April 20, 2016

LAUC E-VenueTask Force
Librarians Association of the University of California

TO: Dave Schmitt, Chair, LAUC E-Venue Task Force
FR: Diane Mizrachi, LAUC President
RE: Charge, LAUC E-Venue Task Force

I am pleased to appoint you Chair of the LAUC E-Venue Task Force for a term beginning immediately and ending December 30, 2016.

**Administrative Structure**

Please note that LAUC Committees fall under LAUC Executive Board purview. The LAUC President sets overall priorities for committee work by means of the committee’s charge. The primary duty of each LAUC committee is to fulfill the charge given to it by the LAUC President. Once a committee’s charge has been fulfilled, the committee may address other issues, with the approval of the LAUC President.

**Committee Background and Significance**

In March 2016 the Statewide LAUC Journal Task Force issued their report in which they reviewed the feasibility of founding a LAUC-sponsored journal, shared results of their survey of the publishing and OA behaviors of LAUC members, and proposed assembling a hub of scholarly output as a venue for LAUC members to share and disseminate their scholarly and creative work [see: https://lauc.ucop.edu/sites/default/files/attached-files/journal-task-force-interim-report-2016-02-29.pdf ]

The new E-Venue team will act to implement an Open Access scholarly hub. Membership in this Task Force shall consist of a Chair, and four additional members.

**Charges**

- Work with the LAUC Web Manager and the Web Content Committee to design, assemble and deploy a web presence that collects the research output of LAUC membership into one collection.
- This site should be as automated as possible, though maintenance should be an ongoing task of the LAUC Executive Board (or delegated at their discretion).
- It will collect citations from LAUC members and provide links to full text deposits in eScholarship and elsewhere.
- This site will serve as a place to highlight the significant ongoing scholarly contributions of LAUC members.

**Timeline:**

April 20, 2016 – Task Force appointed
December 31, 2016 – Charge completion target date; can be extended as needed.
Final report due upon completion,

Reports should be submitted using the following format:

**Reporting Guidelines**

**SUBJECT LINE:** [Committee Name] Report  
**BODY OF MESSAGE:**  
**TO:** LAUC President  
**FR:** [Committee Name]  
**RE:** [year (e.g., 2015-16)] Report Name (e.g., Final Report)

Committee Charge:  
Summary of Action Items:  
Body of Report with Discussion and Recommendations [formatted as motions, in keeping with Sturgis]  
Names of Committee Members  
Attachments (if any)

**Committee Work and Meetings**

The Executive Board urges the committee to conduct its business through conference call(s), or using other technologies, such as email or chat. Please discuss options with the President.

**Committee Expenses**

The current LAUC Travel and Reimbursement Policy and Procedures document is linked to the LAUC homepage. Different Divisions may handle transactions differently and Committee members should check with their local accounting officers to find out how their Division handles charges to the LAUC account.

Thank you for your service to the LAUC membership. We all very much appreciate your efforts on our behalf. Please feel free to contact me if you have questions or concerns about the Charge.

**LAUC E-Venue Task Force**

**CHAIR: Dave Schmitt, UCSD**

Marty Brennan, UCLA  
Copyright & Licensing  
Email: martinjbrennan@ucla.edu

Mitchell Brown, UCI  
Research Librarian & Scholarly Communications Coordinator  
Email: mcbrown@uci.edu

Alanna Aiko Moore, UCSD  
Academic Liaison Coordinator  
Email: aamore@ucsd.edu
Monica Singh, UCB
Evening MBA Librarian
Email: msingh@library.berkeley.edu

Dave Schmitt, UCSD
Collection Development & Management
Email: dschmitt@ucsd.edu