

## Depository Library Council's Collection and Discovery Services Subcommittee Charge Effective September 1, 2024

*Supersedes:*

*Charge dated: 12/22/2022*

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### Summary

GPO recognized the need for a forum where the Depository Library Council (DLC), Federal depository libraries (FDLs), and GPO may explore and discuss opportunities and proposals for collaboration in multiple areas of the Federal Depository Library Program (FDLP) and the management and development of the National Collection of U.S. Government Public Information (National Collection). As the technological world develops rapidly and the physical landscape of the National Collection changes, the time is right to coordinate our thoughts, research, plans, and efforts to move the FDLP forward into the future and to expand and enhance the services we provide to our communities and stakeholders. The subcommittee will seek ways to encourage engagement and participation of FDLs in cataloging/metadata, technical services, and collection management issues.

### Organization and Membership

- This committee will be entitled: Collection and Discovery Services Subcommittee
- The subcommittee will be a standing subcommittee of the DLC.
- Membership consists of at least three representatives from the Depository Library Council, one from each of the three classes; one designated and one alternate from GPO; and members of the Federal depository library community. The total number of members is not to exceed nine.
- The Designated Federal Officer (DFO) is ex-officio and does not count toward the membership number.
- Non-GPO members will be selected by soliciting volunteers.
- Non-GPO members will serve for two-year staggered terms:
  - A year is defined as 1 June through 31 May.

- Council members may have the option to extend their term for one year (if they are still serving on Council). The Chair has the prerogative to extend a Council member's term if membership does not exceed 9.
- Community members will be limited to serving one term. The Chair has the prerogative to extend a community member's term for a specified time.

## **Governance**

- The subcommittee reports to the Depository Library Council.
- The subcommittee will have a Chair elected by the group.
- The Chair must be a member of the Depository Library Council.
- The Chair's term is one year, with the option to continue for an additional year.
- If the Chair is not in attendance, the DFO will conduct the meeting.
- The Subcommittee will not have a secretary but will rely on recordings or transcripts of the meeting.
- There must be a quorum (a simple majority of members) to vote.
- Additional experts in the areas under the purview of this committee may be called upon as needed.
- Ideas for actionable work may come from a variety of sources: within GPO, from the community, or may be solicited for input.

## **Meetings**

- The subcommittee will meet bimonthly, via conference calls held in February, April, June, August, October, and December, with the option of scheduling additional meetings on an ad hoc basis. An additional in-person meeting at the Fall Federal Depository Library Conference may be held.
- The Chair can schedule meetings based on online polls. Meetings will be recorded.
- All members will attend both the spring and fall Depository Library Council meetings, if possible.
- Approved minutes of the meetings will be posted on the FDLP.gov website.

## **Communication with FDLP**

- The subcommittee will use a variety of tools to communicate with FDLP stakeholders. At a minimum, the group will offer brief reports during the Spring and Fall Depository Library Council Business Meetings.
- Other modes of communication could include FDLP news alerts, surveys, open forums, and blog posts.

## **Reporting to the DLC and GPO**

- Minutes of the meetings will be shared with the Depository Library Council via email and reside in the Council's Google Drive files.
- The Chair or designated DLC member on the subcommittee will report on any meetings or action items during the monthly DLC information sharing calls with GPO.

- The Chair or designated DLC member on the subcommittee will report at the Fall and Spring Depository Library Council Business Meetings.
- The presence of GPO staff on the committee will promote information sharing from GPO to the DLC and FDLP community and vice versa.

## Version History

VERSION #	SUMMARY OF ACTIONS	EFFECTIVE DATE
1.0	Original working group document	01/2020
1.1	Governance updated	07/2020
1.2	Meetings updated	08/10/2021
2.0	Transition from Working Group to Subcommittee, Governance and Membership updated	02/03/2023*
2.1	Revised membership – capped at 9; Governance – eliminated the role of secretary to rely on meeting transcripts.	09/01/2024

\*Approved by Superintendent of Documents Scott Matheson, per an email dated 02/03/2023.