

## **CKG ADMINISTRATIVA**

### **How often should CKGs meet?**

Meeting frequency is at the discretion of the individual CKG members.

### **Is there an easy way to organize and conduct conference calls?**

Doodle Poll (<http://doodle.com/en/>) and WhenIsGood ([www.whenisgood.net](http://www.whenisgood.net)) are free tools that can help you poll CKG members to identify a meeting schedule. Zoom is a video and web conferencing system available to the UCs that you can use (minor fees may apply, check with your library). A Zoom account is not required to join a meeting, but an account is required in order to host a meeting.

### **What is posted on the CKG wiki?**

The CKG wiki is a place for posting meeting minutes, reports, and any other documentation that the CKG produces.

### **Should we post our meeting minutes?**

Yes, please post CKG meeting minutes on the CKG wiki:

<https://wiki.library.ucsf.edu/display/UCLCKG/UC+Libraries+Common+Knowledge+Groups+Home>

### **Who can edit my CKG's wiki page?**

Any CKG member who has an account on the confluence site and has been added to the CKG wiki has the ability to edit and add content to the CKG wiki.

### **How do I activate a new listserv for my CKG?**

CKGs may host their listservs in whatever way is most convenient, given the options available on the individual campuses. Google Groups and Slack ([www.slack.com](http://www.slack.com)) are two free options.

### **Is there a collaborative workspace available to CKGs?**

At this time, there is no collaborative workspace available. UCLAS is currently investigating a solution. Freely available tools include Google Drive, Google Docs, and Box ([www.box.com](http://www.box.com)).

### **How can a CKG propose a project or survey?**

Projects and surveys must be presented to DOC for approval through the [UCLAS Project Proposal Template](#).

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