

Depository Library Council's Collection and Discovery Services Subcommittee Charter

Effective: August 14, 2025

Supersedes:

Charter dated: 09/01/2024

CHARGE

The charge of the Collection and Discovery Services Subcommittee (CDSS) is to assist in coordinating the thoughts, research, plans, and efforts related to collection management, cataloging and metadata, and expanding and enhancing discovery and access services the Government Publishing Office (GPO) provides to the depository community and stakeholders; and to engage the depository community in these processes.

PURPOSE

The Government Publishing Office (GPO) recognizes the need for a forum where the Depository Library Council, depository library coordinators, and GPO staff can explore and discuss opportunities and proposals for collaboration in multiple areas of the Federal Depository Library Program (FDLP), including the management and development of the National Collection of U.S. Government Public Information (National Collection).

In a digital first FDLP with limited print distribution, the structure of the National Collection is undergoing significant transformation. It is imperative that we understand how Federal depository libraries are managing their print collections and digital content and how they are making their portion of the National Collection discoverable and accessible to users.

This coordinated approach to understanding and collaboration will better enable expansion and enhancement of services offered to library communities and stakeholders, ensuring that their needs in this changing environment are effectively met.

MEMBERSHIP

Depository Library Council (DLC) Members (3+)

CDSS plays a vital role in advancing the objectives of the greater DLC by concentrating on specific areas that require focused expertise. Prioritizing seating DLC members is essential to ensuring that the unique responsibilities of DLC members are actively engaged in the decision-making process. This also allows the working knowledge of CDSS

to be continuously preserved as DLC members rotate through their terms, fostering a direct and frequent line of communication between CDSS and the larger DLC body.

There must always be at least three sitting DLC members serving on the subcommittee:

- At least one DLC member must be in their second year on Council.
- At least one DLC member must be in their third year on Council.
- Representation from the newest DLC class, those serving their first year on Council, is not mandated but is highly encouraged and welcome.
- DLC members are given the first opportunity to fill any additional vacant seats each June.
- Outside of the June window, if open seats remain, DLC members who may be interested in serving but are unsure, can receive an invitation to participate as a non-voting guest for up to three consecutive meetings. At any point during that time, the visiting DLC member is welcome to officially join the subcommittee or determine it's not for them.

Community Members

Integral to the success of CDSS, community members bring essential perspectives and expertise from the greater Federal depository library community. Their involvement helps ensure that the subcommittee's work is relevant and aligned with the needs of libraries and patrons across the nation. Community members help CDSS to better address the challenges and opportunities facing the FDLP and enhance the overall effectiveness of government information access and services by ensuring well-rounded perspectives.

- For purposes of subcommittee membership, community members are defined as members of the Federal depository library community who are neither GPO employees nor DLC members.
- Community members are solicited through various announcements to the community, including FDLP News Alerts. CDSS requires a broad range of perspectives and expertise, and vacancies are filled accordingly. Factors considered include library type, patron type, National Collection Service Area (NCSA), subject specialties, and work experiences.
- A community member cannot be added if there is not a vacant subcommittee seat.

GPO Staff

Support and information sharing between GPO and DLC and the FDLP community is invaluable. It is also thanks in large part to the GPO employees who work with DLC. On behalf of GPO, two employees work with CDSS. A Designated Federal Officer (DFO), assigned by GPO, and a second GPO employee.

These GPO employees are included on all subcommittee correspondence, and they attend all subcommittee meetings:

- The DFO position is ex-officio, is the only non-voting member of this committee, and is not counted for purposes of subcommittee size.
- The DFO ensures the work of CDSS is within the scope and authority of the DLC and provides essential insights, updates, institutional history, and organizational knowledge, on top of participating in and contributing to the greater discussion.
- The DFO handles the subcommittee's recurring meeting calendar invitations and conferencing links in coordination with the CDSS Chair. It is the Chair's responsibility to timely communicate this information to the DFO. The DFO will also conduct any meetings in which the Chair is absent.
- The non-DFO GPO employee is a voting member but is not permitted to vote on matters of official recommendation to GPO. This member is counted for purposes of the subcommittee size.

