# PARTNERSHIP FOR SHARED BOOK COLLECTIONS

Partnership for Shared Book Collections Governance

February 23, 2023

The Partnership for Shared Book Collections is governed by an elected Executive Committee whose work is supported by a standing appointed Operations Committee, standing committees, ad-hoc task forces, and the Program Coordinator. With the exception of the Program Coordinator, which is a staff position, these groups will consist of individuals from Partnership Member Programs and Participating Libraries. All are described further below and represented in this organizational chart:
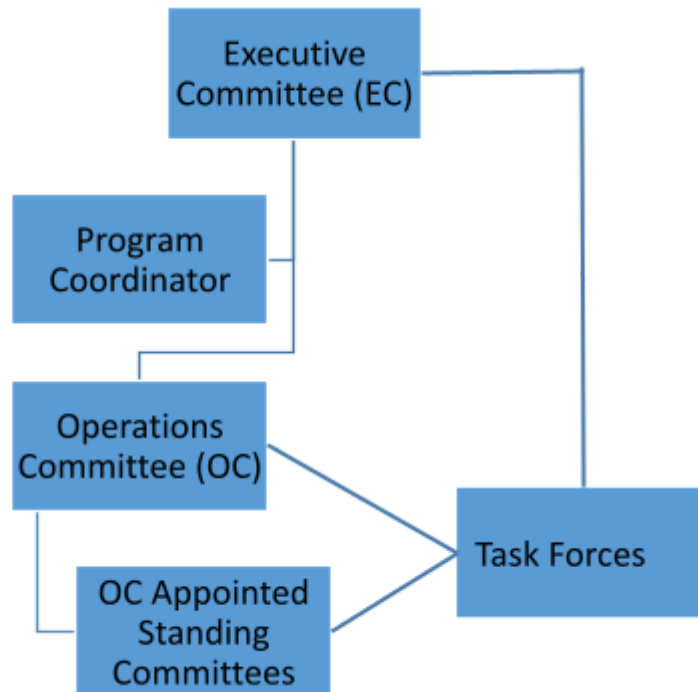
Executive Committee

The purpose of the EC is to provide primary governance for the Partnership, including but not limited to annually establishing strategic priorities and reviewing broader strategic directions on a 3-year cycle, appointing the Operations Committee (OC), establishing and overseeing the budget and membership fee structure and pursuing grant funding as opportunities arise. EC members will act as advocates for the Partnership with Member Programs and peer organizations and also consult with stakeholders and experts in shared print to ensure the strength of the Partnership's strategic direction.

The EC shall primarily consist of those with leadership roles at Partnership Member Programs or their Participating Libraries. The EC shall consist of no more than 9 members with staggered three year terms, July-June. The EC members shall act as the nominating body and shall prepare a slate of candidates. Partnership Member Programs shall have the opportunity to nominate a candidate for the EC from their shared print program. EC members are elected by a simple majority of Partnership Member Programs' voting representatives.

The EC's officers shall consist of a Chair, Vice-Chair/Chair-Elect, and Past Chair. Current EC members are eligible to serve as Vice-Chair/Chair-Elect. EC Members interested in serving in this capacity may volunteer. If there are no volunteers the past chair and Program Coordinator will identify potential candidates and recommend them to the EC. Candidates are elected by a simple majority of the current EC. Terms may be extended in an ex-officio capacity for those stepping into the role of Vice-Chair with one or two years left in their three year term. The extension will allow them to serve as Chair and then Past Chair, while their seat on the EC is filled according to the schedule of their original appointment. The Program Coordinator serves as a non-voting ex-officio member of the EC, responsible for coordination and logistical support.

An administrative meeting is held monthly with the current chairs and past chairs of the EC and OC and the Program Coordinator. These meetings are held to set and review agendas for the two groups.

The EC will meet monthly, and the third meeting of each quarter will be a joint meeting between the EC and the OC. These meetings will all be online unless there is a meeting in conjunction with an in-person Annual Meeting of the Partnership.

EC Appointed Task Forces

The Partnership Executive Committee may establish task forces of EC members to investigate subjects related to Partnership governance, business models, membership, and related issues. Such task forces may not be limited to EC members only as they may require outside expertise. The EC may recommend to the OC a formation of an ad hoc task force that may be a joint task force or just appointed by the OC as is deemed most appropriate to explore emerging issues or other relevant topics.

Operations Committee

The purpose of the OC is to work with the Program Coordinator to coordinate and oversee the work of the Standing Committees. The OC works closely with the Program Coordinator on implementing the strategic direction of the Partnership, advises the Executive Committee on that direction and may recommend to the Executive Committee the appointment of new Standing Committees or task forces related to operational priorities.

