



10 November 2017

TO: RAILS Board of Directors

FROM: Deirdre Brennan

SUBJECT: Draft committee charges

As discussed at last month's meeting, we have drafted charges for two committees; an updated charge for the Consortia Committee and a charge for a new Resource Sharing Committee. I hope that these charges reflect the opinions expressed by the board.

The Resource Sharing Committee will have broad advisory power over all aspects of resource sharing, including delivery. I think a delivery working group would function well under the auspices of this larger committee as it could then focus on delivery within the broader context of all resource sharing.

We will discuss the charges at the meeting and revise as necessary. We will ask for approval at the meeting so that we can move forward with forming/changing our committees.

Regarding other committees, we will retain a Policy Committee. The System Membership Standards Committee and the Delivery Committee have completed the work of their respective charges.

RAILS Consortia Committee

Membership

The RAILS Consortia Committee is comprised of two members of the RAILS board and up to two representatives from each shared catalog or interlibrary loan consortium within RAILS that chooses to participate.

The RAILS Board President shall annually appoint two voting members from the RAILS board, one of whom shall serve as the committee's chair. Each consortium shall annually designate one voting representative and optionally one alternate who may vote in the absence of the voting representative. Appointment of representatives for successive terms is strongly encouraged to provide more continuity. The representative does *not* need to be an officer on the consortium's board. New representatives are seated at the first meeting after the beginning of the RAILS fiscal year in July. Interim appointments may be made when necessary to fill vacant seats. Voting representatives and alternates are encouraged to attend all meetings to ensure excellent communication and information flow.

Ex officio members include the RAILS Board President; RAILS Executive Director; RAILS Associate Executive Director; RAILS Director, Technology Services; one representative from the Illinois State Library; and one representative from the Illinois Heartland Library System, as designated by the IHLS Executive Director.

Quorum and Voting

A quorum consists of the majority of voting members. Ex officio members do not count towards a quorum and do not vote.

Charge

The committee will investigate and recommend ways to improve and increase consortial services in Illinois, particularly among member libraries in RAILS, to provide the best library services to Illinois residents and optimize the use of tax dollars. This includes:

- Serving as a means of communication among consortia and with RAILS
- Making recommendations on how RAILS can support consortia to ensure continuity of services, enhance services to consortial members, make membership more affordable, promote the advantages of consortial membership, and foster cost-effective resource sharing among Illinois libraries
- Provide feedback on consortial implications of other RAILS projects, such as authentication needs for vendor offerings through group purchases
- Discuss current and emerging trends and technologies that may affect shared catalog consortia
- Work together to ensure consortia provide cost effective and efficient services to libraries
- Creating and overseeing working groups as needed on specific topics related to consortia, such as:
 - Collaborative approaches to shared needs, such as cataloging, training and documentation

- Costs and benefits of multiple integrated library system platforms
- Research on specific emerging technologies

Working Groups

After the Consortia Committee determines the need for a working group, the committee shall develop and approve a charge for the working group that includes guidelines for membership and the time period. Working group membership need not be limited to Consortia Committee members and need not include representatives from all consortia. Representatives from libraries with standalone integrated library systems may be included when needed based on the working group's charge. RAILS will be represented by at least one ex officio member.

The Consortia Committee chairperson will appoint working group members and designate the group's chairperson. Members serve for the entire period of the working group.

RAILS Resource Sharing Committee

Membership

The RAILS Resource Sharing Committee is comprised of two members of the RAILS board and seven representatives from RAILS member libraries, as follows:

- One academic library
- One public library with an operating budget over \$1 million
- One public library with an operating budget under \$1 million
- One school library
- One special library
- One library of any type that belongs to a shared catalog consortium
- One library of any type that uses a standalone integrated library system

The goal will be to ensure equitable representation among libraries across type, size, funding and geography. Appointments will be made with this goal in mind.

The RAILS Board President shall annually appoint the two members from the RAILS board, one of whom shall serve as the committee's chair. Representatives from member libraries serve for two years and may serve for two consecutive terms. Terms shall be staggered so that half of member library representatives are appointed each year. Half of the initial appointments shall be for one year. There will be no alternate representatives.

New representatives are seated at the first meeting after the beginning of the RAILS fiscal year in July. Interim appointments may be made when necessary to fill vacant seats.

Ex officio members include the RAILS Board President; RAILS Executive Director; RAILS Associate Executive Director; RAILS Director, Membership Development and Resource Sharing; RAILS Delivery and Facilities Director; one representative from the Illinois State Library; and the Executive Director of the Illinois Heartland Library System.

Quorum and Voting

A majority of the committee members shall constitute a quorum.

Each appointed committee member may vote. Proxy voting is not permitted. Ex officio members do not vote.

Charge

The committee will investigate and recommend ways to improve and increase resource sharing in Illinois, particularly among member libraries in RAILS, to provide the best library services to Illinois residents and optimize the use of tax dollars. This includes:

- Establishing a shared definition of resource sharing and understanding of its benefits for Illinois libraries and residents
- Investigating best practices in resource sharing in Illinois and other states and developing core philosophies and practices that will facilitate resource sharing
- Identifying current barriers to resource sharing and developing a plan to overcome them
- Making recommendations on how RAILS can foster cost-effective resource sharing among Illinois libraries
- Providing feedback on collaborative projects, including but not limited to eRead Illinois and Explore More Illinois
- Providing suggestions on potential group purchases
- Exploring how RAILS can best deliver both physical and electronic materials to meet the changing needs of RAILS member libraries and the communities they serve
- Exploring how RAILS member libraries can best cooperate with RAILS delivery to facilitate resource sharing
- Recommending improvements and changes to achieve fair and equitable delivery services to libraries and to make delivery service as effective and efficient as possible
- Creating and overseeing working groups as needed on specific topics. These may include, but are not limited to:
 - Delivery services, issues, and projects
 - The RAILS discovery and fulfillment overlay project
 - Collaborative approaches to meeting shared needs
 - Methods of meeting the diverse resource sharing needs of different types of libraries
 - Revisions to the RAILS resource sharing policy

Working Groups

After the Resource Sharing Committee determines the need for a working group, the committee shall develop and approve a charge for the working group that includes guidelines for membership and the time period. Working group membership need not be limited to Resource Sharing Committee members. RAILS will be represented by at least one ex officio member.

The Resource Sharing Committee chairperson will appoint working group members and designate the group's chairperson. Members serve for the entire period of the working group.