University of Arkansas Libraries, Fayetteville, Arkansas
Admin Group meeting
Thursday, September 12, 2013
Present: Carolyn Allen, Jeff Banks, Molly Boyd, Lora Lennertz Jetton, and Judy Ganson.

Human Resources Updates
The search committees for the English and Communications Librarian and the Assistant Head of Special Collections both made recommendations for candidates to interview, which is being reviewed by OEOC. We are hoping to schedule interviews for the English and Communications Librarian during the last week of September. There are three candidates, and all will be one-day interviews. There are two candidates for the Assistant Head of Special Collections.

Human Resources has scheduled another emergency preparedness session for library employees. Scott Varady will also attend to brief personnel on child maltreatment issues. Due to the new guidelines, any consultations with minors, including student consultations, should take place in the Learning Commons, not in private offices. Groups and tours with minors should include a minimum of two adults. The new policy dictates complete background checks for all supervisors of minors. The emergency preparedness session is open to all library employees, including work study students. Jeff will send out more information about the session and who should attend this mandatory training.

At a later date, Shannon Haupt, the new compliance officer for OEOC, will give a presentation on anti-sexual harassment training.

The Admin Group reviewed changes to the Director for Administrative Services position description, adjusting it to become a non-faculty position, in response to the lack of applications for the last posting.

Travel Policy
The Admin Group reviewed the updated travel policy, which was drafted by Judy, Jeff, and Lynne Dunigan, and made suggestions for clarifications.

Accrued Copyright Clearance Fees
The Admin Group reviewed a memo from Tess Gibson regarding the expected 35,394 + in copyright fees accrued in 2013 from the Copyright Clearance Center, a jump from $6,576 in the previous year. Although Tess offered a variety of options for reporting the charges on academic or calendar year basis, the Admin Group determined the course of action would be to register all charges as usual, and pay the entire balance in January 2014 on the traditional calendar year option.

ARL Review
The Admin Group reviewed the Libraries’ benchmarking numbers in relation to our ARL peer group.

Updates and Reports
The latest US News & Reports rankings moves Arkansas up four places from 67 to 63. Part of this move was attributed to lower class sizes, which is now 25 students to 1 professor.

The provost asked for feedback about the updated university web site.

Lora Lennertz-Jetton reviewed several topics from her GWLA conference. GWLA members drafted a resolution against the Copyright Clearance Center’s use of advertising and “educational” workshops to
further their profits, and are currently investigating alternative ways to pursue copyright clearance rather than use CCC services. They are also reviewing the Wiley collection “big deal” agreement, which expires in 2014, and looking into providing student learning outcomes training sessions for member libraries. GWLA is launching a campaign to have university provosts sign a petition regarding open access and faster access.

Interlibrary Loan now placed holds on library books requested through Interlibrary Loan, rather than send a cancellation notice. Staff treat these requests just like RazorRush requests, except they are all placed on hold at Mullins, rather than the branch libraries.