

# COLD Operational Handbook

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## 1. Orienting New COLD Members

### **COLD Buddies**

When a new member (permanent or interim dean) joins COLD, the Vice-Chair will call for volunteers to be the new member's "COLD Buddy," and select a volunteer according to the new member's areas of greatest need/interest, including attempting to match buddies from similarly-sized campuses.

The responsibilities of the COLD Buddy will be to:

- Orient the new member to key COLD resources and practices, including a review of this operational handbook;
- Meet with the new member periodically to answer questions; and
- Confirm the new dean is added to appropriate listservs (<https://calstate.atlassian.net/wiki/spaces/COLD/pages/11632839/COLD+listservs>)

Term length for COLD Buddies will be 6-12 months, depending on the new dean's needs.

## 2. COLD Communications

### a. Confluence

<https://calstate.atlassian.net/wiki/spaces/COLD>

This wiki-like platform is mainly used for storing and sharing information about COLD business, such as agendas, minutes, committee information, and archived reports. Some pages on this site are public-facing and some are only viewable internally.

The Director of Systemwide Digital Library Services (SDLS) is the Chancellor's Office (CO) administrator for this site. All COLD members have accounts that allow for editing; some members of COLD standing committees also have editing privileges. Committee chairs or their designees are responsible for keeping their committee pages updated. The COLD Secretary keeps the main COLD and Executive Committee pages updated.

### b. CSU Libraries website

<http://libraries.calstate.edu>

This public-facing website is used primarily to post press releases and other official COLD communications, and for marketing and outreach initiatives. The Director of SDLS is the administrator for this website and is the only person who can modify content on the site.

### c. Formal and informal Email discussion lists

The official COLD email listserv is [libdir@lists.calstate.edu](mailto:libdir@lists.calstate.edu). This listserv is maintained by the Systemwide Digital Library Content (SDLC) Library Services Specialist. Subscribers include all members of COLD, including ex officio members.

For confidential and/or informal email discussion, CSU library deans use [csuds@mail.sdsu.edu](mailto:csuds@mail.sdsu.edu). This listserv is maintained by the Library Dean's Assistant at San Diego State University.

The official COLD Executive Committee listserv is [coldec@lists.calstate.edu](mailto:coldec@lists.calstate.edu). This listserv is maintained by the SDLC Library Services Specialist. Subscribers include all members of COLD Executive Committee, including ex officio members.

For a full list of CSU Libraries listservs and the list managers to contact with a request to subscribe or be removed, see:

<https://calstate.atlassian.net/wiki/spaces/COLD/pages/11632839/COLD+listservs>

COLD Chair will notify CO staff when COLD and COLD Executive Committee listservs need updating.

#### **d. Slack**

Slack is an informal private and confidential communication channel. The “deans only” Slack is an invite only channel housed under the [Cal State Libraries Slack](#) which is hosted by the CO. Slack serves as an alternative to email and provides a quick messaging platform that can be used to ask questions, share a thought, or seek feedback. To gain access to the Slack channel for deans, please contact any of the current deans to be added.

#### **e. External Communications from COLD**

1. The COLD Chair acts as the initial contact in response to queries from external parties such as publishers, UC Libraries, the media, or any other body external to the CSU. The Chair may continue as primary representative spokesperson or may designate another COLD spokesperson. In either case, the Chair will inform COLD membership when ongoing communications with an external party have commenced, including who will represent COLD in those discussions.
2. The COLD Executive Committee initiates discussion and drafting of any written or oral statement on behalf of COLD to any other entity or the public. Public statements will need to be approved by COLD membership per Bylaws process. No COLD officer, COLD member or COLD committee member shall issue a formal written communication/statement of any kind purporting to express the views or position of COLD without first obtaining the approval of the full COLD membership.

### **3. COLD Meetings**

**For details, see Bylaws Article V: Meetings**

A call for agenda items is sent by the Secretary one week in advance of the meeting, and the COLD Executive Committee and the CSU library dean hosting the COLD Meeting, finalize the meeting agenda.

Reports for COLD Meetings

- Committee Chair or COLD Liaison to a committee requests updates in advance of the COLD Meetings, and shares the committee’s annual report prior to the last COLD Meeting of the academic year.
- CO staff also will provide annual reports prior to the last COLD Meeting of the academic year and share updates as needed throughout the academic year.
- The Secretary will add reports to the Confluence site; COLD Members are expected to read reports prior to the meeting.

**Deans’ Hour**

The meeting on the first day shall conclude with a Deans' Hour. Only library deans attend the Deans' Hour. No votes are conducted during that time, and minutes are not kept. All discussions are private and confidential.

[Meeting Host Itinerary Planning & Checklist – Draft Outline](#)

#### **4. Collaboration with the CSU and External Entities**

##### **a. CO & Systemwide Committees**

COLD and the CSU Libraries are supported by the CO of the CSU, through the SDLC office and the SDLS office. SDLC and SDLS are part of the Academic Technology Services (ATS) Department of the division of Academic and Student Affairs (ASA).

