

REFERENCE DISCUSSION GROUP : SELF-REVIEW

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Approved by the Reference Librarians Team
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1. Name of group

SSHL Reference Librarians Team

Note: Prior to the merge of Research Services with Access Services and the creation of the Social Sciences and Humanities Library, what we now call RDG was simply the departmental meeting of the Research Services Department. The new name more accurately reflects the group's function as a decision making body.

2. Membership

SSHL Reference Desk librarians are regular members and are expected to attend. Meetings are open and others (InfoDeskers, CPNMers, librarians from other UCSD libraries, etc.) are encouraged to attend when agenda items are relevant. Other services and collections are represented by appropriate Assistant Department Heads (ADH).

3. Charge of Group (Purpose or role)

Provides an arena for:

- Communication
- Advice
- Decision-making
- Continuing education

Its charge includes the following:

- Identifies, considers and makes decisions or recommendations on trends/issues, policies and procedures relating to SSHL reference and instructional/outreach services, resources and space. These include but are not limited to
 - Reference Collections (including Government Information Reference) (physical and digital resources)
 - Hardware/Software (e.g. Infostations, CD-ROM network stations, Superstation, printers)
 - Space and physical layout of reference and documents area
- Makes recommendations to SSHL managers on resources needed, including technology.

- Considers issues and policies relating to library instruction and outreach
- Makes recommendations and provides feedback on SSSL public services, collections and space (Maps/GIS, Data, Docs, CPNM, InfoDesk, Access Services, etc.)
- Provides to and receives feedback from other UCSD Library units, library-wide groups (ISC, IOC, PSAC, LWC, etc.), and taskforces (Portal (Sage) Project, Scholars Workstation, E-Reserves, etc.) via designated representatives.
- Provides a forum for the sharing of knowledge and experience in using reference sources, databases, instructional and outreach strategies, difficult reference questions, etc., at both regular meetings and formal Continuing Education sessions.

4. Type of Group

Standing/mixed-purpose

5. Meeting frequency

Weekly as needed.

6. Duration

Standing

7. Leadership

Convener/facilitator

8. Selection of leader

Rotates between ADH for Reference, Instruction and Outreach and the ADH for Data, Government Information and GIS in 6 month intervals.

9. Basis for decisions

By consensus of members at the meeting (if a quorum of more than one-half of the regular members are present). In cases where consensus cannot be reached, a decision shall be made by a majority vote of all regular members of RLT. Agenda items requiring a decision must be publicized in advance of the meeting. Background information on such items should be distributed early enough to inform the decision-making process.

Group values brought to bear on decision-making include:

- collegiality
- commitment to shared decision making
- institutional memory
- proactive, positive, forward-looking perspective
- user-focused outlook
- fair hearing for all opinions
- active participation by all members
- efficiency

10. Area of responsibility

Primary areas of responsibility are SSHL reference and instructional/outreach services, collections and resources.

11. Decision making role

Empowered to make decisions within the scope of its charge. If necessary, the appropriate Assistant Department Head will take the decision for further feedback from the SSHL Management Team and then on to implementation.

12. Action role

Responsibility for implementation/follow-up usually delegated to individuals, subgroups or (when issues of policy or resource allocation are involved), Assistant Department Head(s). Responsibility documented in minutes.

13. Communication

All members are welcome to add items to meeting agendas. Convener is responsible for compiling and prioritizing the agenda and distributing it prior to meeting. Providing background information on agenda items is responsibility of the person adding item to the agenda. The RLT mailing list is used as the primary tool of communication in between meetings. Agendas and minutes are posted to the RLT website on the SSHL intranet. Agendas are sent to the mailing list before meetings. Minutes are sent to members for comment, finalized, distributed and posted on the RLT website prior to the next week's meeting. Liaison to SSHL management team and library-wide groups provided by designated members.

14. This document will be reviewed as needed to assure the direction and focus of the group