

# ODIN Governance Structure

## The Online Dakota Information Network (hereafter ODIN) is a North Dakota University System (hereafter NDUS) Entity

Management and administration of the consortium is coordinated by a Director of ODIN who is employed by Core Technology Services of the NDUS. ODIN purchases are subject to the Information Technology Approval Process

Communications regarding ODIN should be addressed to:

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## STATEMENT OF ORGANIZATION AND OPERATION

### Consortium of ODIN Member Libraries

#### Purpose

ODIN is a consortium of NDUS academic libraries, private academic libraries, public libraries, K12 libraries and special libraries across North Dakota. **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. 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 and legislatively appropriated dollars. The consortium has a 7-member Steering Committee and an Advisory Council. **ODIN supports a Library Services Platform for Academic libraries and an Integrated Library System for the Public/School & Special libraries.** 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 and South Dakota.**

#### Organization

ODIN receives a state legislative appropriation for salaries and databases with all other expenses to be self-supporting through membership fees. Member libraries pay fees according to a cost formula approved by the full ODIN Advisory Council (hereafter OAC). The Director of ODIN creates the ODIN budget each year. The Steering Committee recommends financial options to fund new projects that must be approved by the full

OAC. The Director of ODIN has final decision-making authority in the assignment of all ODIN resources, including ODIN staff.

## **Membership**

ODIN includes all NDUS academic libraries as well as some private college and university libraries, state government libraries, public libraries, K-12 libraries, and special libraries. Membership in the consortium requires that individual libraries load their bibliographic records into a shared catalog (which matches library type), allows all consortium members to search their own collections, and agrees to participate in interlibrary loan activities with other consortium members. It is also expected that searching may occur across systems.

# **ODIN Advisory Council (hereafter 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 the ODIN Steering Committee (hereafter OSC) to deliberate and provide feedback on. The OAC also receives and acts on ideas from ODIN User Groups and/or the OSC. The OAC reviews consortium priorities and provides focus and direction for OSC when needed. The OAC has final fiscal responsibility to decide how member libraries pay for approved 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 (majority vote of all OAC Directors or proxies voting). 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 their term, they need to submit their resignation to the Director of ODIN who will appoint their replacement through the end of the respective term. Each ODIN member library Director (or equivalent) has one vote.**

## **Meetings**

Members of the OAC will meet quarterly either online or face-to-face]. Each member library has one vote when a vote is needed. 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. The ODIN Advisory Council meeting is led by the OAC Chair (**in case of absence, Vice Chair or appointed designee**). ODIN Office staff takes care of meeting logistics, prepares an agenda and records the minutes.

## Responsibilities

1. Provide direction and input to the OSC concerning operations, services, and long-range planning for member libraries
2. Review actions of the OSC
3. Inform themselves, staffs, and users of current/potential issues/decisions affecting ODIN
4. Advise the Director of ODIN on library issues, long-range direction, etc.
5. Vote on recommendations to the Council

\*Roberts Rules of Order will be followed.

## Reporting

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

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# ODIN Steering Committee (hereafter OSC)

## Purpose

The OSC advises the OAC and the Director of ODIN on issues affecting ODIN during the interim time between Council meetings. The OSC 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 OSC will email the ODIN Directors list to inform OAC members and request a vote.

## Membership

The OSC represents all types of libraries that currently make up the Consortium: 1) academic libraries, 2) public libraries, 3) school libraries and 4) special libraries.

Voting members of the OSC include, by type:

- |                      |                 |                                    |
|----------------------|-----------------|------------------------------------|
| • Academic Libraries | - 2 elected     | (election: 1 in Dec and 1 in June) |
| • Public Libraries   | - 1 elected     | (election: June)                   |
| • School Libraries   | - 1 elected     | (election: December)               |
| • Member at-large    | - 1 elected     | (election: December)               |
| • State Librarian    | - 1 by position |                                    |
| • OAC Chair          | - 1 by position |                                    |

Ex officio members include the Director of ODIN, ODIN Office staff and the NDUS Assistant CIO of Academic Services/Communications. Other ex-officio members may be added as needed to provide additional information to the committee.

