

March 8  
prelim. survey

## LIBRARIANS MEETING

JANUARY 11, 1992

### Staffing/Organizational Chart

An extensive discussion of the Library's staffing needs and current and future organizational setup was led by Mary, who illustrated the present and proposed changes on the Conference Room blackboard. Mary pointed out that the organization chart is quite flat with all librarians reporting directly to her as Director.

Several different approaches were attempted to break the linear aspect of the library's setup, but no definite conclusions were arrived at.

It was generally agreed that the most pressing staffing need was for an Automation person. Discussion followed as to whether this person was to be a librarian skilled in automation or a computer specialist with the ability to relate to all aspects of the library. The position of this person on the chart was also debated. Hopefully, the automation person would be knowledgeable in networks and all computer technology, including equipment; be able to give a general overview of computer use to the library; work well with the Campus Computer Center; and be accessible to faculty for library services.

Other possibilities for staff enhancement were mentioned--Supervising LTAs and graduate assistants. Eventually, we will have an associate director (or possibly, coordinator) who would serve as an intermediary between the director and the librarians. Mary pointed out that, even when this new position is in place, it is crucial that some positions (unit heads) still report directly to her.

Particularly when the library moves into the new building, several of the services at present grouped under Public Services need to be moved into another unit--Access Services (specifically, Circ, ILL, Reserve, Acquisitions, mail room, shelving). Public Services will then handle bibliographic searching, reference and instructional services.

Mary would like to see Collection Development a responsibility included in each librarian's position description. She sees this unit as comprised of a committee of librarians coordinated by the Collection Development librarian.

All Unit Heads will be responsible for cross-communication.

Mary reviewed the general points of the discussion on staffing needs for:

1. Automation services--librarian or computer expert?
2. Access services librarian--to be reconfigured.
3. Reference services librarian--straight reference (think about area of expertise) or part of public services?
4. ILL Sr. LTA--what level of responsibility?
5. Instructional media services--technical person?
6. Administrative services--clerical, receptionist.
7. Acquisitions assistance--full-time (clerk, LTA?)
8. Special collections librarian.
9. Special collections clerk.
10. Security person--half-time (possible contract).

### Planning Process Update

1. New building--architects are reviewing plans; next meeting not yet scheduled. *- Furniture 1 April*
2. Outcomes Assessment--on target.
3. Policy review
  - a. CDROM--essentially complete.
  - b. Reference--Jackie Shew reports no comments returned to her after draft circulated.
  - c. Professional development--Mary reported that she has used the new form for her evaluation and sent it along to the Dean. Mary has distributed memos to librarians in connection with self evaluation.
  - d. ILL--Tina will change this policy to add "no textbook borrowing;" she will also make a separate REC policy.
  - e. Travel--the travel plans for this fiscal year seem to be working out well and equitably, Mary reported. She added that she has not been contacted by anyone wishing to go to ALA Summer Conference, and she reminded everyone that funding has been approved for two.
  - f. Emergency planning--need to make up draft
  - g. Collection development--Kathy will send policy out for final review.
  - h. Review other policies.
  - i. Statistics--nothing new.
  - j. Software policy--to be done.
  - k. Online searches--Deb reported draft sent out. A new form has been created, is located in lower left drawer at Reference (with CDROMs). It is essentially a contract. When filled out, give to Deb who will distribute evenly among librarians to conduct search. In answer to questions as to limiting faculty searches, it was agreed that usage be monitored and that Mary be informed when

total usage approached the amount approved (\$2,000). Mary hopes that reviewing usage will determine whether research has resulted in publication, and whether usage is well distributed among the faculty, etc.

### Announcements

Mary reminded all of the visit by Resource Analysis personnel which will take place on Monday, Jan. 25.

Signe passed out a draft of the Reference Survey and asked for suggestions, additions or corrections. She said she needs someone scheduled to monitor the survey every day for two weeks (or until at least 100 surveys have been completed). This monitoring can be done by students, but other personnel may be called upon as well. The survey will begin at the end of this month.

Mary suggested to Tina that the following be included in the General Service policy: the Library's need to have an adult user responsible for library use by children.

Jackie Shewmaker announced that REC with the Medical Library will be up and going by Feb. 2.

Next Meeting has been scheduled for Monday, Feb. 15 @ 2:00.

(Agenda attached)