

Statewide Information and Library Services Network and Network Directors Group

Charter

Purpose

The purpose of the statewide **Information and Library Services (ILS) Network** is to support, with a robust menu of authoritative, current, community-based, customer-driven information services and resources, the NC AHEC Program's work to recruit, train, and retain the workforce needed to create a healthy North Carolina.

The purpose of the statewide **NC ILS Network Directors Group** is to facilitate communication, partnership, and teamwork among and between regional AHEC libraries and to communicate the decisions made by this group to the broader ILS Network. The ILS Network Directors' Group plays a large role in decision making for the Network.

NC AHEC ILS Network Vision: Health professionals affiliated with health system, independent, or rural, underserved hospitals and clinical practices across the state have access to high-quality, current, authoritative clinical care information.

Area

Pertains to the Library Services discipline group in the NC AHEC Program.

Inclusion/Members

The statewide **NC AHEC ILS Network** forms the cross-cutting Library Services service line, which provides library services and resource support for all NC AHEC service lines. All regional library staff from across the state plus a librarian representative from the Duke AHEC Program and representatives from the UNC Health Sciences Library (HSL) are included in the ILS Network group.

The **ILS Network Directors Group** consists of the directors of the nine regional AHEC libraries, one librarian representative from the Duke AHEC Program, and representatives from the UNC HSL (Liaison to the Program Office and ADL programmer).

The **Associate Director for Library Services** provides leadership to both groups.

Associate Director for Library Services (ADLS), ADL Acquisitions Manager (AAM), HSL Liaison to the Program Office (LPO), Discipline Chair (DC) and Vice Chair (VC)

The NC AHEC ADLS is the leader of the ILS Network and an NC AHEC Program Office staff member. The ADLS is appointed by the NC AHEC Director.

The NC AHEC AAM is an NC AHEC Program Office staff member and is responsible for the financial administration and data-driven collection development of the ADL. (Not yet hired.)

The NC AHEC Library Services DC is a current regional library director who is elected by the ILS Network Group.

The NC AHEC Library Services VC is a current regional library director who will serve one year as Vice Chair to be followed by one year as Chair.

The LPO is an employee of the HSL and is appointed by the HSL Director.

Other Roles

Minute Taker:

- Minute takers for ILS Network meetings rotate among the AHECs alphabetically.
- The Chair informs the appropriate AHEC of minute taking responsibility prior to meeting.
- Minutes are taken for all regular meetings of the ILS Network.
- Responsibilities
 - Records minutes of the meeting using a concise action-oriented format.
 - Provide a draft copy of the minutes to the Chair for review no later than two weeks after meetings.

Standard Procedures

Leadership

The ADLS, ADM, DC, and VC shall serve as the executive leadership team for the NC AHEC ILS Network. The DC and VC must have a minimum of one year of experience with NC AHEC. It is estimated this will require two hours/week on average (5% effort) for these two individuals.

Responsibilities

- ADLS: The ADLS advocates for Library Services and provides advice and strategic planning support. The ADLS explores and facilitates collaboration with other NC AHEC service lines. The ADLS is responsible for ensuring that regional AHEC librarians and UNC HSL staff are familiar with and carry out the work outlined in annual work statements. The ADLS confirms that NC AHEC librarians and the ADL serve the functions of service provider and library, respectively, for the NC AHEC System. Library Services should support all AHEC programs, disciplines, and service lines. Additionally, the ADLS, along with members of the ILS Network should constantly seek new client groups and explore/implement innovative best practices for serving those groups. The ADLS will also work directly with the ILS technical team to manage and plan for all technical enhancements.
- ADM: The ADM will provide data-driven collection development/resource management functions of the ADL and the AHEC library consortium including vendor negotiation and other financial management duties.
- DC: The ILS Network Discipline Chair serves as a conduit from the ADLS and the LPO to the ILS Network Directors Group and the ILS Network. The chair serves a one-year (term: July 1 – June 30). The chair, in partnership with the ADLS, is responsible for planning all meetings and coordinating meeting logistics. The Chair also facilitates meetings for both groups and ensures that minutes of ILS Network Directors Group are recorded.
- VC: The Vice Chair shadows the Chair and will succeed the Chair after one year of service. The Vice Chair assists with meeting planning and may fill in for the Chair if that individual is unable to facilitate meetings.
- LPO: The role of the LPO is to oversee the responsibilities, agreed to by UNC University Libraries, which are outlined in the November 2021 MOU between University Libraries and NC AHEC. The LPO will provide supervision for the Practice Support Knowledge Management Librarian and the ADL Software Developer Application Analyst and will assist with ideation of the ADL user interface redesign.

Member Responsibilities/Expectations

- All ILS Network Directors Group members are expected to attend and actively participate in at least ten of twelve-monthly ILS Network Directors' calls each year.
- All regional library directors are expected to serve on ad hoc committees when called. Care will be taken not to overburden individual members.
- Members of the ILS Network are expected to actively participate, if possible, in all meetings of the ILS Network.
- Members of the ILS Network are expected to volunteer to serve on ad hoc committees based on interest and expertise.
- Network members will share successes and failures, best practices, and ideas for future activities to support the provision of services and resources for the recruitment, training, and retention of the healthcare workforce in North Carolina.
- Members of the ILS Network will share with the group the education and training needs identified within their region.

For greater efficiency and effectiveness, a shared platform (Basecamp) for project management and communication shall be utilized by all members.

Accountability

Decisions, that are not driven by vendor contracts and/or licensing or directly related to ADL administration, design, or maintenance, will be made for both groups, and any ad hoc workgroups using a majority voting system (51%). Since workgroups are made up of volunteers and all ILS Network members are offered the option to volunteer, decisions made in work groups will be assumed to express the views of all in the Network and will be incorporated into daily operations. Voting may only take place in the presence of a quorum. The ADLS may only vote in the event of a tie.

The purpose, area, inclusion, membership, structure, duties, and standard procedures outlined in this document shall be reviewed and updated annually.

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