In collaboration with COLD, the SDLC office manages the licensing and negotiation of electronic information resources that are included in the electronic core collection (ECC) as well as consortial licenses for CSU campuses (i.e. opt-in electronic resources). Established in 1989, SDLC (formerly Software and Electronic Information Resources) is one model in the nation for shared acquisition of electronic information. SDLC staff focus on leveraging the substantial purchasing power of the CSU to achieve economies of scale for our campuses.

SDLS oversees the adoption, development, implementation, and support of systemwide library information systems aimed at providing improved management of, and greater access to, the collections and services of the CSU Libraries. SDLS staff work closely with COLD to support and manage the Unified Library Management System (ULMS) and the systemwide institutional repository (ScholarWorks). Currently, they are overseeing/developing a Digital Archives for the CSU Libraries.

The CSU Council of Chief Research Officers (CCRO) works closely with the CO's Research Department (in the division of Academic and Student Affairs) and has collaborated with COLD on initiatives (such as the ORCID Educational Campaign) that support and promote research, scholarship, and creative activities across the CSU.

##### **b. Strategic Partnership Opportunities for COLD**

Several other systemwide committees and advisory groups within [ATS](#) and the CSU that may serve as strategic partners to the CSU libraries.

The CSU Chief Information Officers (CIO) Council consists of the CIOs from all 23 campuses. The CSU also hosts several conferences and meetings such as [Cal State](#)

[Tech Connect](#) and the Directors of Educational Technology/California Higher Education ([DET/CHE](#)) that may benefit from COLD participation.

The CSU Office of General Counsel (OGC) provides, manages, and coordinates all legal services for the CSU. Over the years, OGC has collaborated with the CO's Research Department and COLD to provide support and awareness around intellectual property and technology transfer.

The Academic Senate of the California State University (ASCSU) includes faculty representatives from all 23 campuses.

**c. External to the CSU**

All of the CSU Libraries are affiliates of the Statewide California Electronic Library Consortium (SCELC). SCELC was established in 1986 to develop resource-sharing among the libraries of private academic institutions in Southern California. Since its inception, SCELC has evolved to include all of California and is a 501(c)(3) tax-exempt corporation. The CSU/SCELC Resource Licensing Program offers CSU campuses access to resources that are outside of the CSU ECC. Many CSU campuses also participate in the SCELC Shared Print Program.

The University of California Council of University Librarians (CoUL) includes the University Librarians from the 10 UC campuses and the Executive Director of the California Digital Library (CDL).

In 2022, the CSU partnered with the University of California and SCELC to advance the first California-wide transformative open access agreement with the American Chemical Society (ACS).

The CSU is a member of the International Coalition of Library Consortia (ICOLC). ICOLC is an informal, self-organized group currently comprising approximately 200 library consortia in North and South America, Europe, Australia, Asia, and Africa. The Directors of SDLC and SDLS represent the CSU and are the liaisons to ICOLC on behalf of COLD.

The CSU is a member of the Coalition for Networked Information (CNI). CNI is a joint initiative of the Association of Research Libraries (ARL) and EDUCAUSE and is dedicated to supporting the transformative promise of digital information technology for the advancement of scholarly communication and the enrichment of intellectual productivity. As a member of CNI, the CO and COLD send up to four representatives to the semi-annual membership meetings that are held in the spring and fall of each year. Typically, one of these representatives is from the CO and one is the COLD Chair.

## 5. CO Budget for CSU Libraries Services, Collections and Shared Staff

Each COLD meeting provides opportunities to discuss budget, however the CO will provide a summary budget at least once a year (ideally by the second quarterly COLD meeting).

COLD Meetings that include strategic and operational plans on the agenda should include the identification and prioritization of funding opportunities or challenges for COLD decisions, and charge committees or task forces with follow up activities such as identifying funding or grant proposals. The Executive Committee will prepare a budget agenda and materials in consultation with the CO. Budget updates also happen between the Assistant Vice Chancellor for Academic Technology Services/Director, SDLC and the CSU COLD SRDC regularly.

