

Maps & Geospatial Data Common Knowledge Group Charter

1. Summary and Scope of Work

The UC/Stanford Maps & Geospatial Data CKG is a standing group of experts and pioneers in library collections and services related to GIS data, maps, aerial photographs, and the visualization of cartographic information. This CKG communicates with and provides support to the UC Libraries Advisory Structure in regards to cartographic collections and services, facilitates inter-campus access to cartographic materials, and makes recommendations for systemwide purchases and license agreements within the scope of individual members' purchasing authority. It does not make systemwide policy decisions, manage projects or project teams, or oversee ongoing services.

The Maps & Geospatial Data CKG provides a forum for members to share information about projects, services, and collections related to digital spatial data (GIS data), maps and mapping, spatial data visualization, and other matters of concern to UC Libraries.

2. Key Expectations

The Maps & Geospatial Data CKG will:

- Gather and share information about the environment, opportunities, new technologies, best practices, and local campus developments in library collections and services related to cartographic information in all formats.
- Discuss questions and issues related to specific vendors and resources, identify problems, and propose potential solutions—in particular issues related to Library use of Esri's ArcGIS software suite.
- Assess interest among members in shared content and collections management proposals and relay feedback and priorities to CDL and SCLG.
- 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.
- Coordinate work as it is relevant with other CKGs.
- Act as the successor to the UC/Stanford Map Libraries Group.

3. Membership and Terms of Appointment

This CKG is open to staff members at Stanford University and on each UC campus who have responsibility for the development and management of their cartographic information collections and related services. The group may also include CDL and CSU staff as *ex officio* members. To seek membership, interested parties should contact the Maps & Geospatial Data CKG Chair. Members are appointed indefinitely dependent on their continued responsibilities and interest in this area.

Current UC members include:

- Berkeley: Brion Baer, Susan Powell, Brian Quigley
- Davis: Daryl Morrison, Dawn Collings
- Irvine: Julia Gelfand

- Los Angeles: Maria Jankowska, Louise Ratliff, Andrew Rutkowski
- Merced:
- Riverside: Ann Frenkel
- San Diego: Michael L. Smith
- San Francisco:
- Santa Barbara: Tom Brittnacher, Jon Jablonski
- Santa Cruz: Lucia Orlando, Annette Marines

Current external members include:

- Stanford: Kim Durante, Julie Sweetkind-Singer, Ghouse Salim Mohammed
- CSU, Northridge: Christopher Salvano (*ex officio*)

The Chair will serve a two-year term with appointments rotating alphabetically through the following campuses: Berkeley, Davis, Irvine, Los Angeles, Riverside, San Diego, Santa Barbara, and Santa Cruz, with each campus selecting their chair by consensus.

4. Communication and Meetings

This CKG's communication responsibilities are to:

- Maintain an email list for use by the CKG.
- Post and maintain a historical record of meeting minutes and reports, accessible to all interested UC Libraries staff.
- Manage the shared LibGuide hosted by UC San Diego at <http://ucsd.libguides.com/ucstanfordandgeospatiallibraries>
- Manage the shared Confluence wiki.

The Maps & Geospatial Data CKG will communicate regularly through its email list (ucsmaps@lists.berkeley.edu), maintain meeting agendas and minutes, and hold at least bi-annual meetings. Responsibility for convening these meetings will rotate through all the campuses (including Stanford) and minutes will be taken by the past convening campus.

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Final Charter Submitted 6/15/16

Michael L. Smith