

Public Services in Special Collections Common Knowledge Group Charter

Summary and Scope of Work

This CKG is a standing group of experts and pioneers in the area of public services (including, but not limited to, reference and research services, reading room operations, access and discovery, instruction, exhibitions, duplication services, public programs, and outreach and promotion) within the unique context of special collections, manuscripts, and archives. This CKG communicates with and provides support to the UC Libraries Advisory Structure but does not make system-wide policy decisions, manage projects or project teams, or oversee ongoing services.

This CKG will provide a venue to coordinate consistently high-quality services to researchers (both local and remote) of the many special collections within the University of California system. Campus representatives will share best practices, compare policies and procedures, seek advice and guidance, and work together where possible. The CKG's efforts may lead to shared or coordinated research, projects, tools, or services.

This CKG supports the mission of the UC Libraries to enable seamless discovery and access to unique and distinctive collections; to manage the building blocks of scholarship and research; to offer expert support to find, evaluate, use, and manage resources; and to create high-quality spaces for learning, collaboration, and research.

This group will communicate with the Reference CKG about general reference resources and user services, but will distinguish itself from that group by the different considerations needed in special collections regarding staffed and controlled reading rooms, closed stacks, preservation and security concerns, researcher and collection tracking, archival arrangement and description, rights and reproductions, and more.

Key Expectations

This CKG will:

- Gather and share information about the environment, opportunities, new technologies, best practices, and local campus developments within public services in special collections.
- 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.

Membership and Terms of Appointment

Membership is open to all interested UC Libraries staff.

Current membership:

- UC Berkeley: Michael M. Lange, Chris Marino, Shannon Supple, Kate Tasker
- UC Davis: Christine Cheng, Sara Gunasekara
- UC Irvine: Derek Quezada
- UCLA: Philip Palmer
- UC Merced: Lisa Vallen
- UC Riverside: Zayda Delgado, Robin M. Katz (convener)
- UC San Diego: Heather Smedberg
- UC San Francisco: Kelsi Evans
- UC Santa Barbara: Daisy Muralles
- UC Santa Cruz: Kate Dundon, Luisa Haddad
- CDL: Sherri Berger, Rachael Hu

Membership will be for a term of 3 years, with the option for renewal. Convener(s) will be elected by the group and serve a term of 2 years. Convener(s) may be re-elected, if the group chooses.

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:

- Listserv
- Wiki
- Quarterly phone calls