# MOBAC (Monterey Bay Area Cooperative Library System)

Welcome to the Reference Committee! We hope this handy sheet will help you acquaint yourself with MOBAC and the process of participating in the committee.http://www.mobac.org/members/images/trim.gif

Go to [www.mobac.org](http://www.mobac.org) to learn more about our organization. On the website you will find the following;

**Directory:** click on Email reflectors from the drop down menu to join the Reference Committee listserv (Google group). There are instructions on how to join (subscribe) at the bottom of the page. Hint: sometimes it takes more than a day to register. So do it now and it won’t be a problem later on! In addition to the Reference Committee listserv, you may want to join the MOBAC Information listserv, which is used for general announcements such as job openings.

This is a good time, too, to click on Member Libraries from the same drop down menu to make sure that staff and emails for your library are accurate.

The directory is a quick resource, too, for PLS (Pacific Library System) contact information (under “Administrative Offices”).

**Committees:** Each committee page has a roster with current members, documents, meeting locations and dates and minutes of previous meetings. You don’t need to start from scratch to create a flyer for a workshop—look at previous ones along with evaluation forms. You can’t remember the name of the ILL person from a certain library? This is where you should look.

Take a look at the Reference Committee Roster to be sure you are listed as the member representing your library. If the information needs updating, please notify the contact person indicated on the page.

The Reference Committee also has a [wiki](http://mobacref.pbworks.com/w/page/8382770/FrontPage) where we keep some of our documents such as meeting agendas and draft minutes. Anyone can view the wiki, but to edit it, you will need to request permission. Click the “log in” link in the upper right hand corner and then the “request access” button. Please do so now, so that you will be able to edit and comment on wiki documents.

**Library Services Survey** – This section of the website lists publicly available services and technologies at MOBAC member libraries. It is a great place to see who has laptops for circulation, who provides proctoring, the cost of photocopying, etc.

There are also a variety of other resources for you to explore, including professional development information, MOBAC courier schedule, information about the MOBAC organizations, and a calendar of events.

The Reference Committee Chair(s) will provide you with the login to the MOBAC site, so that you can edit information pertaining to your library as needed. We each try to do this once a year to ensure the information about our library is current.

**Other Committee Information**

We meet once a month, with some exceptions. There is a Chairperson (or two Co-chairs) and committee members take turns taking minutes. Please email the Chairperson if you can’t attend. If you are unable to attend, you also need to identify a “proxy” (another committee member who IS attending the meeting who has agreed to be your proxy). Please provide the Chair with this information as well.

Those members who are able to do so take a turn or two each year “hosting” the meeting. This means they provide the venue for the meeting as well as some light refreshments. The schedule for signing up is on the Wiki.

If you are unable to travel to the meeting but would still like to participate, we have software called Zoom that you can use to participate remotely, either by phone, or preferably, online on a tablet or computer workstation. A few days prior to the meeting, the Chair will send out the link to attend via Zoom.

The most significant task of the committee is to put on two workshops each year, usually one in the fall and one in the spring. We try to pick topics that will be of interest to libraries of all types. Committee member involvement is crucial to making these workshops successful: coming up with ideas for topics, identifying speakers, hosting the event, doing publicity, providing refreshments, developing a feedback form or survey and tabulating results. Please consider how you can contribute to this effort!

We also take on other projects each year as the committee deems necessary or as requested by the MOBAC Directors.

DA 1/08

IL 2/08

HG 9/12

SD 6/15

AJ 8/16