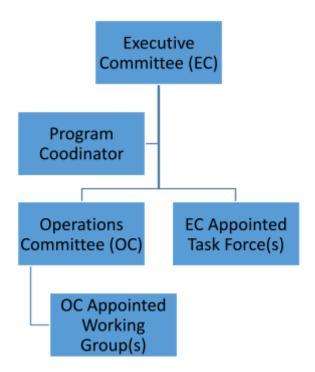**Partnership for Shared Book Collections Governance**

September 9, 2021

The Partnership for Shared Book Collections is governed by an elected Executive Committee whose work is supported by a standing Operations Committee, ad-hoc Working Groups, 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 establishing strategic directions, facilitating the approval of policies with the general membership, reviewing and securing resources, exploring research and development opportunities, appointing the Operations Committee (OC), task forces, and advisors, establishing and overseeing the budget and membership fee structure and working closely with the OC on grant applications. 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 Members Programs or their Participating Libraries. The EC shall consist of no more than 9 members with staggered three year terms. 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.

The EC shall have a Chair, Vice-Chair and Past Chair. Candidates for Chair are identified through consultation between the past Chair and the Program Coordinator and elected by a simple majority of the current EC. Candidates for Vice Chair are identified through consultation between the incoming Chair and the Program Coordinator and elected by a simple majority of the current EC. Terms may be extended for one year in an ex-officio capacity for those stepping into the role of vice-chair with only two years left in their three year term. The extension will allow them to serve as 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, responsible for coordination and logistical support.

The EC will meet a minimum of three times a year in online meetings. Of these, two meetings will be with the OC. Meetings may be online or in-person as needed in conjunction with other relevant meetings to contain costs.

EC Appointed Task Forces

The Partnership Executive Committee will establish task forces of EC members to investigate subjects related to Partnership governance and related issues. Such task forces may not be limited to EC members only and may require outside expertise.

Operations Committee

The purpose of the OC is to work with the Program Coordinator to monitor and oversee the work of the working groups. The OC works closely with the Program Coordinator on guiding the strategic direction of the Partnership, advises the Executive Committee on that direction, prepares grant proposals, timelines and business model plans, and may recommend to the Executive Committee the appointment of working groups.

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 Working Groups, an Executive Committee liaison, and members-at-large, with the goal of having broad representation across shared print programs (ideally limited to 1 from any one Partnership Member Program). Working Group chairs or their appointed representative, represent the working group 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.

The OC will have a Chair, Vice-Chair 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 OC will meet twice a year with the EC. Joint meetings can be online or in-person as needed.

OC Appointed Working Groups

The Partnership Operations Committee will establish working groups to support the launch of services and perform research and development in subjects related to shared print. These working groups are re-evaluated annually by the Operations Committee and an overall assessment will be performed at three year intervals. Groups may form subgroups and pull in needed expertise (may come from outside Member Programs) as needed to best complete the list of services.

New groups, membership of existing groups, and financial resources 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 working group from their Member Program and Participating Libraries. Working groups will report to the OC through their representative on that committee.

Partnership working groups:

Infrastructure working group to establish the requirements and provide direction to external vendors in building infrastructure to support the following services for Member Programs:
- Shared Open Retention Data
- Data reporting, including Identify Unique Materials
- Discovery/Metadata to integrate print and electronic/digitized content
- Potential interoperability between the Partnership data and resource sharing system(s)

Research & Collaboration working group to investigate 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, supporting marketing/communication, developing funding strategies, creating a Shared Print Program Directory, and providing new program support.

Best Practices working group to support 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, etc.

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

Program Coordinator

The Partnership will engage a Program Coordinator that is selected by the Executive Committee. The Program Coordinator will manage the daily operations of the Partnership, lead strategic initiatives, serve on all working groups as a non-voting *ex officio* member, and will convene the Operations Committee as an *ex officio* member. The Program Coordinator will coordinate meetings, events, and communication.

The continuing need for a Program Coordinator will be evaluated at the three year mark.