

Proposal for Establishing a Steering Committee for the UK LOCKSS Alliance

Venue: London School of Economics, London

Date: 19th October 2009

In attendance: Chair: Tony Kidd (University of Glasgow), Adam Rusbridge (EDINA), Lisa Cardy (London School of Economics), Geoff Gilbert (University of Birmingham), Philip Adams (De Montfort University), Lorraine Estelle (JISC Collections), Peter Burnhill (EDINA).

These notes report on a round-table discussion of the Working Group to establish a UK LOCKSS Alliance Steering Committee.

- The UK LOCKSS Alliance is now in its second year and we wish to establish how the service should develop, and ensure there is a process in place to ensure development and growth occurs. For libraries to get the most out of LOCKSS, greater engagement and participation is needed. To achieve this the processes must be more structured, formal and participative.
- The objective of this working group is to establish terms of reference, goals and objectives under which greater participation can occur.
- The UK LOCKSS Alliance is a co-operative organization whose goal is to secure continuing access to scholarly work in ways that are sustainable over the long term. LOCKSS is a software deployment that allows this to occur.
- The UK LOCKSS Alliance is a group with special interests, and we want to leverage the expertise and skills of this group in order to develop and promote LOCKSS, and ensure the continued support of University budget holders and decision makers.

STEERING COMMITTEE

- Our proposal is to establish a steering committee, comprising a parent board and three sub-committees of (1) Collection Development, (2) Technology and Support, and (3) Marketing and Outreach. Finance and Reporting will be an activity of the main steering committee.
- The committee will be comprised of: a Chair, Treasurer / Secretary, and a lead person for each of the three sub-committees. In addition, EDINA and JISC Collections will have a seat on the board. Finally, the committee will have power to co-opt three additional individuals. This will result in a committee of no more than ten members.
- Each sub-committee will have two additional members to assist activities.
- When setting up the committee, we will define terms of reference. These will include the terms of engagement of committee members.
- The main steering committee, and each of the sub-committees, will have a strategy of activity and a model or explicit goals that state where they're trying

to get to. Each strategy will be broken down into three components: activity, resources, and finance.

- In the first instance, we will request self-nomination for steering committee posts. Following this, we will coordinate a short election process for those posts with multiple nominations.
- Nominations will be sent to Adam Rusbridge, but Peter Burnhill and Lorraine Estelle will lead the election process.
- We will circulate the announcement on the UK LOCKSS Alliance and NESLi2-reps mailing lists to ensure broad awareness amongst UK LOCKSS participants, and to promote this activity to the wider community.

TIMEFRAME

- A meeting of the UK LOCKSS Alliance is scheduled for the 22nd October 2009. These notes will be circulated at the event and Tony Kidd will chair a discussion to describe plans and, if suitable, receive self-nominations.
- Terms of reference for the steering committee will be circulated during the week beginning 26th October 2009. The terms of reference document will focus on goals and objectives, and we will circulate with an opportunity for comment.
- We will announce a call for self-nomination to members by the end of October 2009. Members will have a two-week period to self-nominate (until mid-November 2009).
- Sub-committee members will not be elected, but self-nominated and selected by the elected lead individual for that sub-committee.
- The first meeting of the Steering Committee will be held before 31st January 2010. EDINA and JISC Collections will meet expenses incurred for this first meeting.
- The first activity of the steering committee will be to consider funding issues surrounding the UK LOCKSS Alliance; this will consider the costs of running the service, the membership fee structure, and how and whether to fund the steering committee.
- We are proposing an Annual General Meeting of all members for April 2010, possibly to coincide with UKSG, and to report on progress and activities of the steering committee. April coincides with decision making for academic budgets, and so we expect this will be useful for continuing and potential new members.