

Global Collections Committee Charter

Approved by the CRL Board of Directors, November 8, 2024

Center for Research Libraries Global Collections Committees

A. Purpose

- The Center for Research Libraries Global Collection Committees (GCCs or Collection Committees) are standing committees which maximize the collective expertise and financial resources of CRL and its membership to collect and preserve identified material by focusing on specific geographic regions, culturally and/or linguistically defined areas, or other collection development emphases as determined by the Collection and Services Policy Committee (CSPC) to accommodate changes in research needs of our members.
- GCCs actively advise on and participate in the collaborative effort of collection building, licensing, and stewarding at CRL per their focus areas and by contributing to larger conversations around work supporting CRL collections and membership.
- GCCs build relationships with professionals and professional organizations inside and outside the membership, facilitating a member network of materials, expertise, and other resources beyond CRL holdings.
- GCCs may contribute to outreach, programming, and/or professional development efforts of CRL.

B. Organizational Standing

- GCCs are determined and established by the Collections and Services Policy Committee (CSPC) per strategies and policies established by CSPC.
- There shall be nine inaugural Committees to represent key global regions, and shall be named: African Studies Collections Committee, East Asian Studies Collections Committee, Eurasian and Slavic Studies Collections Committee, Latin American Studies Collections Committee, South Asian Studies Collections Committee, Southeast Asian Studies Collections Committee, and West Asian and North African Studies Collections Committee, and two linguistically-defined inaugural Committees named: French Language Collections Committee and German Language Collections Committee.
- Requests to establish a new Committee may be submitted to the CSPC in writing for consideration by a self-organized group of representatives of 10 or more member institutions, who commit to serving on the committee if formed. CSPC will evaluate the request per their professional judgment for the organizational need for work that cannot be effectively addressed under the then-current organizational structure, CRL resources available for a new Committee, and other considerations before deciding. CSPC also may create new committees per internal discussions and after securing expression of interest from current member representatives to serve on the proposed committee. The process

must begin within or before the first quarter of a fiscal year so that the proposal can be reviewed and approved early enough to be included in the annual budget process and announced at the annual meeting, with the inception of the new committee to coincide with the beginning of the following fiscal year.

- Requests to adjust the Committee such as a name-change to accommodate evolving terminology of the field and/or relevant professional organizations, to adjust the collection emphases, or other changes, may be submitted to the CSPC in writing for consideration upon committee approval by a simple majority of voting members or per their usual voting process. CSPC will evaluate the request and accept, reject, or request modifications.
- Committees are responsible for the following:
 - i. Submit an annual report of activities each year, to be prepared by the outgoing Chair and submitted via a form provided by CRL staff. This report of activities will be made available to CSPC, the Board, and the membership, and may be included or referenced in annual Member Reports.
 - ii. Attend meetings with CRL staff as needed for alignment on projects and financials.
 - iii. Coordinate with CRL staff to conduct an annual election for steering sub-committee leadership.

C. Areas of Activity

- CRL Collection building by advising on acquisitions, accessibility, digitization, and stewardship of physical, digital, licensed material, and other opportunities to expand resources available to CRL members via the CRL project proposal process and other processes developed to review and facilitate collecting and other collection-related work.
- CRL Collection building by submitting projects for CRL staff assessment of viability.
- Contribute to CRL Collection assessment by identifying strengths and gaps in their area, and by contributing to a Collection Profile managed by CRL staff on our website to inform the committee's collection development and to publicly describe the strengths of the collection.
- Recommend enhancements to procedures and infrastructure to CRL staff and CSPC.
- Promotion of CRL collections specific to their areas and more broadly to researchers, colleagues, and others.
- Partnership, network, and community building across the CRL membership and other institutions supporting or complementing our work.
- Professional development and programming for Committee members and the full membership.
- Additional work in support of the mission of CRL as advised or charged by CSPC.

