TRAIL WORKING GROUP
INVOLVEMENT OPPORTUNITIES

TRAIL has five working groups, four of which would welcome new members. Whether you're looking to share your skills or learn new ones, our working groups will benefit from your participation. Find information about each working group below, including Coordinator contact information. If you'd like to learn more or sign-up to volunteer, please reach out to the appropriate working group coordinator.

trail TECHNICAL REPORT ARCHIVE & IMAGE LIBRARY

	COLLECTIONS WORKING GROUP	COMMUNICATIONS WORKING GROUP	MEMBERSHIP WORKING GROUP	METRICS WORKING GROUP
Click header for more information / Click contact info for email access	*Coordinator Contact* - Jason Burton jtburton@library.ucla.edu	*Coordinator Contact* - Amy Van Epps & Kari Kozak amy_vanepps@harvard.edu; kari-kozak@uiowa.edu	*Coordinator Contact* - Monica Carroll monicac3@illinois.edu	*Coordinator Contact* - Jen Kirk jen.kirk@usu.edu
FOCUS	• Investigate series and agencies for technical reports within TRAIL's scope • Prioritize approved series for the digitization processing queue • Monitor progression of major content-related projects approved at the Annual Meeting	• Communicating TRAIL efforts and promoting TRAIL internally and externally	• Recruiting additional organizations and individuals to become members of TRAIL • Tracking organizations contacted (e.g. what years, what results/response was, etc.) • Identify appropriate librarians at institutions to contact about possible TRAIL membership.	• Responsible for coordinating the collection of all TRAIL metrics, including materials processing and membership from other working groups as well as usage statistics.
OUTCOMES	• Coordinate with Central/Arizona regarding digitization decisions and shipment timelines • Communicate with content donors	• Internal and external communication • Media kit & social media announcements • TRAIL newsletter • Maintain public website content	• Coordinates with Communications on scheduling new TRAIL member orientation sessions	• Compiles information from various institutions to document TRAIL's impact across various platforms
CURRENTLY WORKING ON	• Maintain TRAIL Guides that offer status updates on series processing inventories • Monitor progression of microcard project • Solicit reports to fill gaps in existing TRAIL-processed series	• Organization of working group workspace • Latest TRAIL newsletter issue	• Brainstorming new ways to recruit members • Revising recruitment letter and identifying organizations to recruit for TRAIL membership	• Collecting mid-year and annual statistics at appropriate times
TIME	• 3-4 hours per month (with some variation)	• 3-4 hours per month (with some variation)	• About 2 hours per month	• 1-2 hours per month (6-9 mtgs per year)
WHY JOIN?	• If you have an interest or expertise in copyright, gov docs, sci-tech librarianship, or open access, then we're your group. Whether you're a newly minted librarian or a career-seasoned one, collectively we make better decisions for TRAIL.	• We encourage anyone interested in marketing and communications to join us.	• We're a great place to learn more about TRAIL and build and sustain TRAIL's membership.	• We're a great place to learn about TRAIL's impact and how the organization's work comes together.