

MARS Management of Electronic Reference Services Committee

Descriptive Statement

1. Establishment

Established in 1990 at the Annual Conference in Chicago as the MARS Management Committee. Its predecessors, in part, were the Costs and Financing of Database Services Committee, established with MARS in 1978, and the Measurement and Evaluation of Services Committee, established in 1981 at the Annual Conference in San Francisco through the merger of the Measurement Committee and the Evaluation Committee, both established with MARS in 1978. Name changed to its current form at the Philadelphia Midwinter Meeting, in 1999.

2. Purpose

To create, collect, analyze, and disseminate information on all aspects of management of electronic resources and tools for reference services. These aspects include planning, personnel, budget, organization, evaluation, facilities management, coordination and promotion.

3. Composition

The committee shall be composed of seven to nine members, plus one intern and/or one consultant if desired.

4. Terms of Office

Members of the committee shall serve staggered two-year terms. Individuals can be reappointed for a second two-year term, but the maximum that can be served is four consecutive years.

5. Specific Duties

a. To carry out committee activities which may include writing and recommending guidelines; planning, conducting and assisting in programs, workshops, discussions, and forums; preparing annotated bibliographies, reports or other documents as appropriate to the charge of the committee.

b. To develop and regularly update models of planning documents which will assist librarians in the planning process for electronic reference services.

c. To serve as an information resource for the library community on management issues with a focus on electronic reference services.

d. To be consider ethical implications as appropriate.

- e. To establish subcommittees to address specific concerns and projects as needed.
- f. To be familiar with the activities of other MARS committees and to work with them as appropriate.
- g. To maintain contact with other ALA units engaged in related activities.

Approved, June 1990.
Revised: June 2005

MARS Products and Services Committee

Descriptive Statement

1. Establishment

Established as a MARS committee in 1990 at the Annual Conference in Chicago. Its predecessor, the MARS Database Products and Computerized Search Service Vendors Committee, was established with MARS in 1978.

2. Purpose

To create, collect, analyze, evaluate and disseminate information on, and coordinate the concerns of individuals or organizations involved in selecting, acquiring, and evaluating electronic reference products and services.

3. Composition

The committee shall be composed of seven to nine members, plus one intern and/or one consultant if desired.

4. Terms of Office

Members of the committee shall serve staggered two-year terms. Individuals can be reappointed for a second two-year term, but the maximum that can be served is four consecutive years.

5. Specific Duties

- a. To facilitate information sharing and communication between librarians and vendors of electronic reference products and services.
- b. To influence the development of new products and services so that they meet the needs of their potential users.

c. To carry out committee activities which may include writing and recommending guidelines; planning, conducting and assisting in programs, workshops, discussions, and forums; preparing annotated bibliographies, reports, or other documents as appropriate to the charge of the committee.

d. To maintain contact with other groups and organizations that are concerned with technical standards for electronic products and services (e.g., the International Standards Organization, and the American National Standards Institute), and with ALA units engaged in activities similar to those described above.

e. To consider ethical implications as appropriate.

f. To establish subcommittees to address specific concerns and projects as needed.

g. To be familiar with the activities of other MARS committees and work with them as appropriate.

Approved: June 1990

Revised: June 1999

Revised: June 2005

MARS Outreach Committee

Descriptive Statement

1. Establishment

Established in 2000 at the Midwinter Meeting in San Antonio. Its predecessors were the MARS Outreach Task Force, created in late 1997, and the MARS Birthday Party Task Force, also created in late 1997.

2. Purpose

To promote membership in MARS. To promote attendance and participation in MARS programs, discussion forums, and events (e.g. Meet Martians happy hour), and committees. To promote MARS media (e.g. MARS-L, Messages from MARS, Web page.) To provide liaisons to other RUSA/ALA units as needed (for example, RUSA Membership, New Members Round Table).

3. Composition

The committee shall be composed of seven to nine members plus one intern and/or consultant if desired. An attempt shall be made for two members to be recent to MARS. At least three members must be able to attend assigned events.

