Human Resources Update
The job search for Head of Instruction and Outreach is on hold due to a lack of budget funding. The Libraries cannot fund the position with Foundation, or “soft funds,” unless the position funding in the budget has already been approved by the University. We have been given no new budget funds, only existing. Since we still have the funds for the vacant position of Head of Access Services, Lora Lennertz and Carolyn Allen will discuss which position should be or could be posted with those funds.

There appears to be some ambiguity about the required training / background checks described in the campus policy “Protection of Minors on Campus.” After asking the provost’s office for clarification, Jeff Banks will contact the campus Human Resources office to determine what other departments are doing campus-wide, and match our response to theirs.

Release Time for Professional Development
The travel authorization form must be filled out and submitted to the budget office, even if personnel will not be receiving money from the Libraries for professional development activities and training. This form must be logged with the Travel Office, so that personnel will be identified as on “official business,” which affects insurance status, among other things. This is particularly important if personnel are traveling out of the country. The Travel Office must be alerted to foreign travel more than 30 days prior to the travel, so that an application to extend insurance coverage can be made to UMR. UMR does not insure travel to many countries; check with the Travel Office before scheduling travel.

ASG Request
ASG Senator Will Cheatham brought a proposal to Carolyn Allen to allow the Libraries to check out charging cords for cell phones and laptop computers. Some possible concerns are: 1) who is responsible for cord liability? 2) who will replace damaged or lost cords? 3) who will replace outdated cords or purchase new technology? 4) How many types and brands of cords would be purchased? The dean will discuss the pros and cons with Will tomorrow.

Budget Review
Judy Ganson led the Admin Group through a line by line review of the budget. Prior to ending the fiscal year, unspent monies should be consolidated to allow materials purchases. Judy is also in the process of streamlining and revising the budget lines to more accurately reflect spending patterns.

Single Sign On
Judy Ganson reported on a demonstration by Don Faulkner of the single server sign on that is being implemented by UITS. This is accomplished through a security layer and may impact some of our services by streamlining the sign in—for instance, one would need only to log into Blackboard to also be signed into the Libraries’ databases.

ALA Declaration for Libraries
ALA President, Barbara Stripling, has created an initiative designed to create and sustain support for libraries. You can see more information at http://www.ala.org/advocacy/declaration-right-libraries. The Arkansas Library Association has asked all libraries to provide a place for users and staff to sign a copy of
the Declaration for the Right to Libraries. The document and sheet are available on the west end of the Circulation desk.

RAPID-ILL R
RAPID-ILL, an interlibrary loan consortium of which the Libraries are a member, is launching a new program for returnables called “RAPID-R.” The Libraries will participate.