

# Integrated Library System (ILS) Liaisons Charge

Last revised: 1/6/14, Melvyl Operations Team

## University of California Libraries

Charged by CDL Melvyl Operations Team and approved by Melvyl Advisory Group 3/13/13

Members confirmed by the Melvyl Operations Liaisons 3/29/13

## Summary and Background

Request and Melvyl use information from local campus library systems to provide user-friendly displays and to route requests for resource sharing. This information includes shelving location names and circulation status. ILS Liaisons work with CDL to keep the CDL Melvyl and Request teams apprised of changes to local systems. Currently, ILS Liaisons use CDL wikis to communicate changes.

## Tasks Include

Liaisons are responsible for informing CDL when:

- Location names are added or changed
- New location codes are used in LHRs
- Locations are deleted from LHRs and/or the local ILS.
- Circulation status messages change in the local ILS

## Communications

Communication is by wiki and email between the ILS Liaison and the Resource Sharing Team. The listserv for this group is ILS-L@UCOP.EDU. ILS Liaisons may contact the Resource Sharing Team at [vdxtrouble-l@ucop.edu](mailto:vdxtrouble-l@ucop.edu) if they need assistance.

## Membership and Terms of Appointment

Each campus will have at least one ILS Liaison. The campus Melvyl Operations Liaison appoints or coordinates the appointment of the ILS Liaison(s), and CDL manages the group. Appointment is indefinite. The roster of ILS Liaisons is posted on the CDL website.

## **Document History**

1/6/14 Added new listserv: ILS-L@ucop.edu.