

# TRLN Working Groups: Overview

## PURPOSE

Working Groups exist to develop, implement, or oversee a **specific project or product** related to TRLN's strategic priorities. Unlike Interest Groups, they receive a formal charge from the Advisory Council that is reviewed on an annual basis. New Working Groups may be proposed to the Advisory Council by the Executive Committee, an Interest Group member, a TRLN staff member, or an Advisory Council member as needs evolve. Upon fulfilling its charge, a Working Group may transition to an Interest Group if there is an expressed interest in continuing to informally explore the project topic.

## MEMBERSHIP

The Advisory Council charges members and identifies a chair who may occasionally be called upon to represent the group. The chair is a rotating 2-year appointment. Membership is reviewed annually by the Advisory Council.

## EXPECTATIONS

While specific charges and deliverables vary, all Working Groups are expected to:

- Advance knowledge or promote collaborative action in priority areas.
- Develop and propose policies as needed.
- Develop and deliver at least one training, seminar, webinar, or other activity per year.
- Develop an annual work plan, using a standard template, and update the Advisory Council of significant changes as needed.
- Present biannual reports of activities, using a standard template, to the Advisory Council.
- As needed, prepare proposals for TRLN funding, when available, or seek opportunities for external funding.
- Present on activities at conferences and meetings, including the TRLN Annual Meeting.
- As needed, consult domain experts at home library on work plans, reports, and funding proposals prior to submitting to the Advisory Council.

## RESOURCES

TRLN central office staff provides working groups with the following resources and services:

- Funding, as determined by Advisory Council
- Communication support (space on TRLN web site, space in TRLN newsletter, calendar entries, virtual workspace as needed, templates for reports and work plans, template for TRLN funding proposals, assistance with presentations)
- Event planning and logistics
- Assistance with proposal writing, as time allows

## ANTICIPATED WORKING GROUPS FOR 2019

- Circulation
- Collaborative Print: Monographs
- Collaborative Print: Serials
- Electronic Resources Management
- Resource Sharing

- Shared Discovery Services