Alma Coordination Team Charge

**Background:** In our vision statement we assert that we intend to “create synergies among the partner universities to enable the success of learning and scholarship.” One of the key technologies enabling this work going forward will be the Alma/Primo platform. The Alma Implementation Management Team (AIMT) has worked hard over the past two years to implement the Alma/Primo environment. With the implementation being completed, the WRLC Steering Committee is disbanding AIMT and the Primo Implementation Task Force, but considers it essential that we coordinate activities in the new, shared environment. An Alma Coordination Team is being formed to that end. The Team will include representation from each Alma library with a separate institution zone.

**Charge:** The Alma Coordination Team (ACT) is responsible, in collaboration with WRLC headquarters staff, for overall coordination of decision making in the shared Alma/Primo environment.

**Anticipated deliverables:**
- Oversee development of policies regarding use of the Alma network zone, use of the Alma sandboxes, as well as other Alma/Primo issues which affect multiple institutions.
- Oversee documentation of shared configuration decisions and requirements.
- Coordinate and prioritize enhancement requests and voting.
- Recommend and coordinate implementation of consortial configurations, features and updates.
- Will, in consultation with the Steering Committee, allocate specific tasks to appropriate WRLC committees and working teams. The team may recommend establishment of task forces to work on specific issues to the Steering Committee, as required.
- Advise WRLC Central staff as they represent the consortium in discussions with Ex Libris.
- Regularly scan the WRLC and global Alma/Primo environment to determine whether or not something is needed that has not been addressed by the charge or any consortial conversations to date, and bring those issues to the Steering Committee’s attention.

The Team reports to the Steering Committee and will provide the Committee with regular updates on its work. The Team is appointed through August 31, 2019 and will present a summary of its activities in a report to the Steering Committee, due August 5, 2019. At that time the Steering Committee will determine if there is a continuing need for the team and will draft a new charge if this proves desirable.

Outside the scope of the team’s responsibilities are:
- financial/budgetary concerns
- policy on metadata format/content