Public Services Meeting  
January 5, 2006  

Present: Bailey, Dye, Gibson, NJohnson, Jones, Juhl, Lennertz Jetton  

Bailey presented a list of projects identified by library administration as those affecting multiple departments. Bailey gave a brief update on the status of the projects, and asked for any comments, including any projects that may need to be added to the list. Jones suggested a proposal, currently being investigated, to archive senior theses coming out of the University’s Honors College. P. Kirkwood is chairing a committee to discuss this topic. Another suggested addition to the list was the ongoing work of the Arkansas Publications Index.

Bailey reminded us of the upcoming personnel deadlines. For faculty, statements of duties need to be in to her by the 17th for her to meet her Jan. 20 deadline. Jan. 27 is the deadline for faculty annual reviews to be in to supervisors and LHRO. Evaluations for classified staff are due to the LHRO on March 1. Bailey asked that supervisors discuss with her any changes to classified staff standards before they are submitted to LHRO. Additionally, she would like to be informed of issues regarding performance, content, and structure of positions in public service departments as they arise. The LHRO must be informed or included for personnel issues regarding compliance with university policies and procedures and to ensure that we are following required regulations.

Bailey encouraged individuals to think of nominating someone from our libraries for the Library Journal Outstanding Paraprofessional of the Year Award. The deadline for application is Jan. 10 and requires 500 words. Please contact her for nomination information.

Bailey is completing work on the ARL mock review being prepared for Dean Allen. It is expected that this will eventually go forward to the Provost. The Dean and the Provost will determine if and when an official application can be made. Bailey felt that in her work on this document it appeared that we our services are mostly in line with our peer ARL libraries. A discussion on services and the various methods used to evaluate library services ensued. Jones brought up concerns with using statistical data and surveys to assess library services. He suggested the library utilize a consultant with expertise in survey statistics to assist the library when we evaluate survey data.

Lennertz Jetton announced the addition of mini-disk players to the Performing Arts and Media equipment inventory. She also reminded us of the changes in location codes in InfoLinks for materials in Performing Arts and Media. They are continuing to look for all references to the old “audiovisual” in various library materials, databases, and publications. Circulation loan rules are also being revised as a result of these location changes.
Thanks to Norma for taking minutes for this meeting and thanks, also, to Tess Gibson for volunteering to handle meeting minutes for the next year beginning with our next meeting, which is January 12. The spotlight department for January 12 is Fine Arts.

Nmj/asb