

To: Xiaoli Li, UCD; Manuel Urrizola, UCR; Jim Soe Nyun, UCSD

From: Vicki Grahame, SOPAG sponsor for POT 6

Subject: Request for Assistance (Charge): Cooperative Arrangements

Date: October 17, 2011

POT 6, Lightning Team 1A

As you know, Next-Generation Technical Services (NGTS) is an initiative developed by the University Librarians and SOPAG to redesign technical services workflows across the full range of library formats in order to take advantage of new system-wide capabilities and tools, minimize redundant activities, improve efficiency, and foster innovation in collection development and management to the benefit of UC library users.

The Power of Three groups have been empowered to form short-term groups charged with conducting pilot projects or other specific, well-defined tasks that will assist the POT in completing the deliverables outlined in its charge. Composition of the Lightning Teams will depend on the scope of the task. The POT can tap any appropriate experts from within the UC system with consideration of UC location/geography, campus size and decision-making authority.

As recognized experts in the field, you have been selected to serve on a POT6 Lightning Team to develop and conduct a survey of existing UC shared collection services operations. The data collected from this survey will help determine the next steps and pilot projects proposed for UC Collections Services Centers.

Your convenor will be Xiaoli Li. John Riemer will be your POT 6 liaison to facilitate communication and filter questions and concerns. The details of the tasks and the charge may change, and new tasks may arise that need to be addressed.

CHARGE

For this team, the project tasks we've identified so far are listed below with target completion dates.

(1) Identify the all existing/recently-concluded arrangements that have involved shared collection services across multiple UC campuses, falling within any of the technical services functions cited in the [POT 6 charge summary](#). Collect a short scope statement and a contact person that can be used for possible follow up interviewing. Identify noteworthy examples of such arrangements outside of UC and collect the same information for them.

(2) Develop a survey (set of interview questions) for review by POT 6 that can be used to elicit information from managers or participants in the shared collection service. Pilot test the set of questions.

(3) Conduct interviews with 1 or 2 contact persons for each cooperative arrangement, compile results, look for common features and strengths/weaknesses and submit report to POT 6.

TIMEFRAME AND TARGET DATES

October 15 – Start work

November 4 – Complete (1). Submit survey in (2) for POT 6 review.

November 18 – Complete pilot test of survey. Send survey out to campuses.

December 9 – Deadline for campuses to respond

January 6 – Submit report to POT 6

Thank you for your willingness to serve UC Libraries in what we believe will be an important step toward improving technical services operations across the campuses.

Please acknowledge your willingness to participate by replying to this email by October 21, 2011.