### Summary of the services and collections funded by the CO and/or CSU Campuses.

Service/Collections	Funding	Notes
Alma/Primo	Campus	Shared library services platform and discovery system. Paid for by campuses based on 90% FTE / 10% even split of total.
Rapido / RapidILL	Split	Resource sharing module integrated into Alma and Primo. During initial, two-year trial of the service, campuses to pay RapidILL portion of subscription, CO covers remainder for full Rapido service
bX recommender	CO	Resource recommender service integrated into Primo.
eClimateNotebook	CO	Web-based tool for (special collections) environmental data management and analysis.
ECC	CO	The ECC budget comprises lottery funds that are typically allocated in September. See Section 6 (CSU Shared Collections) for more details
Opt Ins	Campus Funded	See Consortia Manager for details.
Consortia Manager	CO	Subscription and renewal management tool that contains license and pricing information for ECC and opt-in resources

Springshare 24/7 Coop Reference	CO	Systemwide cooperative reference service.
Unity courier service	CO	Systemwide courier service for resource sharing, including UC reciprocal partners.
<a href="#">ScholarWorks &amp; CSU Digital Archives</a>	CO	Institutional repository and digital asset management systems developed and managed by the CO.
<a href="#">CSU Open Journals</a>	CO	Open access journal hosting system, developed, and managed by the CO.
ACRL Benchmark	CO	Supports collection of annual library statistical data, see below. Data Reporting Period: Fiscal year 2023 (data from July 1, 2022 – June 30, 2023) Submission website: <a href="https://librarybenchmark.org/">https://librarybenchmark.org/</a> Username: IPEDS ID (Click here to locate your institution's IPEDS number.)
CNI & ELUNA memberships	CO	Some campuses also have their own CNI or ELUNA institutional memberships.
Confluence & Slack	CO	Systemwide project communication tools
CO Staffing Support	Campus	CO Libraries Support Staff: SDLC Program Manager and SDLC Financial and Operations Analyst Libraries cost recovery.

Periodic CSU budget proposal a 2 year process

- a. CO Proposals: Libraries may propose CO budget, these requests must be submitted to the CSU Legislative Analyst's list by the, Assistant Vice-Chancellor, to get the request into the CO budget process. COLD would work with the Assistant Vice-Chancellor to submit a proposal. Connect with COLD Strategic Planning.

Other CSU budget ad hoc opportunities

- a. COLD Libraries may collectively reassign their campus budget, as needed, for a cooperative purchase or license.

- b. CSU may have ad-hoc funding available for requests, developing a wish list that is readily available for opportunities is recommended.

#### Cost Recovery Process

Cost recovery for services and collections managed by the CO but funded by the campuses are processed via interagency financial transactions (IFT). An IFT is a mechanism to facilitate the movement of funds between campuses and the CO and is the required method to collect and disburse funds between CSU members. Library financial contacts are notified when an IFT is processed.

## 6. CSU Shared Collections

- a. [ECC](#)

The ECC is a shared collection of digital information resources centrally negotiated, managed, and purchased by the SDLC department at the CO. The central budget for the ECC was increased from \$5 million to \$6 million in 2019. The 2023-2024 ECC budget is \$6,240,000. The ECC is funded with Lottery monies.

Which databases and other resources are included in the ECC is ultimately determined by COLD, with recommendations for changes coming primarily from the COLD SRDC. SRDC relies on usage, cost, curricular needs, and other factors to make ECC content recommendations to COLD.

- b. **Opt-Ins**

SDLC negotiates and manages many other digital library resources which individual CSU libraries may “opt-in” to purchase for their campus users. SDLC bills individual campus libraries via a Subscription Memo/CPO process. SDLC maintains a list of current and past opt-in resources in Consortia Manager.

Some opt-in subscriptions, including those with Open Access components, require ongoing time commitment by library staff or faculty on each subscribing campus.

- c. **California Library Collaboration shared agreements**

In 2021, the CSU Libraries joined the University of California Libraries and SCELCLC libraries to form the California Library Collaboration (CLC). The first joint CLC agreement is a transformative agreement with the ACS. To discuss current and future shared CLC agreements, the SDLC Director and a designated member from the COLD Executive committee meet with UC and SCELCLC colleagues monthly.

- d. **Shared Print (SCELCLC-based initiative)**



In December 2018, COLD approved the shared print resolution presented by COLD SPIRIT (Shared Print Investigative Reconnaissance and Implementation Team), a task force charged with investigating and making recommendations regarding shared print. That resolution recommended CSU participation, on a campus by campus voluntary basis, in the SCELCE shared print program. The SCELCE Shared Print Program, a founding member of the [Partnership for Shared Book Collections](#), is a collaborative shared print program for monographs. Further details, including current participants, can be found at the [SCELCE / California State University System Shared Print Program](#) website.

## 7. CSU Library Data Analytics (Statistic Reports)

### Annual Data Collections Process Overview

Annual library statistical data for the Association of College and Research Libraries ([ACRL](#)) and the Integrated Postsecondary Education Data System ([IPEDS](#)) is coordinated with the support of the CO. Each CSU Library gathers data for the annual ACRL Academic Library Trends & Statistics Survey. Each library enters their collected data through the [ACRL submission website](#), using their unique username and ID. After the data are entered in ACRL's interface, an export of a subset of this data is generated by the inputting library. That export is sent as a .txt file to the CO where it is centrally imported into the IPEDS Data Collection System to complete the IPEDS survey. The CO is the only authorized user to enter and edit data in the IPEDS Data Collection System for the Academic Library component.