The OC consists of individuals with operational shared print roles (e.g., program managers) and those with leadership roles (e.g., program/consortial directors) at Partnership Member Programs and their Participating Libraries. Each Member Program Representative may nominate individuals from their Member Programs or Participating Libraries to the Program Coordinator for consideration by the EC.

The OC consists of no more than 9 members, including a liaison from each of the Operations Committee Appointed Standing Committees, an Executive Committee liaison, and members-at-large, with the goal of having broad representation across shared print programs (ideally limited to one from any one Partnership Member Program). Standing Committee Chairs, or their appointed representative, represent the Standing Committees as a liaison to the Operations Committee. Terms are for a minimum of 1 year and maximum of 3 consecutive years. Other

appointed OC members serve for 3 years, July-June. The OC's officers will consist of a Chair, Vice-Chair/Chair-Elect, and Past Chair, identified through consultation between the incoming Chair and the Program Coordinator and elected by a simple majority of the current OC. The OC will be convened by the Program Coordinator, who will act as an ex-officio member.

The OC will hold monthly online meetings, with the Program Coordinator responsible for coordination and logistical support. The third meeting of each quarter will be a joint meeting between the EC and the OC.

Standing Committees

Standing Committees and Task Forces can be convened by the Executive Committee (EC) or by the Operations Committee (OC), or as a joint committee of the EC and OC which support the services of the Partnership and perform research and development in subjects related to shared print. Both Standing Committees and Task Forces will be given a specific charge that describes the function(s) to be carried out, the timeline (if appropriate) in which results must be delivered, and what deliverables are expected, in service to the Partnership.

Standing Committees are evaluated periodically by the Operations Committee, and an overall assessment will be performed at three year intervals. Standing Committees may form Task Forces and pull in needed expertise (which may come from outside of Program membership to best achieve Partnership goals and priorities).

New committees, membership of existing committees, and budgetary needs are recommended by the OC and then approved by the EC. Once approved, Member Programs will be asked to consider recruiting volunteers to serve on the committee from their Member Program and Participating Libraries. Standing Committees will report to the OC through their representative on that committee.

Existing Standing Committees are as follows:

Infrastructure: establishes the requirements and provides direction to external vendors in building infrastructure to support the following services for Member Programs:
- Shared open retention data;
- Data reporting, including identifying unique materials;
- Discovery/metadata, to integrate print and electronic/digitized content;
- Potential interoperability between the Partnership data and resource sharing system(s).

Research & Network Level: investigates activities that best scale at the network-level of shared print work, such as conducting research about shared print issues (e.g., optimal numbers of copies), creating shared print efficiencies, creating a Shared Print Program Directory, and providing new program support. R&NL will also set the research agenda and review research priorities annually.

Best Practices: supports individual shared print programs, either existing or in development, on policies, tools and other guidance related to shared print and intersections with preservation, digital surrogates, resource sharing, governance, metadata, and related concerns.

Communications & Advocacy: communicates the value, needs, and impact of shared print at scale to both internal and external audiences. This is a joint standing committee with the Rosemont Shared Print Alliance.

Covening committees & task forces and agreeing charges

- Standing Committees and Task Forces can be convened by the Executive Committee (EC) or by the Operations Committee (OC), or as a joint committee of the EC and OC. Both Standing Committees and Task Forces will be given a specific charge that describes the function(s) to be carried out, the timeline (if appropriate) in which results must be delivered, and what deliverables are expected, in service to the Partnership.

- The charge and members will be linked from the following web page: https://sharedprint.org/about/working-groups/.

- Charges will generally include a timeline, particularly for Task Forces. Every Standing Committee and Task Force will be assigned an EC or OC liaison who can assist with any questions or concerns and will be the primary link back to either the EC or OC, depending on which convened the committee.

- Standing Committees and Task Force Chairs must understand their charge and maintain effective communication with their EC or OC liaison. Any charge will outline the time commitment and deliverables.

- Standing Committees may have multiple deadlines. There should be a yearly check in point with the EC and/or OC to approve that year's work and target deadlines.

- Task Forces are given a single charge and a deadline for completion of that charge, at which point they may be disbanded. The disband date for Task Forces may be noted in their charge, unless the charge is expanded with a new specific purpose, or the committee is given a new due date.

Program Coordinator

The Partnership will hire a Program Coordinator. A search committee composed of members of both the Executive Committee and the Operations Committee will recruit, screen, and make a hiring recommendation to the Executive Committee. The Program Coordinator will manage the daily operations of the Partnership, lead strategic initiatives, serve on all Standing Committees as a non-voting *ex-officio* member, convene the Operations and Executive Committees, and attend meetings as an *ex-officio* member. The Program Coordinator will coordinate meetings, events, and communication.