

CALAFIA-Common Knowledge Group Charter (June 30, 2016)

1. Summary and Scope of Work

The CALAFIA Common Knowledge Group (CALAFIA-CKG) is a standing group of librarians and other professionals whose work is related to the geographic areas of Latin America, the Iberian Peninsula, the Caribbean and/or the diaspora communities from Latin American countries. The focus is multi-disciplinary and covers the social sciences as well as literature and languages. The CALAFIA-CKG communicates with and provides support to the UC Libraries Advisory Structure but does not make systemwide policy decisions, manage project teams, or oversee ongoing services.

Statement of Purpose: The California Cooperative Latin American Collection Development Group (CALAFIA) was established in the early 1990s to optimize resources and effort by promoting collaboration and coordination among member institutions in building library resources covering Latin America. Continued growth in publishing, flat library budgets, and the inherent problems of acquiring and accessing resources in the 42 countries of Latin American and Iberian Peninsula make library cooperation not only practical, but an imperative to assure adequate coverage of the area for present and future generations of scholars. This consortium evolved over the course of more than twenty-five years of national, regional, and inter-institutional formal and informal cooperative efforts in Latin American area studies. The CALAFIA CKG collaborates with the Ethnic Studies-CKG to provide coverage of Latino/Chicanos.

The consortium is composed of area specialists and bibliographers who are responsible for developing and managing collections and resources in Latin American area studies at the University of California campuses, Stanford University, and the University of Southern California. Membership is voluntary.

This document is a general statement of principles, goals, and organization for the group as a whole. Formal agreements between some or all members of the consortium contain detailed provisions for cooperative arrangements addressing specific subjects, types or formats of material, geographical coverage, chronological periods, or languages.

2. Key Expectations (called goals in CALAFIA documents)

This CKG will:

- Gather and share information about the environment, opportunities, new technologies, best practices, and local campus developments within the diverse disciplines and geographic areas known as Latin America, the Caribbean, the Iberian Peninsula and their diaspora communities around the world.
- Provide input and information to other UC Libraries groups as requested.
- Conceive and advance innovative ideas and improvements relevant to the UC Libraries' Systemwide Plan and Priorities.
- Advise on systemwide licensing or purchasing of new resources, for cross-campus use and sharing (these activities may not apply, if the individual representative is not from a UC).
- Develop workflows and collaborate on building shareable collections.

3. Membership and Terms of Appointment (also called CALAFIA Organization):

- The consortium will elect a convener for a term of three years.
- The convener will convene meetings, develop the meeting agenda, track the progress of projects, keep projects to reasonable time frames, maintain a roster of members, and submit a brief annual report of the activities of the group each year.
- The group will meet once a year and will be held in conjunction with the annual conference of the Seminar on the Acquisition of Latin American Library Materials (SALALM).
- The group also will communicate electronically or by teleconferencing whenever possible.

The chair of the CALAFIA-CKG shall convene for 3 years, a term that starts with the beginning of the new fiscal year. Chairs will be selected by a call for volunteers followed by a majority vote of the current members of the group. Chairs may succeed themselves.

A full and current directory of CALAFIA-CKG members is attached. The non-UC members are listed for information purposes only and are excluded from the responsibilities listed in this Charter.

Current members include:

- Theresa Salazar (B)
- José Adrián Barragán-Álvarez (B)
- Marci Hoffman (B)
- Myra Appel (D)
- Roberto Delgadillo (D)
- Christina Joy Woo (I)
- Jennifer Osorio (UCLA)
- Emily Lin (M)
- Rhonda L. Neugebauer (R)—Convener, 2015-2017
- Harold Colson (SD)
- Sarah A. Buck Kachaluba (SD)
- Salvador Güereña (SB)
- Kerry Scott (SC)
- Adan Griego (Stanford)
- Roberto G. Trujillo (Stanford)
- Barbara Robinson (USC)

4. Communication and Meetings

This CKG's communication responsibilities are to:

- Maintain an email list for use by the CALAFIA-CKG; CKGs with open membership will maintain lists open to all interested UC Libraries staff.
- Post and maintain a historical record of meeting minutes and reports, accessible to all interested UC Libraries staff.

This CKG will communicate regularly through these forums:

- Listserv: Calafia-group@ucsc.edu; Anyone who wants to join should contact Convener Rhonda Neugebauer (rhondan@ucr.edu).
- Web presence: <http://www.salalm.org/calafia/> and <https://library.stanford.edu/areas/latin-american-iberian-collections/calafia>