

To: Library Institutional Repository Working Group (LIRWG)

From: Library Steering Committee (LSC)

Re: TCNJ Library Institutional Repository Proposal

Date: January 8, 2014

Background:

The Library Institutional Repository Working Group has developed a proposal for an Institutional Repository, a new program in the Library.

Charge:

The Library Steering Committee charges the Library Institutional Repository Working Group with continuing to move the Institutional Repository Proposal through the formal three-step library governance process. The LSC views the LIRWG as having followed step 1 of the formal governance process by identifying the problem (TCNJ does not have an Institutional Repository), and step 2 of the process by preparing a preliminary recommendation with input from stakeholders (the Institutional Repository Proposal). The LIRWG will now continue moving the IR proposal through the governance process by doing the following:

- Put out a call for a Library staff volunteer to serve on the LIRWG. If no Library staff volunteers are forthcoming, the LIRWG may proceed without a staff member.
- Elect a chair.
- The IR Proposal is a preliminary recommendation that has been prepared with input from appropriate stakeholders. LIRWG will now solicit feedback from library and campus-wide stakeholders on the IR proposal as a preliminary recommendation. After receiving testimony, the IRWG will prepare a final recommendation. If significant changes are not made from preliminary to final recommendation, the IR Proposal can be submitted to Library Steering as a final recommendation. If significant changes are made from preliminary to final recommendation, additional testimony will need to be gathered before it can be submitted as a final recommendation as outlined in the Library Governance Document.
- Send a final recommendation to the LSC, together with a brief discussion of how the recommendation was developed and how testimony/input was solicited and used.

Timeline:

The Steering Committee requests that LBSC complete this charge by June 1, 2014.

TCNJ Library Governance:

The following steps must be followed in preparing recommendations:

- (1) Identifying and reporting the problem. If necessary, the Library Steering Committee (LSC) will prepare a charge identifying the issue for the appropriate committee.
- (2) Preparing a preliminary recommendation.
- (3) Making a final recommendation.

The presenting of testimony, prior to both the preliminary and final recommendations, is central to the concept of shared governance. The three-step process ensures that there are opportunities for formal testimony and open comment from affected individuals and all stakeholder groups. Committees are expected to be proactive in inviting stakeholder groups to provide testimony at both steps # 2 and #3 of the process. It is expected that committee members will bring issues back to their stakeholder groups for discussion. For some issues, sufficient initial testimony may come from input through committee membership or solicitation from targeted constituent groups. Preliminary recommendations for a new policy, procedure, or program must be presented to the stakeholders, either at a regular library general staff meeting or at a scheduled forum. The period for open input and comment must also be communicated to all stakeholder groups. If the committee determines that substantive changes are needed after the preliminary recommendation has been presented at an open forum, then the revised recommendation must be sent to all stakeholders and presented again at an open forum.

Committees shall send final recommendations to the LSC.