NETWORK OF ALABAMA ACADEMIC LIBRARIES

COMMITTEES AND OTHER GROUPS

Committees: All NAAL committee appointments are for one year, 1 October through 30 September. Each NAAL library director is invited to nominate candidates for committee appointments. From these nominations, the NAAL chairman, with the advice and consent of the Executive Council, appoints committee chairmen and members. The Chairman may also appoint others with appropriate knowledge to serve on committees. The NAAL chairman is a voting ex officio member of all committees.

ADPNet Steering Committee: The directors of Alabama Digital Preservation Network members annually appoint a representative to serve on the ADPNet Steering Committee. These committee members elect their own chairman. This chairman also appoints an ADPNet Technical Policy Committee from among the staff of the ADPNet members.

Task Forces: From time to time, the NAAL chairman may appoint a Task Force to undertake a specific charge. The Chairman may call for nominations and volunteers. The Chairman appoints the Task Force chairman and members, who serve until the charge has been met.

Working Groups: Working Groups may be formed by the participants of a specific project to undertake a task needing immediate attention or specialized expertise. These informal groups exist as long as the project participants need their expertise.

Users Groups: NAAL sponsors users groups to encourage participation in and discussion about a program or activity. Users groups are open to anyone interested in the program or activity.

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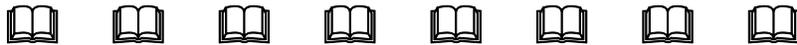
Open Meetings: All NAAL meetings comply with the open meetings laws of Alabama.

Frequency of Meetings: Each committee chairman determines the frequency, place, day, and time of committee meetings. Notice of committee meetings must be distributed at least 10 day prior to the meeting.

Work Methodology: Committee and task force reports are presented at the Planning Retreat for discussion. Each committee and task force prepares recommendations for review and action (if needed) by the Advisory Council. The committee chairman selects the most appropriate work methodology and may use regular and virtual meetings, solicit written reports, conduct surveys, etc.

Funding: No funds are appropriated for the work of committees, although some committees provide oversight for funded programs, such as Resource Sharing. NAAL does not reimburse committee members for travel or other expenses; these are contributed by the committee members' institutions.

Services in-Kind: Committee members contribute time. Each member's institution is responsible for reimbursing any travel expenses.

Network Staff Time: The Network director confers with each committee chair to develop the agenda and prepare for meetings. The director participates in discussion and maintains records for all meetings. The NAAL office may collect and distribute information, as needed for discussion, at the request of a committee chair.

NETWORK OF ALABAMA ACADEMIC LIBRARIES

COMMITTEES AND OTHER GROUPS

ADMINISTRATIVE COMMITTEES

PLANNING COMMITTEE

Charge: This committee was created in 1986 to evaluate progress of NAAL and recommend future activities for NAAL. It sponsors the annual Planning Retreat and receives and reviews committee reports and recommendations, or other issues and activities, prior to the retreat to prepare the Annual Plan for consideration by the Executive Council. It may also respond to requests by the Advisory Council, Executive Council, or NAAL chairman to prepare appropriate recommendations or reports.

Composition: The committee chairman is the past-chairman of NAAL. Other members are the NAAL chairman, chairmen of NAAL committees and task forces, and the ACHE representative.

Frequency of Meetings: The committee meets at least annually, usually jointly with the Budget Committee. The joint committees review the annual plan and budget to prepare recommendations for review by the Executive Council.

Work Methodology: The committee prepares recommendations and reports for the Executive Council, Advisory Council, and/or NAAL chairman, as requested. The committee prepares the program for the Annual Planning Retreat and drafts the Annual Plan.

Network Staff Time: The director consults with the chairman to prepare the agenda for meetings; provides information requested by the committee, such as collecting data and preparing drafts of materials; prepares the minutes; and follows-up on decisions made at the meetings.

BUDGET COMMITTEE

Charge: The Budget Committee prepares recommendations for expenditures from funds appropriated to or otherwise received by NAAL, monitors the budget throughout the year, and recommends any budget changes needed during the year. In addition, the committee prepares the budget request for the subsequent year. Upon approval by NAAL, the budget request is forwarded to the ACHE Executive Director. The chairman of the Budget Committee also serves as Treasurer for the NAAL Contingency Fund.

Composition: Composition generally reflects the same composition as the Executive Council, that is, representatives of the ASERL members, other public institutions, and the private institutions.

Frequency of Meetings: The committee meets as needed, but at least annually to prepare the budget recommendation for the annual meeting of the Advisory Council. For the past several years, the Budget Committee and the Planning Committee have met jointly to prepare the budget and plan for the coming year.

