

Proposal for the internal organisation of the SFX/MetaLib Product Working Group

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1 - Organisation

Formation of the executive committee

Besides a Coordinator, who is responsible for the correct execution of the tasks of the PWG, there shall be a working body to assist the Coordinator in carrying out the PWG tasks.

Ideally there shall be a working body member for each main PWG task:

- processing enhancement requests
- organising the annual conference
- communication

The Coordinator will work together with the working body members on all tasks, but his or her main responsibility lies with the enhancement procedures.

If the number of working body members, including the Coordinator, is less than four, the work shall be divided accordingly.

Terms

Members of the working body, including the Coordinator, will serve for alternating periods of two years. Half of the group will be replaced every year. This way a certain level of continuity will be guaranteed.

2 - Selection procedure

Candidates

From three months until one week before the annual IGeLU meeting candidates can come forward for the two available positions. They can announce their candidacy to the IGeLU Steering Committee by email. The working body should consist of representatives from organisations that actually use the product that the PWG is dedicated to. The Steering Committee can reject a candidate if his or her organisation is not a user of the product. Candidates get the opportunity to present themselves on the PWG section of the IGeLU website, and also at the annual meeting.

Currently serving working body members, including the Coordinator, can be candidates for a new term.

Elections

If the number of candidates does not exceed the number of available positions, there will be no formal elections. The candidates will be selected automatically.

If the number of candidates does exceed the number of available positions, there will be formal elections. These will be held electronically, during the week immediately following the annual meeting, in order to give all IGeLU members the chance to vote, not only those who are present at the annual meeting.

There will be no formal quorum to validate the selection.

If there are no candidates at all, the current working body members, including the Coordinator, may serve for another term, if they wish.

If there are no working body members left at all, the IGeLU Steering Committee will take appropriate action.

Because there is no possibility to distinguish between members who use SFX or MetaLib and members who do not, all IGeLU members have the right vote in all PWG elections, in accordance with the *IGeLU Statute* and the *Guidelines for the internal organization of the Product Working Groups: ALEPH, MetaLib, SFX, Digitool, Verde*.

In case a working body member steps down before the end of his or her term, the Coordinator together with the Steering Committee shall decide whether it is necessary to call for new candidates for the rest of the term. If the Coordinator steps down before the end of his or her term, new candidates must be called for, unless this happens within 6 months before the next annual meeting. In this case, the Steering Committee will take on the responsibilities of the Coordinator, in accordance with the Statute, Art. VI-5d, until the selection of a new Coordinator following the annual meeting.

3 – Recommendations

Split PWG

At the first upcoming selection procedure (Stockholm 2006), the current combined PWG for SFX and MetaLib should be split up in separate PWG's for SFX and MetaLib. The proposed procedures should then be carried out for both PWG's separately.

Besides the fact that SFX and MetaLib are two different products with their own issues, there are other compelling reasons for a split.

Because approximately only half of all SFX users worldwide also use MetaLib, SFX-only users will not be likely to volunteer for a joint SFX/MetaLib PWG. And in the event that an SFX – only user is Coordinator of a joint SFX/MetaLib PWG, he or she will have a lot of problems dealing with MetaLib enhancement requests.

Working body should represent all user types

Ideally, the working body should consist of representatives from different types of organisations: consortia, English/non-English speaking, public/national libraries, university libraries, commercial companies, research institutes.

Representatives in joint ELUNA/IgeLU enhancement committee

The Coordinator and the working body member responsible for the enhancement procedure should represent IgeLU in the joint ELUNA/IGeLU enhancement committee.