

Source of document: Arthur Directors' Meeting, February 2, 2004

The charge to the Arthur Technical Services Committee includes, but is not limited to, the following responsibilities:

- Understand cataloging and serials module of III system as implemented in MOBIUS.
- Understand and apply cataloging standards to the Arthur catalog and make recommendations for cluster decisions in this area
- Provide quality control for the Arthur catalog, including authority control, serials control and elimination of duplicate records
- Meet a minimum of twice a year.
- Report committee activities to Arthur Directors' Committee by sending meeting minutes to the chair of the directors' committee within two weeks after the meeting.
- Post minutes on the MCO web site within two weeks of the meeting.
- Create annual rotation of the chair of the Technical Services Committee to take effect July 1.
- Submit committee recommendations for all major cluster and policy decisions to the chair of the directors' committee for approval.