Governance Structure

ODIN (the Online Dakota Information Network) is a North Dakota University System Entity

The North Dakota University System includes 11 institutions (two world-class research institutions, four outstanding regional universities and five vibrant community colleges). NDUS aims to enable people in North Dakota to succeed by providing the most accessible education in the nation.

Subject to 1901.3 Information Technology Approval Process

Communications regarding ODIN should be addressed to:
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STATEMENT OF ORGANIZATION AND OPERATION

Original Statement of Organization and Operation, August 29, 1988
2nd Revision Effective July 1, 1991
3rd Revision Effective October 1997
Revision Drafted & Up-For-Approval, May 18, 2018

The ODIN Executive Steering Committee, the ODIN Advisory Council, the Director of ODIN, the NDUS Vide Chancellor of Information Technology, and all other interested parties have reviewed the governance structure and policies prescribed herein for the operation of ODIN. The following represents the revised Organization and Operational guidelines recommended as a result of that review. When approved by the NDUS Vice Chancellor for Information Technology and the Director of the ODIN System, this document is to be considered to be effective as of MM DD, YEAR.

This document is subject to periodic review when requested by a 2/3 vote of the ODIN Advisory Council.

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Consortium of ODIN Member Libraries

Purpose

The Online Dakota Information Network (hereafter ODIN) is a consortium of North Dakota University System (hereafter NDUS) academic libraries, private academic libraries, public libraries, K-12 libraries and special libraries across North Dakota. ODIN is an entity of NDUS. Its 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. ODIN supports the shared mission of member libraries to contribute to the intellectual and cultural growth of the user base. The libraries vary in size and are located across North Dakota. Consortium funding is provided by annual contributions from member libraries & legislatively appropriated dollars. The consortium has a 7-member Executive Steering Committee and an Advisory Council of Library Leads, consisting of one lead staff of each member library. Management and administration of the consortium is coordinated by a Director of ODIN who is employed by Core Technology Services of the NDUS. ODIN libraries provide a broad range of both physical, electronic and digital materials. Member libraries also provide services and programming to serve all ages and diverse populations. Some member libraries work in close partnership with neighboring libraries in Minnesota, Montana, North Dakota and South Dakota. It is important to note that a Library Lead is a top-level management staff person at a member library.

Organization

The Consortium of ODIN is a self-supporting organization. Member libraries pay fees according to a funding formula approved by the ODIN Advisory Council. The Director of ODIN is responsible for the ODIN budget and works with the Executive Steering Committee to arrive at financial decisions that will be approved by the full ODIN Advisory Council. The Director of ODIN has decision-making authority in the assignment of ODIN Office staff resources.

Membership

ODIN includes all NDUS academic libraries as well as some private college and university libraries, state government libraries, public libraries, school libraries, and special libraries. Membership in the Consortium requires that a library load their bibliographic records into the ODIN shared catalog, allow all Consortium members to search their own collections, and agree to participate in interlibrary loan activities with the other Consortium members.

ODIN Executive Steering Committee (hereafter OESC)

Purpose

The ODIN Executive Steering Committee advises the ODIN Advisory Council (hereafter OAC) and the Director of ODIN on issues affecting ODIN during the interim time between Council meetings. The OESC makes recommendations on initiatives, priorities, and policies/procedures to the OAC with consideration of the alignment of resources with those recommendations. If such recommendations need swift action, the OESC will email the ODIN-DIRECTORS list to inform OAC members and request a fiscally-responsible vote.

Membership

The OESC represents the three types of libraries that currently make up the Consortium: 1) academic libraries, 2) public libraries, and 3) school libraries.

Voting members of the OESC include, by type:

- Academic Libraries   - 2 elected
- Public Libraries   - 1 elected
- Member at-large   - 1 elected
- School Libraries   - 1 elected
- State Librarian   - 1 by position
- ODIN Advisory Chair   - 1 by position
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Ex officio members include the Director of ODIN and ODIN Office staff. Other ex-officio may be added as needed to provide additional information to the committee.

Elections

The OAC Chair will be the Chair of the OESC. Members will be elected at the spring meeting of the committee and elected members serve a two year term and are eligible for a second term. Individuals unable to complete their term need to submit their resignation to the OESC chair and will be replaced by an appointment from the OAC. The appointed replacement term will count as one term for that individual. Initial terms began Sept 2017 and members were appointed.