This annual data entry activity occurs between September and February. ACRL emails a survey opening notification to each library contact according to a list maintained by ACRL. A notification email from the CO will go out to the Library Stats Respondents on [libstats@lists.calstate.edu](mailto:libstats@lists.calstate.edu) listserv which is maintained by the CO. The member roster can be found [here](#).

While the library collection usage data are derived individually by each library using Alma data analytics for consistent reporting across CSU (specific instructions can be found [here](#)), some data such as library annual expenditures, services expenses as well as library personnel are provided or collected by the library budget analyst or other relevant personnel. Some centralized data, such as the amount of allocated funds on behalf of each library for ongoing subscription costs for the ECC (the dollar amount for each campus) and for other operations and maintenance expenses are provided by the CO. The CO contact for this annual data activity is the SDLC Library Services Specialist.

## 8. COLD Standing Committees

### 8a. SRDC

**Statement of Purpose:** The SRDC is responsible for supporting cooperative and collaborative collection development and management across the CSU Libraries in support of the CSU core curriculum.

#### Committee Scope

- Collection Development associated with content in any format acquired or licensed that affects a minimum of 7 campuses; and
- Collection Management associated with system-wide collection & digital content initiatives or projects.

#### Committee Duties & Responsibilities

- Coordinate system-wide activities related to ECC & Opt-in content selection and deselection;
- Communicate ECC and Opt-In decisions and activities approved by COLD to the CSU Libraries;
- Recommend strategies and procedures for assessing the value of shared resources and digital content in support of the needs of CSU faculty, students and researchers;
- Develop and recommend policies and procedures that impact CSU acquired or licensed content;
- Support CSU Affordable Learning Solutions (AL\$) Program; and
- Collaborate with Accessible Technology Initiatives (ATI) for reviewing accessibility of Opt-In and ECC packages.

#### Committee Membership Composition & Structure

##### SRDC Steering Committee

- Role:
  - Provides leadership in supporting and advancing the strategic goals of the SRDC Committee; and
  - Sets the meeting schedule, agenda, and direction of SRDC Committee
- Co-Chairs nominated by COLD Deans and approved by COLD.
  - Role:
    - Presides at SRDC meetings;
    - Prepares summary of meetings; and
    - Serves as Liaison to the three subcommittees;
  - 2-year term; and
  - Co-Chair(s) may serve up to two (2) consecutive terms and may serve again after a hiatus in service.
- Three (3) at-Large Members selected from SRDC:
  - One (1) from Large Campus (over 24,000 FTE);
  - One (1) from Medium Campus (over 10,000 FTE and less than 24,000 FTE);
  - One (1) from Small Campus (less than 10,000 FTE); and

- At-Large Members may serve up to two (2) consecutive terms and may serve again after a hiatus in service.
- Two (2) COLD Liaisons (staggered 2-year terms);
  - COLD Liaison in their 2nd year will be the COLD Executive Committee Liaison.
- SDLC Director or designee (ex officio);
- COLD Scholarly Communications Committee Liaison (2-year term); and
- Meetings: Closed. Only SRDC Steering Committee Members and invited guests may participate.

### **SRDC Committee**

- CSU Campus Representative initially appointed by Library Dean. Interim appointments may be undertaken by SRDC. (23 members);
- 2-year term with no term limits;
- Membership Criteria:
  - Expertise and experience in collection development, e-resource management, and/or acquisitions; and
  - Reflects the campus' racial, ethnic, and cultural diversity and/or a commitment to diversity, equity, and inclusion.
- Librarian at Moss Landing Marine Laboratories (MLML) or designee (1 member).
  - 2-year term with no term limits
- Two (2) COLD Liaisons (2-year staggered terms)
- Director of SDLC or designee (Chancellor's Office), ex officio
- COLD Scholarly Communications Committee Liaison (2-year term)
- Campuses may designate a proxy to serve as a representative.
- Meetings: Closed. Only SRDC members and invited guests may participate. Town Hall meetings may be scheduled that will be open to everyone.

### **Standing Subcommittees**

- Collection Licensing & Negotiation;
  - Role: Advocates for CSU library interests relating to contract provisions and language, contract negotiations, and other licensing or renewal issues. Assists the SDLC negotiating team as needed by representing library perspectives to vendors;
  - 5 members—nominated by Library Dean;
  - Members may be staff, faculty or MPP;
  - 2-year term (staggered); and
  - May serve up to two (2) consecutive terms and may serve again after a hiatus in service.
- Collection Analytics.
  - Provide annual ECC & Opt-In collection usage and cost-per-use analysis;
  - 5 members – nominated by Library Dean; Members may be staff, faculty or MPP;
  - 2-year term (staggered); and

- May serve up to two (2) consecutive terms and may serve again after a hiatus in service.
- ECC/Opt-In Vendor Liaison (EVL)
  - Role: In collaboration with SDLC, responsible for the review and evaluation of electronic resource products in support of CSU academic and professional programs. Proactively assess CSU campuses' academic needs and collaborate with CoLiN and vendors to develop packages that will fulfill these needs. Communicate vendor review decisions on proposed resources with SDLC and SRDC
  - Membership: Each ECC & Opt-In vendor will have one CSU Liaison/Contact (Number of members will depend on the number of ECC/Opt-In Vendors);
  - 2-year term; and;
  - May serve up to two (2) consecutive terms and may serve again after a hiatus in service.

