

CCLINC STEERING COMMITTEE

PURPOSE AND PROCEDURES

CCLINC

Community College Libraries In North Carolina (CCLINC) is the name of the consortium of North Carolina Community College System (NCCCS) libraries which share a centralized integrated library system. Currently, the integrated library system uses the Symphony library software package sold by SirsiDynix, Inc. CCLINC, via NCCCS, also contracts with SirsiDynix for ongoing maintenance and support, and for the provision of a System Administrator. The collective membership of CCLINC is referred to as the CCLINC Users Group. The Users Group meets in person once a year at the North Carolina Community College Library Association (NCCCLA) annual conference.

CCLINC Cooperative Agreement

The CCLINC Cooperative Agreement is a signatory document which serves as the memorandum of understanding for operation of the shared library system. This agreement identifies the consortium participants and defines their responsibilities. The signatory document remains in force until revisions are made to the Agreement and it is distributed for signatures.

CCLINC Steering Committee

Per the CCLINC Cooperative Agreement, the CCLINC Steering Committee (SC) exists to establish and oversee policies and procedures which CCLINC members must follow in preparing for, connecting to, migrating to, and implementing full use of the shared integrated library system. A primary responsibility of the SC is the protection of the quality of the shared database. All participants to the Cooperative Agreement agree to follow the policies and procedures approved by the SC.

CCLINC Steering Committee Members

SC Chair: the chair has one vote on motions brought before the SC.

SC Vice-Chair: the vice-chair has one vote on motions brought before the SC.

Immediate Past Chair: the immediate past chair has one vote on motions brought before the SC.

District Representatives: these six delegates represent the CCLINC constituencies of each of the six NCCCLA districts and have one vote each.

Subcommittee Chairs: these chairs represent the membership and constituencies of each standing subcommittee and have one vote each. The current standing subcommittees are: Cataloging/Serials, Lending Services, Reference/Instruction Services, and Reports.

Note: Limited-duration *ad hoc* groups can be formed by the SC Chair with SC approval for specific purposes. Such groups are dissolved upon presentation of a final report to the SC. Such *ad hoc* groups report only and do not have voting status.

System Office Staff: The Director of Library Services, and the Community Engagement Librarian, and they share one vote collectively.

The **SIRSI system administrator** serves as a non-voting advisory resource to the SC.

CCLINC Steering Committee Member Responsibilities

Steering Committee Chair

- Poll the SC members to solicit agenda items for the monthly meeting at least 4 business days prior to the scheduled meeting
- Develop the agenda and make arrangements for meetings (meetings are usually held via conference call on the 3rd Tuesday each month—depending on need and items for the agenda)
- Call meetings to order and either record the minutes of each meeting or arrange for one of the other SC members to do so
- Submit draft minutes of each meeting to the SC members for review and correction prior to distributing the minutes to the CCLINC membership
- Submit approved minutes to Director of Library Services for posting on the NCCCS website
- Serve as ex officio member of all subcommittees
- Communicate with and poll SC members between meetings on matters that do not warrant a full meeting
- Seek and present subcommittee chairs for SC approval if any existing subcommittee cannot produce its own chair
- Lead Users Group meeting at the NCCCLA annual conference

Steering Committee Vice-Chairperson

- Serves in Chair's absence as Chair. In the case of resignation of the Chair or out-of-state-move or other circumstances where the Chair is unable to serve, the Vice-Chair will serve as Interim Chair until the next election cycle.
- The Vice-Chair may be asked by the Steering Committee Chair to serve as chair of a task force, an ex-officio subcommittee member, as a member of a task force or ad hoc committee of the Steering Committee.

Immediate Past-Chair

- Serves on the SC as a voting member in order to provide continuity and historical knowledge of SC procedures and actions.
- Serves on the SC for one year after serving as Chair, with the provision that if a Chair is re-elected, the Chair may request the Immediate Past-Chair to serve one additional year.

Subcommittee Chairs

- If it is necessary to acquire new subcommittee members, poll the constituency as soon as possible after the annual CCLINC Users Group meeting to solicit volunteers or nominees

- Within a month after the annual Users Group meeting, poll the subcommittee members to ascertain the method and periodicity for meetings. Subcommittees should meet at least twice during the year
- Subcommittee members missing two consecutive meetings with no notice may be removed.
- Report and bring any action items to the SC following subcommittee meetings
- Create any policies, procedures and training materials needed to ensure smooth operation of CCLINC functions and correct content of CCLINC database and bring them to the SC for approval as necessary
- Communicate policy decisions and needed information to the constituency
- Work with Director of Library Services to provide training for CCLINC members

District Representatives

- Contact district's CCLINC constituency prior to SC telephone meetings for agenda items and issues
- Relay those items and issues to SC Chair for inclusion on the agenda or for information
- Be prepared to lead the discussion of any agenda items from the district during the SC meeting. Report on action taken to the constituency.
- Upon receipt of the finalized minutes of the SC meetings, archive and supply the minutes upon request to any CCLINC constituent who needs them (Note: minutes are sent by the Steering Committee Chair to various CCLINC mailing lists)

System Office Staff

- Provide information, advice and advocacy on issues facing the SC and CCLINC
- Work with the SC and subcommittees to schedule training and to disseminate information to the Users Group as a whole or to the pertinent constituencies
- Bring any applications to join CCLINC or proposals to exit CCLINC to the SC

SIRSI System Administrator

- Provide information, advice and system expertise on software-related issues facing the SC and CCLINC
- Implement pertinent codes, policies and procedures approved by the SC
- Assist in selecting dates and developing processes for scheduling, testing, assessing and implementing upgrades, changes, and/or supplements to the software

CCLINC Steering Committee / Users Group Procedures

The SC Chair and the SC Vice-Chair will be chosen yearly at the annual Users Group meeting. To ensure continuity, the new SC Chair must be chosen from the existing SC and must be from an active CCLINC library. The SC Vice-Chair may be chosen from the current SC or may be a former member of the SC. Prior to the Users Group Meeting, the SC Chair will prepare the ballots.

Terms of office for elected and subcommittee chairs and District representatives will begin July 1 each year through June 30.

Prior to the annual Users Group meeting, standing subcommittee chairs will also be chosen from within their existing subcommittees. The NCCCLA districts will choose their SC representatives for the next year at their meetings at the NCCCLA conference. All subcommittee chairs and District Representatives must be from active CCLINC libraries.

The SC will have meetings monthly (if there are agenda items) via telephone conference call.

Subcommittees will meet as often as necessary to conduct their business but no less than twice yearly. Each subcommittee will review its operations and any written procedures or policies yearly. Revisions will be submitted to the SC for approval before they can be fully implemented.

Any library director or dean of a CCLINC library may make a recommendation in writing to the Chairperson of the Steering Committee for changes in the CCLINC procedures or the CCLINC Cooperative Agreement. The Cooperative Agreement will be reviewed annually and changes will be recommended by a majority vote of the Steering Committee.

Revised and approved by the Steering Committee October, 2018