

Archway Steering Committee Charter

Mission:

Provide and continually strengthen the Archway Millennium system to enable excellent library services for our students and staff.

Charge:

To advise MCO on implementation matters regarding the Archway system; coordinate consistent use of the Millennium system; appoint representatives to MOBIUS advisory committees; and coordinate cooperative system enhancements and other library projects among ourselves.

Organization:

- The Archway Steering Committee is the governing body of the Archway Cluster, a part of MOBIUS. The Archway Cluster member institutions include St. Charles Community College, St. Louis Community College, East Central College, Jefferson College, and St. Louis College of Pharmacy. One representative from each of the member institutions serves on the MOBIUS Council.
- A member of the Archway Steering Committee serves as the voting representative on MOBIUS advisory committees.
- The Archway Steering Committee creates subcommittees as needed such as ArchTech and ArchPub, which report to the Steering Committee.

Members:

The members of the Archway Steering Committee are the directors, managers, and site coordinators of the member libraries; MOBIUS Advisory Committee representatives; and the chairs of the ArchPub Committee and the ArchTech Committee.

Meetings:

The Archway Steering Committee will meet regularly at the member libraries on a rotating basis. The committee chair may postpone or cancel meetings (at least one day prior to the schedule meeting date, if possible) due to lack of agenda items, bad weather or other unforeseen circumstances.

Chair:

The MOBIUS Council representatives of the Archway libraries are eligible to serve as the Archway Steering Committee chair. The chair is selected on a rotating basis by member library and will serve for one year beginning July 1.

Duties include but are not limited to:

- Set and distribute meeting agenda
- Schedule and conduct meetings
- Finalize and post committee meeting minutes to the MCO website
- Facilitate discussion and communication among members

- Submit names of selected MOBIUS Advisory Committee representatives to MCO
- Communicate with the Archway Advisory Committees, the MOBIUS Executive Committee, MOBIUS Council, MCO, and other clusters
- Keep the MCO Website updated in regard to current committee memberships, scheduled meetings and approved minutes
- Submit a written or verbal report on Archway to the MOBIUS Council

Recorder:

The recorder for the meeting is selected by first name on a rotating basis. The recorder will take minutes of the meeting and post the minutes to the committee list for corrections and additions. Once the minutes have been approved by the committee, the chair will declare the minutes approved as written and post them to the MCO website.

Date: 10/26/07