Admin Group Meeting
Summary
Thursday, November 13, 2003
Dean’s Office

Present: Allen, Bailey, Candido, Ganson, Young

Dean Allen indicated that the position of Engineering, Math, and Computer Sciences Collection Librarian has been approved, and she will be refining the job description in the next week or so.

Juana Young addressed problems with the photocopiers in the library and reported that the situation still hasn’t been resolved. The billing from the vendor has been problematic, and we are working together to get this issue resolved, as well as problems with the vendacard readers on the copiers.

Bailey brought up the issue of how much money (in bills or change) patrons should be allowed to ask for at the Circulation Desk. Some of the students are coming by with their “piggy banks” or large amounts of change and asking for bills in return. Allen asked Bailey to create a proposed policy. She wants a reasonable policy that will prevent misuse of the change service (used as a banking service) but will allow patrons to receive change for legitimate reasons (copy cards, fines, staff vending machines, etc.).

Allen announced that the library will be receiving in the next day or so the Paragould Meteorite for exhibit on the third floor of Mullins. Prof. Derek Sears and Dean Bobbitt briefly attended the meeting to discuss placement and logistical plans for the transfer of the meteorite.

Allen mentioned that the search committee for the Head of Special Collections met last week. The position is being re-advertised, and it is being considered whether the job description should be revised to include solid archival credentials. Accepting archival credentials would fit in with the national trend among libraries (Berkeley is an example) and would greatly widen the pool of qualified candidates. The connotations and ramifications of this change in required degrees were addressed, and it was agreed that more research should be done to better understand trends, as well as the quality of archival certificates/degrees. Young, Bailey, and Candido will research this before the next meeting. This topic will also be discussed in a faculty meeting.

Dean Allen adjourned the meeting at 3:20. The next meeting is scheduled for December 11.