

CHARTER of the
NATIONAL MUSEUM AND LIBRARY SERVICES BOARD

1. Committee's Official Designation.

The committee shall be known as the National Museum and Library Services Board.

2. Authority.

The National Museum and Library Services Board is established by authority of 20 U.S.C. § 9105a and in accordance of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C App.

3. Objectives and Scope of Activities

The National Museum and Library Services Board, pursuant to 20 U.S.C. § 9105a(d)(2), shall advise the Director of the Institute of Museum and Library Services (IMLS) with respect to the duties, powers, and authority of the Institute relating to museum, library, and information services.

4. Description of Duties.

The National Museum and Library Services Board shall provide the Director of IMLS with advice and recommendations on matters, as specifically outlined in 20 U.S.C. § 9105a (d) and (i):

- a. General policies with respect to the duties, powers, and authority of the Institute relating to museum, library, and information services.
- b. National awards and medals under 20 U.S.C. § 9107.
- c. Coordination with other Federal agencies and offices on museum, library, and information services under 20 U.S.C. § 9103 (f) and (g).

5. Agency or Official to Whom the Committee Reports.

The National Museum and Library Services Board reports to the Director of IMLS, who may act upon the Board's advice and recommendations.

6. Support.

IMLS shall provide support, as deemed necessary, for the National Museum and Library Services Board's performance, and shall ensure compliance with the requirements of FACA, governing statutes and regulations, and established IMLS policies and procedures.

7. *Estimated Annual Operating Costs and Staff Years.*

The estimated annual operating costs, including travel, meetings, and contract support, is approximately \$70,000 and .5 full time equivalents.

20 U.S.C. § 9105a(h) establishes the level of compensation for members of the Board, as well as requires IMLS to provide travel expenses to members when engaged in the performance of the duties of the Board.

8. *Designated Federal Officer (DFO).*

The National Museum and Library Services Board's DFO shall be a full-time or permanent part time IMLS employee, and shall be appointed in accordance with established IMLS policies and procedures.

The DFO is required to be in attendance at all meetings of the Board and its subcommittees for the entire duration of each and every meeting. However, in the absence of the Board's DFO, a properly approved Alternate DFO, duly appointed to the Board according to IMLS policies and procedures, shall attend the entire duration of the meeting of the Board or its subcommittees.

The DFO, or the Alternate DFO, shall call all of the Board's and subcommittees' meetings; prepare and approve all meeting agendas; adjourn any meeting when the DFO, or the Alternate DFO, determines adjournment to be in the public interest or required by governing regulations or IMLS policies and procedures; and chair meetings when directed to do so by the official to whom the Board reports (the Director of IMLS).

9. *Estimated Number and Frequency of Meetings.*

By statute, the National Museum and Library Services Board must meet at least two times a year, and at the call of the Director of IMLS.

10. *Duration.*

The need for this committee is on a continuing basis; however, unless renewed by appropriate action prior to its expiration, the charter for the Committee will expire two-years from the filing date.

11. *Termination.*

Upon the termination or repeal of 20 U.S.C. § 9105a.

12. *Membership and Designation.*

Membership of the National Museum and Library Services Board is established in 20 U.S.C. § 9105a(b):

(a) Number and Appointment.

There shall be twenty-three (23) members of the National Museum and Library Services Board.

Ten members shall be appointed by the President from among individuals who are citizens of the United States and who are specially qualified by virtue of their education, training, or experience in the area of library services, or their commitment to libraries.

Ten members shall be appointed by the President from among individuals who are citizens of the United States and who are specially qualified by virtue of their education, training, or experience in the area of museum services, or their commitment to museums.

The Director of the Institute of Museum and Library Services shall serve as Chairperson of the Board, and the Deputy Director for the Office of Library Services and the Deputy Director for the Office of Museum Services will sit as nonvoting members on the Board.

(b) Special Qualifications for Library Members.

Of the ten members appointed because of their background in library services, five shall be professional librarians or information specialists, of whom:

- (I) not less than one shall be knowledgeable about electronic information and technical aspects of library and information services and sciences; and
- (II) not less than one other shall be knowledgeable about the library and information service needs of underserved communities; and

The remainder shall have special competence in, or knowledge of, the needs for library and information services in the United States.

(c) Special Qualifications for Museum Members

Of the ten members appointed because of their background in museum services, five shall be museum professionals who are or have been affiliated with-

- (I) resources that, collectively, are broadly representative of the curatorial, conservation, educational, and cultural resources of the United States; or
- (II) museums that, collectively, are broadly representative of various types of museums, including museums relating to science, history, technology, art, zoos, botanical gardens, and museums designed for children; and

The remainder shall be individuals recognized for their broad knowledge, expertise, or experience in museums or commitment to museums.

(d) Geographic and Other Representation

Members of the Museum and Library Services Board shall be appointed to reflect persons from various geographic regions of the United States. The Museum and Library Services Board may not include, at any time, more than three appointive

members from a single State. In making such appointments, the President shall give due regard to equitable representation of women, minorities, and persons with disabilities who are involved with museums and libraries.

Members will be designated as Special Government Employees (SGE) or Regular Government Employees (RGE)

13. Subcommittees.

The Institute of Museum and Library Services, when necessary and consistent with the Board's functions and IMLS policies and procedures, may establish subcommittees, task groups, and working groups to support the Board. Establishment of subcommittees will be based upon a written determination, including the terms of reference, by the Director of the Institute of Museum and Library Services. Subcommittees must report back to the parent committee, and must not provide advice or work products directly to IMLS.

14. Recordkeeping.

The records of the National Museum and Library Services Board and any subcommittees or subgroups therein shall be handled in accordance with General Records Schedule 6.2. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. § 552.

15. Filing Date.

October 3, 2018