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Description automatically generated Committees

A summary of V-Cat Committees according to the [V-Cat Bylaws](https://wvls.org/wp-content/uploads/2021/08/V-Cat-Bylaws-REVISED-2021.03.20.pdf) and additional V-Cat documentation.

* Committees are created based on recommendations of WVLS staff or the V-Cat Council.
* The V-Cat Chair shall appoint committee members as necessary.
* Committees must have at least three members.
* Terms on committees are for one year, or until such time as new appointments are made.
* Current membership for active committees is available on the linked page of the WVLS website.

[**V- Cat Bibliographic/Interface Committee**](https://wvls.org/v-cat-bib-interface/) (standing committee, active)

**Membership:** V-Cat library staff most actively involved in creating or maintaining bibliographic records, including two representatives from the resource library, V-Cat Database Support Specialist, V-Cat Administrator.

**Meets:** 5-7 times per year. Usually in March, May, July or August, October, and December or January.

**Charge:** Address concerns or projects related to creation and maintenance of bibliographic records and discoverability of library materials and information. Determine standards for V-Cat bibliographic records.

[**V- Cat Cooperative Circulation Committee**](https://wvls.org/v-cat-coop-circulation/) (standing committee, active)

**Membership:** One representative from each county, two representatives from the resource library, V-Cat Administrator.

**Meets:** 5-7 times per year. Usually in March, May, July or August, October, and December or January.

**Charge:** Address concerns or projects related to circulation, material sharing between libraries, and patron records. Working towards unification of loan rule facets and standardization of patron record fields.

[**V-Cat Executive Committee**](https://www.wvls.org/v-cat-consortium/)(standing committee, meets as needed)

**Membership:** V-Cat Chair, V-Cat Past Chair, V-Cat Chair Elect, V-Cat Administrator, WVLS Director and WVLS Business Manager.

**Meets:** As needed.

**Charge:** Conduct business between regularly scheduled meetings should the need arise.

**V- Cat Migration Committee** (standing committee, inactive)

**Membership:** 2 members from the resource library, 4 from medium to medium-large libraries, 2 from small public libraries, V-Cat Administrator, V-Cat Database Support Specialist.

**Meets:** As needed. Monthly when active.

**Charge:** Make necessary decisions regarding migration of data from one library software to another. Provide guidelines and tutorials for library staff to prepare for migration. Assist with training materials for the new system.

**V- Cat PR/Communications Committee** (standing committee, inactive)

**Membership:** At least three members from member libraries, WVLS staff.

**Meets:** As needed.

**Charge:** Create promotional and training materials for library users when the need arises.

**V- Cat ILS Evaluation and Review Committee** (proposed committee that may begin meeting in February 2022)

**Membership:** 2 members from the WVLS resource library, 4 from medium to medium-large libraries, 2 from small public libraries, V-Cat Administrator, V-Cat Database Support Specialist.

**Meets:** As needed. Monthly when active, with possible small group working meetings between.

**Charge:** Explore other Integrated Library Systems (ILS) / Library Services Platform (LSP) and their viability for V-Cat. Consider collaboration opportunities with Northern Waters Library Service. Make a recommendation to V-Cat Council to re-negotiate the current contract or negotiate a new service contract with another ILS / LSP vendor.

**V-Cat Nominating Committee** (ad hoc committee)

**Membership:** The Past-Chair serves as Chair of the Nominating Committee, at least two other members.

**Meets:** Annually. Usually during a break at the February V-Cat Council meeting.

**Charge:** Produce at least one nominee, or a slate of candidates for the position of V-Cat Chair Elect.

[**WVLS V-Cat Steering Committee**](https://wvls.org/wvls-v-cat-steering-committee/) (WVLS Board of Trustees Committee)

**Membership**: WVLS Board of Trustees President, 3 other WVLS Trustees, WVLS Director, V-Cat Administrator, 1 member from the WVLS resource library, 3 members from medium to medium-large libraries, and 2 members from small libraries.

**Meets:** Annually in March. Additional meetings as needed.

**Charge:** To effectively review V-Cat bylaws and committee structure with the final outcome being a more active and participatory V-Cat membership that adheres to the set V-Cat procedures. Develop the annual V-Cat budget with the guidance and final approval of the WVLS Board.