

## ***Appendix B - Content Management Standing Committee Guidelines***

The Content Management Committee (CMC) is a standing committee of the Montana Shared Catalog (MSC), as established by Sections 3 and 15 of the Montana Shared Catalog Member Library Contract. It is tasked “to set policy to promote consistent record standards, cataloging and circulation procedures, and to maintain a functional user interface within the Montana Shared Catalog (MSC) Integrated Library System (ILS).”

The CMC consists of 10-16 members and represents the diversity of types and sizes of libraries in the MSC, as well as the different tasks involved in cataloging (Circulation, Acquisitions, OPAC, and Serials). Members of the CMC have an interest in cataloging and a commitment to maintaining the integrity of the MSC. They strive to keep current with cataloging trends and consider the needs of all end users. The MSC Executive Board shall fill, by appointment, any CMC openings and, at the recommendation of the CMC, remove a CMC member. Staff from any MSC member library may be nominated to fill a vacancy on the CMC.

The CMC is led by the committee chair, who will serve for one year. The Chair is responsible for: calling and presiding over CMC meetings; reporting to the MSC Executive Board and Members Council; developing committee policy and procedure; and working with MSC administration. The Vice Chair will be elected from the members of the CMC for a term of one year at the Spring meeting. The following year the Vice Chair will succeed as chair of the CMC.

The CMC shall meet (either in person or virtually) at least twice per year. A quorum consisting of one half the total members of the committee plus one is necessary to conduct business. The CMC typically meets in late February and late August so that the MSC Executive Board and the MSC Members Council can act on the committee’s recommendations. Special meetings of the full committee may be held at the discretion of the CMC chair. All CMC committee meetings will meet the requirements of Montana’s Open Meeting Act: MCA 2-3-202 to 2-3-203.

The CMC may form subcommittees, either ad hoc or standing, to help address specific topics or guidelines. They will meet as called by the subcommittee chair. The CMC will review and approve all work prior to presentation to the MSC Executive Board and Members Council.

These guidelines may be amended in accordance with Article X of the MSC Members Council Bylaws.

### **History**

Approved and Recommended to the MSC Executive board by the CMC, February 21, 2018

Accepted by the MSC Executive Board March 5, 2018

Adopted by the MSC members council, May 3, 2018