

Health & Life Sciences Common Knowledge Group Charter

1. Summary & Scope of Work

The Health & Life Sciences (HLS) CKG is a standing group of experts and pioneers in the health and life sciences librarianship and collections. This CKG communicates with and provides support to the UC Libraries Advisory Structure, but does not make systemwide policy decisions or oversee ongoing services.

The HLS CKG provides a forum for members to monitor and share information about trends in library collections and services in the health and life sciences, as well as to discuss shared content and collections management issues in these disciplines. This CKG provides a venue for mentoring new HLS librarians within UC.

2. Key Expectations

This HLS CKG will:

- Gather and share information about the environment, opportunities, new technologies, best practices, and local campus developments related to library collections and services within the health and life sciences (HLS).
- 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.
- Discuss shared content (including Tier 1s and 2s) and collections management proposals, relaying feedback and priorities to the California Digital Library (CDL) and Shared Content Leadership Group (SCLG).
- Coordinate work as it is relevant with other CKGs, specifically the Physical Sciences & Engineering Common Knowledge Group.

3. Membership & Terms of Appointment

This CKG is open to all selectors and other librarians on each campus who have responsibilities for the development and management of their HLS collections and related services. The group also includes the co-chairs of the Physical Sciences & Engineering CKG, selected CDL staff, and our Joint Steering Committee (JSC) liaison as *ex officio* members. CKG members are expected to participate in email discussions, attend the group's conference calls, express their campus interest in or vote on shared content purchases or cancellations, and keep the CKG Co-chairs informed about new librarians who should be added to the CKG membership or its broader email list. Members are appointed indefinitely, dependent on their continued responsibilities in this area.

Current members:

See HLS wiki membership page:

<https://wiki.library.ucsf.edu/display/UCHLS/UCHLS+Members+by+Campus>

This CKG will have co-chairs (one co-chair from a health sciences campus), preferably representing a balance between health and life sciences for collections and decision-making purposes. Co-chairs will serve staggered two-year terms, with chair selections made in the summer or as needed. All represented campuses will participate in the co-chair rotation.

4. Communication and Meetings

This CKG's communication responsibilities are to:

- Meet for bimonthly conference calls on the second Thursday of even numbered months from 3-4:30pm.
- Maintain the UCHLS-L mailing list for use by the CKG.
- Post and maintain a historical record of meeting minutes and reports to the HLS wiki, accessible to all HLS members.
- Responsibility for recording minutes will rotate among the campuses as designated by the co-chairs.