University of Arkansas Libraries, Fayetteville, Arkansas
Admin Group meeting
Thursday, August 25, 2011
Present: Dean Carolyn Allen, Juana Young, Judy Ganson, Jeff Banks, and Molly Boyd.

Personnel Updates
The Admin Group discussed several issues regarding the position descriptions for the information services librarian, technology services coordinator, and Geosciences librarian positions.

Scheduling a visit by Provost Gaber
The provost has asked each dean to arrange time to hold an open meeting to get feedback from faculty and staff regarding budget, the administration’s interaction with faculty, and major issues facing the library. The Dean’s Office staff will check the availability of Room 104 with the provost’s schedule and set a date.

Staff Bulletin Board Responsibility
Jeff Banks will inform the chair of the Staff Concerns Committee that upkeep of the staff bulletin board (outside the staff break room) is the responsibility of the Staff Concerns Committee and should be tending at least once a week.

Media Policy of 2008
The Media Policy created by the Marketing Task Force in 2008 was reviewed. Molly will edit it to update the information, then it will be posted along with the other library policies intended for the public at http://libinfo.uark.edu/info/generalpolicies.asp.

Space Issues
The Admin Group had a general discussion about space issues facing Mullins and the branch libraries.

Departmental Materials to be Archived
Library departments will consult the collection policy of the University Archives at http://libinfo.uark.edu/SpecialCollections/univarchives/policies.asp to determine what types of materials they should be archiving.

Tenth Anniversary of September 11
Angela Black will assemble materials regarding the September 11, 2001 event from the collections for display in a book truck on the lobby level. She will be asked to consult Judy Ganson, Tim Nutt, and Donna Daniels for suggestions for materials to include.

Daisy Bates Film Preview in January
The Libraries have been offered the opportunity to host a preview of the documentary film Daisy Bates: First Lady of Little Rock in advance of its premiere on PBS in February, 2012. The makers of the film are offering this opportunity to the Libraries due to the support from Special Collections for the film and the materials used from the Daisy Bates Papers Collection housed there in the making of the film. The Diversity Committee will organize a screening of the film by selecting a venue and setting a date, preferably during Dr. Martin Luther King, Jr. Week in January.

Women of a New Tribe Exhibit
Members of the Admin Group each selected images from the Jerry Taliaferro portfolio for the upcoming exhibit in March, 2012.

**Reports and Updates**

Amy Allen of the University Archives and the UITS created a diagram of requirements and steps necessary to maintain a digital repository and will present a demonstration of their findings to Dean Allen. Judy Ganson recommends that we hire a consultant in the field to set up the repository for the University Archives. The sustainability of the system includes planning for the digital repository, its expansion, and continued support for it.

The Associate Student Government contacted Judy Ganson regarding the purchase of a book in honor of a deceased student. Judy will contact them to inquire if this should be a systematic or regular occurrence following the death of a student.

E-brary offerings will include University of Arkansas Press materials, which means that users may select electronic copies of UA Press books through our current purchase plan. Under the current plan with YBP, records will be loaded into our catalog according to our book purchasing plan, which will lead to a preview of the selected digital text. We are allowed two ten-minute views before a notice is sent to the library regarding the purchase of the electronic text.

The new employee orientation will be Monday afternoon.