

Proposed Governance Structure for Michigan Shared Print Initiative (MI-SPI)

September 2018

Governing Board

Consisting of Library Deans/Directors (or their designees) of all members. Decisions about the overall policies, progress, and future of the group are made at this level, so members must be in positions at their institutions that have authority to make these decisions. MCLS Executive Director serves ex officio. To begin, a Governing Board Chair is elected by this group to lead for a term of two years. At the start of the second year of this term, a chair-elect is elected who takes the Board Chair seat the following year. The Governing Board meets as a whole at least once a year. Discussion and decisions on Steering Committee reports/recommendations may require additional meetings.

Steering Committee

7 members drawn from the Governing Board (or their designees) with staggered three year terms; representation is in proportions of public and private institutions in the whole membership. MCLS Executive Director and MCLS Staff Liaison serve ex officio. Steering Committee Chair, elected annually, is responsible for presenting the Steering Committee's recommendations to the Governing Board. The Chair is exempt from assignment to the Standing Task Forces. The other 6 members are participants on either the Collection Data and Analysis or the Resource Sharing and Metadata Task Force and are responsible for bringing task force reports/recommendations to the Steering Committee for discussion/approval to forward to the Governing Board. The Steering Committee meets quarterly.

Two Standing Task Forces

Each task force has 7 members—3 from the Steering Committee and 4 others drawn from the member institutions by nomination or appointment with approval of the institutions' Deans/Directors. Representation should reflect the proportions of public and private institutions in the whole membership. The MCLS Staff assigned as MI-SPI Liaison serves ex officio on both standing committees. Committee member terms are staggered at the initiation of the committee. Terms may be extended based on availability of volunteers and other circumstances. Committee members will serve not more than 6 consecutive years. The standing task forces may organize small work groups for fact-finding or accomplishing specific, limited time projects. Task Forces meet quarterly prior to the Steering Committee quarterly meetings.

Collection data and analysis Examples of responsibilities: recommendations about data refresh; recommendations for policies such as retention criteria, different editions, replacements, reassignment of retention assignments

Resource sharing and metadata Examples of responsibilities: recommendations on retention statements and placement of these to aid in discovery; recommendations on resource sharing of retention items; recommendations on procedures for validation, batch loading retention statements