

Process for ICOLC Endorsement

The ICOLC Coordinating Committee (CC) will consider issuing two levels of endorsement, which are not mutually exclusive and may be combined:

ICOLC Coordinating Committee Endorsement

- Process: Official Vote of Coordinating Committee
 - Requests will be considered and voted on in a regular or special meeting of the CC
 - Community Comment/Vote process may be used if the CC determines this is an important step for the issue at hand
 - 50% of CC members in favor will be considered a passing vote

ICOLC Member Endorsement

- Process: ICOLC Coordinating Committee communicates a process to add consortia name to the statement.
 - This is not a vote, but a registry of those in support.
 - For internally-generated statements, ICOLC will maintain the list of supporters; external statements will follow the process of the external organization.
 - This endorsement process may have an open or rolling deadline

Statement Types and Processes for Consideration

ICOLC Generated Statement

Examples of ICOLC generated statements include, but are not limited to, press releases; reports or recommendations from an internal working group or task force; reports or recommendations from the Coordinating Committee; or Coordinating Committee statements in reaction to news or emerging external concerns.

The ICOLC Coordinating Committee will determine which level of endorsement is appropriate and if community comment should be sought. A task force/working group may also recommend a level of endorsement for their report or recommendations. Factors to consider include: timeliness, controversy/risk, geographic interest, consortia vs. individual library interest, likely impact of endorsement, and alignment with ICOLC values or strategic goals. The Coordinating Committee may determine that a statement requires additional revision and send it back to the working group / task force before voting to endorse.

ICOLC members may also request that ICOLC generate a statement on a topic or issue. Requester should provide a brief statement to the Coordinating Committee on the background and need for the statement, including the factors identified above (e.g., timeliness, controversy/risk, geographic interest, etc.) Requester may expedite the approval process by submitting a draft statement for consideration.

Externally Generated Statement

Examples of externally generated statements include, but are not limited to, library / consortia statements; professional organization statements; grant applications; best practices reports; or external press releases.

Requests to endorse external statements should be directed to the Coordinating Committee. Requester should include sufficient background information to contextualize the request and justify the need for ICOLC involvement, including the factors identified above (e.g., timeliness, controversy/risk, geographic interest, etc.) The ICOLC Coordinating Committee will determine which level of endorsement is appropriate and if community comment should be sought, though the Requester may also recommend a level of endorsement.

For Each Request, the ICOLC Coordinating Committee Will:

1. Add an action item to the next Coordinating Committee meeting agenda
2. Discuss the merit and substance of the request, including whether additional input is needed
3. Determine the level(s) of endorsement
4. Act on the request in one or more of the following manners:
 - a. Approve the request to generate an ICOLC statement and determine the process to create the requested statement
 - b. Decline request to generate an ICOLC statement
 - c. Endorse existing statement in full
 - d. Endorse existing statement in part (external only)
 - e. Request revision (internal only)
 - f. Request additional input as needed (i.e. community comment or special task force)
 - g. Decline to endorse

Requests should be submitted to the Coordinating Committee at least two business days prior to a meeting, in order to be added to the agenda. The Coordinating Committee may invite

Requesters or members of a task force / working group to meet to discuss the request. In cases of extreme time sensitivity, discussion with and between Coordinating Committee members outside of an official meeting is encouraged. An expedited vote via email or other method may be possible.

If approving a request to generate an ICOLC statement, the Coordinating Committee will assign the work to a task force, working group, or member(s) of the Coordinating Committee to create the statement. Once complete, the statement will be presented to the Coordinating Committee for consideration of endorsement as an ICOLC generated statement.

If declining a request to generate an ICOLC statement, the Coordinating Committee will provide a response to the Requester within ten business days. If there is subsequent external work to generate a statement outside ICOLC, that statement may later be brought forward to the Coordinating Committee for potential endorsement as an externally generated statement.

If considering an endorsement in full or in part, the Coordinating Committee will proceed with the process to endorse as described in the endorsement levels above (i.e., endorse by Coordinating Committee; and/or request that members endorse individually). These levels of endorsement are not mutually exclusive; any or all may be sought.

If approving an endorsement in part, the Coordinating Committee will clearly identify the portion being endorsed and briefly explain why the remainder is not endorsed.

For ICOLC generated statements, any requests for revision will be sent back to the task force, working group, or Coordinating Committee member(s) that created the statement.

If the Coordinating Committee does not have the expertise to evaluate a request, they may request additional input from a task force, working group, or individual ICOLC members. Feedback from those experts will be considered before further evaluating the request.

If declining to approve, the Coordinating Committee will provide an explanation to the Requester within ten business days.

Outcomes and Dissemination Process:

For statements endorsed by the ICOLC Coordinating Committee (either ICOLC- or externally-generated; endorsed in full or in part), the Coordinating Committee will determine the appropriate method for communicating the endorsement.

Potential communication / distribution methods may include, but are not limited to:

- Letter of support
- Posting on the ICOLC website
- Posting on social media
- Adding ICOLC as a formal endorser on an external document/form
- Distributing via the ICOLC Listserv
- Responding to a vendor on behalf of ICOLC
- Allowing use of ICOLC name on external website or other materials

For external statements endorsed only by individual ICOLC members, the Requester or external organization will determine how to communicate the endorsement.

Notes:

ICOLC CC will review publicly posted statements annually and archive items as appropriate.

Process approved by the ICOLC Coordinating Committee on January 20, 2022.

For further information or to submit a request, please the contact the ICOLC Coordinating Committee directly by writing to icolccoord@lyralists.lyrasis.org.