Work Methodology: The committee monitors the budget throughout the year and recommends revisions as needed. In addition, the committee prepares a recommendation for expenditures each year and prepares the budget request for the next legislative session. The Alabama Commission on Higher Education serves as fiscal agent for NAAL and prepares month-to-date budget analyses for the Committee and the director. The University of Montevallo serves at fiscal agent for the Contingency Fund and prepares an annual report for the year ending September 30.

Network Staff Time: The director provides budget reports to the committee chairman and the NAAL chairman throughout the year and assists in developing the budget recommendations.

NETWORK OF ALABAMA ACADEMIC LIBRARIES

COMMITTEES AND OTHER GROUPS

MEMBERSHIP COMMITTEE

Charge: The Membership Committee receives and reviews all applications or nominations for membership and forwards recommendations for action to the Advisory Council. The committee reviews annually the roster of existing NAAL membership to ascertain whether the general and cooperative members continue to meet qualifications for their membership category and remain members in good standing. In the event of a negative finding, the committee reports this fact to the Advisory Council, together with the reason, for consideration of the Advisory Council.

Composition: The Bylaws stipulate the composition as three members of the Executive Council appointed by the chairman of the Executive Council.

Work Methodology: At its discretion, the committee may conduct site visits of applicants for membership.

Network Staff Time: The director receives applications for membership and forwards these to the committee chairman. As appropriate, the director prepares background information to accompany the application. The director consults with the chairman to prepare the agenda for meetings; provides information requested by the committee, such as collecting data and preparing drafts of materials; prepares the minutes, and follows-up on decisions made at the meetings.

NOMINATING COMMITTEE

Charge: The Nominating Committee annually prepares a slate for election to the NAAL Executive Council. If vacancies occur at other times during the year, the committee nominates candidates for these vacancies.

Composition: Members are appointed by the chairman of NAAL. The chairman usually appoints members who represent the Executive Council positions defined in the Bylaws:

- One representative of ACHE,

- Three representatives of general members that are members of the Association of Southeastern Research Libraries,

- Two representatives of general members that are public institutions of higher education that are not members of the Association of Southeastern Research Libraries, and

- One representative of general members that are private institutions of higher education.

- One representative of general members of Historically Black Colleges and Universities.

- The immediate past chair remains on the Executive Council if he/she is not automatically re-elected.

Frequency of Meetings: As needed. The committee may conduct its work in a telephone conference. In recent years, the committee has met during the Annual Planning Retreat to prepare the slate.

Work Methodology: A slate of nominees for office. The committee recommendation is submitted to the Executive Council.

<p style="text-align: center;">**NETWORK OF ALABAMA ACADEMIC LIBRARIES**</p>

<p style="text-align: center;">**COMMITTEES AND OTHER GROUPS**</p>

Network Staff Time: The director consults with the chairman to prepare the agenda for meetings; provides information requested by the committee, prepares the minutes, and follows-up on decisions made at the meetings. After the slate has been prepared, the director contacts possible nominees to obtain their permission to be nominated for office.

<p style="text-align: center;">**PROGRAM COMMITTEES**</p>

CONTINUING EDUCATION COMMITTEE

Charge: This committee's charge derives from NAAL's annual plan, which states: "NAAL will coordinate training opportunities as needed to assure that library staff and other information users attain the knowledge and skills necessary to support effective and efficient use of online information." In practice, the committee promotes and develops continuing professional education and staff development initiatives for all NAAL programs.

Composition: Appointments reflect expertise needed to plan and offer a variety of continuing education opportunities. The number of members is not set, and the committee usually includes librarians who are responsible for bibliographic instruction and staff development programs in their own libraries.

Work Methodology: For the past several years, NAAL has not been able to fund training, so most programs have been those that could be arranged for no cost. In 2005, the committee developed a series of workshops around the theme "Emerging New Technologies" and invited vendors in give presentations about their planned innovations. The Committee also arranged for NAAL to offer the ACRL workshop, *Marketing Your Library*, with each participant paying a registration fee to meet the costs.

Other NAAL committees may also plan workshop to advance their charges. From time to time, these committees may ask for assistance to arrange these events.

Network Staff Time: As requested by the chairman, the director will handle local arrangements for workshops, complete arrangements for speakers (especially if funded by NAAL), take and distribute minutes of meetings.   The NAAL office posts a monthly Calendar which includes continuing education activities that might interest members.

DIGITAL CONTENT COMMITTEE

Charge: The Digital Content Committee oversees NAAL's digital content program. It developed funding proposals for two National Leadership grants from the federal Institute of Museum and Library Services. These created *AlabamaMosaic* and the *Alabama Digital Preservation Network*. In Fall 2009, NAAL became a partner with the Alabama Historical Commission to implement a two-year planning grant under the IMLS *Connecting Collections* program. The grant supports the development of a statewide plan to improve the care of collections in all kinds of cultural repositories. NAAL committed to these partnership responsibilities:

Digital Content Committee, continued

    participate in activities required for the planning process
    share the directory of members, email addresses, mailing lablels
    communicate project information to members
    coordinate and encourage survey responses from members
    provide no-cost venues in libraries for meetings and workshops
    other activities as needed to develop the state plan for Connecting Collections.

