



Federal Depository Library Program

WEST NATIONAL COLLECTION SERVICE AREA STEERING COMMITTEE CHARTER

I. OFFICIAL DESIGNATION

The name of this committee shall be West National Collection Service Area Steering Committee

II. AUTHORITY

The Steering Committee is established by the authority of the Superintendent of Documents.

III. PURPOSE

The Steering Committee purposes are to:

- Facilitate discussion and collaboration among the Federal depository libraries in the National Collection Service Area (NCSA);
- Increase opportunities for collection flexibilities; and
- Increase the collaborative possibilities for depository library administration (e.g., training, resource sharing).

IV. DESCRIPTION OF DUTIES

The duties of the Steering Committee may include:

- Convene meetings with the depository libraries in the NCSA;
- Determine goals and objectives for the NCSA;
- Develop planning documents (e.g., Collection Management Plan for the NCSA);
- Ensure and assess that goals are achieved; and
- Provide an annual activity report to:
 - Chief, Federal Depository Support Services;
 - Managing Director, Library Services and Content Management; and
 - Superintendent of Documents.

V. OFFICIAL TO WHOM THE STEERING COMMITTEE REPORTS

The Steering Committee will report to GPO's Managing Director of Library Services and Content Management through the Chief of Federal Depository Support Services.

VI. DESIGNATED FEDERAL OFFICER

The Chief Federal Depository Support Services, or a designee, will serve as the Designated Federal Officer (DFO). The DFO will

- Attend all steering committee and subcommittee meetings;
- Attend the meetings held with depository libraries in the National Collection Services Area;
- Provide guidance and direction;
- Work with the Steering Committee to ensure goals are accomplished; and
- Assist with developing Steering Committee reports.

VII. OFFICERS AND ROLES

The officers of the Steering Committee will be chair, chair-elect, and a secretary, all of whom will be elected by the Steering Committee to serve staggered 2-year terms.

The Chair

- ensures the committee achieves its goals.
- ensures everyone is fulfilling their individual responsibilities.
- acts as the voice and signatory for the Steering Committee.
- communicates regularly with the chair-elect, secretary, and DFO.

The Chair-elect

- fills in when the chair is not able to carry out the duties.
- works with the chair and DFO to develop an orientation plan to prepare for assuming the chairmanship.
- provides for expected succession when the term of the chair is up.

The Secretary

- takes notes during meetings and obtains their approval.
- works with the DFO to manage the permanent records of the Steering Committee.
- assists with the preparation of the content for reports.

VIII. MEMBERSHIP AND DESIGNATION

The Steering Committee will have no more than seven (7) members who will serve staggering terms. Membership will consist of depository staff from various types and sizes of depository libraries and a representative from the Depository Library Council, all of whom work in the NCSA. Members from depository libraries will serve for two (2) years and rotate through all the states in the NCSA. The term of the Depository Library member shall not exceed their Council term.

To balance those viewpoints required to effectively address issues and activities under consideration, members will represent the various types of libraries in the FDLP as much as possible. They also will be selected based on their interest in serving, their expertise, and the specific needs of the Steering Committee. The Steering Committee may consult with other subject matter experts as needed.

IX. ESTIMATED NUMBER AND FREQUENCY OF MEETINGS

The Steering Committee will meet no fewer than four (4) times per calendar year, unless agreed upon by the Committee members. The Steering Committee may meet more frequently if it is agreed upon by the members.

X. SUBCOMMITTEES

The DFO or Steering Committee Chair may approve the creation of subcommittees as necessary to support the work of the Committee.

The subcommittee membership will include a Steering Committee member(s) and may include staff from different types and sizes of depository libraries within the NCSA. Members will determine the frequency of their meetings.

XI. RECORDKEEPING

Records of the subcommittees shall be handled in accordance with guidance provided by the DFO.

XII. APPROVAL

The Charter shall be approved and signed by the Superintendent of Documents.

APPROVED _____ DATE _____

SCOTT MATHESON
Superintendent of Documents