

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 Szilagy, 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

Polina Ilieva, UCSF

Members commit to a one year term. Terms are not limited.

The chair commits to a two year term, at which time the 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.