Meetings

Meetings will be held a minimum of monthly and as needed. The initial meeting was held November 21, 2017.

Responsibilities

The responsibilities of the OESC members include:

- Review ODIN initiatives at a strategic level and guide decisions on behalf of the ODIN Advisory Council during the interim times between council meetings. Decisions will be consistent with ODIN's vision and mission.
- Receive recommendations from the OAC and report on or recommend actions to be taken to the OAC.
- Serve as a well-informed and engaged advocate of ODIN library services.
- Create a Strategic Plan for ODIN to be approved by OAC
- Review policies at least every three years or as directed by the OAC
- Attend and actively participate in meetings.

    *Roberts Rules of Order will be followed.

Reporting

The OESC will place all committee documentation on the ODIN web site and provide information back to the OAC member libraries.

ODIN Advisory Council (OAC)

Purpose

The purpose of the ODIN Advisory Council is to provide advisory opinions to the Director of ODIN as well as recommend initiatives for OESC to deliberate and provide feedback on. The OAC also receives ideas from ODIN User Groups and the OESC. The OAC reviews Consortium priorities and provides focus and direction for OESC when needed. The OAC has fiscal authority to initiate implementation of approved projects.

Membership

The OAC is comprised of the leads from each member library.

Elections

The ODIN Advisory Council is led by a Council Chair. The Council Chair is elected from OAC members by majority vote of OAC members present (or proxies) at the spring meeting of the Council. The chair will serve a term of two years, with the ability to succeed once.

Meetings

Members of the Consortium will meet a minimum of two times per year (Spring & Fall); quarterly meetings are encouraged. Each member library has one vote. A proxy letter must be received by the Council Chair at least 48 hours prior to 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

1. Provide direction and input to the Executive Steering Committee concerning operation, services, and long-range planning for member libraries
2. Review actions of the Executive Steering Committee
3. Inform themselves, their staffs, and users of current and potential issues and decisions affecting ODIN
4. Advise the Director of ODIN
5. Vote on recommendations from OESC

Reporting

The OAC will place all documentation on the ODIN web site.

ODIN User Group (OUG)

Purpose

The User Group assesses and prioritizes the recommendations of the User Groups and Work Groups and communicates these to the OAC Chair.

Membership

Every member of a User Group is from a member library. Disciplines are:

Acquisitions	System Librarians (Academics)
Serials	Circulation (Publics/K12)
Circulation (Academics)	Interlibrary Loan (Publics/K12)
Interlibrary Loan (Academics)	Cataloging (Publics/K12)
Cataloging (Academics)	Discovery Interface (Publics/K12)
Discovery Interface (Academics)	System Librarians (Publics/K12)

Elections

For each of the User Groups, the User Group membership elects from its own members a Chair who may hold the position for up to three years. A new Chair may be elected every three years or when a vacancy occurs. Majority elects.

Meetings

The User Group meets in conjunction with the meetings of the OAC & may occur online. When appropriate, the User Group may designate a member to update the OAC on an issue pertaining to the interests of the User Group

Responsibilities

Discuss the issues pertaining to a User Group discipline and discuss resolutions

Reporting

Minutes shall be taken and filed with the OAC & the Director of ODIN. OUG minutes will be posted in the User Group section of the ODIN web site.

ODIN Work Groups (OWG)

Purpose

The Work Groups assess, enhance, and advance the software and services shared by the Consortium. These groups address specific concerns.

Membership

The Work Groups are made up of no more than 10 members in each discipline:

Acquisitions/Serials	Circulation/Interlibrary Loan (Publics/K12)
Circulation/Interlibrary Loan (Academics)	Cataloging (Publics/K12)
Cataloging (Academics)	Discovery Interface/Systems (Publics/K12)
Discovery Interface/Systems (Academics)	

Each Work Group is responsible for organizing and conducting the direction of the Work Group. Each User Group determines the method of selecting its Work Group members.

Meetings

The Work Groups meet only as needed.

Responsibilities

The Work Groups are responsible for providing organized opportunities to:

- Communicate the needs and expertise of their work to the appropriate User Group
- Communicate policy-related information and recommendations from Work Group members to the appropriate User Group
- Identify, assess and communicate to the User Group any application-related enhancements

Reporting

Minutes shall be taken and filed with the appropriate User Group Chair & the Director of ODIN. OWG minutes will be posted in the Work Group section of the ODIN web site.

Revised & Adopted June 12, 2018 by ODIN Advisory Council email vote