

Appendix 1: Charter Template **ILL Common Knowledge Group Charter**

1. Summary and Scope of Work

This CKG is a standing group of experts and pioneers in the area of Interlibrary Loans and Document Delivery Services. This CKG communicates with and provides support to the UC Libraries Advisory Structure but does not make system-wide policy decisions, manage projects or project teams, or oversee ongoing services.

2. Key Expectations

This CKG will:

- Gather and share information about the environment, opportunities, new technologies, best practices, and local campus developments within a defined knowledge area.
- Provide input and information to other UC Libraries groups as requested.
- Conceive and advance innovative ideas and improvements relevant to the UC Libraries' Systemwide Plan and Priorities.

3. Membership and Terms of Appointment

Cheryl Cook, Berkeley
Patrick Shannon, Berkeley
Shannon Monroe, Berkeley
Joe Ferrie, CDL
Caitlin Nelson, CDL
Alison Ray, CDL
Jason Newborn , Davis
Linda Michelle Weinberger, Irvine
Gerry Lopez, Irvine
Alicia Amador , Los Angeles
Jennifer Lee (chair), Los Angeles
Denice Sawatzky, Merced
Dolly Lopez, Merced
Jutta Wiemhoff, NRLF
Janet Moores, Riverside
Vincent Novoa, Riverside
Debbie Cox, San Diego
Andres Panado, San Francisco
John Phillips, San Francisco
Scott Hathaway, Santa Barbara
Tara Gooden, Santa Cruz
Katie Elstad, Santa Cruz
Jon Edmondson, SRLF

ILL/DDS CKG members commit to a three year term, at which time they can choose to continue or to recommend another representative from their campus/location.

4. Communication and Meetings

This CKG's communication responsibilities are to:

- Maintain an email list for use by the CKG; CKGs with open membership will maintain lists open to all interested UC Libraries staff.
- Post and maintain a historical record of meeting minutes and reports, accessible to all interested UC Libraries staff.

This CKG will communicate regularly through these forums:

The ILL CKG meets virtually once a month with irregular communication via an established listserv. Meeting agenda and minutes are available via Google Drive.