

Circulation Common Knowledge Group Charter

1. Summary and Scope of Work

This CKG is a standing group of experts and pioneers in the area of library circulation services. This CKG communicates with and provides support to the UC Libraries Advisory Structure but does not make systemwide policy decisions, manage projects or project teams, or oversee ongoing services.

Circulation services oversees the borrowing of a variety of materials at our local institutions. The Circulation CKG focuses on systems/technology, support, recommended policies, and best practices for circulation at all UC Libraries.

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

Kristen Cardoso, UC Santa Cruz

Mark Marrow, UC Berkeley

Angela Chikowero, UC Santa Barbara

Katica Got, UC Davis

Carlo Medina, UC Los Angeles

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

The chair commits to a one-year term, at which time the Circulation CKG may elect a new chair.

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:

- Quarterly virtual or in-person meetings
- Email communication via established email list
- Slack channel as needed