

**LAUC Committee on Library Plans and Policies  
Librarians Association of the University of California**

TO: Ken Furuta, Chair, LAUC Committee on Plans and Policies

FR: Terence K. Huwe, LAUC President

RE: 2004/2005 Charge, LAUC Committee on Library Plans and Policies

I am delighted to appoint you to serve as Chair of the LAUC Committee on Library Plans and Policies for 2004/2005.

**Administrative Structure**

LAUC Committees fall under LAUC Executive Board purview. The LAUC President sets overall priorities for committee work by means of the Committee's charge. I also encourage you to raise other issues of professional interest to you and the members of your Committee.

**Committee Background and Significance**

The Library Plans and Policies Committee serves two of the most critical functions of LAUC, as described in Article II of the LAUC Bylaws:

Section 2: LAUC shall advise the Office of the President, the campus administration and the library administration on the operations and policies of the libraries.

Section 4: LAUC shall advise the Office of the President, the campus administration, and the library administration on the planning, evaluation, and implementation of programs, services, or technological changes in the libraries of the University.

**General Charge**

For 2004/2005, the Committee is charged with fulfilling its standing charge. The LAUC Bylaws, Article VIII, Section 1.j.4, provides a simple charge for this very important committee:

Advise the President and the Executive Board on issues related to Universitywide library plans and policies, consider and develop recommendations on these matters, and address other subjects at the request of the President.

**Additional Charges**

Pursuant to our discussions, please lead the committee in a discussion of the relative merits of continuing the traditional charge of the Library Plans and Policies Committee, versus the separate formation of an Ad Hoc Committee that is comprised of LAUC statewide representatives. This

group would take on a new advisory role to the LAUC Executive Board, taking maximum advantage of the representatives' placement within the advisory structure of the University Librarians and the Office of the President. Please present your assessment in the format of a "white paper", which the Board may utilize for further discussion.

For purposes of your work, a "white paper" is defined as follows:

*An assessment and evaluation of the issues you are charged with, presented as analytical report that summarizes your activities, deliberations and conclusions, but does not make specific, formal recommendations for actions to be taken by the Executive Board.*

### **Timeline**

The Committee is requested to make a brief progress report to the LAUC President by February 15, 2005. A report to the President for the Spring Assembly is due by April 15, 2005, to allow sufficient time for campus discussion. The report will be presented at the LAUC Spring Assembly at UC Santa Barbara. The Committee will also need to submit a final report by September 15, 2005, and present its final report at the Fall 2005 LAUC Assembly.

### **Committee Membership**

The LAUC Bylaws call for the members of each standing committee to be appointed by the LAUC president to serve two-year staggered terms. The Bylaws require that Divisions be divided alphabetically into two groups, with each group nominating committee members every other year.

This year, terms of Committee members from Davis, Los Angeles and San Francisco expire in 2006. Terms for continuing members from Berkeley, Irvine, Riverside, San Diego, Santa Barbara and Santa Cruz expire in 2005. Once all committee appointments have been made, I will send a copy of this message to each committee member. A copy of the evolving committee Roster is on the LAUC web site at <http://www.ucop.edu/lauc/roster-0304.html> and is also under the committee web site at <http://www.ucop.edu/lauc/crj/index.html> where the committee charge will eventually be posted, along with committee reports and documents.

### **Committee Work and Meetings**

In order to work within the LAUC budget for the coming year, and due to the special need of other working groups to travel on LAUC business, I specifically request that you plan to conduct your work via conference call. If you believe that one in-person meeting is essential, please formulate a plan and budget request justifying the need for the meeting, as soon as possible. It is my belief that committee business can be conducted via conference call(s), or through the use of other sorts of technology, such as chat, as we have discussed.

## **Committee Expenses**

I will send you a document on LAUC reimbursement procedures; please forward it to your committee members. Different Divisions may handle transactions differently, so they will need to check with their local accounting officers to find out how their Division handles charges to the LAUC account.

## **Reporting Guidelines**

Important: Please note that you will need to send any draft surveys of the LAUC membership to the Executive Board for approval prior to posting.

Your investigations may result in recommendations for LAUC action of some sort. The Committee may submit recommendations to the LAUC Executive Board for review at any of the scheduled Executive Board meetings.

LAUC Committee and LAUC Representative Interim and Final Reports should be submitted using the following format, with each section labeled:

SUBJECT LINE: [Committee Name] Report

BODY OF MESSAGE:

TO: LAUC President

FR: [Committee Name]

RE: [Year (e.g., 2004/2005)] [Report Name (e.g., Final Report)]

Committee Charge:

Summary of Action Items:

Body of Report with Discussion and Recommendations [formatted as motions, in keeping with Sturgis]

Names of Committee Members

Attachments (if any)

Thank you for your service to LAUC and your colleagues. We all very much appreciate your efforts on our behalf. Please feel free to contact me if you have questions or concerns about this message.