## **8b. Systemwide Technologies Initiatives Management (STIM) Committee**

**Statement of Purpose:** The Systemwide Technologies Initiatives Management (STIM) Committee is responsible for prioritizing, developing, implementing, monitoring, and evaluating technology-related collaborative library initiatives and advises COLD and the Chancellor's Office on information technology issues and policies.

### **Committee Scope**

- Identify information technologies that benefit CSU libraries and library users;
- Review and compare the relative costs of the various services;
- Develop RFIs and RFPs as needed; and
- Develop initiatives that can be implemented in a CSU environment and that build on the strength of the consortium.

### **Committee Duties & Responsibilities**

- Survey and analyze the needs and capabilities of CSU libraries regarding existing and desired information technologies and products;
- Develop criteria for the selection and implementation of information technologies system wide; and
- Disseminate Committee activities and recommendations to COLD.

### **Committee Membership Composition & Structure**

- Two library deans/directors appointed by COLD who serve as chair and vice chair/chair-elect;

- Six library personnel dedicated to advancing technology in libraries nominated by members of COLD and selected from among the CSU campus libraries in a manner that will attempt to ensure equal representation of large and small campuses, north and south. Members should also represent, to the extent possible, the full range of library functions and services;
- Liaisons with other standing committees as desired;
- One member with ULMS experience;
- Director of SDLS or designee (Chancellor's Office), ex officio; and
- Members other than the SDLS Director will serve a term of two years; initial terms shall be staggered terms of one or two years so that subsequent committees will have four incoming members each year. Members may be reappointed to not more than three (3) consecutive terms and may serve again after a hiatus in service.

### **8c. ULMS Steering Committee**

**Statement of Purpose:** The ULMS Steering Committee is responsible for providing leadership in reviewing and updating ULMS Policies and procedures and identifying new collaborative opportunities and strategic directions for the ULMS.

#### **Committee Scope**

- Identify areas of improvement in function and efficiency in CSU use of Ex Libris product;
- Make policy, practice and feature-related recommendations to the libraries and Council of Library Deans to better use the ULMS;
- Work with Ex Libris to provide solutions to issues that hinder use of the ULMS; and
- Develop initiatives that can be implemented in a CSU environment and that build on the strength of the consortium.

#### **Committee Duties & Responsibilities**

- Duties & responsibilities of the ULMS Steering Committee.
  - Provide leadership in exploring new collaborative opportunities and identifying strategic directions;
  - Review and update ULMS policies and procedures and recommend changes to COLD as appropriate;
  - Review, discuss, and address issues that cannot be resolved in the functional committees such as cross-functional or large systemic issues that arise from the implementation of or changes in the ULMS modules, and create/propose solutions;

- Work with the CO and Ex Libris to resolve technical issues related to the functionality of the ULMS;
- Manage and coordinate the annual ELUNA enhancement process including identifying and voting on product enhancements on behalf of the CSU via the Chancellor's Office ELUNA membership;
- Collaborate with COLD Subcommittees and CSU Libraries Communities of Practice; and
- Apprise COLD when consensus cannot be reached on the resolution of a problem. Liaise with COLD subcommittees as needed. Serve as primary aggregators of issues with ULMS and its modules.
- Duties & Responsibilities of the ULMS Functional Committees
  - Update policies regarding workflow and system configuration in the functional area of responsibility. Address and resolve functional issues;
  - Recommend policies and solutions that address issues extending beyond the functional area (e.g. cross-functional or large systemic) to the ULMS Steering Committee or COLD as appropriate;
  - Collaborate with COLD Subcommittees and CSU Libraries Communities of Practice;
  - Schedule meetings, training workshops and other events that include topics related to the usage of the functional areas and related modules of the ULMS with all CSU Libraries; and
  - ULMS Functional Committees may be tasked by the ULMS Steering Committee or COLD for a project related to the functional area.

