

CONSORTIUM OF MnPALS LIBRARIES

Task Forces

- Task forces are a means for the MnPALS User Council or a user group to deal with studying and making recommendations for resolving problems or other situations relating to the MnPALS system in the area of the group's concerns. Two or more user groups may join together to establish a task force in an area of joint concern.
- Each task force shall have a written charge to be approved by the group(s) creating the task force and by the User Council. The charge shall set forth the purposes for which the task force is established, any areas of expertise that need to be represented on it, and the proposed number of members. The charge shall also include an anticipated date by which the task force's work will be completed.
- Membership on task forces shall be open to all members of the group(s) establishing them. The members and the chair of a task force shall be appointed by the steering committee of the group(s) establishing it; the steering committee may delegate this appointment to the group's chair.
- The MnPALS office will provide appropriate support for task forces to complete their work. This includes such matters as setting up Web meeting and other communication facilities; maintaining documentation or other lists of problems, issues, concerns, etc.; providing online forms for reporting problems, etc.; maintaining a record of minutes of meetings and lists of decisions; arranging for conference calls, and the like. One staff member at the MnPALS office will serve as the liaison from the MnPALS office to the task force.
- Information about the work of the task force, including agendas, minutes of meetings, decisions, and the like, shall be available to the public through the MnPALS Web site. All communications that come to the task force from outside the membership of the task force shall be through its chair.
- The task force shall report to the user group(s) that established it at each user group meeting. Other reports shall be made as directed by the user group(s).
- Recommendations of a task force shall be presented to the group(s) that established it either at a meeting of the group(s) or through the group's electronic list. Each library represented in the user group(s) establishing the task force shall have one vote in approving or disapproving of the recommendations. For votes conducted through the electronic list, a date after which votes will not be accepted shall be included. Failure to vote by the specified date shall be considered a vote in favor of the proposal. For recommendations that are not approved, the task force may submit alternative proposals for further vote.

- After approval of the recommendations, the task force shall assign a proposed priority to each recommendation. The recommendations and priorities shall be submitted to the MnPALS office for review. Concerns raised by the MnPALS staff shall be communicated with the task force in order to reach consensus between the two groups.
- As resolutions to issues are identified, the MnPALS office shall provide for appropriate testing of the recommendations in the test data base. These test results may be submitted to the user group establishing the task force for vote, if necessary, following the procedures provided for above. Once the task force agrees that everything has been completed, the MnPALS office shall implement the recommended changes in the online catalog.
- Task forces normally are established for no longer than two years. Once a task force has completed the charge assigned to it, it shall cease to exist. If additional time is needed for completing the charge, the establishing group(s) shall determine whether to amend the charge for the additional time or not. The group(s) establishing a task force also may assign additional tasks to it and at the same time extend its life for the completion of those tasks. Occasionally the user group(s) or Users Council will determine that a task force has ongoing responsibilities. In such a case, the charge may provide for an indefinite term of existence, and the group(s) establishing the task force shall review it at least every two years to determine that its ongoing existence is still needed.
- Any disputes relating to task forces shall be referred to the User Council for resolution.

Adopted by the MnPALS User Council <date>