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HELIN Committees' Charges

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HELIN Standing Committees and Charges

1.) Name: Access Services Committee

Charge: To coordinate among the member libraries using the circulation, reserve and/or ILL modules, the creation and implementation of policies, procedures, documentation and training related to the maintenance and enhancement of circulation, reserves and interlibrary lending operations. To develop goals and objectives each year to present to the Committee Council.

Recommended Meeting Frequency: 4-5 meetings per year

2.) Name: Acquisitions Committee

Charge: To coordinate among the member libraries using the acquisitions module the creation and implementation of policies, procedures, documentation and training related to the maintenance and enhancement of acquisitions operations. To develop goals and objectives each year to present to the Committee Council.

Recommended Meeting Frequency: 2-3 meetings per year

3.) Name: Cataloging Committee

Charge: To oversee among the member libraries using the cataloging module the creation and implementation of polices, procedures, documentation, and training related to the maintenance and enhancement of cataloging, authority control and database maintenance operations in compliance with international metadata standards. To develop goals and objectives each year to present to the Committee Council.

Recommended Meeting Frequency: 4-5 meetings per year

4.) Name: Collection Development Committee

Charge: To investigate trends and innovations related to collection analysis. Together with the Reference Committee this committee will also facilitate the process of evaluation and selection by member institutions of prospective electronic resources. To develop goals and objectives each year to present to the Committee Council.

Recommended Meeting Frequency: 2-3 meetings per year

5.) Name: Government Documents Committee

Charge: To oversee the creation and implementation of polices, procedures, documentation, and training related to the maintenance and enhancement of access to government documents. To develop goals and objectives each year to present to the Committee Council.

Recommended Meeting Frequency: 2-3 meetings per year

6.) Name: Reference Committee

Charge: To coordinate among member libraries using the OPAC the creation and implementation of polices, procedures, documentation, and training related to the maintenance and enhancement of reference services, information literacy, and related Web applications. As well this committee will work with the Collection Development committee to facilitate the process of evaluation and selection of electronic resources. To develop goals and objectives each year to present to the Committee Council.

Recommended Meeting Frequency: 3-4 meetings per year

7.) Name: Serials Committee

Charge: To coordinate among the member libraries using the serials module the creation and implementation of polices, procedures, documentation, and training related to the maintenance and enhancement of access to serials. To develop goals and objectives each year to present to the Committee Council.

Recommended Meeting Frequency: 3-4 meetings per year

8.) Name: Committee Council

Membership: The chairs from each standing committee as well as the Executive Director of HELIN will elect a liaison from among their membership to run the Committee Council meetings and to represent the Council at the Board of Directors meetings.

Charge: To coordinate the activities of the standing committees, appoint working groups, plan the HELIN Annual Conference, and facilitate communication between committees, groups and the Board of Directors. To participate in consortium-wide strategic planning by evaluating and coordinating the goals and objectives of each Committee, and presenting these goals at the Board's Annual Retreat in July.

Recommended Meeting Frequency: 3-4 times per year