D. Membership

- Current CRL member institutions can join one or more GCC as a benefit of their CRL membership. Member institutions will designate individual representatives.
- CRL Voting members can, at the time of joining CRL and during the annual period of open enrollment, select Committees to join conditioned on their identifying representative(s) to act on behalf of the institution. CRL Global Affiliate members can, at the time of joining CRL and during the annual period of open enrollment, may select Committees to join conditioned on their identifying representative(s) to act on behalf of the institution
- In the event of multiple representatives from a single Member Institution in a Committee, the Member Institution must designate one (1) to be a voting representative for any election held within the Committee (for clarity, this person may also serve as the Member Institution's Designated CRL Voting Councilor, per applicable guidelines, but the roles and voting for a committee are independent and distinct from CRL member voting).
 - i. Voting within the GCC will determine Steering Sub-Committee members, but may also be used at the discretion of the Steering Sub-Committee for tasks like ranking or approving project proposals, etc.
 - ii. This selection process of whom to appoint as a representative is at the discretion of the member institution and the tenure of any person in this role is also at the discretion of the member institution.
 - iii. The appointment should be communicated to CRL from the head librarian, or another person or role designated by the member organization, who also will communicate successive changes as they occur. For clarity: representatives are not self-appointed to represent their institution on a committee unless duly authorized to act on behalf of the institution.
- In addition to the Committee Voting Representative, any individual employed by a CRL member institution (Voting or Global Affiliate) may participate in Global Collections Committees by joining and participating in the Committee listserv and attending Committee meetings and events. Each member institution can have only one voting representative per Committee and may participate in multiple other Committees as a voting or non-voting participant.
- To facilitate communities of practice that would benefit from engagement beyond the membership, each Committee may opt to have non-member participants at meetings and events. Non-member participants are not eligible to vote or hold office in the Committee but may contribute to work related to collections and other professional engagement such as participating in the Committee listserv, attending Committee meetings and events, and serving on sub-committees, working groups, and task forces.
- Member representatives (voting and non-voting) and non-member participants are all required to abide by applicable CRL policies, procedures, and guidelines.

E. GCC Committee Officers

Duties and Responsibilities.

- Provide strategic direction, oversight, and resource allocation for the Committee.
 - Serves as a conduit for collection recommendations from the Committee and other membership business to be brought forward to CSPC or CRL staff, as appropriate.
 - Create procedures, processes, and internal structures to facilitate and carry out the Committee's work, including establishing working groups, task forces, standing sub-committees, and workflows.
 - Maintain a Procedures Document outlining the composition of their steering sub-committee comprised of Chair, Chair-Elect, Immediate Past Chair, Secretary, CRL ex-officio member, Secretary, and other optional positions as defined below, not exceeding 10 members in total. The Committee Procedures Document shall also define standing sub-committees as applicable, define parameters for the Committee meeting calendar, and specify other operational distinctions of the Committee. Once established, the Committees Procedures document shall be updated by amendments submitted by the Steering Sub-Committee and voted on by the voting members during the annual election.
- ii. **Chair:** Working closely with CRL Staff, the Chair will coordinate the work of the Committee, arrange for the time and place of the semi-annual meetings of the Committee Officers and the Annual Meeting of the full membership, prepare agendas, chair the meetings, and ensure that minutes are taken and distributed to the members. The Chair reports out the result of the annual election to the membership and submits the annual report to CRL, including any updates to the Collection Profile on the CRL website for the region represented by the Committee.
 - iii. **Vice Chair/Chair-elect:** Attends the meetings of the Committee and the Committee Officers and assists the Chair as needed. The Vice-Chair/Chair-Elect may represent the Chair at meetings and other functions when the need arises.
 - iii. **Immediate Past Chair:** Maintains continuity and institutional memory by advising Committee Officers. Serves as tie-breaking vote as needed for the steering committee (in effect, they are given a second vote in the event of a tie). Completes the term of the Chair in the event both the Chair and Vice Chair become vacant, at the end of which, a special election will fill both vacancies, and the Immediate Past Chair serves an extended term of one extra year.
 - iv. **Secretary:** Attends all the meetings of the Committee and Officer and records the minutes for the membership. The Secretary submits the minutes to the Chairperson and the Committee membership and upon approval posts the minutes to CRL to update the Committee web site. The secretary also works with CRL staff to coordinate annual elections by soliciting nominations from the Committee, submitting the ballot to CRL staff. The Secretary also ensures supporting documents on file for the Committee are accurate (including the Committee Procedures document) and up to date by submitting additions and corrections to CRL staff. Should CRL implement self-service supporting technology, such as an online workspace, the Secretary would post content directly rather than submitting it to CRL staff.