### **Committee Membership Composition & Structure**

ULMS Functional Committees include the following six (6) Committees:

- Electronic Resource Management (ERM);
- Assessment & Analytics;
- Discovery;
- Fulfillment;
- Resource Management; and
- Resource Sharing

ULMS Functional Committee members serve a 2-year (staggered) term and will be appointed or reappointed as follows:

- In April of every year, COLD members nominate members from their representative campuses by submitting an application for each nominee which highlights their qualifications and ability to serve for the entire 2-year term.
- The ULMS Director reviews the qualifications of the nominated campus representatives and appoints or reappoints committee members in line with current practices that ensure input from a diverse representation of campuses.

- Each functional committee has no fewer than 4 members and no more than 6, as determined by the Functional Committee Chair in consultation with the ULMS Steering Committee.
- CO staff whose primary responsibility corresponds to the area of the Functional Committee will serve as ex-officio on that committee.
  - The ULMS Functional Committee Vice-Chairs are selected by the committees themselves. The following year, the Vice-Chair shall serve a one year-term as Chair.

#### ULMS Steering Committee

- Chair
  - Director ULMS (CO);
  - Provides leadership and ensures that the goals and objectives are carried out; and
  - Determines monthly meeting agenda with committee and COLD liaison.
- COLD Liaison (Member of COLD)
  - Presides at meetings when the Chair is absent.
  - Member of the COLD Executive Committee.
- Chairs of the six (6) functional committees
  - Represents each of the functional committees.
- One at-large member from CSU member libraries (representatives with a broader, higher-level perspective).
  - Represents the interests of all CSU campuses.
- Resource Sharing Manager, ex officio (CO)
- Electronic Resources Manager, ex officio (CO)

#### COLD Executive Committee

- Provide oversight and ongoing strategic planning and evaluation of the ULMS.
- Reviews and approves ULMS Policies & Procedures that impact budget or system-wide workflows, seeking COLD approval when necessary.
- Works with the CO to review and update the ULMS maintenance contract and the ULMS MOU.
- Reviews and recommends changes to the annual maintenance cost share formula, seeking COLD approval when necessary.

### 8d. Scholarly Communications Committee

**Statement of Purpose:** The Scholarly Communications Committee is responsible for educating the CSU community about current issues and challenges in scholarly communications and creating a shared infrastructure for hosting and promoting open information resources.

### **Committee Scope, Duties & Responsibilities**

- The Scholarly Communication committee develops education and advocacy materials for the CSU Libraries (including developing and maintaining a CSU Libraries repository for the historical and working documents of COLD and its subcommittees).
- Keeps abreast of developments on scholarly communication topics (e.g. libraries as publisher, etc.) and policy.
- Works with STIM and SRDC to establish guidelines for scholarly communication systems and services (e.g. ScholarWorks, ORCID, VIVO, etc.).
- Recommends programs and policies to engage disciplinary faculty with scholarly communication issues.
- Develops and delivers training to CSU Library faculty and staff on scholarly communication issues (e.g., faculty author rights, copyright, scholarly communication processes, etc.).
- Works with the Digital Repositories Committee to disseminate materials and information to campuses.
- Develops and designs CSU-branded messaging and educational materials

### **Strategic Goals**

- Support publishing models that prioritize flexibility and open access;
- Educate faculty on their rights as authors and open access publishing options;
- Collaborate to develop a unified platform (ScholarWorks) to preserve the scholarly, creative, and unique collections produced by the CSU community;
- Develop training for CSU librarians around ScholarWorks and materials to promote ScholarWorks to campus constituents;
- Promote the use of open scholarly communication systems and applications, when feasible;
- Provide guidance and support for research data management and open data standards;
- Ensure development of a library workforce with the skills to effectively and authoritatively engage in current and emerging scholarly communication conversations; and
- Advocate for shared systems and platforms that offer efficiencies and improved research infrastructure (examples may include VIVO/Esploro, ORCID, and other tools in support of scholarly communication).

### **Committee Membership Composition & Structure**

- Two library deans/directors appointed by COLD who serve as chair and vice chair/chair-elect;
- Director SDLS or designee (Chancellor's Office), ex officio;
- One member of the STIM Committee (liaison; nominated by STIM Chair);
- One member of the SRDC Committee (liaison; nominated by Scholarly Communications Chair); and



- 8 members from library personnel across the CSU (alternating terms).

Members other than the SDLS Director will serve a term of two years. Terms shall be staggered terms of two years so that subsequent committees will have four incoming members each year. Members may be reappointed to not more than three (3) consecutive terms, and may serve again after a hiatus in service.

### **8e. Student Success Committee**

**Statement of Purpose:** The COLD Student Success Committee develops education and advocacy materials related to library contributions to student success in higher education. The committee conducts and disseminates the results of research related to information literacy instruction and student success initiatives in CSU libraries as well as the assessment of those initiatives. To achieve these goals, the Student Success Committee:

- Keeps abreast of current literature and practice related to student success initiatives in academic libraries;
- Disseminates best practices information on student success initiatives in academic libraries to COLD members and to relevant COLD committees;
- Recommends programs and policies designed to support library engagement with student success initiatives at the campus and system levels;
- Identifies priorities for professional development programming related to information literacy and student success and designs and delivers relevant programs to CSU library faculty and staff;
- Pursues opportunities for collaboration with related professional organizations and groups, e.g., California Association of Research Libraries (CARL); and
- Collaborates with COLD members and colleagues in the CO to develop strategic communications related to library contributions to system-wide student success initiatives, e.g., GI2025.

