

**Colorado Council of Medical Librarians  
Duties of the Library Cooperation Committee**

**Bylaws Article VII Section 5:**

A library cooperation committee, consisting of a chairperson and at least two members, shall collect information necessary for effective library cooperation, and oversee any policies related thereto.

**Duties/Guidance:**

1. Chair shall attend CCML membership and Executive Committee meetings, or shall submit reports for these meetings.
2. Chair shall prepare annual report to the membership for inclusion in April **Council Quotes**.
3. Chair shall prepare and submit annual budget to the Executive Committee.
4. Committee plans/proposals must be presented to the Executive Committee prior to implementation.
5. Committee shall compile CCML interlibrary loan statistics every 5 years, analyze and interpret data, and submit a report to CCML.
6. Committee shall provide guidance to the CCML membership regarding interlibrary loan issues and procedures.