Reference Common Knowledge Group Charter

1. Summary and Background
The Reference CKG is a standing group of experts and pioneers in the area of reference services, including the discussion of tools for discovery, delivery, and access in the context of providing reference service. Collection management issues with regards specifically to reference collections or general collection management issues which impact how we provide reference service to our patrons may also be discussed within this group. The Reference CKG communicates with and provides support to the UCL Advisory Structure, but it is not a decision-making body.

2. Scope of work
The Reference CKG will be the forum for managers and coordinators of reference service programs, but the membership is also open to interested reference librarians and staff. The Reference CKG will coordinate as needed with the UC digital reference program when suggested innovative services and projects might involve the UC Ask a Librarian service.

3. Key Responsibilities
Reference CKG key responsibilities are to:
- Gather and share information about environment, project opportunities, new technologies or practices, and local campus developments within the area of reference
- Receive ideas from various UC constituents, discuss them and assess potential for new Systemwide services and/or service improvements
- Respond to queries and requests received from the SAGs
- 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
List of current members, following the CKG guidelines and subject to resource availability for each campus and CDL:
- UCB Lynn Jones
- UCD David Michalski
- UCI Cynthia Johnson
- UCM Elizabeth McMunn-Tetangco
- UCR Michelle Potter
- UCSB Lorna Lueck
- UCSC Frank Gravier
- UCSD Deborah Kegel
- CDL Ellen Meltzer

Term-length for the CKG members- three years with option for renewal.
Term-length for the co-chairs: two years, by election of the group. Co-chair terms end on
alternate years.

5. Communication responsibilities
Reference CKG communication responsibilities are to:
   ● Communicate directly with and receive communications from SAG 2 and SAG 3
   ● Post and maintain a historical record of meeting minutes and reports, making them available to the UCL Advisory Structure
   ● Suggestions for developing new ideas, services, or for improving existing operations, services, or practices should be sent to SAG 2 or SAG 3 (as appropriate) according to the Project Proposal template in Appendix 2

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