



Group Definitions

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Committees

Committees are standing groups brought together to investigate functional areas and provide advice and recommendations to such groups such as the SELCO or SELS Advisory Committees or the ILS Operations Committee.

Committees are appointed by the Executive Director. At the time the Committee is created, it will be given a specific charge and initial timeframe for deliberations. Committees will be representative of the constituency being served by the SELCO service or project. Committees will have a standing roster with term limits. Creation of Board committees will follow the procedures defined in SELCO By-laws.

SELCO staff will be assigned to assist or serve as a point person and resource. This SELCO staff member will work with the Chair of the Committee to define workflow, meeting schedule, and meeting logistics.

Examples of previous or current Committees include:

- Children's Services
- Hot Reads for Cold Nights
- Public Relations
- Subscription Database

Work Groups

Work Groups will address special topics and projects for a limited time and purpose. Work Groups are appointed by the Executive Director. Committees such as the SELCO or SELS Advisory Committees or the ILS Operations Committee may request formation of a Work Group to gather information on specific topics. Specific responsibilities and timeframe for completion of work will be established when the Work Group is created.

SELCO staff will be assigned to assist or serve as a point person and resource. This SELCO staff member will work with the Chair of the Work Group to define workflow, meeting schedule, and meeting logistics.

Examples of previous or current Work Groups include:

- Downloadable Audio Books
- Public PC Management
- Wireless Access

Round Tables

Round Tables are an opportunity for members to network with their peers on a specific topic. Round Tables are intended to be an informal informational discussion group and can be organized by SELCO staff or a library member.

Members wishing to call a Round Table should contact the Community Information Librarian a minimum of 30 days before the anticipated date. Send E-mail to sel_cominfo@selco.info.

As appropriate to the Round Table topic, SELCO staff will be assigned to assist or serve as a point of contact. This SELCO staff member will handle logistics such as meeting room reservation, meeting announcement, registration, set-up, refreshments, and copies.

Examples of previous Round Table events:

- Acquisitions
- Children's Literature
- Circulation
- ILL
- Multimedia Selection
- Reference Tips
- Serials