

# Cornell University Library (CUL) FOLIO Steering Committee

March 16, 2021

## Overview

The FOLIO project aims to facilitate a sustainable, community-driven collaboration around the creation of a modern technology ecosystem that empowers libraries through open-source applications to manage library resources and expand library value. At the heart of FOLIO is an open source, cloud-ready application framework that is designed to support collaboration among development teams. It is also designed to enable vendors, libraries, tenants, and users to configure their experience to an unprecedented level. We see FOLIO as an “innovation platform” in which librarians and software developers can work together to imagine and create new kinds of library services.

CUL implemented FOLIO between 2020 and 2021. The implementation and continued maintenance of this new system has an impact on the business operation of the Library.

The goal of the CUL FOLIO Steering Committee is to ensure that CUL’s FOLIO implementation serves CUL’s business needs in a sustainable way. This will be achieved through:

- Enhancing horizontal and vertical coordination;
- Coordinating systematic change;
- Promoting standard business rules; and
- Documenting and promoting shared understanding.

## Steering Committee Charge

The CUL FOLIO Steering Committee is charged by the Library Executive Group (LEG).

The Steering Committee will serve as the governing body overseeing the management and evolution of CUL’s FOLIO implementation, with the goals of:

1. Management
  - a. Vet and approve proposed Settings and Policy changes
  - b. Ensure continuity across CUL for FOLIO apps that cross multiple departments (ex: Notes, Tags, custom fields); mediate across various functional needs
  - c. Manage technical debt
  - d. Ensure the development of documentation of procedures, policies, and requirements
2. Change Management
  - a. Facilitate enhancement requests
    - i. Utilize draft Project Proposal forms
    - ii. If approved, forward to FOLIO Development Community
    - iii. For Enhancement requests rejected by FOLIO Development Community; re-review and consider whether to propose internal resource allocation for development
  - b. Ensure that CUL does not undertake local development that deviates from the FOLIO core code.
  - c. Provide oversight of FOLIO adjacent tools development and implementation (ex: LTS Workflows; spine labeling, LDP)
  - d. Determine if and when we implement new FOLIO applications
    - i. Evaluate new features from the FOLIO development community and recommend/plan for adoption
    - ii. Follow release notes for significant changes and assess the impact to CUL
3. Facilitate communication across CUL about product updates or changes in functionality

The Steering Committee:

The Committee must include representation from across CUL and meet at least monthly.

The FOLIO Steering Committee should be led by a convener. This convener will also:

- Coordinate with CUL's hosting provider (EBSCO)
- Provide vendor and contract management
- Coordinate scheduled downtime
- Monitor FOLIO development for new features for committee consideration
- Follow release notes for significant changes and assess the impact to CUL
- Coordinate with subject matter experts (SMEs) within CUL to manage the ongoing implementation of FOLIO within CUL

In addition to the convener, Committee membership must include the following representation:

- 1 Access Services
- 1 Information Technology
- 1 Technical Services &ERM
- 1 Public Services
- 1 Finance
- 1 RAD
- 1 Assessment
- FOLIO Product Council Representative if CUL is represented on the Product Council
- FOLIO Community Council Representative if CUL is represented on the Community Council

The Steering Committee is proposed as a standing committee, and as such, the work will be iterative and ongoing, and the processes and procedures developed by the Committee should document and reflect a continuous improvement approach.

Each committee member is responsible for:

- Representing the interests of their department and similar departments when making decisions and recommendations;
- Assisting in implementing standards and new business processes relevant to their departments;
- Facilitating communication between the committee and the subject matter experts; and
- Designating a proxy in the event of an absence.