

To: The current Alma working group

From: Library Steering Committee (LSC)

Re: Library Systems Group

Date: September 6, 2019

Background:

The current Alma working group was established in June, 2018, and charged with planning and implementing the library's transition to Alma and Primo. The library went live with Alma and Primo on July 1, 2019, thereby completing the working group's charge. Previous to the formation of the working group, a library systems group had been formed by the systems librarian to help advise on issues of Voyager oversight and operation. LSC believes there is a need for a standing committee to continue the work of this group in the Alma/Primo environment.

Charge:

The Library Steering Committee charges the current Alma working group to:

- Develop and propose a list of standing objectives that the group will achieve. For instance:
 - Provide oversight and direction to the operation of Alma and Primo.
 - Foster communication among Alma/Primo stakeholders.
 - Identify and communicate Alma/Primo problems.
 - Develop solutions to Alma/Primo related issues.
- Consider proposing a new name for the group.
- Develop and propose a membership and possible structure for the group.
- Develop and propose a meeting schedule for the group.
- Until the new group is formed and charged, continue addressing Alma/Primo issues as they arise. In so doing, remember to consider relevant data, input from stakeholders, and best practices from other Alma libraries.

Timeline:

The Library Steering Committee requests that the current Alma working group submit a preliminary recommendation by (October 4, 2019), and have a final recommendation submitted by (November 1, 2019).

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.