

## MEMORANDUM

**SUBJECT:** Reappointment to OSU Library Digital Initiatives Steering Committee

**DATE:** January 15, 2004

**FROM:** Joseph J. Branin, Director of Libraries

**TO:** Wes Boomgaarden and Sally Rogers

By this memo, I am asking you to continue as co-chairs of the OSU Library Digital Initiatives Steering Committee and asking the following individuals to continue their service on this committee with you. The term of service for all members will be two years. Near the end of that time, there will be an assessment of the role of the Steering Committee to determine whether it should continue and, if so, with what membership.

Nena Couch, Theatre Research Institute  
Marti Alt, Information Services Department  
Susan Logan, Food, Agricultural and Environmental Sciences Library  
Beth Russell, Special Collections Cataloging  
Andrew Wang, Information Technology Division

### COMMITTEE CHARGE

The Committee is charged to report to the Director of Libraries and the Executive Committee and to engage in the following activities:

- Guide the policy, priority, budgetary, and staffing decisions required to integrate digital initiatives into the OSU Libraries organizational structure.
- Encourage and facilitate development of digital projects by OSUL personnel. Serve as a review committee for proposed digital initiatives and make recommendations to the Executive Committee on setting priorities.
- Identify and implement additional digital projects that further the Libraries' mission.
- Encourage the development of proposals for funding external to the Libraries for digital initiatives and assist in their preparation as appropriate.
- Promote the Libraries' digital projects.
- Maintain awareness of current issues, trends, standards, best practices, and accomplishments related to digital initiatives being conducted by other units, institutions, and organizations. Within

this context, and with campus and library priorities in mind, consider and recommend future directions for library digital initiatives at OSU.

- Assess development and training opportunities (conferences, workshops, etc.) related to digital initiatives and recommend participation by Libraries' personnel as appropriate.
- Consult with other Libraries and University personnel and groups as appropriate, particularly those working on the Knowledge Bank initiative.

c: Committee members  
Human Resources files  
OSUL Executive Committee