### **Strategic Goals**

Working in support of the COLD Strategic Plan, the Student Success Committee will:

- Share knowledge among CSU libraries to build bridges between strategies and tactics employed by individual campuses in support of Graduation Initiative 2025;
- Review current and cutting-edge research methodologies to identify the most promising approaches that might be adopted across CSU libraries;
- Demonstrate how information literacy instruction can have a positive impact on student learning and success and campus accreditation goals in order to develop CSU best practices;
- Collaborate across libraries and with campus institutional research offices to build models to triangulate library data with institutional, programmatic, and course data; and

- Design assessment efforts and dissemination strategies that will more effectively communicate the impact of the CSU Libraries' services, spaces, collections, and information literacy activities on student success to CSU stakeholders.

### **Committee Membership Composition & Structure**

- Two library deans appointed by COLD who serve as chair and vice chair/chair-elect; and
- (Up to) 8 members from library personnel across the CSU

Members will generally serve a term of two years; initial terms will be staggered terms of one or two years so that subsequent committees will have four incoming members each year.

## **8f. Digital Repositories Committee**

**Statement of Purpose:** The Digital Repositories Committee is responsible for developing guidelines, priorities, policies, and best practices to establish a sustainable digital library infrastructure.

### **Committee Scope, Duties & Responsibilities**

- Identification and establishment ongoing funding / revenue sources and models;
- Adherence to international standards and best practices;
- Development and management of user-needed platforms;
- Development and management of user-needed services;
- Development of policies to mitigate risk (structural, physical, legal, information, etc.); and
- Support of open access initiatives, via technology integration and OA policy implementation.

### **Committee Membership Composition & Structure**

The Digital Repositories governance structure will consist of a steering committee, at least two working groups, and various ad hoc task forces formed by the steering committee to meet short-term goals.

- The Digital Repositories Committee Steering Committee will consist of eight members, including:
  - One chair, selected by COLD;
  - One chair-elect;
  - Scholarly Communication chair, serving as liaison to COLD and is a member of COLD Executive Committee (when the Scholarly Communication Chair is not a member of COLD, COLD can elect to appoint a different liaison);
  - Two working group chairs;

- Three at-large members from CSU libraries; and
  - Director of Systemwide Digital Library Services (SDLS) or designee (Chancellor's Office), ex-officio.
- The working groups will each consist of four to six members and initially be focused on:
    - Institutional Repository; and
    - Digital Archives.
  - Working group members will be nominated by the CSU library deans and chosen by the Steering Committee chair and ex-officio member(s).
  - Members will serve staggered two-year terms. All appointments begin on July 1 and end on June 30.
  - Each working group will elect a vice chair, who will become the chair of the working group in the following year.

The Digital Repositories Committee will report to the COLD Executive Committee and will, where appropriate, consult with STIM and Scholarly Communication to ensure that overlapping issues with those committees are properly handled.

### **Committee Officer Duties**

COLD members who serve on COLD Standing Committees, whether as Chair, Vice Chair, or Liaison, normally attend all committee meetings.

## **9. CSU Libraries Communities of Practice**

COLD may recognize Communities of Practice which provide informal opportunities for CSU Library faculty, staff, and administrators to discuss or learn about a particular topic or area of library work. Communities of Practice have members with a particular work role or expertise and are focused on developing expertise, skills, sharing information, and proficiency in the specialty and exploring collaboration across the CSU Libraries.

### Process for COLD recognition of a new Community of Practice

1. A member of COLD, COLD Exec, or CSU Library employees can initiate the process by requesting that COLD recognize a Community of Practice.
2. COLD votes to recognize a Community of Practice.

Communities of Practice are not required to produce reports or other deliverables, although COLD welcomes updates. If a Community of Practice seeks more formal and/or funded professional development opportunities, they may make a formal request of COLD and will be asked to report on the completed activity.

