

The ALEPH USERS' GROUP

I. Draft Mandate

1. The Aleph Users' Group (AUG) is an informal association of information service units using the ALEPH Integrated Information System software. Membership in the Group is restricted to institutions actually running the system. The general meetings can be opened to others interested in the system.
2. In operational terms, the purpose of the user group is to
 - i) constitute a coordinating body for aspects of development policies and philosophy,
 - ii) be a vehicle of information to and from the vendor,
 - iii) facilitate the establishment of personal contacts, the exchange of site experience and the exchange of files of data.
3. The purpose implies, *inter alia*, the compilation and dissemination of information on experience, requirements, developments and problems relating to the use of ALEPH in the member institutions, and the co-ordination of demands for development, documentation and support.
4. A connection to DECUS (special interest group for library automation) should be investigated.

II. Organization and work

5. The AUG will initially operate on a voluntary basis without membership fee. It will nominate a president responsible for taking initiatives and following up on initiatives taken by members. It will also establish a focal point (acting as secretariat), providing means for the information services related to Points 2 and 3. The office of president and the operation of the secretariat will circulate among members, subsequent to calls for offers, on a bi-annual basis.
6. The AUG will arrange a general meeting approximately once a year in a location selected for reasons of usefulness to the ALEPH user community. The programme of the meeting will be co-ordinated by the secretariat. The meeting will decide on changes of focal point and president when appropriate, and discuss matters of particular interest for the smooth running of ALEPH installations and effective development programmes.
7. The main source of general information will be in the form of a Newsletter issued at appropriate intervals. The best form (electronic mail, printed leaflets,

etc.) for different kinds of messages and information will be investigated. The secretariat will undertake to collect and disseminate on demand more detailed information, announced in the Newsletter, when judged practical. Alternatively, the note in the Newsletter will indicate from where documentation is available.

8. Items of interest for dissemination include:

- a) Help screens and other material for user training, and translations of ALEPH dialogue into different languages.
- b) Accounts of problems encountered in existing ALEPH modules and solutions tested.
- c) Comments on ALEPH technical documentation, with critical aspects, suggestions and requirements of extensions and amendments.
- d) Specifications of functions to be added to the system.
- e) Project documents and plans for local developments.
- f) Software with documentation on local developments put into production.
- g) Reports on communication, service and support problems related to interaction with the vendor.
- f) Reports on contractual problems (e.g. concerning fulfillment of functional, operational or timing clauses). Financial aspects will be excluded from open discussion.
- g) References to and assessments (both positive and negative) of other library systems and special solutions of interest for a continued development programme.