

MOBIUS Access Advisory Group

CHARGE

Adopted by MOBIUS Board of Directors: 1 May 2009

Revised: 5 May 2011

Replaces: MOBIUS Advisory Group Charges Policy, 18 Nov 2005 (partially)

Type of Group: Standing Group

Charge: The MOBIUS Access Advisory Group is responsible for member/user oversight of the circulation and interlibrary loan functions of the MOBIUS Union Catalog. This includes, but is not limited to the following:

- Recommends, reviews, and updates loan policies for the MOBIUS union catalog, such as loan periods, fines, holds, blocks, maximum loans, reconciliation for lost or damaged materials, etc. Such policies should take into consideration the different types and sizes of member libraries to ensure equitable benefit. Circulation decisions restricted to clusters or libraries operating their own server are not the purview of this advisory group.
- Monitors user and system performance for activities, such as turnaround time and load balancing.
- Proposes and engages in special projects affecting access services in consultation with the MOBIUS Consortium Office.
- Evaluates and recommends new system features affecting access to the union catalog.

All proposed policies and other recommendations must be submitted to the MOBIUS Board of Directors for approval.

Membership: Each MOBIUS cluster and each institution not in a cluster but operating its own server is allocated **1** member representative to the MOBIUS Access Advisory Group.

Member qualifications: Members must be knowledgeable about the issues involved with the loaning and borrowing of library materials, as well as the various types of materials collected by and made accessible through library catalogs. In addition, members must be knowledgeable regarding technological advances that provide access to library catalogs through increasingly sophisticated means, such as personal mobile devices. Members may be required to attend a group orientation session at the MOBIUS Annual Conference.

Membership Restrictions: Members must be employed by a library using the MOBIUS union catalog.

Frequency of Meetings: As needed with an annual minimum of quarterly.

Group Discussion List: A group discussion list is maintained by the MOBIUS Consortium Office for the work of the group and is accessible only to current group members.

Communication of the Group Minutes: Notification of meetings must be posted to the MOBIUS web calendar two weeks prior to the date of the meeting. Minutes of the meetings 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.

Annual Report: The Group chair will prepare an annual report to the Board of Directors in June of each year.