Reserves Common Knowledge Group Charter

Summary and Scope of Work

This CKG is a standing group of experts and pioneers in the area of Reserves. This CKG communicates with and provides support to the UC Libraries Advisory Structure but does not make system-wide policy decisions, manage project teams, or oversee ongoing services.

The Reserves CKG provides a forum for discussing the management and circulation of physical and electronic course reserves materials, which include but are not limited to books, photocopied articles, class notes, DVDs, music scores, and video or sound recordings. We focus on technology and library systems, as well as recommended policies and workflows. This CKG contributes to broader accessibility considerations including the UC Library's role in helping to mitigate the high costs of textbooks, as well as how the collection of reserves usage data affects library-wide decisions.

There may be some work overlap with the Circulation CKG, and when that occurs, we will work to collaborate and communicate with that group.

Key Expectations

This CKG will:

- Gather and share information about the environment, opportunities, new technologies, best practices, and local campus developments within a defined knowledge area.
- 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

In-process

Reserves CKG members commit to a 1-year term, at which time they can choose to continue or to recommend another representative from their campus/location.

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:

- The Reserves CKG meets virtually monthly or bi-monthly with other communication via an established email list. Meeting agenda and minutes are available via Google Drive.