4. Terms of Office

Members of the committee shall serve staggered two-year terms. Individuals can be reappointed for a second two-year term, but the maximum consecutive years that can be served is four years.

5. Specific Duties

a. To recruit new members.

b. To coordinate a "Meet MARTianS" gathering at midwinter meetings and annual conferences (identifying a location, advertising the location, serving as host). At least one member of the committee will be assigned to take responsibility for this activity during his/her tenure.

c. To forward the name of a committee member to the Vice-Chair for appointment as MARS Representative on the RUSA Membership Committee. One member of the committee will be assigned to take responsibility for this activity during his/her tenure.

d. To forward the name of a committee member to the Vice-Chair for appointment as MARS Liaison to the New Members Round Table. One member of the committee will be assigned to take responsibility for this activity during his/her tenure.

e. To coordinate MARS mentoring program, working with other RUSA mentoring programs as appropriate. At least one member of the committee will be assigned to take responsibility for this activity during his/her tenure.

f. To do outreach and publicity for the Section (e.g. MARS programs and discussion forums, committees, MARS birthdays, promotion of MARS-L).

g. To consider the needs and interests of MARS members who work in all types of libraries: special, public, academic, and school.

h. To use the MARS media (e.g. MARS-L, Messages from MARS, Web Page) to provide information about section activities and committee work; serve as a public relations tool for current members; and disseminate information for recruitment of potential new members.

Approved: July 10, 2000

Revised: June 2005

MARS Planning Committee

Descriptive Statement

1. Establishment

Established in 1985 at the Annual Meeting in Chicago by the MARS Executive Committee.

2. Purpose

To serve in an advisory capacity to the MARS Executive Committee regarding goals, objectives and priorities for the Section as well as helping to develop broad strategies for achieving them, and to evaluate the progress of the Section and its units towards these goals and objectives.

3. Composition

The committee shall consist of five to seven appointed members, plus two ex-officio, voting members: the Vice-Chair/Chair Elect of the Section, and the Past Chair.

4. Terms of Office

To ensure continuity, members of the committee not specified by office shall serve staggered two-year terms. Individuals can be reappointed for a second two-year term, but the maximum that can be served is four consecutive years.

5. Specific Duties

- a. To meet jointly at Midwinter with the MARS Executive Committee for Section planning purposes.
- b. To monitor new technology and its applications and to recommend appropriate action for MARS.
- c. To review and update the Section's "Goals, Strategies, and Objectives," to set priorities with the MARS Vice-Chair at Midwinter, and to incorporate reports of the Section's progress in meeting these goals into the document.
- d. To periodically review the Section's organizational structure and Bylaws. This review is to be done every five years during the year prior to review by the RUSA Organization Committee, and at other times as deemed appropriate by the MARS Executive Committee or Planning Committee.
- e. To review the MARS Handbook every year in conjunction with the Annual Conference, and to revise it as needed. Substantive changes should be reviewed with the MARS Executive Committee.
- f. To maintain communications with other RUSA groups (the RUSA Planning and Finance Committee, RUSA Organization, etc.) through MARS Section representatives.
- g. To identify groups both within and outside ALA which have activities that have a bearing on MARS activities and concerns, and to recommend appropriate action.
- h. To advise the Executive Committee on the need for liaisons and assist in their establishment.
- i. To review the planning process and reporting mechanisms every two years on the odd-numbered years.
- j. To carry out other duties as assigned by the MARS Executive Committee.

Approved: July 1988

Revised: November 1995; June 2005

Descriptive Statement

1. Establishment

Established with MARS in 1978 at the Annual Conference in Chicago.

2. Purpose

To create, collect and disseminate information on all aspects of electronic reference services in public libraries, and to represent the interests of librarians concerned with planning, managing, or conducting electronic reference services in public libraries.

3. Composition

The committee shall be composed of seven to nine members, plus one intern and/or one consultant if desired.

