

University of California/Stanford Government Information Librarians (GILS)

Goals:

The goals of the UC/Stanford Government Information Librarians (GILS) bibliographer group are to improve University-wide collections and access to government information in printed and electronic formats, and to facilitate communication and the sharing of expertise among government information librarians.

Scope:

The group will address issues concerning government information collection development. Other activities may include conferring about database trials, and tiered acquisitions, collaboration on the development and preservation of government documents collections.

Membership:

Any University of California or Stanford librarian with responsibilities for selecting government information resources, or for providing access to government information resources through cataloging and other processing, or through reference assistance or instruction is a member.

Communication

Communication among members for the UC/Stanford GILS is facilitated through the use of listservs. The GILS-ALL listserv will include Stanford and will be used to organize the annual meeting and other non UC only communications. The GILS-UC-ONLY listserv will be used to discuss systemwide issues, such as, new databases. To subscribe, send a subscription request to GILS-ALL or GILS-UC-ONLY first name and last name to listproc@ucdavis.edu.

Organization:

Steering Committee

The work of the UC/Stanford GILS is directed by a Steering Committee composed of four individuals from four different campuses; two members at large, and one member each from the northern (Stanford, UCB, UCD, UCSC, UCSF) and southern (UCI, UCLA, UCR, UCSB, UCSD) campuses.

Any California Digital Library or Systemwide Library Planning staff member assigned to government information projects may serve on the Steering Committee in an ex-officio capacity.

One member of the Steering Committee shall be selected by its members to serve as Chair for a one-year term. In addition to the usual responsibilities of a Chair, the Chair

shall be a member of the California Digital Library's LIBCHAIRS-L listserver, to receive and disseminate collection-related information to the UC GILS membership.

Terms of office:

Steering committee members are appointed for two-year staggered terms. In the initial (organizing) year, one member from the north and one member from the south shall be appointed for a one-year term, and the other member for a two-year term.

Terms shall commence September 1. The Chair of the Steering Committee will issue an annual call for nominees for positions, due by May 31. Votes for new steering committee members will go to the Chair, with each campus having one vote. At-large members will be voted upon by all campuses; northern and southern campuses will vote for their respective members. The Chair will announce the new steering committee members by June 30; by July 31, the incoming committee will select the new Chair, who will begin September 1.

Responsibilities of the Steering Committee:

- Coordinating proposals for acquisition of government information resources from UC shared funds, such as, the JSC Annual Survey.
- Organizing any regional meetings of northern and southern campuses.
- Organizing and preparing the agenda for an annual meeting of the UC/Stanford Government Information Librarians
- Maintaining communications with the UC Collection Development Committee (CDC). Preparing annual and other reports as requested by the CDC.
- Regularly soliciting information from and reporting to the UC/Stanford Government Information Librarians.
- Developing and implementing campus and system-wide projects to improve access to government information in electronic formats, from any level of government.
- Monitoring the operation of ongoing projects involving government information.
- Establishing working relationships with CDL resource liaisons for relevant databases.
- Maintaining liaisons with the following institutions and groups:
 - California State Library, Government Publications Section
 - Political Science Selector Group
 - UC Data Archivists
 - UC/Stanford Map Librarians

As appropriate, the Steering Committee will create subcommittees and other task groups and ad hoc groups to accomplish the work of the bibliographer group. Membership on subgroups is not limited to members of the GILS.

Reporting:

The Steering Committee will report on behalf of the UC/Stanford Government Information Librarians to the UC Collection Development Committee on collection development issues, but may address the System-wide Operations and Planning Advisory Group (SOPAG) with specific government information proposals as appropriate.

There shall be a liaison from the Collection Development Committee (CDC) and the Joint Steering Committee for Shared Collections (JSC). In some cases one person can represent the CDC and JSC. This person(s) will communicate the interests of the CDC and JSC with the Steering Committee, the membership, and attend the annual meeting.

Meetings:

The Steering Committee will communicate regularly via e-mail and conference calls.

A plenary meeting of the UC/Stanford Government Information Librarians shall be held annually. Meetings will be held in an alternating north south pattern.

Revised 9/05