NSM Decision-Making Flowchart (May 2009)

1) EC charges Planning Team

EC drafts charge for Team establishing parameters for scope and timeline and relating the Team’s work to previous decisions already endorsed or made. Charge and membership are posted for comment, then group is charged.

2) Planning Team prepares & submits recommendations

EC posts recommendations for input from the faculty, then discusses recommendations. EC may advise the University Librarian to endorse some or all recommendations and/or ask for some recommendations to be revised.

3) EC Charges Implementation Team to implement the recommendations

EC drafts charge for Team to implement recommendations, drawing some members from the Planning Team, and establishing parameters for scope and timeline and relates their work to previous decisions already endorsed or made. Charge and membership are posted for comment, then group is charged.

4) Implementation Team prepares recommendations; submits these to the University Librarian

Implementation recommendations submitted to the University Librarian (UL). UL reviews, then gives to Associate University Librarians (AULs), who review to make sure recommendations really can be implemented (e.g., Can facilities work be accomplished in time and budget allotted? Can backfiles be purchased? Can IT infrastructure support? What will it take to move print reserve responsibility to Central Access Services?). The AULs consult with others in the Library as appropriate and with the groups or individuals responsible for resource oversight for decision: Budget Group (staff resources), EC (faculty positions), Rod (to double-check availability of resources).

5) NSM Coordinator coordinates implementation

NSM Coordinator coordinates implementation by creating a project plan and timeline, ensuring that the decision components go to the appropriate individuals/groups for action, following up with individuals/groups to ensure that their work is done, etc.