4. Terms of Office

Members of the committee shall serve staggered two-year terms. Individuals can be reappointed for a second two-year term, but the maximum that can be served is four consecutive years.

5. Specific Duties

- a. To carry out committee activities which may include writing and recommending guidelines; planning, conducting and assisting in programs, workshops, discussions, and forums; preparing annotated bibliographies, reports, or other documents as appropriate to the charge of the committee.
- b. To serve as a resource for information related to the use of electronic reference services in public libraries and to maintain and update a list of consultants willing to provide information to librarians on various aspects of electronic reference services.
- c. To consider ethical implications as appropriate.
- d. To establish subcommittees to address specific concerns and projects as needed.
- e. To be familiar with the activities of other MARS committees and work with them as appropriate.
- f. To maintain contact with other ALA units engaged in related activities.

Approved: June 1990

Revised: June 1999; June 2002

MARS Publications Committee

Descriptive Statement

1. Establishment

Established at ALA Midwinter Conference, 1986, in Chicago, upon recommendation of the MARS Planning Committee, following action of the MARS Executive Committee as an outgrowth of the MARS Publication Subcommittee.

2. Purpose

To provide advice and recommendations regarding Section documents and publications to MARS committees and the MARS Executive Committee, and to facilitate the publication process.

3. Composition

The committee shall be composed of five to nine members including the Chair. The "Messages from MARS" Editor/MARS-L Moderator, the MARS Representative to the RUSA Standards and Guidelines Committee, and MARS Web Coordinator shall serve as non-voting, ex-officio members of the committee and liaisons to the MARS Executive Committee.

4. Terms of Office

The members of the committee shall serve staggered two-year terms. Individuals can be reappointed for a second two-year term, but the maximum that can be served is four consecutive years. The "Messages from MARS" Editor/MARS-L Moderator and MARS Web Coordinator each shall serve a one-year internship upon appointment followed by one 3-year term.

5. Specific Duties

- a. To interpret RUSA and ALA publications policies and to establish publications procedures within MARS.
- b. To serve as a liaison with RUSA Publications Committee regarding publications and policies of mutual interest.
- c. To take an active role in the development of all Section documents, advise on appropriate avenues for dissemination, monitor their editorial progress, and advise the

MARS Executive Committee and other appropriate Section and Division committees on their status.

d. To coordinate the recruitment and screening of candidates for the positions of "Messages from MARS" Editor/MARS-L Moderator and MARS Web Coordinator [See Appendix for Selection Procedures] and make a recommendations to the MARS Executive Committee and to serve in an advisory capacity to the editors.

e. To carry out such other assignments as the MARS Executive Committee may direct.

Additional charges from the Planning Committee:

f. Notify the Executive Committee of the need to update or revise any MARS documents.

g. Review the list of MARS publications and their availability annually. The reviewed list is to be published annually in "Messages" and also placed on the MARS Web page.

Approved: June 1987

Revised: February 1995

Revised: June 2005

MARS User Access to Services Committee

Descriptive Statement

1. Establishment

Established as a MARS committee in 1990 at the Annual Conference in Chicago. Its predecessors, in part, were the MARS Nonbibliographic Databases Committee, established in 1982 (an outgrowth of an ad hoc Committee on Nonbibliographic Databases established by the MARS Executive Committee in 1981); and the MARS Direct Patron Access Committee, established in 1982 (an outgrowth of an ad hoc Committee for the Education of Online End Users established by the MARS Executive Committee in 1981).

2. Purpose

To create, collect, analyze, and disseminate information and materials on access to electronic reference services and their impact on users. Electronic reference services and their delivery systems include, but are not limited to, digital reference, database searching, automated systems interfaces, networks and gateways.

3. Composition

The committee shall be composed of seven to nine members, plus one intern and/or one consultant if desired.

4. Terms of Office

Members of the committee shall serve staggered two-year terms. Individuals can be reappointed for a second two-year term, but the maximum that can be served is four consecutive years.

