University of Arkansas Libraries, Fayetteville, Arkansas
Admin Group meeting
Thursday, April 10, 2014
Present: Carolyn Henderson Allen, Jeff Banks, Marco De Prosperis, Molly Boyd, and Lora Lennertz

Academic and Research Services Staffing
The Admin Group reviewed four scenarios or proposals for allocating job duties associated with the Academic and Research Services open positions. All four scenarios assumed that the faculty position to be hired in 2014 will be the Instruction and Outreach Librarian. The Admin Group approved the scenario containing the Instruction and Outreach Librarian plus the User Experience Librarian (Learning Commons Librarian). The second position is not funded at this time, but the administration will pursue funding. Lora will review the position description previously created for the Instruction and Outreach Librarian to ensure it is nimble and all the major responsibilities are covered.

Lora Lennertz reported that with the departure of Karen Myers and graduate students, and the regular leave time scheduled, 27% of the desk hours may not be covered this summer beginning in late June. She will assign more hours to librarians and seek out additional ways to cover the reference duties.

RazorBuy Program
Marco De Prosperis presented the RazorBuy program to the Admin Group, described its function, and outlined the “shoppers” and “requesters” who would receive training for the system, which includes Sheri Gallaher, Lynne Dunigan, David Lacy, Deb Cheval, Val Robertson, Marco De Prosperis, Ellen Williams, Molly Boyd, Kalli Vimr, Martha Guirl-Phillips, and David Boddie. Training for the software ranges from 1 hour for the basic shopper authority to 4 hours for the advanced shopper authority.

Reports and Updates
The Libraries’ Campaign for Arkansas Committee will meet on May 2 from 9 a.m. to noon. The committee is as yet incomplete and still has no chair.

The Libraries will participate again in Study Breaks during Finals Week, partnering with campus organizations.

Lora Lennertz reported that Money Smart Week was well received; some events were well attended and others were not. Jordan Nielsen hopes to build on the program for more attendance next year. He has also gotten a request to teach a class on budgeting for an Education professor, so it is good outreach.

The Integrity Days events were not as well attended.

Lora Lennertz reviewed information she gained from the Greater Western Library Association (GWLA) meeting she attended last week. GWLA members reviewed the RELAIS Borrow it Now project and system, with the first book being checked out during the meeting. The University of Arkansas Libraries is the last remaining GWLA member library to implement the RELAIS Borrow it Now system. The RELAIS Borrow It Now system will be programmed to perform “leveling,” or borrowing from a wider range of institutions, on a regional level to minimize shipping costs.

The GWLA members also reviewed an Association of Southern Research Libraries (ASERL) plan to distribute repository duties for government documents across member libraries, rather than each library maintaining full sets of documents. This reduces the amount of space dedicated to government
documents in member libraries. The GWLA member libraries did not want to assume cataloging responsibility for creating full MARC records for the government documents segment they adopted, so this plan was not replicated in the GWLA member libraries.

The GWLA survey of duplicated monographs was completed and the compiled data was distributed; each member library can review the list of duplicated titles and make collections decisions based on the data.

The GWLA members also discussed data management, storage, and metadata for digital objects, including a review of what member campuses are doing. The end result will be a compilation of best practices for creating data repositories. Representatives from the University of Colorado gave a presentation for reference librarians on how to become data specialists and assist faculty with building data sets and ensuring findability.