5/20/99

MOBIUS Advisory Group Charges

Coordinators Advisory Group

The Coordinators Advisory Group will consist of a representative from each cluster. This Group is responsible for the overall aspects of the Mobius Central Catalog and how it is used to promote reciprocal borrowing. The Group assures that needed standards exist for all functions where appropriate, making recommendations to the Mobius Executive Committee concerning new III products (both INNOPAC and INN-Reach). The Group makes recommendations to the Mobius Executive Committee concerning new functionality that may be needed (both INNOPAC and INN-Reach)

Catalog Design Group

The Catalog Design Advisory Group is responsible for making all bibliographic and display decisions relating to the Mobius Union Catalog. The Catalog Design Group will determine which fields will be indexed and display in the Union Catalog. The Group will also determine master record priority in cases where more than one cluster owns a bibliographic record. Group members will be responsible for working with local clusters to achieve consistent mapping of information from the local catalogs to the Union Catalog. Group membership should be a mix of reference and cataloging staff with one representative per cluster.

Access Advisory Group

The Access Advisory Group is responsible for developing common circulation policies for consortium borrowing including loan periods, fines, holds, blocks, maximum loans, etc. The Group will also make recommendations for managing the request-balancing table that determines routing precedence for requests. The Group will monitor turnaround time and the delivery system. Internal circulation policies within each cluster are not the purview of this Group. Group membership should be a mix of circulation and ILL/Document Delivery staff with one representative per cluster.

Electronic Resources Advisory Group

The Electronic Resources Advisory Group is responsible for selecting electronic resources to be made available through Mobius. The Group will make recommendations to the Mobius Executive Committee for electronic resources to be purchased with joint funding. Group members should be familiar with use and licensing of electronic resources, with one representative per cluster.

MOBIUS Advisory Groups 5/20/99

Membership: The Mobius Executive Committee, based on recommendations from each cluster, appoints all members of Advisory Groups. Each Advisory Group will have one member from each Mobius cluster. Appointments will be for 2 years and can be renewed. Within the limitations of seating and time, observers are welcome to attend Advisory Group meetings and participate fully. The Mobius staff will host and be present at all meetings.

Communication: Members of the Mobius Advisory Groups are responsible for ensuring the flow of communication: within their cluster, among staff who serve on other Mobius Advisory Groups, between the Group members and library administrators, between the Advisory Groups and the Mobius Council, etc.

Principle of Consensus: Mobius Advisory Groups 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 Group 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 Group members should be knowledgeable about the functionality of the system and be prepared to function as an effective avenue of communications between their Group and their respective clusters. They should come to meetings prepared to present their campus and cluster positions concerning any issues that are to be discussed.

The members of each Advisory Group will elect Chairs, who will serve for 1 year. 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 on the campuses. Chairs will also be responsible for interacting with other Group Chairs in the event that an issue crosses functional boundaries. Chairs are also responsible for communicating with the Mobius Coordinators regarding the work of their Advisory Groups and to coordinate any issues which require the attention of the Coordinators. The Advisory Groups will meet at least once a year and other times as needed. Minutes should be taken at all meetings and distributed to Mobius members and archived on the Mobius web site.

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

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

The Advisory Groups are Coordinators, Catalog Design, Access, and Electronic Resources.