University of Arkansas Libraries, Fayetteville, Arkansas
Admin Group meeting
Friday, January 27, 2012
Present: Carolyn Allen, Juana Young, Judy Ganson, Jeff Banks, and Molly Boyd.

Human Resources Update
The Admin Group reviewed the comments and suggestions from the faculty regarding the Head of Special Collections and University Archivist job descriptions and made appropriate changes.

The Geosciences Librarian search committee has narrowed the field of candidates to five and is ready to begin telephone interviews.

Silas Hunt Documentary Screening
The Silas Hunt documentary film will be screened in Mullins Library Room 104 on Tuesday, February 7, from 9 to 11 a.m. Jeff Banks is also looking into the possibility of annually screening the Daisy Bates documentary in a similar way, perhaps on Daisy Bates Day. The dean would like to see a good deal of creativity in such programming, something unique and interesting to be a major draw, or maybe collaborate with other departments to incorporate into classrooms, instead of an annual, static viewing. Could the documentaries be included in the curriculum for the Diversity certificate program? Or suggest a correlating reading assignment on the Civil Rights movement in Arkansas for discussion and instruction purposes to accompany the film screening.

GWLA Memorandum Draft for Print Repositories
The Greater Western Library Alliance (GWLA) sent a draft of the memorandum of understanding between member institutions for the shared print repository. It outlines storage obligations of member institutions, ownership and maintenance of retained journals, operational costs, disclosure, access and use, duration of agreement, discontinuance of participation, and termination policies. This program begins with annual reviews and focuses on specific content, which will later combine with the WEST print repository.

The Libraries’ committed to retaining the Annual Review of Nuclear and Particle Science, and the Annual Review of Physiology for this shared print repository. We have also received four requests from member institutions for journals from our collections to fill in gaps in theirs. As a policy, we will not break up a full run of print journals to supplement others’ partial runs. If we do send journal titles, we will treat them as a transfer to offsite rather than a withdrawal from our collections. We must treat such journals as loans in order to keep track of state funded materials.

Strategic Initiatives and Goals
The Admin Group reviewed the Strategic Initiatives and Goals and respective assignments. The latest draft of the Strategic Initiatives and Goals with assignments will be given to the Library Council for discussion at their next meeting on Wednesday, February 1.

For goal 4.1, all librarians and selectors must begin to pay attention to what is going on nationally in their fields regarding grants, identify opportunities to pursue, then form working groups to prepare and submit grants.

The Library Council will be asked to advise on the formation of a single committee to take on the goals dealing with library instruction (6.3, 7.5, 7.6, and 7.7). A single committee will provide a continuum
between the goals, will insure that all aspects of the goals are considered, and will eliminate competing interests.

All individuals or chairs named in the goals will be considered the lead for the goal, and may establish committees or delegate duties to others to avoid overload of a single person. However, that person will be the driver for the goals and will ultimately be responsible for its completion.

We may take up the goal numbered 7.10 sometime in the future, but it is not practical right now.

Organizational Restructure
The Admin Group revised the draft report to accompany the single organizational restructure proposal. The report should emphasize that this model focuses on functions, whether we have a person in place to do that job right now or not is not the issue. We should consider the proposal as the structure toward which we will focus our organizational restructuring efforts for the future.

Reports and Updates
The Admin Group will develop strategies for collaborating with University IT Services in support of academic programs, with a focus on how to provide the appropriate technology to support their work. Judy will draft some bullet points.

Madelyn Washington called to rescind her acceptance of the librarian-in-residence position offer. Jeff will send forward her e-mail to the listserv to inform faculty and staff.