The MINITEX Policy Advisory Council of the Minnesota Higher Education Services Office (MHESO)

Statement of Purpose

The MINITEX Policy Advisory Council shall advise MHESO and the MINITEX Director in determining policy regarding MINITEX activities, including MnLINK, in planning, development, and evaluation of the programs and services of the MINITEX Library Information Network.

The Council shall:

1) advise MHESO on the development of policy to fulfill the MINITEX mission “to enhance the effectiveness and efficiency of participating libraries by expanding their access to . . . information resources”;
2) represent the constituency groups served by the MINITEX Office;
3) advise MHESO on the direction and performance of programs of the MINITEX Library Information Network;
4) provide opportunities to communicate with the library constituencies served by MINITEX;
5) provide a base for input and recommendations to improve services provided by MINITEX;
6) assist MHESO and MINITEX staff in identifying opportunities for service to and for discussion of issues of concern from MINITEX libraries.

APPOINTMENT: Appointment to the MINITEX Policy Advisory Council shall be made by the Director of MHESO upon nomination by the directors, or their designee, of the libraries in each constituency group except in the case of the University of Minnesota Twin Cities Campus. The University Librarian designates the representative of the University of Minnesota Twin Cities Campus Libraries.

CONSTITUENCY GROUPS: The constituency groups represented on the MINITEX Policy Advisory Council are:

City and County Libraries                 State Universities Libraries
Community Colleges Libraries              Technical Colleges Libraries
County Libraries                          University of Minnesota Coordinate Campus Libraries
Private Colleges Libraries                University of Minnesota Twin Cities Campus Libraries
Regional System Libraries                 K12 School Media Libraries
State Government Libraries
Multitype Library Systems

TERMS OF SERVICE: MINITEX Policy Advisory Council appointments are for three years with one-third of the terms expiring at the end of each fiscal year (June 30).

REPRESENTATION OF OTHER STATES USING BASIC MINITEX SERVICES: The North Dakota State Library and South Dakota State Library may have a representative on the Council (non-voting).
**EX-OFFICIO MEMBERS**: The Director of State Library Services and School Technology (a unit of the Minnesota Department of Education designated as the Minnesota state library agency), or his/her designee, is an ex-officio (non-voting) member of the Council. The MnSCU Director of Libraries, or his/her designee, is an ex-officio (non-voting) member of the Council. The MnLINK Interim Director, or his/her designee, is an ex-officio (non-voting) member of the Council.

**RELATIONSHIP TO MHESO**: The MHESO staff, with the assistance of the MINITEX Office, is responsible for:

a) Establishing meeting dates and agendas for the Council.
b) Recording the deliberations and actions of the Council.

**COUNCIL ORGANIZATION**: The MINITEX Policy Advisory Council provides a forum for active exchanges among MHESO Staff, the Director of MINITEX, and advisors. The Council may select a chairperson and vice chairperson. All meetings shall be open to the public. The Council meets quarterly.

**Appointments of Constituency Groups to the MINITEX Policy Advisory Council**

The following Constituency Groups elect their representatives and notify the MINITEX Director, who will notify MHESO of the representatives’ names, libraries, and addresses and the appointments are made by MHESO.

- Community College Libraries
- Private College Libraries
- State Government Libraries
- State University Libraries
- Technical College Libraries
- University of Minnesota Coordinate Campus Libraries

The representatives for the following Constituency Groups are appointed by the MDE’s State Library Services & School Technology and have their elections for a representative handled by that unit of MDE. MHESO is notified of the representatives’ names, libraries, and addresses and the appointments are made by MHESO.

- City and County Libraries
- County Libraries
- K12 School Media Libraries
- Multitype Library Systems
- Regional Public Library Systems

The State Librarians of North Dakota and South Dakota notify MHESO who their representative will be, and the appointments are made by MHESO.

(revised 3/05)