TCCD Library Committee Charges

Director’s Committee

I. Purpose
A regular committee which exists to promote library and information services in support of the Tarrant County College District.

II. Responsibilities
1. Considers new policies and procedures as well as reviews standing policies.
2. Reviews the recommendations of the various Library Committees and takes action as necessary.
3. Identifies, develops and makes recommendations for needed policies, policy changes and other issues to District Administration.
4. Develops and recommends long-range goals, objectives and planning for District Library services.
5. Develops, implements, and coordinates system wide training projects.
6. Gathers common statistics and comparable data for evaluative purposes and reports.

III. Membership
1. The Director of Library Services for each campus which each maintain an equal vote.
2. The Director of Technical Processing will serve in an ex-officio capacity and does not vote.
3. 2015-16 Members

<table>
<thead>
<tr>
<th>Northeast</th>
<th>Mark Dolive (chair)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northwest</td>
<td>Kris Helge (recorder)</td>
</tr>
<tr>
<td>South</td>
<td>Linda Jenson</td>
</tr>
<tr>
<td>Southeast</td>
<td>JoTisa Klemm</td>
</tr>
<tr>
<td>Trinity River</td>
<td>Suzanne Beckett</td>
</tr>
<tr>
<td>Technical Processing</td>
<td>Jana Murphy</td>
</tr>
</tbody>
</table>

IV. Meetings
1. Meets the first Wednesday afternoon of the month.
2. Agenda items will be solicited by the chair two weeks in advance of the meeting and are due one week in advance of the meeting. If no agenda items are submitted, the meeting will be cancelled by the chair.
3. A majority of Campus Library Directors constitutes a quorum and virtual participation is permitted.
4. The Assistant Library Director may attend in the Library Director’s absence.

V. Organizational Roles
As stated in TCCD Library Committee Guidelines unless otherwise stated in this document.

VI. Procedural Rules
As stated in TCCD Library Committee Guidelines unless otherwise stated in this document.

Updated 10-14-2015 | Beckett
Circulation Committee

I. Purpose
A regular committee which considers new policies and procedures as well as reviews standing policies and makes recommendations for any changes to the TCC Library Director’s Committee.

II. Responsibilities
1. Identify, develop and make recommendations for needed policies, policy changes and other issues related to circulation activities.
2. Develop and recommend long-range goals, objectives and action plans for circulation services.
3. If necessary develop, implement and coordinate library wide circulation and/or training projects.
4. Develop and share techniques to evaluate effectiveness and efficiency of circulation functions and operations.
5. Monitor and evaluate current trends in technology and services related to circulation activities.
6. Proposing ad-hoc committees to work on special projects or tasks.
7. Create and maintain a Circulation Services page (LibGuide or Sharepoint) to communicate current policies and procedures.

III. Membership
1. The Circulation Manager for each campus who will be the voting representative (v) from the campus.
2. Another representative from each campus to be determined by that campus’ Library Director based on what representation is needed by specific jobholders with knowledge of specific areas. This person will serve in a non-voting capacity.
3. The Director of Technical Processing will serve in an ex-officio capacity and does not vote.
4. A Library Director selected from among his/her peers who will serve as a facilitator in a non-voting capacity.
5. 2015-16 Members

<table>
<thead>
<tr>
<th>Campus</th>
<th>Representative(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northeast</td>
<td>Priscilla Harrison(v) (Chair) &amp;</td>
</tr>
<tr>
<td>Northwest</td>
<td>Brittany Wedgeworth(v) (Recorder) &amp;</td>
</tr>
<tr>
<td>South</td>
<td>Regina Moore(v) &amp;</td>
</tr>
<tr>
<td>Southeast</td>
<td>Doris Thomas(v) &amp; JoTisa Klemm</td>
</tr>
<tr>
<td>Trinity River</td>
<td>Stephanie Wineman(v) &amp; Andrea Neal</td>
</tr>
<tr>
<td>Technical Processing</td>
<td>Jana Murphy</td>
</tr>
<tr>
<td>Facilitator</td>
<td>Mark Dolive</td>
</tr>
</tbody>
</table>

IV. Organizational Structure
As stated in TCCD Library Committee Guidelines unless otherwise stated in this document.

V. Procedural Rules
As stated in TCCD Library Committee Guidelines unless otherwise stated in this document.
I. Purpose

A regular committee which recommends policies and procedures concerning library technologies and software that affect the Library’s online presence, as well as reviews standing policies and makes recommendations to the TCC Library Director’s Committee.

II. Responsibilities

1. Identify, develop and make recommendations for needed policies, policy changes and other issues related to LibGuides.
2. Identify, develop and make recommendations for needed policies, policy changes and other issues related to Library tutorials.
3. Identify, develop and make recommendations for needed policies, policy changes and other issues related to Library databases.
4. Proposing ad-hoc committees to work on special projects or tasks.
5. Develop and recommend long-range goals, objectives and actions plans for District wide online library services.
6. If necessary develop, implement and coordinate library wide web technologies training projects.
7. Develop and share techniques to evaluate effectiveness and efficiency of online technologies.
8. Monitor and evaluate current trends in technology and services related to available online technologies.
9. Evaluate and recommend technologies related to Library Instruction.
10. Review Library’s current web/online presence and make recommendations to improve or implement new related technologies.

III. Membership

1. The Librarian from each campus who will be the voting representative (v) from the campus.
2. Another representative from each campus to be determined by that campus’ director based on what representation is needed by specific jobholders with knowledge of specific areas. This person will serve in a non-voting capacity.
3. A representative from Technical Processing who will serve in an ex-officio capacity and does not vote.
4. The Library Director from the campus at which the meeting is held on will serve as a facilitator as required or requested.
5. 2015-16 Members

<table>
<thead>
<tr>
<th>Area</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northeast</td>
<td>Twyla Reese-Hornsby (v) &amp; Alex Potemkin</td>
</tr>
<tr>
<td>Northwest</td>
<td>April Martinez (v) (recorder) &amp; Jim Baxter</td>
</tr>
<tr>
<td>South</td>
<td>Pamela Pfeiffer (v) &amp; Angela Morse</td>
</tr>
<tr>
<td>Southeast</td>
<td>Lily Cano (v) &amp; Daniel Flores</td>
</tr>
</tbody>
</table>
IV. Organizational Structure
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V. Procedural Rules
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I. Purpose

An ad-hoc committee which recommends policies and procedures concerning ..... 

II. Responsibilities
I. Purpose

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II. Responsibilities