

# Dartmouth College Library

## Working Across Library Departments: *Committees, Groups, Task Forces, Implementation Teams, Roundtables and Forums*

To fulfill its mission, Dartmouth College Library deploys staff both through traditional departmental units and through committees and other types of working groups that cut across multiple departments. This document provides general guidelines for the creation and on-going work of these committees and other working groups.

### **Definitions**

**Committee or Group:** These terms describe a group of staff formally constituted to carry out specific tasks and/or responsibilities of a continuing nature.

**Task Force or Implementation Team:** These terms describe a group of staff, usually from multiple departments, formally constituted to carry out a specific task that has an end point. The task force or implementation team dissolves following achievement of its goal, with any ongoing responsibilities and associated documentation migrating to a Library department or to a committee or group.

**Roundtable or Forum:** These terms describe a group of staff who share information and coordinate activities across multiple departments. Decision making and accountability remain within Library departments and not within these groups.

### **Guidelines**

Library Administrative Group (LAG), in consultation with Library Management Group (LMG), authorizes the creation of committees and other working groups. LAG will maintain a descriptive inventory of these groups on Staffweb, updated annually.

**Charge or Purpose:** Each group must have a written charge or purpose statement that outlines specific responsibilities and timelines, if appropriate.

**Responsible Manager:** Each group should report to a person, typically a member of LAG or LMG, who may or may not chair the group. The responsible manager appoints the group's chair or co-chairs and determines membership in consultation with LAG. The responsible manager is accountable for the group's progress in meeting its charge.

**Membership & Terms of Appointment:** Membership in and leadership of groups will vary depending on the nature of the group. In some cases, participation is related to the individual's position and thus the person would not rotate off. In other cases, participation may be a staff development opportunity that might be rotated among staff

on a one or two year basis. In some groups, the focus of responsibility may change and thus require different skills. The responsible manager will determine terms of appointment in consultation with LAG.

***Communication:*** Each group has a responsibility to communicate its work to the Library. This communication may take various forms, including a wiki and/or a website on Staffweb to which minutes and other documents are posted, or BlitzMail and/or Staffweb communication. The work of most groups intersects with activities and responsibilities in other groups and in various Library departments, which requires timely and effective communication. Each group should create a short annual report in July outlining the accomplishments of the previous year.

***Annual Review Process:*** As part of the Library's annual performance review process each April/May/June, each group will review its charge and membership. The responsible manager for each group will make recommendations for any changes to LAG, which will review these recommendations with LMG and make decisions about changes or terminations.