

CTW Structure

Proposal from OpComm 01/2012. Modified and approved 4/2012.

Steering Committee

The purpose of the Steering Committee is to plan and advise. It will identify possible collaborative projects, assess their feasibility (in cooperation with a task force or standing committee), and make recommendations for action to the CTW Directors. The Steering Committee will oversee task forces and standing committees, review progress, and consult with the CTW directors in setting priorities for the consortium.

The Steering Committee will be comprised of one library director (to rotate every two years), one appointee from each CTW library and the CTW Librarian for Collaborative Projects. The Steering Committee will meet on a regular basis (at least once each semester), and as needed for special projects and review.

Task Forces and Standing Committees

The purpose of Standing Committees and Task Forces is action-oriented; they will perform specific assignments as assigned by the CTW Directors and Steering Committee or as driven by consortial needs.

Standing Committees are permanent working groups. At the outset, we anticipate two Standing Committees:

- ILS Committee (formerly the CTW Operations Committee , aka OpComm)
- CTW Collections Committee

Task Forces are temporary working groups, to perform a specific task. A Task Force might move from temporary to permanent – e.g. the Collection Management Task Force may become the Collection Management Committee. At the outset we anticipate two task forces:

- Government Documents Task Force
- VuFind Customization Task Force

Members of Standing Committees and Task Forces are appointed by the Steering Committee in consultation with the directors.

Special Interest Groups

The purpose of Special Interest Groups is to share information and ideas around specific topics. The formation of SIGs is encouraged, but is not part of the formal organization. SIGs are primarily an informal point of communication. SIGs are not action-oriented; if a SIG desires an action, they will submit a request to the Steering Committee.

Communication

Steering Committee members are the liaisons between the staff at their library and CTW, communicating to staff information about CTW initiatives that will affect them, and communicating to the CTW Directors/CIOs the ideas and concerns of staff.

The directors will meet with the Steering Committee at least annually, and more often as needed.