November 3, 2015

LAUC Journal Task Force
Librarians Association of the University of California

TO: Laura Smart, Chair, LAUC Journal Task Force
FR: Diane Mizrachi, LAUC President
RE: 2015-16 Charge, LAUC Journal Task Force

I am pleased to appoint you 2015-16 Chair of the LAUC Journal Task Force for a term beginning immediately and ending September 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

The purpose of the Statewide LAUC Journal Task Force is to propose recommendations to create a LAUC Journal or other Open Access options for LAUC members to disseminate their scholarly and creative work. Membership in this Task Force shall consist of a Chair, and four additional members.

Statewide LAUC’s theme for 2015-2016 is the celebration of our achievements and milestones. One avenue for recording our work is ensuring that our members utilize Open Access tools, including e-scholarship, that enable easy dissemination and contain intuitive search and finding tools.

Charges

- Determine how circumstances have changed, specifically publication processes, new technologies, changes in costs
- Survey LAUC members to uncover their current OA practices; perceived barriers to using OA
- Investigate 3 scenarios
  - A formal scholarly journal covering issues/research in academic libraries through e-scholarship
    - Needs: Editor & editorial board; Reviewers; Budget; Others…
  - An informal publication where LAUC members can submit pre-prints, interesting reports, talks and presentations; conference reports, original datasets…
No publication, but recommendations to actively encourage LAUC members to deposit their appropriate work in e-scholarship or other OA venues

- Guidelines for submitting work

Other ideas

Timeline:

November 3, 2015 – Task Force appointed
Spring Assembly (March 21, 2016) – Task Force presents preliminary report for discussion
Post-assembly – Suggestions from members reviewed and considered
September 1, 2016 – Final report due

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 Journal Task Force**

**CHAIR: Laura Smart, UCI**

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