

## RLF Common Knowledge Group Charter

### 1. Summary and Scope of Work

This CKG is a standing group of UC library staff members wanting to understand more about matters relating to both the northern and southern regional library facilities (RLFs). This CKG communicates with and provides support to the UC Libraries Advisory Structure but does not make systemwide policy decisions, manage projects or project teams, or oversee ongoing services.

The RLF CKG will support communication about a variety of RLF related topics amongst staff within the UC library system. This forum will allow AULs for Collections, Curators and Bibliographers, technical services staff, public services staff and RLF staff to discuss topics covering all aspects of RLF operations, policies and upcoming projects.

Topics that will be addressed by the CKG include but are not limited to:

1. All aspects of work associated with the 4<sup>th</sup> NRLF module including initial planning, funding, time line, construction, operation.
2. All activities related to the exploration and implementation of a joint catalog between SRLF and NRLF including processing work flows, cataloging issues, access and discovery services and review of relevant policies.
3. General questions related to daily operations of the RLF such as transportation, deposit of shared print materials, usage of allocation.
4. Discussions regarding how to best manage the current available space within both RLFs to acknowledge the near term fill dates of both RLFs
5. Any questions brought to the group by users of the facilities.

### 2. Key Expectations

This CKG will:

- Gather and share information about the environment, opportunities, new technologies, best practices, and local campus developments related to the RLFs
- 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.
- Other responsibilities chosen by the CKG in the limits of the guidelines

### 3. Membership and Terms of Appointment

Membership shall be open to any UC Library staff member, including ULs, AULs, Collection managers, technical services staff, public services staff, etc.

Permanent co-conveners of the CKG shall be the RLF Directors.

### 4. Communication and Meetings

This CKG's communication responsibilities are to:

- Maintain an email list for use by the 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:

List serv

CDL web site (up-coming)

Submitted

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