CSU ULMS Governance Structure

I. **Purpose**

To ensure the effective administration and management of the CSU Unified Library Management System (ULMS) a three-tiered governance structure will be established. The CSU Chancellor's Office (CO) provides and coordinates application and technical support for all libraries according to the Memorandum of Understanding with COLD as adopted on February 10, 2017. Support and emergency requests are managed by Ex Libris.

II. **Roles and Responsibilities**

a. COLD Executive Committee
    i. Provide oversight and ongoing strategic planning and evaluation of the ULMS.
    ii. Review and approve ULMS Policies & Procedures that impact budget or system-wide workflows, seeking COLD approval when necessary.
    iii. Work with the CO to review and update the ULMS maintenance contract and the ULMS MOU.
    iv. Review and recommend changes to the annual maintenance cost share formula, seeking COLD approval when necessary.

b. ULMS Steering Committee
    i. Provide leadership in exploring new collaborative opportunities and identifying strategic directions.
    ii. Review and update ULMS policies and procedures and recommend changes to the COLD Executive Committee and/or COLD as appropriate.
    iii. 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.
    iv. Work with the CO and Exlibris to resolve technical issues related to the functionality of the ULMS.
    v. Manage and coordinate the annual ELUNA enhancement process including identifying and voting on product enhancements on behalf of the CSU. Collaborate with CSU Campuses that are ELUNA members.
    vi. Apprise the COLD Executive Committee and 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.

c. ULMS Functional Committees
    i. Update policies regarding workflow and system configuration in the functional area of responsibility. Address and resolve functional issues.
    ii. 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.
    iii. Collaborate with COLD Subcommittees and CSU Libraries Communities of Practice.

        iv. 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.

        v. ULMS Functional Committees may be tasked by the ULMS Steering Committee or COLD for a project related to the functional area.

III. Membership

a. ULMS Steering Committee
   i. Chair (Member of COLD)
      1. Provides leadership and ensures that the goals and objectives are carried out.
   ii. Vice-Chair (Member of COLD)
      1. Presides at meetings when Chair is absent.
      2. Prepares summary of meetings.
   iii. Chairs of the six (6) Functional Committees
      1. Represents each of the functional committees.
   iv. Two at-large members from CSU member libraries (representatives with a broader, higher-level perspective)
      1. Represents the interests of all CSU campuses.
      2. Surveys CSU campuses regarding training needs.
      3. Coordinates the ELUNA Enhancement Process.
   v. Director, Systemwide Digital Library Services (Chancellor's Office).
   vi. Project Director, ULMS (Chancellor's Office)

b. ULMS Functional Committees
   i. Acquisitions & ERM
   ii. Assessment & Analytics
   iii. Discovery
   iv. Fulfillment
   v. Resource Management
   vi. Resource Sharing

IV. Nominations, Appointments & Terms

a. Terms
   i. All appointments begin on July 1st and end on June 30 for both one year terms and two year terms.
b. Vacancies
   i. If a member of the Steering Committee or Functional Committee resigns, the vacancy may be filled at the discretion of the Steering Committee Chair and/or Functional Committee Chair and will be appointed for the balance of the unexpired term of his or her predecessor.
c. Steering Committee
   i. The Steering Committee Vice-Chair shall be elected annually by COLD to serve for a one-year term. The following year, the Vice-Chair shall serve a one year-term as Chair.
   ii. The at-large members are appointed to a 2-year term and may be reappointed for an additional 2-year term by the ULMS Steering Committee Chair, with the advice and consent of the COLD Executive Committee.

d. Functional Committees
    i. The ULMS Functional Committee Vice-Chairs are selected by the ULMS Steering Committee, with the advice and consent of the COLD Executive Committee to a one-year term. The following year, the Vice-Chair shall serve a one year-term as Chair.
    ii. The ULMS Functional Committee members serve a 2-year (staggered) term and will be appointed or reappointed as follows:
        1. 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.
        2. ULMS Steering Committee 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.
        3. Each functional committee has no less than 5 members and no more than 7, as determined by the Functional Committee Chair in consultation with the ULMS Steering Committee.
        4. Chancellor's Office staff whose primary responsibility corresponds to the area of the Functional Committee will serve as ex-officio on that committee.

V.   Review and Amendments

This Governance Structure will be reviewed as needed by COLD to ensure that it continues to represent the needs of the CSU Libraries.

On April 11, 2018 this Governance Structure was approved by the CSU Council of Library Deans