

## Online Dakota Information Network Governance Document

The Online Dakota Information Network (hereafter ODIN) is a North Dakota University System (hereafter NDUS) Entity. ODIN is a consortium of NDUS and is comprised of 11 institutions that includes two research institutions, four regional universities, private academics, five community colleges, public libraries, k12 libraries, state government libraries, and special libraries across North Dakota. ODIN purchases are subject to the Information Technology Approval Process. Management and administration of the consortium is coordinated by a Director of ODIN who is employed by Core Technology Services of NDUS.

Communications regarding ODIN should be addressed to:

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### **STATEMENT OF ORGANIZATION AND OPERATION**

#### **Consortium of ODIN Member Libraries**

##### **Purpose**

ODIN's purpose is to provide unified, cost effective and creative approaches to the acquisition, management, and sharing of information and knowledge resources across all member libraries.

##### **Membership**

Membership in the consortium requires that individual libraries load their bibliographic records into a shared catalog allowing all consortium members to search their own collections, and agreeing to participate in interlibrary loan activities with other consortium members.

##### **Organization**

ODIN receives a state legislative appropriation with part of the expenses to be self-supporting through membership fees. Member libraries pay fees according to a cost formula recommended by the full ODIN Advisory Council (hereafter OAC). The Director of ODIN creates the ODIN budget each year and has final decision-making authority in the assignment of all ODIN resources, including ODIN staff. The ODIN staff place all minutes on the ODIN web site.

# **ODIN Advisory Council**

## **Purpose**

The purpose of the ODIN Advisory Council is to provide advisory opinions to the Director of ODIN. The OAC receives ideas from ODIN User Groups, reviews consortium priorities, and recommends financial options to fund new projects.

## **Membership**

The OAC is comprised of the Director (or equivalent) from each member library.

## **Elections**

The OAC Chair and OAC Vice Chair are elected by an online ballot. Each position assumes their duties in January of the year after they were elected. Each position serves a two-year term and is eligible for a second term. If either position is unable to complete the term, they need to submit a resignation to the Director of ODIN who will appoint the replacement through the end of the respective term.

## **Meetings**

Members of the OAC will meet quarterly, either online or face-to-face. The ODIN Advisory Council meeting is led by the OAC Chair or Vice Chair. In the absence of both the Chair and Vice Chair, the ODIN Director shall lead the meeting. ODIN Office staff takes care of meeting logistics, prepares an agenda, and record the minutes.

## **Voting**

Each ODIN member has one vote. A simple majority will determine the outcome of votes.

A proxy letter must be submitted to the Director of ODIN in advance of each meeting and must include the name of the person who is to cast a vote on any matter on behalf of a member library.

## **Responsibilities of Members**

1. Provide direction and input to the ODIN Director concerning operations, services, and strategic planning for the consortium
2. Inform themselves, staff, and users of current/potential issues/decisions affecting ODIN
3. Vote on recommendations to the Director

## **Responsibilities of OAC Chair and Vice Chair**

1. **To run the quarterly meetings**
2. **To advise the ODIN Director on the creation of meeting agendas**
3. **To create and oversee ad hoc committees**

4. **Coordinate communications with the User Groups**
5. **Vice Chair fulfills the Chair duties when Chair is unable**

\*Roberts Rules of Order will be followed.

## **ODIN User Groups**

### **Purpose**

Any OAC User Group is responsible for assessing and/or prioritizing recommendations of their respective discipline. There are specific user groups for Academic and for Public/K12/Special (PKS).

### **Membership**

Membership in user groups is open to any staff member within a member library. Members may belong to more than one user group.

### **Elections**

A Chair is elected for each User Group in December by an online ballot . The term of a User Group Chair is two years beginning in January. If a Chair is unable to complete the term, a new chair is elected at a User Group meeting.

### **Meetings**

A User Group meeting is led by a Chair. A member of the ODIN Office will handle all meeting logistics, put together an agenda, and record the minutes. User Groups meet at least twice per year with online meetings preferred. Each User Group library has one vote when a vote is necessary.

### **Responsibilities of Member**

1. Discuss issues pertaining to a discipline (e.g. Cataloging, Circulation, etc.)
2. Share knowledge with peers
3. Create and review policies relating to disciplines (e.g. Circulation, Cataloging, etc.)
4. Attend and actively participate in meetings

### **Responsibilities of Chair**

1. Lead the User Group meetings. If the Chair is unavailable, an ODIN staff member will lead the meeting.

2. Provide recommendations to OAC Chair for any actions that need discussion and recommendation by the OAC to the ODIN Director.

## **Document History**

*Original Statement of Organization and Operation, August 29, 1988*

*2<sup>nd</sup> Revision Effective July 1, 1991*

*3<sup>rd</sup> Revision Effective October 1997*

*4<sup>th</sup> Revision Approved and Effective June 12, 2018*

*6<sup>th</sup> Revision Approved and Effective October 24, 2019*

*7<sup>th</sup> Revision Approved and Effective May 17, 2021*

***This document is subject to periodic review.***