

To: Gail McClenney, HOTS Chair  
From: Rebecca Green, ACIG Chair  
Date: September 14, 2004

#### ACIG update, June-September 2004

The Acquisitions Common Interest Group (ACIG) was created in June 2004 by the Heads of Technical Services (HOTS), an all-campus group of the University of California Libraries. ACIG was created to advise HOTS on acquisitions issues of system-wide interest and scope, and to serve as a resource on acquisitions issues. ACIG has one member from each campus who is usually the person in charge of its primary acquisitions processes, a representative from the California Digital Library (CDL), and a liaison member from HOTS. The full charge and membership roster is available on the ACIG website, <http://libraries.universityofcalifornia.edu/hots/acig/>

Many ACIG members were able to attend an initial gathering of the new group during the ALA annual meeting in Orlando, Florida in June 2004. However, in keeping with the communication and reporting structure outlined in ACIG's charge document, we have subsequently conducted business via email. Since our formation in June 2004, we have accomplished the following tasks:

- Elected a chair and agreed upon a rotation protocol for the position of chair.
- Added additional people to the ACIG listserv who are not ACIG members themselves but are involved in key acquisitions processes and can contribute to, and benefit from, ACIG discussions.
- Established a conference calling account through CDL and developed a protocol for minute-taking responsibilities. We expect to hold conference calls several times yearly when issues requiring live discussion arise.
- Selected a web master who has created the ACIG website (URL listed above) in accordance with SOPAG/ACG protocol.
- Established a password-protected area within the ACIG website for documents containing information that should be restricted to appropriate U.C. personnel.
- Developed the following initial goals for 2004/2005:
  1. Formulate a workable structure for the ACIG group and get it off to a productive start
  2. Develop a common set of UC acquisition standards and best practices
  3. Become a strong advocate to HOTS and other UC policy setting groups for a system-wide infrastructure that supports resource-effective acquisition practices.
- Developed an agenda for 2004/2005 consisting of two action items and five topics for discussion. One action item consisted of the adoption of goals, and the other was to inform the group about the organizational structure of the acquisitions operation at each campus. Documentation on each campus' organizational structure is now mounted on the ACIG website. Documentation on each campus' primary vendors is mounted separately in the password-protected area. Our discussion of recharge processes has been completed and discussion documentation has been distributed to

the listserve and will also be mounted on the website. We are about to begin a new discussion on management of electronic resources at the campus level. Additional topics will be added to our agenda when existing discussion items have been completed.

- As a group, advised the SOPAG ERMS Task Force on its Draft Consortial Data Elements.
- As a group, has served as a resource and forum for members on various acquisitions-related issues, for example questions on subscription agents; on various monograph and serial statistical questions; and on job descriptions for acquisition positions. This type of knowledge and information sharing is an ongoing function of the group.

This formative year is an important one for ACIG as it sets the pattern for future viability and growth. ACIG members are committed to ensuring that crucial acquisitions issues have a forum for recognition and discussion within the U.C. Library system.

Please feel free to contact me if you would like more information about ACIG.