is chaired by a convener selected by the faculty as a whole. The results of its deliberations are conveyed by contractual process and policies to the LIS Dean via the appropriate Director.

Standing Committees

1. Technology Committee is chaired by the Associate Dean work with subcommittee chairs. The chair forms the committee each year, with representatives for each department and including subcommittee chairs, with membership from the administrative cadre, faculty and technical support staff (12 members maximum). Its purpose is to chart a course for the implementation of technology in LIS and its coordination with ITD for the campus, monitor systems performance and operations, insure quality services and recommend both a strategy and budgets for its phased implementation for information and instructional technology in the division.

The Digitization Subcommittee is chaired by the LISTS director with a team of support specialists and representatives who are project managers for their individual projects. The Subcommittee's charge is to plan for the technical infrastructure to support digitized collections and repositories moving to an Institutional Repository (IR) for CSU; implement a technical platform for project work and manage the Digitization Studio; schedule projects with individual project leaders and provide them with assistance for their projects by creating project teams of subject specialists and technical assistants. One liaison between this subcommittee and the CenTRE for faculty and course development will be the faculty associate librarian.

The Web Subcommittee is chaired by the Digital Initiatives librarian and representatives from the LIS departments; the LISAS representative is the Events Mgr. and Public Relations coordinator so that web-posted materials and publications are harmonized and coordinated. This an advisory committee for the GUI, presentation, content updates, and development, including all LIS pages for the division, department and program levels.

The Voyager Subcommittee is chaired by the Systems Librarian with the director of LISTS, and consists of librarians directly involved in the implementation, development, and policies for the ILS (Integrated Library System). This is a working group, task oriented, advising the LISTS director and the Technology Committee about the main library system and its adjuncts, modules and integration with other systems (Banner, C-Bord, etc.)

The Rights Management Subcommittee is chaired by the LISPS Intellectual Property Rights Coordinator for LIS to formulate policies and procedures for the review of performance, copyright and other intellectual rights management issues for copying, reformatting, and disseminating materials and media for LIS programming and as a campus-wide service for copyright clearance, fees, and license review. It is the liaison through the LIS Dean to CSU Legal Counsel for contractual matters involving intellectual rights. .

2. Collection Development Committee is co-chaired by the two acquisitions librarians for monographic and serial collection development, and is comprised by all those faculty and information professionals with Selector responsibilities. It meets monthly and as needed,

at the call of the co-chairs. Its purpose is to manage individually and collectively the LIS acquisitions program, representing the interests of the library's various constituencies, disciplines in the academic program, and administrative information needs across campus. It implements the budget and maintains data that drives the algorithm which guides expenditures by format and subject, monitors the approval program and annual serials and standing orders, and it prepares reports, publicity, and promotional programs for use of the collections. It prepares needs assessments and asking budgets, new and expanding program requests, and advises on the jobber contracts, services, and processing in LISTS for efficient and effective resource development to sustain the university's academic programs. Selectors often have liaison responsibilities as well, which are clustered by subject matter, who also study use, program development, and needs in their units.

3. Liaison Committee is chaired by the LISPS Director and is comprised of the subject-area coordinators. They work with subject specialists assigned to discipline-based constituencies and academic program areas across the campus. Area groups operate as subcommittees and meet monthly and as called by the subject-area coordinator, and quarterly as a committee of the whole or as called by the Committee chair, to review overall program development, progress, and assessment, and to prepare reports. They consist of the following sub-committees:

- a. Arts and Humanities
- b. Social Sciences
- c. Math, Sciences and Technology
- d. Education, Continuing Education and Higher Ed. Administration
- e. Business
- f. Health Sciences and Pharmacy

Each discipline or academic program should have a departmental counterpart to LIS liaisons. Liaisons are to meet regularly; preferably LIS liaisons should meet with the appropriate department at its meeting minimally once per term; and a subject-area meeting between liaisons from LIS and the academic departments should meet once per term for continuing education and development of the Information Literacy program at the major level, attached to an appropriate required course in the program.

4. Development and Public Relations committee is chaired by the LISAS administrative librarian for Events and Public Relations. It includes members from all departments, and is responsible for all LIS publications (physical and electronic), public programming, staff development, and a nascent Friends organization. Its work is divided among the following subcommittees of which at least one member participates in the overall standing committee:

- a. Public Programs includes on major program per term, fall and spring, and all related planning, budgeting, publicity and promotion, hosting and assessment. It is responsible in developing a high quality public program series contributing to the

cultural life of the university, the enhancement of LIS' reputation, and the betterment of a wider circle of Friends. These consist of an LIS Lecture and an LIS annual program (eg., the contemplated Storytelling concert). In addition, the subcommittee arranges for smaller programs promoting LIS interests for National Archives Month, National Library Week, etc., and contributions to campus-wide events like Black History programs.

- b. Staff Development includes a series of workshops and instructional offerings associated with the CentRE for faculty and course development, LIS Assembly meetings, socials, and at least one in-service workshop each year. Representation on the subcommittee should include all departments and all personnel classifications but especially staff.
- c. Grants committee consists of faculty from each department, with grantwriting CUE assignments, who work with the Office of Sponsored programs, survey grant opportunities, form teams for grant writing, and participate in training with the CentRE workshop series. The charge is to enhance the external funding for LIS initiatives.
- d. Friends and Development committee includes representatives from all LIS classification levels, and including the Directorate and leaders from the Friends group. Its foci include Public programs (above) targeted to external constituencies, philanthropy and fundraising in coordination with the CSU Foundation.

The Friends of the CSU Library is an affiliate of FOLUSA and is a patronage organization for the enhancement of the library and its programs for the betterment of the university and its larger community. It includes a base membership of external library users who choose to pay for user privileges, active university alumni, and dues-paying members, volunteers, and contributors defined by the Friends guidelines. The Friends will have its own membership Board to direct its activities in public programming, fund raising, and collection development primarily in Special Collections and Reference. The Dean is *ex officio*, and the LISPS and LISASC directors serve as advisors, while coordination is done by the LISAS Events Manager and Public Relations coordinator.

University Committees (LIS led)

These are policy-making advisory committees with LIS leadership that include members of the campus community to represent a broad array of interests in the whole university.

1. Information Literacy committee consists of LIS faculty and representatives from collaborating departments for the campus-wide Information Literacy initiative associated with General Studies and aiding student learning and retention. It advises the design of the Information Literacy program coordinated by LISPS. The original committee is comprised on LISPS and English Composition faculty, and it will expand as more than the Freshman experience is addressed. It is chaired by the director of LISPS.
2. Archives and Records Management committee is chaired by the University archivist as designated by the LIS Dean in accord with BOT approved policy, and consists of the archivist and university librarian, chief counsel, and administrative assistant to the

President or his designee, and the VP for Financial Affairs or his designee. It is an advisory committee to guarantee compliance with state records law, records management program development, and the preservation of the university archives, i.e., official records of the university. It does not have in its purview manuscript and other historical collections, which is assisted by a subcommittee of the Friends organization for community relations.

3. LIS advisory committee will be formed by the LIS dean with representatives from each College, the Administration, and chair of the Library Friends, and will include or work with the Faculty Senate Library Committee, to advise on services and initiatives by all LIS departments. It will convene once per term in the academic year.