Version	Date	Author	Description of Change
1.0	3/30/09	[redacted]	Original
1.1	5/18/11	[redacted]	Follows 2-year review cycle. Minor nomenclature updates.

USGS EROS ADMINISTRATIVE PROCEDURE

COORDINATION:

[redacted]

EROS Director Deputy Director Administrative Officer

SUBJECT / TITLE: Library Advisory Committee Charter

DATE: May 18, 2011

VOL / INDEX #: EROS-CGB-01

PREPARED BY: **Copies will be provided to:**

[redacted]

Preparer Date Supervisor Date

OTHER COORDINATION: GS-N-EDC Federal Employees
CORs distribute to contracts

STATUS: _X_ Permanent
__ Temporary

EXPIRATION DATE: May 17, 2013

PROCEDURE / MEMO: __ Original
_x_ Supersedes EROS-CGB-01 Library Advisory Committee Charter dated March 30, 2009.

ATTACHMENT TO: NA

PURPOSE: To establish a charter for the Library Advisory Committee.

UTILIZATION: __ Daily, __Weekly, __Monthly, _x_Other (per charter)

TEXT: Charter follows on next page.

Library Advisory Committee Charter

1.0 Purpose

The work of the U.S. Geological Survey (USGS) Earth Resources Observation and Science (EROS) Center requires broad staff expertise in the fields of earth science, information technology, engineering, and computer science. The Don Lee Kulow Memorial Library serves as the major resource for current and historical information in these fields. The Library Advisory Committee (herein referred to as "the Committee") is established to help ensure that the library satisfies these requirements.

2.0 Authority

The Committee includes the Communications and OutreachTask Lead; the Technical Support Services Contract (TSSC) Communications and Outreach Work Manager; the Librarian, who shall chair the Committee; duly selected representatives from all Branches of the Center (the term of each representative shall be one year, and a representative may serve consecutive terms); and the Director's Office administrative assistant, who will serve as the Committee Secretary.

The primary objective of the Committee is to assist the library managers (i.e., the Librarian, the Communications and OutreachTask Lead, and the TSSC Communications and Outreach Work Manager) in ensuring that the information and library-related service needs of all personnel are addressed. To accomplish this, the Committee advises library management on matters relating to library functions, acquisitions, space, and policies so as to maintain the highest quality of operation.

The Communication and Outreach Task Lead will make the final determination on all library acquisitions, collection withdrawals, library programs, and library policies.

3.0 Membership

The Committee consists of the following members:

Position	Organization
USGS Task Lead	Communications and Outreach
TSSC Work Manager	Communications and Outreach
Librarian (Committee Chairperson)	Communications and Outreach
USGS and/or Contractor Representatives (3)	Science and Applications Branch
USGS and/or Contractor Representatives (2)	Data Management Branch
USGS and/or Contractor Representative (1)	Remote Sensing Branch
Administrative Assistant	Director's Office

4.0 Scope

In general the Committee shall consider all matters affecting the well-being of the library and its role in the intellectual life of the Center. Committee members shall be responsible for determining the library-related needs of their own organizations and bringing those needs before the library managers for consideration.

5.0 Roles and Responsibilities

5.1 Library Advisory Committee Chairperson

The Librarian will be the Chairperson of the Committee. It is the duty of the Chairperson to call meetings of the Committee, develop an agenda, and chair the meetings. He/she may appoint another member to act in his/her behalf, but not for more than one meeting at a time.

The Librarian shall issue an annual report on the state of the library. The report shall be distributed to USGS EROS Senior Staff and Committee members. Interested employees may request copies of the report from the library.

5.2 Library Advisory Committee Members

The duties of the Committee are many and varied and may be refocused based on changing library and/or Center needs. Chief among these duties are:

- advise library management on the acquisition of journals, books, maps, documents, and electronic resources;
- advise library management on the weeding of journals, books, maps, documents, and electronic resources;
- assist library management in formulating and executing programs designed to increase the employees' awareness and effective usage of library resources and services;
- assist library management in maintaining an awareness of other libraries, both local and within the USGS, and how best they might interact with the library to provide more comprehensive services to the Center.

The Committee Secretary will be responsible for:

- keeping meeting attendance records;
- taking minutes of the Committee meetings;
- distributing minutes to Committee members;
- maintaining a file of Committee minutes in the Director's Office;
- notifying members of regular and/or special meetings;
- soliciting representatives from each Branch Chief at the beginning of each fiscal year;

- notifying the respective Branch Chief if any of its representatives on the Committee have a pattern of unexcused absences.

6.0 Meetings

Meetings will be held once a month, typically on the last Wednesday of the month. Attendees at the monthly meeting will include Committee members and invited guests. Meeting minutes will be posted on the library web page.

Employees who would like an issue addressed by the Committee should either (1) work through their Committee representative to have the issue placed on the upcoming agenda, or (2) request an invitation through the representative to address the Committee in person.

7.0 Actions

Actions assigned, decisions made, and recommendations to the USGS EROS Senior Staff will be documented. Meeting notes will be kept by the Committee Secretary and the Librarian. The Librarian will post the meeting notes on the library web site.

8.0 Charter Acceptance

Name and Title	Role	Signature	Date
[redacted]	Sponsor	The authorizing signatures on page 1 of 4 of said sponsor and manager indicate EROS-CGB-01 LAC Charter is sponsored, accepted, and approved.	
[redacted]	Manager		

9.0 Appendices

N/A

10.0 Distribution (via email)

GS-N-EDC Federal Employees
Library Advisory Committee Members
CORs Distribute to Contracts