



CTS Arthur Committee Charge

Member Institutions

Columbia College
Lincoln University
Missouri State Library
Stephens College
Westminster College
William Woods University

Adopted: pending...

Revised: 11 March 2011

Replaces: Arthur Technical Services Committee and Arthur Coordinators' Committee charges, adopted 2004 and revised 2009.

Type of Committee: Standing committee.

Charge: The charge to the Arthur CTS Committee includes, but is not limited to, the following responsibilities:

- Understand all modules of the III system, as they affect the individual libraries and the Arthur cluster.
- Be knowledgeable about III upgrades and work with MCO to schedule upgrades to Arthur.
- Evaluate the effect of system enhancements, solicit input from cluster members and provide recommendations to the Arthur Directors Committee.
- Coordinate or provide training on III system for cluster library staff.
- Identify ways cluster members can share resources and collaborate to share expertise.
- Report committee activities to Arthur Directors Committee for approval by sending meeting minutes to the chair of the directors committee within two weeks after the meeting. Post approved minutes within 30 days on the MCO web site.
- Submit committee recommendations for all major cluster and policy decisions to the chair of the directors committee for approval.
- Understand and apply standards to Arthur records and make recommendations for cluster decisions in this area.
- Provide quality control for Arthur records, including authority control, serials control and elimination of duplicate records.

Statement of Reporting Structure: All proposed policies and other recommendations must be submitted to the Arthur Directors Committee for approval.

Membership: Each institution may have multiple representatives, but only one vote.

Committee Representative Qualifications: Must be employees of their respective institutions and chosen by their director.

Chair Rotation: Beginning every July 1st, the chair rotates alphabetically by institution: Columbia, Lincoln, Missouri State Library, Stephens, Westminster, William Woods. The institution is responsible for chairing and will decide who is responsible (i.e. co-chairs, single chair). It is the institution's responsibility to communicate this to the committee.

Duties of Chair: Post meeting minutes, forward recommendations and requests to the appropriate committees or individuals.



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Frequency of Meetings: At the first meeting after July 1st, the committee should establish a tentative schedule for four meetings throughout the year. Two of these meetings are required to occur. Voting on issues may only occur if a quorum (4 institutions) is present.

Committee Discussion List: ARTHUR-COORDINATORS-L@MOBIUSCONSORTIUM.ORG

Communication of the Committee Minutes: The following applies to all Arthur meetings: Notification of meetings must be posted to the MOBIUS web calendar two weeks prior to the date of the meeting. Minutes of the meetings will be taken by the incoming chair and must be submitted to the MOBIUS Online Help Desk for posting on the MOBIUS web site within 30 days of each meeting and are accessible to any person with the proper MOBIUS permissions. Notification of posting will be sent to the appropriate consortium listserv.

Output: Reports and recommendations to Arthur Directors, as needed.

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