Composition: Appointments reflect expertise needed to support digital collection development and other electronic information resources, such as theses and dissertations.

Notable Achievements: AlabamaMosaic and ADPNet along with growing expertise among members for the creating digital collections.

Work Methodology: The committee chairman selects the most appropriate work methodology and may use regular and virtual meetings, solicit written reports, conduct surveys, etc.

Funding: No funds are appropriated for the work of committees. Once NAAL received each of the IMLS grants, the project participants formed a Working Group for implementation. The project participants provided project oversight, including overseeing expenditures of project funds.

Services in-Kind: Committee members contribute time. Each member's institution is responsible for reimbursing any travel expenses.

Network Staff Time: The Network director confers with the committee chair to develop the agenda and prepare for meetings. The director participates in discussion and maintains records for all meetings. The NAAL office may collect and distributed information, as needed for discussion, at the request of a committee chair. The NAAL director served as project director for the AlabamaMosaic project and as fiscal coordinator for the ADPNet project.

ONLINE CONTENT COMMITTEE

Charge: This committee evolved from a merger of the Cooperative Collection Development and Electronic Access to Information Programs in recognition that electronic content could not be separated from traditional print in collection management decisions. It oversees NAAL's largest activity, the Online Content Program, which licenses databases. These day-to-day operations have become routine. However, the Committee retains responsibility for recommending policies and new initiatives. This committee has worked for several years to "implement shared online access to information supporting advanced scientific, medical, and technical research and statewide economic development." This activity, part of NAAL's annual plan to expand access to global information, was funded in FY2008 and subsidized three databases for General Members: *ABI/Inform*, *CINAHL*, and *MLA International Bibliography*. NAAL did not receive funding to continue these databases in FY2009. For FY2010, the Committee will continue work on the Advanced Database Research Program. The Committee needs to recommend and NAAL needs to adopt policies "to assure faculty and other researchers in NAAL institutions have access to the research publications needed to support advanced research" and "coordinate the selection and funding of shared information resources for colleges and universities to advance scientific, medical, and technical research initiatives and to support these institutions in advancing statewide economic development."

Online Content Committee, continued

Composition: Appointments reflect expertise needed to oversee the Online Content Program and advance the Advanced Database Research Program. The number of members is not set and the committee usually includes librarians who are responsible for negotiating electronic content for their own libraries.

Notable Achievements: NAAL's successful statewide licensing program obtains favorable licensing terms and discounted pricing for online content. The committee sponsors a recurring workshop "Keep or Cancel," to share best practices for selecting and evaluating databases.

Work Methodology: The chairman selects the most appropriate work methodology and may use regular and virtual meetings, solicit written reports, conduct surveys, etc.

Funding: No funds are appropriated for the work of committees, although some committees provide oversight for funded programs, such as the Advanced Database Research Program. NAAL does not reimburse committee members for travel or other expenses; these are contributed by the participating institutions.

Services in-Kind: Committee members contribute time. Each member's institution is responsible for reimbursing any travel expenses.

Network Staff Time: The majority of the Network director's time is spent negotiating database licenses for new acquisitions and renewals of currently licensed databases. The director manages the interactive, password access only, Portal for Online Content which the NAAL Electronic Resources Coordinators use for database trials and renewals. The director may collect use data, as needed for decisions.

RESOURCE SHARING COMMITTEE

Charge: This committee oversees the Resource Sharing Program, although traditional interlibrary loan activities have become routine. For several years, the Committee has monitored software to implement a statewide unmediated borrowing program to enable library users to place their own electronic borrowing requests and to be "walk-in" users of other NAAL libraries.

Several NAAL libraries established an unmediated borrowing program called ALLIES using the Universal Borrower module available with their Voyager library systems. NAAL accepted this as a "pilot project" for the planned statewide unmediated borrowing program. ALLIES opened participation in its meetings to representatives of all NAAL libraries.

Composition: Appointments to the committee reflect the diversity of NAAL, that is, representatives of the ASERL members, other public institutions, private institutions, and cooperative members. Additional members are appointed from the staffs of the NAAL member libraries (such as interlibrary loan librarians) that have special expertise needed for committee deliberations.

