Recommendation for Ongoing Structure for GIL / Alma Teams

**GIL FUNCTIONAL COMMITTEES**

**CHARGE**

The duties of the GIL Functional Committees (ILL; Circulation/GIL Express; Cataloging; Acquisitions and Serials; OPAC; Special Collections; and Media Scheduling) are:

* To provide suggestions and ideas for the GUGM meeting.
* To share information.
* To make recommendations regarding the functional area(s) to the GIL Coordinating Committee, RACL or other groups as appropriate.
* Sometimes GIL Functional Committees may be tasked by the GIL Coordinating Committee or RACL for a specific project related to the functional area.

The functional committees are:

***Acquisitions/Serials***

***Cataloging***

***Circulation***

***GIL Express***

***Inter-Library Loan***

***Special Collections***

**RELATED TEAMS**

Coordinating Committee

GUGM Planning Committee

***OPAC/Discovery***

**FURTHER INFORMATION**

http://gil.usg.edu/governance/organization

**ALMA FUNCTIONAL AREA IMPLEMENTATION TEAMS**

**SHARED CHARGE**

* Review Peer System Alma documentation (some available via wiki)
* Develop Test Plan and Test in Alma Test Environments
* Provide Input during vanguard “findings” phase
* Monitor and Provide answers to inst lead questions on g3instleads-l listserv
* Determine and document any standards to be recommended system wide
* Provide guidance on training for institutional leads
* Provide updates/documentation/etc. for project wiki

***Acquisitions/ERM Team:***

* Determine Electronic Resources Consortia/Local Policy/Process (ERM doc)
* Determine Alma Link Resolver Policies and Process
* Survey which institutions will be migrating ACQ data from Voyager to Alma (I think this was completed via the institutional questionnaire)

***Assessment Team:***

* Survey and inventory list of reports used in Voyager
* Survey and inventory list of reports not in Voyager but desired in Alma
* Work with Ex Libris to build these reports in Alma Analytics for all institutions
* Determine any additional Alma Analytics functionality that should be available and used at go-live

***Cataloging Team:***

* Attend Ex Libris Collaborative Networks/Network Zone Trainings (complete)
* Determine and document network zone process and workflows (provide recommendation to imp team)

              \*Understand how NZ gets built

              \*Determine how to manage updates to NZ bib records for consortia

***Fulfillment Team:***

* Determine and document GIL Express policy and process in Alma/Primo (OPAC)
* Determine and document policy and process for ILL in Alma/Primo (OPAC)

***GIL OPAC Team:***

* Determine and Document standard PRIMO (OPAC) configuration for all institutions
* Determine Primo (OPAC) Consortia Holdings Display Options and Recommendations

**RACL RECOMMENDATIONS (**in June 2015**)**

* ***GIL Coordinating Committee / GUGM Planning Committee / GIL Functional Committees***

- Continue as is!

* ***On-going Structure/Governance after Implementation?***- Will need to consider how this structure should evolve after implementation

**RECOMMENDATION FOR CONSOLIDATION POST-IMPLEMENTATION**

* Combine Teams as indicated below; keep overall name as GIL Functional Teams

|  |  |  |
| --- | --- | --- |
| **GIL Functional Team** | **Alma Imp Team** | **Recommendation** |
| Acquisitions / Serials | Acquisitions/Serials/ERM | Merge |
| Cataloging | Cataloging and Metadata | Merge |
| Circulation | Fulfillment (Circ, ILL, UB+) | Keep external ILL separate, |
| Merge Circ and UB+ with GIL Express |
| GIL Express |  |  |
| Inter-Library Loan |  | Keep separate |
| Special Collections |  | Retain |
| OPAC/Discovery | Same team as GIL | Already in place |
|  | Assessment (Reports, BI, Analytics) | Retain |

* Ask members of previous GIL and Alma teams to meet at GUGM in June
  + All team members to review previous GIL Functional Team charges and recommend changes as necessary
  + Team determines new members
  + Team recommends a chair to RACL
* RACL Exec approves changes
  + Approves chairs
  + Selects GIL Users Group (GUGM) Chair and Chair-Elect
  + Appoints two at large members

**GIL GOVERNANCE DOCUMENT** http://gil.usg.edu/governance/organization

*Approved unanimously by RACL membership (April 17, 1998)*  
*Revised and approved (October 21, 1998)*  
*Revised and approved (April 16, 1999)*  
*Revised and approved (March 11, 2005)*  
*Revised and approved (November 12, 2010)*

**The Regents Academic Committee on Libraries (RACL) establishes the GIL Coordinating Committee for the GALILEO Interconnected Libraries (GIL) project. The UGA Service Site provides application and technical support for all libraries expect for Georgia Tech. Servers are housed at the UGA libraries, the Georgia State University Data Center, and the Georgia Tech Library. GIL uses the University System of Georgia Information Technology Services (ITS) Helpdesk for support and emergency requests.**

* 1. The RACL Executive Committee will provide oversight of GIL
  2. The following are members of the GIL Coordinating Committee:
     1. RACL chair-elect, who will chair the Coordinating Committee
     2. GIL Functional Committee chairs
     3. GIL User’s Group (GUGM) chair and chair-elect
     4. Two at-large members
     5. Manager, GIL Technical Support, UGA Service Site (non-voting)
     6. Executive Director of Library Services, University System of Georgia Information Technology Services (ITS) (non-voting)
  3. The GIL Coordinating Committee members will be appointed as follows:
     1. RACL chair-elect (elected annually by RACL)
     2. GIL Functional Committee chairs are selected by the RACL chair-elect, with the advice and consent of the RACL Executive Committee
     3. GUGM chair and chair-elect are selected by the RACL chair-elect, with the advice and consent of the RACL Executive Committee
     4. Two at-large members are appointed or re-appointed annually by the RACL chair, with the advice and consent of the RACL Executive Committee
  4. The duties of the GIL Coordinating Committee are as follows:
     1. Recommend to the RACL Executive Committee the GIL policies and procedures.
     2. Review and discuss issues that arise from implementation or change of the various GIL modules.
     3. Address any issues with other resource-sharing activities that affect GIL and make recommendations as appropriate.
     4. Apprise RACL when no consensus can be reached on the resolution of a problem.
     5. Plan an annual GIL User’s Group meeting
  5. The duties of the GIL Functional Committees (ILL; Circulation/GIL Express; Cataloging; Acquisitions and Serials; OPAC; Special Collections; and Media Scheduling) are:
     1. To provide suggestions and ideas for the GUGM meeting.
     2. To share information.
     3. To make recommendations regarding the functional area(s) to the GIL Coordinating Committee, RACL or other groups as appropriate.
     4. Sometimes GIL Functional Committees may be tasked by the GIL Coordinating Committee or RACL for a specific project related to the functional area.