## Elections

The “School Libraries”, “Member-at-Large” and one “Academic Libraries” member will be elected in December by an online ballot (majority vote among all OAC Directors or proxies voting) beginning their term in January. The “Public Libraries” and other “Academic Libraries” member will be elected in June by an online ballot (majority vote among all OAC Directors or proxies voting) beginning their term in July. Elected members will serve a two-year term and are eligible for a second term. OSC members who are unable to complete their term need to submit their resignation to the OSC chair and will be replaced by an appointment from the Director of ODIN **through the end of the respective term.** Initial terms began September 2017 and members were elected by vote of the OAC during the September 22, 2017 meeting. **Each ODIN member School Library Director (or equivalent) has one vote for School Library representative. Each ODIN member Academic Library Director (or equivalent) has one vote for each Academic Library representative. Each ODIN member Public Library Director (or equivalent) has one vote for Public Library representative. Each ODIN member Library Director (or equivalent) has one vote for the Member-at-Large representative.**

## Meetings

Meetings are held monthly. Each OSC member has one vote when a vote is needed. The OSC meeting is led by the OAC Chair (**in case of absence, ND State Librarian or appointed designee**). ODIN Office staff takes care of meeting logistics, prepares an agenda and records the minutes.

## Responsibilities

The responsibilities of the OSC members include:

- Reviews ODIN initiatives at a strategic level and guide decisions on behalf of the OAC during the interim times between council meetings. Decisions will be consistent with ODIN’s vision and mission.
- Receives directives from the OAC and report on or recommend actions to be taken by the full OAC.
- Serves as a well-informed and engaged advocate of ODIN library services.
- Creates a new or updates an existing Strategic Plan for ODIN to be approved by full OAC at least every three years.
- Reviews ODIN priorities at least every three years.
- Attends and actively participates in meetings.

\*Roberts Rules of Order will be followed.

## Reporting

The OSC will place all minutes on the ODIN web site.

# ODIN User Groups (ACADEMIC)

## Purpose

Any academic OAC User Group is responsible for assessing and/or prioritizing recommendations of their respective discipline. Any major issues or recommendations should be communicated to the OAC Chair.

## Membership

Every member of an Academic User Group is from an academic member library. A listserv exists to take care of issues between meetings.

## Elections

An academic User Group Chair is elected in December by an online ballot (majority vote among User Group listserv members voting) **or consensus within User Group**. The term of a User Group Chair is two years beginning in January. **If a Chair is unable to complete their 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 and online is preferred. The User Groups may meet face-to-face. Each User Group library has one vote when a vote is needed. When appropriate, the Chair of the User Group updates the OAC Chair with any issues pertaining to the interests of the User Group.

## Responsibilities

The responsibilities of a User Group include:

- Discussing issues pertaining to a discipline (e.g. Cataloging, Circulation, etc.)
- Providing recommendations to OAC Chair for any recommended actions that need approval or from a monetary standpoint.
- Sharing knowledge with peers.
- Creating and reviewing policies relating to disciplines (e.g. Circulation, Cataloging, etc.)
- Attending and actively participating in meetings.

## Reporting

Any academic User Group will place all minutes on the ODIN web site.

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# ODIN User Groups (PUBLIC/K12/SPECIAL)

## Purpose

Any public/K12/special OAC User Group is responsible for assessing and/or prioritizing recommendations of their respective discipline. Any major issues or recommendations should be communicated to the OAC Chair.

## Membership

**Every** member of a public/K12/special User Group is from a public/K12/special member library. A listserv exists to take care of issues between meetings.

## Elections

A public/K12/special User Group Chair is elected in December by an online ballot (majority vote among User Group listserv members voting) **or consensus within User Group**. The term of a User Group Chair is two years beginning in January. **If a Chair is unable to complete their 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 and online is preferred. The User Groups may meet face-to-face. Each User Group library has one vote when a vote is needed. When appropriate, the Chair of the User Group updates the OAC Chair with any issues pertaining to the interests of the User Group.

## Responsibilities

The responsibilities of a User Group include:

- Discussing issues pertaining to a discipline (e.g. Cataloging, Circulation, etc.)
- Providing recommendations to OAC Chair for any recommended actions that need approval or from a monetary standpoint.
- Sharing knowledge with peers.
- Creating and reviewing policies relating to disciplines (e.g. Circulation, Cataloging, etc.)
- Attending and actively participating in meetings.

## Reporting

Any public/K12/special User Group will place all minutes on the ODIN web site.

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## General Information about NDUS

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

## 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 ready for approval and vote after February 8, 2020 meeting*

The ODIN Steering Committee, the ODIN Advisory Council, the Director of ODIN, an NDUS Assistant CIO, and all other interested parties have reviewed the governance structure and information prescribed herein for the operation of ODIN.

*This document is subject to periodic review.*