CSU Libraries Communities of Practice may request a designated [Chancellor's Office-hosted listserv](#) to communicate and collaborate. COLD will list these Communities of Practice on its Confluence site. Communities of Practice currently active are:

- 9a. Associate Deans (csulibads@csusm.edu)
- 9b. Collection Development (csucd@lists.calstate.edu)
- 9c. Digital Repositories (digrepo@lists.calstate.edu)
- 9d. Interlibrary Services Partner Information Exchange (I-SPIE)
- 9e. Library Technology (csulit@listserv.csufresno.edu)
- 9f. Library Instruction  
*Approved/Recognized: September 29, 2023*
- 9g. Makerspace  
*Approved/Recognized: September 30, 2022*
- 9h. Cooperative Reference (coop-reference@lists.calstate.edu)
- 9i. Special Collections and Archives ([csuspecialcollections@lists.csudh.edu](#))
- 9j. DEIA  
*Approved/Recognized: May10, 2024*

## 10. Duties of COLD Officers

### 10a. Chair

Primary duties include, but are not limited to:

1. Leads, completes or delegates existing COLD projects from the prior chair's term as appropriate.
2. Organizes and manages four COLD face-to-face meetings (Sept/Oct - Nov/Dec - Jan/Feb -April/May) annually.
  - a. Finalize meeting date/location work begun as incoming chair.
  - b. Develops each meeting agenda in consultation with both the Executive Committee and the full COLD membership. Uses COLD meeting confluence template and includes times-certain and names of parties responsible for agenda items (including guests).
  - c. Chairs COLD meetings.

- Conducts meetings in accordance with the basics of Robert's Rules of Order, adhering to agenda and times certain and reaffirming desired outcomes and action items.
  - Ensures the secretary or designee is taking minutes.
- d. Ensures follow-through on post-meeting tasks and action items.
    - Works closely with secretary to ensure timely availability of minutes.
    - Monitors progress on action items by communicating with responsible parties.
3. Represents COLD at meetings and functions as needed (or finds a designee if unable to attend).
  4. COLD Chair given first opportunity to attend CNI as CSU attendee and issues call for additional attendees from COLD membership.
  5. Maintains current membership rosters for full COLD and the COLD Executive committee.
  6. Notifies CO staff when COLD and COLD Executive Committee listservs need updating. Maintain (through liaison with SDSU staff) the "private" listserv of COLD deans at SDSU.
  7. Assists Secretary and Chancellor's Office staff with information organization and updates on Confluence and the COLD website to ensure usability, accuracy, and currency.
  8. Serves as the primary contact for all external communications.
  9. In advance of the last quarterly meeting of the year, solicits annual budget information regarding CSU Libraries services & personnel funded by the CO. Solicits funding proposals from COLD members.
  10. Serves as chair of COLD Executive Committee.
    - a. Schedules monthly virtual and quarterly in-person Executive Committee meetings. Quarterly in-person meetings coincide with those of full COLD.
    - b. Prepares meeting agendas.
    - c. Works with COLD Secretary to ensure timely availability of meeting minutes and follow-through on action items.
    - d. Works closely with Chancellor's Office representative to keep Executive Committee and COLD abreast of C.O. business (regular phone/email contact).
    - e. Keeps COLD abreast of Executive Committee decisions and planning.

### **10b. Incoming/Vice Chair**

1. Serves as Vice Chair of COLD and Executive Committee.
  - a. Fulfills duties of Chair in Chair's absence.
  - b. Identifies COLD meeting dates and locations for the following year.
    - Works with Meeting Host on coordinating logistics (see COLD Meetings section above, [COLD Host Meeting Checklist](#), and Bylaws Article V: Meetings).

- Defines meeting times and dates and locations as far ahead of meeting as possible so members can make travel plans.
  - c. Prepares to assume Chair responsibilities the following year.
- 2. Shortly after announcement of new library dean, Vice Chair will call for volunteers to be new member's "COLD Buddy," and selects a volunteer according to the new member's areas of greatest need/interest, including attempting to match buddies from similarly-sized campuses

### **10c. COLD Secretary**

1. Serves on the Executive Committee.
2. Distributes agenda and all pertinent meeting documents and information three days before meetings to COLD members and meeting guests.
3. Records minutes of full COLD and Executive Committee meetings, including attendance and modality of attendance; distributes/posts minutes in a timely fashion.
4. After review by the Chair and Vice Chair, the Secretary posts minutes on Confluence and informs members. Secretary will accept corrections or additions within 48 hours of posting.
5. Records out-of-cycle votes/decisions-of COLD and COLD Executive Committee; works with Chair to ensure reporting of out-of-cycle votes/decisions in a timely manner
6. Posts COLD and COLD Executive Committee agendas and minutes on Confluence site. Works with CO staff to ensure COLD website is updated as needed.
7. Maintains and updates [Decision Log](#) on Confluence. Posts committee, task force, working group reports on the Confluence [CSU Libraries Reports Shelflist](#).

### **10d. COLD Past Chair**

1. Serves as Parliamentarian with general knowledge of Robert's Rules of Order.
2. Heads Nominations Committee.
  - Procures nominees for Vice Chair, Secretary, STIM Vice-Chair, Student Success Vice-Chair, Scholarly Communications Vice-Chair, ULMS COLD Liaison, and SRDC COLD Liaison positions.
  - Submits slate of nominees to COLD for approval at third quarterly meeting.