University of Arkansas Libraries, Fayetteville, Arkansas
Admin Group meeting
Friday, February 14, 2014
Present: Carolyn Henderson Allen, Jeff Banks, Judy Ganson, Molly Boyd, and Lora Lennertz

T-Card Violations
The Admin Group reviewed the issue of t-cards receipts not being turned in on time. The Libraries will follow University of Arkansas policy regarding revocation of T-card for non-compliance. Lora will review the university policy and determine if we need to develop procedures for compliance.

Graduate Study Space
The idea of card-reader access to the space has been abandoned, because we would have to create and maintain our own database to exclude all students but graduate students. The proposed alternative is to follow the same system for key checkout as for the study rooms, but to have the same number of keys for half the seats in the room, so there will be plenty available. The keys will be checked out with ID, and will be due by closing time each day. Fines will be assessed for late keys, and no additional keys will be checked out to that ID until the fines are paid and key returned. We hope to schedule construction during Spring Break, so that disruption of student study will be kept to a minimum.

Red, White, & True Campaign
Molly will write the Red, White, & True Campaign survey form and submit it to Development.

Personnel Updates
The Admin Group reviewed the position description for the Instruction and Outreach Coordinator position. This person will work with academic departments to define our instruction program and build collections. Lora will use a regularized definition of “outreach” for the liaison documents and training so as not to confuse with the duties of this librarian supervisor position. Lora will supervise this position, which will be a department head. The collection development portion mentioned in the job description will be those activities and training not related to budget.

The Admin Group reviewed the Learning Commons Librarian job description. This will be an associate librarian, and will supervise staff in Circulation, Periodicals, and Reference, including classified and hourly staff.

Both the Instruction and Outreach Coordinator and Learning Commons Librarian position descriptions will be sent back to faculty for review.

The Admin Group reviewed the open salary lines in the budget.

Human Resources is hosting several training sessions in February and March. The sexual harassment prevention training will be held on February 18, from 3 to 4 p.m. in Room 104, for those persons who have not attended the mandatory training in the past two years. AMIGOS is presenting a day-long webinar on RDA on February 20. The grant writing workshops will take place on February 26 (9 to 11 a.m.) and March 3 (1 to 3 p.m.). Another training in March will be on time keeping and leave programs, and will be led by Leah Williams of campus HR. The training will include an overview of policies, FMLA and catastrophic leave, and address common issues in reporting.
Jeff Banks reminded everyone that Human Resources has a professional development budget, which still has some funds. If someone is looking at webinars or training, please contact HR, as they have some funding left for this fiscal year.

**Reports and Updates**
The KIC scanner recorded 604 individual sessions last week, in which 3467 documents were scanned. It sees very high use, but we also need to replace microfilm readers that are not longer working.

The Libraries have been included in this year’s Ethics and Integrity awareness week events. We have volunteered both space and instructors to deliver information on copyright, database use, and proper citation.

Jordan Nielsen, Business Librarian, is preparing a series of presentations to correspond with Money Awareness Week.

Web Services is working toward embedding a login into Blackboard that will allow students direct access into Ebsco database articles posted there without an additional log in. This is expected to launch in summer 2014.