University of Arkansas Libraries, Fayetteville, Arkansas
Admin Group meeting
Thursday, October 8, 2015
Present: Carolyn Henderson Allen, Jeff Banks, Molly Boyd, Marco de Prosperis, Judy Ganson, and Lora Lennertz.

Personnel Updates
The Admin Group discussed options for the Search Committee for the Serials Librarian. The Head of the Office of Scholarly Communication is now a faculty position.

We must do a better job of recruiting. Ask search committees to make recruitment a part of their duties. Research information on potential candidates for the committee.

DIBS Software
Lora reported that staff are making adjustments to the DIBS software for each of the study rooms, including setting a minimum user for the larger room at five and at two for each of the two smaller study rooms. Lora will make up a "kit" of equipment that can be checked out with the room keys.

302B
Following a discussion of possible uses, room 302B will be converted from office space to a meeting room for library faculty and staff. It will be used while rooms 372B and 472B are renovated for technology upgrades, one at a time. We will ask for funds to upgrade the remaining study rooms in this year's budget proposal, so that all study rooms are equivalent.

Administration Software Systems
Judy Ganson reported that UITS is conducting a survey of all non-student administrative systems on campus; the Admin Group added several library-specific software products to the list.

SHARE
Judy reported that the Office of Science and Technology and the White House released SHARE, a higher education initiative whose mission is to maximize research impact by making a comprehensive inventory of research widely accessible, discoverable, and reusable. To fulfill this mission SHARE is building a free, open data set about research and scholarly activities across their life cycle, which has been released in public beta form. This is supported by ARL and is funded in part with an IMLS grant. It includes a cross listing of institutional repositories and data forms. Judy will send this information to the academic deans, our faculty, and Jim Rankin's office, as it is a growing resource of which we need to be aware.

CHORUS
Another website of note is CHORUS, a suite of services and best practices that provides a sustainable solution for agencies and publishers to deliver public access to published articles reporting on funded research in the United States. It includes a list of funding agencies and their open access policies. Judy will demonstrate these products and their utility at the next faculty meeting.
Faculty Senate Library Committee Meeting
The fall Faculty Senate Library Committee Meeting will be held on Thursday, October 22 in 486. Agenda items will include library update, materials budget overview, open educational resources, and a tour of the new study rooms following the meeting.

New Storage Facility
Marco de Prosperis and Dean Allen will met with Facilities Management and interviewed prospective architects and contractors over two days. They will vet the contractors and architects, then review the plans before initiating the bidding process. The new facility is expected to cost between 14-17 million, depending on several factors, and is expected to be completed by July 2016. Following its completion, renovation of the third and fourth floors of the old part of Mullins Library will begin.

Staff Appreciation Week
Staff Appreciation Week is next week; banners are up on Mullins Library.

Review of Classified Position Descriptions
The campus is conducting a full review of all classified descriptions for the purpose of identifying any job duties not covered under state mandated descriptions. The Libraries’ HR had previously conducted a review of our classified staff descriptions, and eliminated the "library support assistant" job title. We need accurate specifications for each job, not just classified. Jeff will look into this matter.

Archival Copies
Judy reported that University Relations has been appointed to take care of campus compliance with the issue regarding archival copies of publications for the State Library. The State Library asked Judy to make a statement about the futility of the law requiring all state agencies to send the University Libraries twenty copies of all publications for distribution.

SalsaFest
On October 17, Molly Boyd, Martha Parker, Jonathan Torres, and Joshua Youngblood will participate on the Libraries’ behalf in SalsaFest. Carolyn Allen, who sits on the SalsaFest board, will also participate as her duties allow.