**CSU ULMS Governance Structure Document**

**Draft Proposed by: Brandon Dudley (CO), Tracy Elliott (SJSU), Amy Kautzman (SS), Patrick Newell (CSUC), Carlos Rodriguez (CSULA), Amy Wallace (CSUCI)- May 11, 2017**

1. The Council of Library Deans (COLD) and the Chancellor Office establishes the California State University Libraries Coordinating Committee for the Unified Library Management System (ULMS) project. The CSU Chancellors Office (CO) coordinates application and technical support for all libraries according to the memorandum of understanding. Support and emergency requests are managed by Ex Libris.

This Governance Structure, as written, will be reviewed one year after adoption; at that point, if necessary, it may be revised to better represent the needs of the post-implementation ULMS workflows.

1. The COLD Executive Committee will provide oversight of ULMS.
2. The following are members of the ULMS Coordinating Committee:
3. COLD chair-elect, who will chair the Coordinating Committee.
4. ULMS Functional Committee chairs.
5. Two at-large members from CSU member libraries (representatives with a broader, higher-level perspective).
6. Director, Systemwide Digital Library Services – CO.
7. Project Director, ULMS- CO
8. The ULMS Coordinating Committee will be appointed as follows:
   1. COLD chair-elect (elected annually by COLD).
   2. ULMS Functional Committee chairs are selected by the COLD chair, with the advice and consent of the COLD Executive Committee.
   3. Two at-large members are appointed to a 2-year term or reappointed for an additional 2-year term by the COLD chair, with the advice and consent of the COLD Executive Committee.
9. The Duties of the ULMS Coordinating Committee are as follows:
   1. Review and update ULMS policies and procedures and recommend changes to the COLD Executive Committee.
   2. Review, discuss, and address issues (that cannot be resolved in the functional committees) such as cross-functional or large systemic issues that arise from the implementation or change of the ULMS modules, and create/propose solutions.
   3. Apprise COLD when consensus cannot be reached on the resolution of a problem. Liaise with COLD subcommittees as needed. Serve as primary aggregators of issues with ULMS and its modules.
10. The ULMS Functional Committee members serve a 2-year (staggered) term and will be appointed or reappointed as follows:
    1. COLD members nominate members from their representative campuses. COLD members submit an application for each campus representative which highlights the representative’s qualifications.
    2. COLD Executive Committee, in consultation with Functional Committee Chairs, reviews the qualifications of the nominated campus representatives and appoints or reappoints committee members; in line with current practices that ensure input from a diverse representation of campuses.
    3. Each functional committee has no less than 5 members and no more than 7, as determined by the Functional Committee Chair in consultation with the Coordinating Committee.
    4. Chancellor’s Office staff whose primary responsibility corresponds to the area of the Functional Committee will sit ex-officio on that committee.
    5. Functional Committees include:
    6. Resource Sharing
    7. Resource Management
    8. Acquisitions and ERM
    9. Fulfillment
    10. Assessment/Analytics
    11. Discovery
11. The duties of the ULMS Functional Committees
    1. Address and resolve issues regarding the functional area.
    2. Recommend solutions that address issues extending beyond the functional area (e.g. cross-functional or large systemic) to the ULMS Coordinating Committee or COLD as appropriate.
    3. Seek and address the information provided by the COLD subcommittees and CSU Libraries Communities of Practice for the functional area.
    4. ULMS Functional Committees may be tasked by the ULMS Coordinating Committee or COLD for a project related to the functional area.
12. The expectations for the COLD subcommittees and CSU Libraries Communities of Practice are to:
    1. Share information regarding the functional areas of ULMS to the Functional Committees through the Functional Committee Chairs.
    2. Plan annual meetings that include topics related to the usage of functional areas and related modules of ULMS.
13. The Chancellors Office will fulfill the agreed upon responsibilities as outlined in the Memorandum of Understanding with COLD as adopted on February 10, 2017.