Notable Achievements: A successful Resource Sharing Program, external funding to implement to electronic transmission (ARIEL) of copied ILL items, expedited ILL resulting in exceptional delivery (UPS) for borrowed items, ALLIES. In 1994, the Committee examined why some ILL requests are not filled; and as a result members made procedural changes to improve their fill rates

Work Methodology: Group discussion. The committee reviews reports (such as the OCLC interlibrary loan statistics) and also prepares reports (analysis of interlibrary loan traffic among

Alabama's academic libraries). The committee monitors interlibrary loan traffic among NAAL members and recommends resource sharing policy for the Resource Sharing Program.

Network Staff Time: The NAAL office collects interlibrary loan data from OCLC, reviews and pays the UPS invoices for ILL package delivery, and responds to requests to solve problems.

ADPNET STEERING COMMITTEE

Charge: The ADPNet Steering Committee oversees and manages the Alabama Digital Preservation Network. The Steering Committee is responsible for recommending general ADPNet policy, reviewing and approving requests to join the Network, and reviewing and approving requests to increase ADPNet storage capacity.

Composition: The library director of each APDNet member appoints a voting representative to the ADPNet Steering Committee. The term of service is one year; and representatives can be reappointed to subsequent annual terms. The Steering Committee annually elects a chairman from its membership.

Notable Achievements: ADPNet is a successful statewide, distributed, low-cost storage solution to archive locally-created digital files.

Work Methodology: The committee prepares recommendations for review and action (if needed) by the Advisory Council. The committee chairman selects the most appropriate work methodology and may use regular and virtual meetings. Currently, the Steering Committee holds a monthly telephone conference and an annual meeting. The committee chairman also appoints a Technical Policy Committee to review and prepare recommendations for issues related to ADPNet capacity, technical specifications, and hardware and software. In addition, other Special Committees or Working Groups may be appointed by Steering Committee chairman as deemed necessary to advance ADPNet. The chairman is an ex officio member of such other committees.

Frequency of Meetings: The committee has monthly telephone conference meetings and an annual "working" meeting. The chairman may schedule other meetings as needed to oversee ADPNet. The committee chairman determines the frequency, place, day, and time of meetings.

Funding: No funds are appropriated for the committee. NAAL does not reimburse committee members for travel or other expenses; these are contributed by the participating institutions.

Services in-Kind: Committee members contribute time. Each member's institution is responsible for reimbursing any travel expenses.

Network Staff Time: The Network director confers with each committee chair to develop the agenda and prepare for meetings. The director participates in discussion and maintains records for all meetings. The NAAL office may collect and distributed information, as needed for discussion, at the request of a committee chair.

TASK FORCE TO PROMOTE USE OF THE AVL

Charge: This task force was established in FY2010 to develop a marketing strategy and materials to promote AVL databases to K-12 educators. The Task Force will consider using *ACRL Marketing Your Library* methodologies as well as current social networking and communication media to develop its marketing strategy. The target audiences for this marketing effort are 1) the faculty and students in Colleges of Education, and 2) Practicing K-12 teachers.

Composition: The NAAL chairman appointed members from nominations made by the NAAL library directors along with others having expertise needed to meet the charge. These members will serve on the task force until its charge has been met or it is discharged by the Advisory Council.

Frequency of Meetings: As needed to advance the charge

Work Methodology: Each task force prepares recommendations for review and action (if needed) by the Advisory Council. The chairman selects the most appropriate work methodology and may use regular and virtual meetings, solicit written reports, conduct surveys, etc.

Funding: No funds are appropriated for the work of the task force, but it may request funds if needed to develop marketing materials. NAAL does not reimburse committee members for travel or other expenses; these are contributed by the participating institutions.

Services in-Kind: Committee members contribute time. Each member's institution is responsible for reimbursing any travel expenses.

Network Staff Time: The Network director confers with the chairman to develop the agenda and prepare for meetings. The director participates in discussion and maintains records for all meetings. The NAAL office may collect and distributed information, as needed for discussion, at the request of a committee chair.

ALABAMAMOSAIC USERS GROUP

Charge: The AlabamaMosaic Users Group encourages participation in AlabamaMosaic and provides updates about content, technology, or other issues. Contributors are often invited to share information about their digital collections. NAAL solicits suggestions to improve the program.

Composition: Meetings are open to anyone interested in AlabamaMosaic.

Frequency of Meetings: Twice each year. NAAL sponsors the fall meeting, and the Alabama Library Association Technical Services Round Table sponsors the spring meeting.

Work Methodology: Participants are encouraged to ask questions and raise issues related to the program. The agenda may also include presentations by content contributors.

Funding: No funds are allocated for the users group meetings. The spring meeting is part of the Alabama Library Association annual conference, and participants must register for the conference.

Services in-Kind: Auburn University Libraries information systems staff participate and contribute time.

Network Staff Time: The Network director confers with the Auburn University Libraries information systems director to develop the agenda and prepare for meetings. NAAL handles local arrangements for the fall meeting; the Technical Services Round Table program chairman handles local arrangements for the spring meeting.