UC Libraries - Library IT Common Knowledge Group Charter

1. Summary and Background

The Library IT Common Knowledge Group is a standing group of experts and pioneers in the area of information technology in libraries. The Library IT CKG communicates with and provides support to the UCL Advisory Structure, but it is not a decision-making body.

2. Scope of work

It will include both library IT business and operational process as well as software development and the integration between business process and IT operations. The scope will be strategic as well as tactical.

3. Key Responsibilities

Library IT CKG key responsibilities are to:

- Respond to queries and requests received from the SAGs
- Gather and share information about environment, project opportunities, new technologies or practices, and local campus developments related to IT operations and software development
- Develop best practices, principles, related to, but not limited to:
  - security (firewall management, password management, privileged access, etc.)
  - software upgrades
  - server migrations
  - software deployment
  - database configuration
  - accessibility
  - data integrity (backups, business continuity, disaster recovery)
  - change management
  - sustainable solutions (fiscal, technical, service)
  - sustaining grant funded projects
  - test infrastructure
  - agile development process
  - UI/UX Design process alongside development
- Explore and define methods of engagement (mail lists, face to face, teleconferencing, etc.)
- Receive ideas from various UC constituents, discuss them and assess potential for new Systemwide services and/or service improvements
- Conceive and advance innovative ideas, services, and/or improvements relevant to the University of California Libraries Systemwide Plan and Priorities
4. Membership and Terms of Appointment

Membership is open to all levels of staff responsible for or involved in library technology and supporting services. To seek membership, interested parties must contact the CKG Chair. The group includes a broad range of experts from the UC campuses. Current committed members include:

CKG Chair, Shawn Duncan, UCSC

Kendra Levine, UCB
Susan Powell, UCB
Zed Lopez, UCB
Shannon Cronin
John Kratz, CDL
David zuckerman, UCB
Garey Mills, UCB
Nick LaViola, UCSB
Scott Smith, UCSB
Tom Brittnacher, UCSB
Mark Bridge
Jonathan Cachat, UCD
Matthew McKinley, UCI
Shu Liu, UCI
Alisak Sanavongsay, UCM
Brian Riley, CDL
Carly Strasser, CDL
Dana Jemison, CDL
Eric Satzman, CDL
John Kunze, CDL
Kirk Hastings, CDL
Marisa Strong, CDL
Mark Redar, CDL
Mark Reyes, CDL
Paul Fogel, CDL
Priyank Doshi, CDL
Rosalie Lack, CDL
Scott Fisher, CDL
Shirin Faenza, CDL
Stephen Abrams, CDL
Dan Szilagyi, UC
Eric Milenkiewicz, UCR
Sean McGilvray, UCR
Edward Henry, UCSC
Jess Waggoner, UCSC
Bryn Kanar, UCSC
David Trujillo, UCSD
Matthew Critchlow, UCSD
Geoffrey Boushey, UCSF
Margaret Hughes, UCSF
Members commit to a one year term. Terms are not limited.

The chair commits to a two year term, at which time the CKG may elect a new chair.

5. Communication responsibilities

UC Library IT CKG communication responsibilities are to:

• Communicate directly with and receive communications from, SAG1, SAG2, and SAG3.

• Post and maintain a historical record of meeting minutes and reports, making them available to the UCL Advisory Structure.

• Send suggestions to develop new ideas, services, or to improve existing operations, services, or practices to SAG1, SAG2, and SAG3, as Project Proposals following the template in Appendix 2 of the Guidelines for Common Knowledge Groups (CKGs).

6. Meetings

The CKG meets at least quarterly, with irregular communication via an established email list.