

Innovative Oversight Group

Updated: 5/21/08

Problem

Decisions about additions and changes to the Innovative Interfaces ILS affect all libraries that are part of the Innovative system and all our customers. Currently there is no clear method for making decisions. DLIST tends to be the final authority. Although we try to consult with all stakeholders it would be better if there was an established way to make decisions. There is a need to establish a library-wide group that represents all users of the Innovative system—all staff modules and the WebOPAC used by customers.

Objective Statement

Innovative Oversight Group will be responsible for making decisions about additions and changes to the Innovative Interfaces ILS. Decisions this group makes should include items such as when to upgrade to the next release, changes to the WebOPAC interface, and recommendations to purchase additional modules. This group is responsible for only Innovative system decisions—not for decisions in areas outside the Innovative system.

Time Commitment

The time commitment is estimated at 1-2 hours a month for each member of the group.

Membership

Membership should be from DLIST, TSAP (representing Innovative's Cataloging, Acquisitions, Serials, and Electronic Resources modules), MAT (representing Innovative's Circulation module and customers), IS Librarian/Reference Librarian, Law Library, AHSL and any other libraries using the Innovative system. Each team or Library is responsible for selecting representatives to the group. Which members attend meetings can be determined by the agenda topics.

Deliverables

Decisions and/or recommendation regarding additions and changes to the Innovative ILS. Communications to the Libraries about the changes and additions—both the items we decided to go forward on and the ones we declined. Meeting agendas, minutes, and other information will be maintained on a website available to all. Email communications about the work of the group to all staff of the individual libraries will be the responsibility of the members from that library.

Decision Authority

- Makes decisions or recommendations regarding additions and changes to the Innovative ILS.
- Decisions that require spending money will have to be recommendations to Cabinet unless a team has funds they can spend.
- At least one representative from each Library Functional Team and at least one representative from each Library must be represented in the decision making.
- Decisions should be consensus. If the group cannot reach consensus then the plus/deltas of the decision will be forwarded to our Management Review Team for a decision.

Knowledge, Skills, and Abilities Required on the Group

- Good working knowledge of the Innovative staff modules pertinent to their daily work
- Knowledge of how customers use the system
- Willingness to develop an understanding of the Innovative system as a whole

Designated Group Roles and Accountabilities

Members: Each Main Library Functional Team and each member Library will determine their representatives.

Management Review Team (MRT): The Library Team Leaders of DLIST, TSAP, and MAT are the MRT. They will consult as needed with the other libraries using the Innovative system