5. Specific Duties

- a. To serve as an information resource to the library and information community on issues related to the users of electronic reference sources.
- b. To carry out committee activities which may include writing and recommending guidelines; planning, conducting and assisting in programs, workshops, discussions, and forums; preparing annotated bibliographies, reports, or other documents as appropriate to the charge of the committee.
- c. To consider ethical implications as appropriate.
- d. To establish subcommittees to address specific concerns and projects as needed.
- e. To be familiar with the activities of other MARS committees and work with them as appropriate.
- f. To maintain contact with other ALA units engaged in related activities.

Approved: June 1990

Revised: June 1999; June 2005

MARS/RSS Virtual Reference Committee

DESCRIPTIVE STATEMENT

1. Establishment

Established as a joint MARS and RSS committee in 2004 at the Annual Conference in Orlando.

2. Purpose

To identify and study issues relating to virtual reference services, and to evaluate and promote technological and service standards, guidelines, and "best practices" for virtual

reference services in all types of libraries. Virtual Reference describes reference transactions that take place in an electronic medium.

3. Composition

The committee shall be composed of ten members, five from each section, plus two interns, one from each section. Two of the committee members, one from each section, shall serve as co-chairs. One consultant from each section may be appointed as needed.

4. Terms of Office

Members of the committee shall serve staggered two-year terms. Individuals can be reappointed for a second two-year term, but the maximum that can be served is four consecutive years.

5. Specific Duties

This section to be determined.

DISCUSSION GROUPS

Hot Topics in Electronic Reference Discussion Group

Descriptive Statement

1. Establishment

Established in 1991 at the Annual Meeting in Atlanta by the MARS Executive Committee as the Hot Topics Discussion Group. Name changed to its current form at the San Francisco Annual Conference in June, 1997.

2. Purpose:

To provide a timely forum for discussion of current issues related to the provision of electronic reference services.

3. Composition

Officers shall consist of a Chair and a Vice-Chair. The MARS Chair-elect shall appoint a Vice-Chair.

4. Terms of Office

The Vice-Chair shall serve a one-year term and assume the role of Chair for one year after the Annual meeting.

5. Specific Duties

- a. To sponsor one discussion forum at each Annual and Midwinter meeting.
- b. The Chair and Vice-Chair are responsible for planning discussion group meetings. This includes identifying (a) topic(s), selecting (a) facilitator(s), if desired, requesting a meeting time through the MARS Scheduling Coordinator, promoting the meeting in "Messages from MARS" and MARS-L, Cognotes, and through a flier (working with the MARS Scheduling Coordinator). The Chair should seek input concerning future discussion topics from discussion group participants.
- c. To maintain contact with MARS committees and serve as a vehicle for furthering committee activities.

Approved: June 1992

Revised: March 2000 by Executive Committee via email

Virtual Reference Discussion Group

Descriptive Statement

1. Establishment

Established 2002 at the Midwinter Meeting in New Orleans by the MARS Executive Committee.

2. Purpose

To provide a timely forum for discussion of issues related to the provision of virtual reference services. Virtual Reference describes reference transactions that take place in an electronic medium.

3. Composition

The Discussion Group officers shall consist of a Chair and a Vice-Chair. The MARS Chair-elect shall appoint a vice-chair.

4. Terms of Office

The Vice-Chair shall serve a one-year term and assume the role of Chair for one year after the Annual Meeting.

5. Specific Duties

a. To sponsor one discussion forum at each Annual and Midwinter meeting.

b. The Chair and Vice-chair are responsible for planning discussion group meetings. This includes identifying (a) topic(s), selecting facilitator(s), if desired, requesting meeting time through the MARS Scheduling Coordinator, promoting the meeting in "messages from MARS" and MARS-L, Cognotes, and through a flier (working with the MARS Scheduling Coordinator). The Chair should seek input concerning future discussion topics from discussion group participants.

c. To maintain contact with MARS committees and serve as a vehicle for furthering committee activities.

Approved June 2002