APPENDIX C

SAMPLE Committee Charge

Established: [Date]

Revised: [Date]

Type of Committee: [Standing Committee; Standing Subcommittee, or Task Force]

Charge: [For example: The Union Catalog Committee will examine matters related to bibliographic and display issues within the MOBIUS union catalog system. Purview of the committee includes: bibliographic standards, indexing standards, displays, matching algorithms, overlay tables, precedence tables, loan rules, etc. The committee will also review and recommend enhancements to the union catalog system.]

Membership:

Academic Library, Large (student FTE>7,500) – 1 member, 1 alternate
Academic Library, Medium (student FTE 2,500 but <7,500) – 1 member, 1 alternate
Academic Library, Small (student FTE <2,500) – 1 member, 1 alternate
Public Library, Large (population served>50,000) – 1 member, 1 alternate
Public Library, Medium (population served 20,000 but <50,000) - 1 member, 1 alternate
Public Library, Small (population served <20,000) - 1 member, 1 alternate
Special Library – 1 member, 1 alternate

Member qualifications: [For example: For Collection Management Advisory Committee: Members and alternates must be knowledgeable about database licensing, copyright, digital imaging, computer technology, and trends in library information resources.]

Membership Restrictions: [For example: Union Catalog Advisory Committee: Members and alternates must be employed by a library using the MOBIUS union catalog.]

Frequency of Meetings:

Communication of the Committee Minutes: Minutes of the meetings will be posted on the MOBIUS web site within 30 days of each meeting. Notification of posting will be sent to the appropriate consortium listserv.

Annual Report: The Committee chair will prepare an annual report to the Executive Committee in June of each year.

Consortium Staff Liaison:

Background: [History of the committee, such as merger, etc.]