- v. **CRL Collection Strategist (ex officio):** A position at CRL which aggregates the Committee Collection Profiles and advises the Committee on available CRL resources for projects and other collections work under consideration. This is a non-voting member of the steering committee.
 - vi. **Standing Sub-Committee or Work Group Chairs:** If standing sub-committees or work groups with elected chairs are defined in the Committee Procedures document, they will be included in the annual election of officers.
- **Eligibility.** Only CRL members serving in the respective Committee are eligible to be slated on the election ballot and/or serve on the steering committee.
 - **Terms.** A Vice Chair shall be elected annually for a three-year term, acceding to Chair in the second year of their term, and then to Immediate Past Chair in the third year. Other designated officer roles shall serve for staggered two-year terms, on a schedule determined by the sitting Chair during the nomination period and adjusted by the Chair as circumstance require, e.g. setting the term for an upcoming election to one or three years to prevent all officers from refreshing on the same cycle should vacancies or other unusual circumstance arise; officers are not eligible to serve consecutive terms but may be elected after skipping an election cycle. Under exigency, the Chair may make temporary adjustments to terms and eligibility during the nomination period as needed to ensure a full slate of candidates from the committee. Terms rotate on July 1, to align with the CRL fiscal year.
 - **Vacancies.** In the event of a mid-term vacancy in any position (except the Chair), the Steering Committee shall decide how best to fill the vacancy, weighing the will of the voting members in the most recent election and the urgency to fill the position. In the event the Chair is unable to serve the full term, the Vice Chair shall fulfill the remainder of the Chair's term before continuing into their elected term. If both the Chair and Vice Chair positions become vacant, the Immediate Past Chair shall fill the vacancy.
 - **Elections.** Elections shall be held annually in the Spring, to elect new officers with terms beginning on July 1. CRL staff will determine the timing and process for administering the election. The Committee Secretary is responsible for issuing an open call for nominations and self-nominations, submitting the final slate of candidates to CRL staff, and communicating with Committee membership throughout the election process. The secretary is responsible for communicating the election results to each candidate and then announcing them to the Committee membership. Elections are decided by a simple anonymous majority of the voting members who cast a ballot. Ties will be broken by a separate vote of the members of the incumbent Steering Committee, coordinated and tracked by CRL staff who will announce the winner without disclosing the vote count, the reasons being that this will be a small number of votes and thus less anonymous and, should this also result in a tie, CRL staff will announce the winner per the deciding of the Vice-Chair / Chair elect without disclosing if it was simple majority or tied decision.
 - **Sub-Groups.** The Steering Sub-Committee may establish standing and/or ad-hoc sub-groups to execute the work of the Committee. Standing Sub-Committees or Working Groups must be defined and charged in the Procedures document. Chairs for Standing Sub-committees or

Working Group will be added to the annual ballot (after an initial appointment by the Chair if the committee is formed mid-year). For task-oriented or otherwise time-bound Sub-Committees, Working Groups, or Task Forces, Chairs will be appointed by the Steering Sub-Committee Chair or elected by committee members during the next election, at the discretion of the Chair.

F. Meetings

- Global Collections Committees shall meet as needed to conduct their business, at least once per year.
- Committee Steering Sub-Committees shall meet as needed to conduct necessary business, at least twice per year.

G. Administration

- CRL staff and the Director for Global Collections will collaborate on processes and procedures within applicable policies. The Director will approve and oversee these processes, procedures, guidelines, staffing, and other organizational support for projects, proposals, and other collections and collections-related work proposed by the Global Collections Committees.
- CRL will provide quarterly budget and project reports to the Committee and work with representation from the Committee through their Steering Sub-Committee to update projected expenditures and other budget adjustments for joint budget accountability.
- Committee budgets will be drafted by CSPC in consultation with CRL staff for inclusion in the annual CRL Operations Budget. The Steering Sub-Committee will coordinate allocation of the Committee budget to support various activities approved by their members per standard CRL procedures and processes for projects.

H. Communications/Use of CRL Name, Logo, Auspices

- The use of CRL's name, logo, and auspices for publications, meetings, mailings, websites, social networks, electronic communications, and other activities is available only through specific provision of the CRL Board of Directors.
- Committees must display the approved CRL logo on all materials pertaining to official Committee business, including newsletters, websites, social networks, posters, and other promotional materials. This should be accompanied by an appropriate disclaimer regarding the responsibilities of CRL and other sponsoring institutions or organizations for the opinions and views expressed in the documents and/or events in question.
- Although Committees are within the CRL governance structure, they are not empowered to act in the name of CRL or request money in the name of CRL or the Committee itself without specific prior authorization from the CRL Board of Directors. This firm rule is required to protect CRL and its members from potential legal complications.