

EPUG-UKI Activity Groups (including product groups)

Activity groups within EPUG-UKI relate to a specific product such as SFX, MetaLib, PRIMO or Voyager, or, in the case of ALEPH, to specific modules of the application such as Circulation. Activity groups could, in principle, be formed to focus on an area of cross-product interest such as Shibboleth, the RDA specification, or the X-Server. Activity groups can either be ongoing year-on-year or be convened for a fixed period of time. Any member of any EPUG-UKI institution can apply to the EPUG-UKI Committee to convene an activity group. If there is sufficient interest, the Committee will endorse the formation of appropriate new activity groups.

Activity groups

Activity groups should meet at least once each year, either convening during a regular EPUG-UKI event or arranging their own independent meetings.

Where appropriate an EPUG-UKI e-mail discussion list may be established for the activity group, to facilitate discussion between events.

Activity groups may have a presence on the EPUG-UKI web site, if required.

Activity group co-ordinators

Each activity group should have a named co-ordinator, or co-ordinators, who acts as the principal organiser and contact for the group. Contact details for the co-ordinator will be publicised on the EPUG-UKI web site.

The co-ordinator should attempt to keep up-to-date with the priorities and concerns of EPUG-UKI members in their activity area, such as product enhancement requests, and identify potential areas for relevant future activities such as meeting presentations, workshop topics, or training requirements.

The co-ordinator is responsible for liaising with the EPUG-UKI Committee about group activities and interests and may also, potentially, be in regular contact with relevant Ex Libris' product specialists in the UK.

The co-ordinator is responsible for commissioning and collating the contents of activity group sessions such as breakout sessions at EPUG-UKI meetings, and strands at EPUG-UKI conferences, where appropriate, with the assistance of the EPUG-UKI Committee; and with arranging the appropriate facilitation and chairing of those sessions.

The co-ordinator should ensure that minutes of group meetings, which can be simple 'action point' summaries, are recorded and that these are provided to the EPUG-UKI Committee, along with any presentations or group documentation, so that these can be shared with other EPUG-UKI members.

The co-ordinator is responsible for providing a brief annual report on group activities for the EPUG-UKI Annual General Meeting. In addition, the co-ordinator shall co-administer the group EPUG-UKI e-mail list, where one exists, and provide material about the group's activity for the EPUG-UKI web site.

Activity groups and the Committee

The EPUG-UKI Committee will do its best to support and encourage the work of group co-ordinators and activity groups, and will respond to requests for assistance in a timely way.

An activity group co-ordinator can apply to the Committee for financial support for activity group events. Normally, support would be provided for one event annually, such as a day school or workshop.

With the Ex Libris product suite in a period of profound transition (towards the joint URM/URD2 framework) activity groups within EPUG-UKI may need to be realigned and renamed to best meet the evolving needs of members. The EPUG-UKI Committee may, in the future, propose changes in activity group structures to facilitate this.

The EPUG-UKI Committee may dissolve an activity group in those cases where: the group has not convened for more than a year; the co-ordinator post remains persistently vacant; or, there is insufficient interest in the group's work for it to remain viable.

EPUG-UKI Committee

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