

Committee Minutes

prepared by Electronic Resources Quad

approved by Steering 10/9/02; revised in consultation with Douglas Bicknese 10/30/02

Library Quads and committees are required to distribute and archive their minutes through the Library Web site. Posting approved minutes in a timely fashion insures that staff will be informed of current activities and decisions. Retention of the minutes on the Web site makes them accessible for retrospective and archival purposes. ULIB will serve as the mechanism to initially distribute the minutes. The staff Web site will serve as the mechanism to provide long-term access organized by committee.

ERQ will receive an official list of administrative committees and task forces. Faculty committees are excluded from this document as they fall under the responsibility of the Executive Committee.

ERQ Responsibilities

List each committee on staff/commwork index page.

Create a directory for each committee on the staff portion of the Web site.

Create a subdirectory for minutes for each committee.

Develop a template for a minutes index page.

Inform committee chairs of the requirement and procedure for minutes.

Create minutes index pages for those committees that are issuing minutes.

Coordinate with ULIB staff and University Archives.

Committee Responsibilities

Send minutes as attachments to ULIB.

ULIB Staff Responsibilities

Include full-text of minutes in ULIB.

Convert attachment to pdf format and place in the minutes subdirectory for the committee.

Add link to the minutes index page for the committee.

University Archives Responsibilities

Print and store paper copy of ULIB in University Archives.

Confer with ERQ on long-term preservation issues associated with the Web site on an annual basis.

10/30/02