

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

TO: Juri Stratford, Chair, LAUC Library Plans and Policies Committee
FR: Lise Snyder, LAUC President
RE: 2006/2007 Charge, LAUC Library Plans and Policies Committee

I am pleased to appoint you 2006/2007 Chair of the LAUC Library Plans and Policies Committee for a term commencing immediately, and ending September 30, 2007. The LAUC Bylaws call for standing committee members to be appointed by the LAUC president to serve two-year staggered terms and 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 San Diego, San Francisco, Santa Barbara and Santa Cruz expire in 2008. Terms for continuing members from Berkeley, Davis, Irvine, Los Angeles, Merced expire in 2007. The Riverside member's term is set to expire in 2007. In order to be in synch with the Bylaws, the next member from Riverside will need to be appointed for a single year term. A list of the committee members, along with their contact information, is included (see below.) In addition, the committee roster will soon be available on the LAUC web site: <http://www.ucop.edu/lauc/committees/lpp/index.html>

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. The primary duty of each LAUC committee is to fulfill the charge given to it by the LAUC President. Once the committee's charge has been fulfilled, the committee may address other issues, with the approval of the LAUC President

Committee Background and Significance

The work of the Library Plans and Policies Committee supports 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 2006/2007, the Committee is charged with fulfilling its standing charge stated in Article VIII, Section 1.j.4 of the LAUC Bylaws: Advise the President and the Executive Board on issues related to University wide library plans and policies, consider and develop recommendations on these matters, and address other subjects at the request of the President.

Specific Charges for 2006-2007

The Office of the President, campus administrators and library administrators rely increasingly on the input and advice regarding library plans and policies that is provided by the campus wide advisory groups. These include: the Systemwide Library and Scholarly Information Advisory Committee (SLASIAC); the Shared Library Facilities Board (SLF); the Systemwide Operations and Planning Advisory Group (SOPAG); and the all campus groups that report to SOPAG: Collection Development Committee (CDC), Heads of Public Services (HOPS), Heads of Technical Services (HOTS), Library Technology Advisory Group (LTAG), Resource Sharing Committee (RSC), and

the Scholarly Communication Officers Group (SCO). LAUC has a representative on each of these groups whose role includes participating in meetings as a full group member by helping create the agenda, taking assignments from the Chair, expressing their own point of view as a UC librarian, pointing out where LAUC input would be desirable/valuable, seeking this input and bringing it back to the group, encouraging the wide distribution of information to LAUC members and other audiences, and keeping the LAUC Executive Board and membership informed of developments through distribution of meeting highlights/minutes and regular reports. In order to facilitate this work, for the remainder of this LAUC year, the Library Plans and Policies Committee will serve as a resource for the LAUC representatives to these advisory groups to assist them in quickly gathering LAUC input on issues, plans and policies that are being investigated and discussed.

Surveying and Reporting Guidelines

The Executive Board will be copied on any requests made to your committee by LAUC representatives. You will need to send the Executive Board an outline of your planned approach prior to taking action; any surveys of the LAUC membership require Executive Board approval before posting. You will also need to copy the Executive Board on the summary results you submit to the requestor. The information collected and submitted to the requestor and the Board does not have to take the form of a formal report. A compilation of campus input will be sufficient.

A report to the President on the Committee's activities, for the Spring Assembly, is due by April 1, 2007. The Committee will also need to submit a final report by September 15, 2007, and present it at the 2007 LAUC Fall Assembly. Reports should be submitted using the following format:

SUBJECT LINE: [Committee Name] Report

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, if any [formatted as motions, in keeping with Sturgis]

Names of Committee Members

Attachments (if any)

Committee Work and Meetings

Committee business should be conducted via conference call(s), or through the use of other sorts of technology, such as email or chat to the extent possible. You are authorized to have one in person committee meeting if needed.

Committee Expenses

I will send you a document on LAUC reimbursement procedures. 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.

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 your charge.

Library Plans and Policies Committee Roster

Davis

Juri Stratford, Chair (2007)
Government Information & Maps Department
Shields Library
100 North West Quad
University of California at Davis
Davis, CA 95616-5292
Tel: 530-752-9783
Fax: 530-752-3148
E-mail: jtstratford@ucdavis.edu

Berkeley

Margaret Phillips (2007)
Electronic Resources Librarian
218 Doe Library
University of California, Berkeley, CA 94720-6000
Tel: 510-643-8766
Fax: 510-643-8179
E-mail: mphillip@library.berkeley.edu

Irvine

John Sisson (2007)
Biological Sciences Librarian
246 Science Library 8200
Irvine, CA 92697-8200
Phone: 949-824-4980
Fax: 949-824-3114
E-mail: jsisson@uci.edu

Los Angeles

Hong Cheng (2007)
UCLA East Asian Library
21617 Young Research Library
Box 951575
Los Angeles, CA 90095-1575
Phone: 310-206-9606
Fax: 310-206-4960
E-mail: chengh@library.ucla.edu

Merced

Eric Scott (2007)
Access Services
Box 2039
Merced, CA 95344

Phone: 209-724-2963
Fax: 209-724-4271
E-mail: escott@ucmerced.edu

Riverside

Ying Shen (2007)
University of California at Riverside
Science Library
Box 5900
Riverside, CA 92517
Phone: 951-827-2816
Fax: 951-827-6378
E-mail: ying.shen@ucr.edu

San Diego

Peter Brueggeman (2008)
9500 Gilman Drive # 0219
La Jolla, CA 92093-0219
Phone: 858-534-1230
Fax : 858-534-5269
E-mail: pbrueggeman@ucsd.edu

San Francisco

Peggy Tahir (2008)
Public Services
Library and Center for Knowledge Management
University of California at San Francisco
530 Parnassus Avenue
San Francisco, CA 94143-0840
Phone: 415-476-5765
Fax: 415-476-4653
E-mail: peggy.tahir@library.ucsf.edu

Santa Barbara

Gary Colmenar (2008)
Information Services
Davidson Library
University of California at Santa Barbara
Santa Barbara, CA 93106-9010
Phone: 805-893-3454
Fax: 805-893-4676
E-mail: colmenar@library.ucsb.edu

Santa Cruz

Deborah Murphy (2008)
University Library
University of California at Santa Cruz
1156 High Street

Santa Cruz, California 95064
Phone: 831-459-3253
Fax: 831-459-3620
E-mail: damurphy@ucsc.edu