

Bibliographers' Group Charge

[updated 1/20/03]

Background:

A forum was needed for bibliographers to discuss collections issues, projects, and plans. The scope of agenda items includes local, national, and global issues relevant to collection development and management.

Charge:

- To provide a bibliographer-wide forum for planning, discussion and information-sharing related to collection development and management.
- To advise the AUL for Collections, Head of Collection Development, and the Collections Coordinating Council (CCC) on projects and issues related to collections, campus academic programs, faculty liaison, etc.

Appointing and Reporting Relationship:

The group is composed of all the bibliographers and the Collections Assistant under the leadership of the Head of Collection Development (who convenes the meetings) and the AUL Collections. Members are not appointed. Bibliographer responsibilities automatically convey membership. Most of the bibliographers have a secondary (or primary) reporting relationship to the Head of Collection Development. The exception is the Head of Special Collections/Archives, who reports to the AUL for Collections.

Key Tasks and Responsibilities:

- Identify year-long goals of the division
- Identify agenda items
- Share information
- Serves as a forum for discussion of collections-related CDL business
- Discuss and provide input on collections development, assessment, and management issues (including collections budget issues and faculty liaison issues)
- Advise and provide input to the AUL Collections, Head of Collection Development, and CCC.

Special Considerations and Challenges

Bibliographers/Research Librarians have extremely wide spans of responsibility crossing Collections and Public Services. This requires careful planning regarding meeting times and workload management, as well as heightened communication and consultation.

Expected Outcomes

- Thoughtful and successful consultation, communication, and information-sharing between bibliographers.
- Bibliographers and Research Librarians, who are fully informed about library issues, campus issues, and programs as they relate to collection development and management.

Timetable

Ongoing, but intensive around peak times in the fiscal and academic calendars

Communication by the Group

Communicate to others as appropriate. AUL for Collections and Head of Collection Development take responsibility for conveying cross-divisional issues.

Process for Review of Recommendations and for Decision-Making

A democratic forum encouraging active participation by members. Not a decision-making body. Information is shared and recommendations and input can be channeled in a number of ways (from bibliographers directly to the Head of Collection Development or AUL Collections, or from bibliographers directly to CCC).

Membership and Term of Appointment

All the bibliographers, the Collections Assistant, the Head of Collection Development, and the AUL Collections are members of the Bibliographers' Group. Terms are ongoing as long as assignments are active.