Subcommittee Size

- The number of members eligible to vote should generally not exceed nine. The first three seats must be filled by DLC members. Additional members can be added thereafter.
- The Chair and the DFO shall confer if circumstances appear to necessitate more than nine voting members. If no alternative solution, the Chair and DFO can jointly exercise their discretion to temporarily expand the size of the subcommittee until the end of the DLC year.
- There is no requirement that all vacant seats must be filled. The extent of subcommittee work and the experience of its members may not necessitate a large committee. However, any remaining vacant seats may be filled by community members, which is strongly encouraged and often necessary for comprehensive input and engagement.

Term Limits

- A year is defined as June 1 through May 31, also referred to as a DLC term or Council Year.
- The DFO position is not subject to term limits.
- DLC members are permitted to sit on the subcommittee by virtue of being council members; their term is limited only by the length of their council membership.
 - With Chair approval, DLC members may transition to a community member position at the end of their term where it benefits a project, a term end date can be specified, and the community member is willing.
- Community members are limited to serving a single, two-year term.
 - The Chair has the discretion to extend the term beyond a second year where it benefits a project, a term end date can be specified, and the community member is willing.

GOVERNANCE

Reporting Structure

- The subcommittee reports out their progress to the greater Depository Library Council (DLC). Members should plan to attend both the Spring and Fall DLC meetings, if possible.
- Ideas for actionable work may come from a variety of sources, including but not limited to the greater depository library community; formal, solicited input such as the Biennial Survey of Depository Libraries; or GPO, DLC, or CDSS directly.

CDSS Chair

- The duties of the Chair include: timely preparation and distribution of meeting agendas, communicating and coordinating with the subcommittee, scheduling and leading meeting discussions, providing monthly subcommittee updates to the greater DLC body, identifying presentation topics with DLC Chair, publicly reporting on CDSS activities at each DLC Conference and for the DLC Annual Report, lead or identify leads for CDSS projects, and maintain open communication with DLC/GPO. Succession documentation is also kept and passed along.
- Term length is one year, with the option to continue for a second year, if necessary, but shall not exceed two years.
- At the end of each DLC year, the subcommittee will elect a Chair from among the eligible and willing DLC members who will be sitting on the subcommittee the upcoming year.

Decision-Making & Voting

- A quorum, defined as a simple majority of the voting members, is required to call for and hold a vote. Votes are also decided by simple majority.
- Only official subcommittee members are permitted to vote, regardless of whether they are a DLC member or a community member.
- Additional experts in areas under the purview of the committee may be invited to meetings as desired and approved by Chair and DFO. Invited experts are welcome and encouraged to fully contribute to the discussion and decision-making process but are not permitted to vote.
- Guests, invited experts, visitors, and the DFO may not vote.

Meetings and Documentation

- The subcommittee will meet monthly via video conference call. Each June the schedule will be set for the upcoming DLC year. To respect the schedules of all subcommittee members, meetings should not be scheduled before 9am nor after 5pm local time for any council member, except in cases of unavoidable circumstances.

- Subcommittee meetings are recorded. Recordings or transcripts of the meetings are relied on for documentation in lieu of appointing a secretary. The Chair will compile a CDSS activities report for publication, due to the DFO each November and May.
- The Chair, in consultation with the DFO, has the discretion to cancel a monthly meeting provided the subcommittee met the previous month. Cancellation notice should be given at least seven calendar days in advance. Affected subcommittee work must be able to reasonably advance or be completed without the meeting. In lieu of the meeting, the Chair will send check-in emails to the subcommittee for that month.
- In the rare event it is deemed necessary, additional meetings can be scheduled on an ad hoc basis. The Chair shall consult with the DFO and subcommittee before taking this step.
- CDSS Members should plan to attend both the Spring and Fall Depository Library Council meetings, if possible.

COMMUNICATION

FDLP Stakeholders and Community Members

- Spring and Fall DLC Business Meetings include a brief status report on CDSS activities, delivered by the Chair or a designated DLC member. Subcommittee members will also be actively engaging with attendees throughout the entire DLC Conference.
- Additional subcommittee communication may also be via FDLP news alerts, surveys, or open forums.
- Stakeholders and community members may always bring relevant concerns directly to a DLC member for CDSS consideration.

Reporting to the DLC and GPO

- The Chair will compile monthly CDSS status reports before each DLC information-sharing call. These will be archived and available to all DLC members via the Council's shared working space before the call and shared in-person during the call by the Chair or another designated DLC member on the subcommittee.

Approval

Scott Matheson
Superintendent of Documents

Date