

MOBIUS Advisory Committee Charges

(Approved by the Executive Committee November 18, 2005)

MOBIUS Coordinators Advisory Committee (MCAG)

The MOBIUS Coordinators Advisory Committee is responsible for reviewing the overall functionality of the Common Library Platform and other products used with the CLP that enhance usability and performance. This includes recommending library software, services, and system enhancements that promote the goals of the CLP. The Committee assures that needed standards exist for all functions as appropriate.

The Committee looks for ways to encourage information sharing about products and services of interest to MOBIUS members. It identifies areas of interest to be explored for improved functionality and identifies and evaluates appropriate vendors and products. MCAC identifies potential projects and sources of funding.

The Committee accepts assignments from and works closely with the MOBIUS Consortium Office. It encourages communication and cooperation among the advisory committees. All recommendations are made to the MOBIUS Executive Committee.

Committee members should be familiar with the MOBIUS products and services and how they are used in the member libraries as well as understanding the goals of the MOBIUS consortium.

MOBIUS Access Advisory Committee (MAAC)

The MOBIUS Access Advisory Committee is responsible for developing common policies for consortium borrowing that include loan periods, fines, holds, blocks, maximum loans, and reconciliation for lost or damaged material. These policies should take into consideration the different types and sizes of libraries that make up the MOBIUS consortium so all can benefit as equally as possible. Internal circulation policies within each cluster are not the purview of this Committee.

The Committee will monitor turnaround time, request balancing and the delivery system and make changes as necessary. The Committee approves and manages projects affecting access services and identifies possible sources of funding for them. The Committee evaluates, recommends, and implements new INN-Reach features and products pertaining to access, and it participates in the INN-Reach enhancements process.

Committee membership should be a mix of staff familiar with circulation and with ILL to encourage sharing of information about all aspects of access services.

MOBIUS Annual Conference Planning Advisory Committee (MACPAC)

The MOBIUS Annual Conference Planning Advisory Committee is responsible for bringing together MOBIUS members, cooperating partners, and exhibitors to provide learning and professional development opportunities and to promote cooperation within the MOBIUS community through planning and implementing an annual conference. The primary emphasis of this conference will be on the library-related interests of MOBIUS' member institutions. Committee members should have a good awareness of MOBIUS programs, be very organized, and accept the time commitment needed to produce a quality conference.

The Committee will be responsible for selecting the conference location, securing speakers, determining program tracks, and setting up a system for evaluating the effectiveness of the programs. The committee works with the MOBIUS Consortium Office to secure funding and ensure appropriate conference site arrangements.

MOBIUS Catalog Design Advisory Committee (MCDAC)

The MOBIUS Catalog Design Advisory Committee is responsible for making all indexing and display decisions for the MOBIUS Union Catalog. The Committee oversees the integration of holdings of new libraries into the Union Catalog, determines master record priority and sets minimum standards for current cataloging and authority work. The Committee approves and manages projects to improve the performance of the Union Catalog and identifies possible sources of funding for them. The Committee evaluates, recommends, and implements new INN-Reach features and products pertaining to the Union Catalog, and it participates in the INN-Reach Enhancements process.

Committee membership should be a mix of people with reference and cataloging expertise.

MOBIUS Collection Management Advisory Committee (MCMAC)

The MOBIUS Collection Management Advisory Committee is responsible for surveying, monitoring, and evaluating the MOBIUS collections in order to strengthen the resource

base of the member institutions, thereby promoting excellence in academic research and instruction.

Following the plan set by the MOBIUS Cooperative Collection Development Task Force, this committee will:

- Consult with users and colleagues at their respective institutions and other libraries in clusters, using appropriate channels and mechanisms.
- Explore opportunities for consortial collaboration in the areas of collection development and collection management.
- Investigate current national practices and innovative efforts by other consortia or purchasing groups.
- Develop mechanisms to survey relative collection strengths throughout the consortium.
- Develop methods of collaboration in specified areas of shared interest, such as subject areas, new academic programs, offsite collection storage, etc.
- Identify potential projects and sources of funding.

Committee membership should be a mix of people with collection development and/or acquisitions experience.

MOBIUS Electronic Resources Advisory Committee (MERAC)

The MOBIUS Electronic Resources Advisory Committee is responsible for enhancing access to electronic resources in MOBIUS libraries. It will also be responsible for developing and monitoring voluntary programs such as Vendor Direct and Database Cafeteria Programs surveying cluster members for desired additions and deletions and recommending specific resources to be included in these programs. MERAC will identify potential projects and sources of funding including recommendations for possible state funding requests through appropriate channels such as CBHE or MOSL.

Committee members should be familiar with use and licensing of electronic resources.

MOBIUS Advisory Committee Guidelines

Membership: Clusters are responsible for appointing all members of Advisory Committees. Each Advisory Committee will have one official representative and an alternate from each MOBIUS cluster. Appointments will be made on a rotating basis among clusters for 2 years and can be renewed. Clusters may choose to send more than one person to participate in the discussion at meetings.

Communication: Members of the MOBIUS Advisory Committees are responsible for ensuring the flow of communication: within their cluster, among staff who serve on other MOBIUS Advisory Committees, between the Committee members and library administrators, and between the Advisory Committees and the MOBIUS Executive Committee and Council.

All committee meetings are open to members of MOBIUS participating libraries. Minutes will be taken at all meetings and archived on the MOBIUS web site. Responsibility for minutes will rotate alphabetically by cluster name. Chairs should ensure that a message is sent to MOBIUS-USERS-L when minutes have been posted to the web site.

Principle of Consensus: MOBIUS Advisory Committees will work to achieve consensus.

Voting: Each cluster will have one vote. A vote will be recorded on each issue as appropriate, following discussion. The purpose of the vote is to formally record the achieving of consensus. Or, the vote will determine that consensus has not been achieved. If the latter occurs, the Chair of the Committee can return to discussion of the issue or can forward the issue to the MOBIUS Executive Committee, with a record of the vote.

Responsibilities:

Advisory Committee Members:

Advisory Committee members should be knowledgeable about the functionality of the system and be prepared to function as an effective avenue of communications between their Committee and their respective clusters. Each committee member is responsible for soliciting input on issues and reporting on committee activities to other cluster members. They should come to meetings prepared to present their cluster positions concerning any issues that are to be discussed. The members of each Advisory Committee will elect Chairs after new members are appointed each year. The Chair will serve for 1 year and can be reelected.

Advisory Committee Chairs:

Chairs will be responsible for preparing and distributing meeting agendas at least two weeks in advance of any scheduled meeting, in order to allow adequate time for discussion of issues within the clusters. Chairs will also be responsible for interacting with other Committee Chairs in the event that an issue crosses functional boundaries. Committee Chairs will prepare reports for the Executive Committee or Council as requested by the MOBIUS Council Chair. These reports should also be distributed to all Committee Chairs. The Advisory Committees will meet at least once a year and other times as needed.

MOBIUS Consortium Office (MCO):

The MOBIUS Consortium Office will provide clerical support as needed for such things as photocopying, catering arrangements, etc. MCO will establish and manage an e-mail list and web site for each Committee.

Each Committee will be responsible for establishing its own meeting schedule, working with the MOBIUS Consortium Office to avoid conflicts and logistical problems.

A member of the MOBIUS Consortium Office will be present at all meetings to provide information and take Action Items back to MCO.