

South Dakota Titles to Go Collection Development Committee

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1. Name

The name of this group shall be South Dakota Titles to Go (SDTTG) Collection Development Committee which serves the SDTTG consortium of member libraries participating in a shared digital collection.

2. Purpose

The purpose of this committee is to develop and manage the consortium's shared digital collections which are currently provided through a contract with OverDrive.

The Committee will serve in an advisory and facilitative role when proposals or matters that may affect the consortium are presented, the Committee may gather information, provide a recommendation, and facilitate member input and voting, when appropriate.

2.1 South Dakota State Library

As part of its role in supporting statewide library services, the South Dakota State Library may collaborate with SDTTG. Within the scope of these bylaws, this collaboration may include, but is not limited to, communicating with OverDrive, sharing information with member libraries, assisting prospective member libraries, and providing other administrative support as resources allow. The level of support may vary based on the State Library's priorities, capacity, and available resources.

3. Consortium Membership

Member libraries are divided into six pricing tiers, based on the population of the legal service area as listed in the most recent Institute of Museum and Library Services (IMLS) data.

- a. Tier one (1) libraries have a legal service area population of 1,500 and under.
- b. Tier two (2) libraries have a legal service area population of 1,501 through 4,000
- c. Tier three (3) libraries have a legal service area population of 4,001 through 10,000.
- d. Tier four (4) libraries have a legal service area population of 10,001 through 20,000.
- e. Tier five (5) libraries have a legal service area population of 20,001 through 30,000.
- f. Tier six (6) libraries have a legal service area population of 30,001 through 100,000.

4. Committee Membership

4.1 Composition

The committee shall be made up of five members from public libraries that are current members of the consortium.

There are four tier-specific positions and the fifth shall permanently be an “At-Large” position, which can represent any tier. They are classified as follows:

- a. Tier 1: Pricing tier 1 libraries. Legal service area population of 1,500 and under
- b. Tier 2: Pricing tier 2 and 3 libraries. Legal service area population of 1,501 to 10,000
- c. Tier 3: Pricing tier 4 libraries. Legal service area population of 10,001 through 20,000.
- d. Tier 4: Pricing tier 5 and 6 libraries. Legal service area population of 20,001 through 100,000.

For the rest of this document, the word “tier” refers to these purchasing committee tiers, and not the six pricing tiers.

Each tier shall be represented, unless the conditions in section 4.5b occur.

Representatives from one tier shall never constitute a majority of committee members.

4.2 Additional Members

Additional members may be added to the committee as needed. The decision to add one or more members to the committee shall be determined by a simple majority vote of the existing members of the committee.

4.3 Terms Length

Terms are for three years, beginning on January 1, and ending December 31.

Terms shall be staggered as much as can be reasonably balanced.

- a. For example, Tier 1, Tier 3, and the At-Large position may expire in one year, with Tier 2 and Tier 4 positions expiring the following year. This cycle shall continue thereafter.

4.4 Appointment/Election of Members

- a. When a member's term ends, interested candidates from the same tier shall be considered, and if there are multiple candidates, directors of libraries within that tier shall vote to select the new committee member.
- b. If at the end of a member's term, there is no one new from a library in that tier who wishes to be on the committee, the member may be reappointed by the committee Chair. The exception is if the member has been filling a tier-specific position, but is part of another tier, then the position must be opened up as in 4.5b and 4.5c.

4.5 Vacancy for Tier-Specific Position

- a. If there is a vacancy for a tier-specific position, anybody employed in a library within that tier is eligible to fill that position.
- b. If nobody from that tier is interested in the position, then it will be opened to a representative from any consortium member library.
- c. If someone from a different tier is selected, that person may serve the full or remaining term, regardless of whether someone from the designated tier expresses interest in the committee position at a later date.

4.6 Resignation

Any member may resign at any time by submitting written notice to the Chair.

4.7 Mid-Term Vacancies

In case of a mid-term vacancy, the Chair of the committee may appoint a replacement.

5. Committee Officers

The officers of the committee shall be the Chair and Secretary.

5.1 Election

Both positions shall be elected from the committee membership during the annual SDTTG committee meeting. Voting may be conducted in person, by conference call or by email.

5.2 Prior Consent

No person shall be elected without their prior consent.

5.3 Term

The term shall begin on January 1st following the meeting at which they were elected and end on December 31 of the same year.

5.4 Succeeding Terms

No person may serve more than two successive terms as Chair or Secretary.

5.5 Vacancies

In case of a vacancy, a majority of the remaining committee members will appoint a replacement from the current purchasing committee membership to fill the term for the remainder of the year.

5.6 Duties

The Chair shall preside over and conduct meetings, appoint all committees, serve as an ex officio member thereof, and with the assistance of the State Library, maintain a list of members with their contact information, and notify the members of the time and place of meetings.

The Secretary shall record attendance, take and prepare minutes of all meetings, and distribute them in a timely manner.

6. Meeting of Members

6.1 Annual Meeting

The committee shall meet annually by conference call or electronically on a date chosen by the chair with the consensus of the committee.

6.2 Quorum

A simple majority of the committee shall constitute a quorum.

6.3 Special Meetings

Special meetings of the committee for any purpose may be called at any time by the Chair or by any two or more members of the committee.

6.4 Notices

Notice of any meeting shall be given to consortium membership by the Chair. Notice may be given either personally, by telephone or by sending a copy via email to the member's

email address listed with the Chair. Notice of any meeting, regular or special, shall be sent at least six (6) days in advance of the meeting and shall set forth in general the nature of the business to be transacted.

6.5 Procedures

Except as otherwise stated in the bylaws, all procedures of this committee shall be governed by Robert's Rules of Order Newly Revised, 11th Edition.

7. Amendments

These bylaws may be amended at any meeting of the committee by a two-thirds vote of the full committee membership, provided that notification of the proposed amendment has been sent to each member at least six (6) days prior to the meeting.