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Online Resources and Services Work Team Charge

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Online Resources and Services Work Team

Charge Approved: May 2015

Purpose: The purpose of this interdepartmental work team is to gather Library Faculty and Staff who deal with some part of our online resources and services to share what they know and do, and work together to improve services and create best practices.

Charge: The charge of this work team is to assess the effectiveness of our online resources and services in serving teaching and learning needs of Georgia Southern faculty and staff, and develop policies and procedures that improve our online resources and services.

Membership: Membership is open to all who are interested but should include the following library positions:

Access Services:

1. Department Head
2. Assistant Access Services Librarian
3. Interlibrary Loan Borrower

Information Services:

4. Learning Commons Librarian
5. Department Head
6. ISD Librarians Serving Patrons at the Public Service Desk and/or online, via Chat, etc.

Collection and Resource Services:

7. Coordinator of Cataloging and Metadata
8. Coordinator of Collection Development
9. Coordinator of Continuing Resources

Systems Department:

9. Network Coordinator

Process Notes: The team coordinator(s) will be selected by the team members for a specified period of time; terms may be renewed. Each summer the team membership will be reviewed and library personnel will be invited to volunteer to be members, or asked if they wish to rotate off the team.

Team meeting agendas will be prepared in advance and sent to Zach-I, with an invitation for interested personnel to attend as visitors. Meeting essence notes, consisting of a brief summary of topics addressed, will be distributed via Zach-I and archived in Digital Commons. Team decisions must be ratified by the library faculty in the form of recommendations that are distributed at least three days before the library faculty meeting when the recommendations are to be considered.