

**UNIVERSITY OF CALIFORNIA
RESOURCE SHARING COMMITTEE (RSC)
CIRCULATION ADVISORY GROUP**

The University of California Circulation Advisory Group is a Common Interest Group:

1. Reporting to the Resource Sharing Committee (RSC)
2. Comprised of one representative from each campus library system appointed by the campus. Typically, but not necessarily, this will be the Head of Circulation from the largest campus library unit. The campus representative will represent the entire Library as this group develops recommendations and advice to the RSC.

Charge:

The University of California Circulation Advisory Group is charged to improve circulation services on all campuses through joint efforts by taking an active leadership role and promoting communication and cooperation between UC Circulation units. The responsibilities include:

- A. Advising RSC on circulation issues.
- B. Recommending best practices that facilitate resource sharing among campuses from the "circulation" function point of view by identifying and analyzing barriers to expeditious sharing of materials and recommending solutions to remove these barriers. This may include identifying new methods of resource sharing, consideration of local circulation policies that affect resource sharing and facilitating movement of materials among the campuses.
- C. Responding to assignments from RSC.
- D. Raising awareness of issues and trends that require system wide attention.
- E. Strengthening individual units' problem solving capabilities
 - by sharing information and experiences
 - by anticipating and preparing for circulation functions in the "electronic" environment
- F. Enhancing communication and fostering cooperation between UC campuses and facilities
 - by maintaining a listserv for information sharing purposes
 - by maintaining a web page for information sharing purposes
 - by networking

- by assisting each other with implementation of new technology
 - by maintaining a directory of UC circulation contact people
 - by exchanging information regularly
 - by enabling central training when needed
- G. Recommending consortial purchases to RSC when appropriate.
- H. Conducting special studies of UC intercampus movement/transmission of materials as needed by RSC.
- I. Monitoring national trends in resource sharing as appropriate including electronic options for transmittal.

Membership:

The Chair and Chair-Elect are selected by the membership for two-year terms. The responsibilities of the chair include gathering and disseminating information, serving as spokesperson for the group, delegating assignments, organizing responses to RSC, and facilitating the annual meeting. The chair-elect coordinates the annual meeting, and serves in the absence of the chair. RSC will appoint a liaison to the Circulation Advisory Group.

Frequency of meetings:

- A. The annual meeting is held between the Winter and Spring quarters, alternating between the northern and southern campuses. At this meeting, the program may, but does not necessarily, include a business meeting, a round-robin information exchange, a keynote speaker, an educational component, and appropriate breakout sessions. The annual meeting is open to all interested staff members who are able to participate with the approval of their University Librarian (or designate).
- B. When there is business to be conducted, including assignments from RSC, meetings will be scheduled by the Chair. Such meeting may be carried out through a conference call.

Membership:

Vince Novoa, UCSC (Chair)

Diane Keen, UCR (Chair Elect)

Claire Bellanti, UCLA (Liaison from RSC)

others to be named