University of Arkansas Libraries, Fayetteville, Arkansas
Admin Group meeting
Thursday, September 25, 2015
Present: Carolyn Henderson Allen, Molly Boyd, Marco de Prosperis, and Lora Lennertz.

The Admin Group reviewed the Serials Librarian position description. After corrections, it will be sent to the faculty for review.

The Admin Group reviewed comments submitted by the Promotion and Tenure Committee regarding the Scholarly Communications position description.

The Admin Group reviewed a survey of empty offices and positions that need filled, including the senior cataloger, the Head of Technical Services, the Serials Librarian, the Head of Instruction and Liaison Services, the Institutional Repository Librarian, the Scholarly Communications position, a temporary cataloger, the Special Collections archivist, and the Librarian in Residence.

The Audio Visual Archivist search was unsuccessful. Dean Allen met with Special Collections personnel to discuss revisions to the position description. It will be reposted as an archivist position, with more general wording and duties.

Lora Lennertz reported the Libraries are participating in Academic Integrity Week. Since we are the primary contributors to the activities this week, we will reconsider our involvement next year. This is our third year to participate.

Lora also noted that librarians will be participating in a Faculty Enrichment program on October 7.

At the upcoming Arkansas Libraries Association (ArLA) meeting in Little Rock, Amy Allen and Irene Kaminsky will present on bepress and an institutional repository. Lora will present on the Ozark Folksongs Collection.

Librarians staffed a table at the Study Abroad Fair featuring Mango languages. We are in the process of expanding our certificate program, which has been successful in the Walton College of Business, to also include the Bumpers College.

Luti Salisbury is organizing some activities for Open Access Week, October 19-24, including instruction sessions on creative commons licensing and scholarly metrics. There may be a law professor contributing a session on authors' rights. Luti has scheduled a teleconference on Open Access: Faculty Perspectives for the first part of the week in MULN102. She will send out the exact date and time.

Judy Ganson noted that the California Digital Library is no longer archiving our campus websites, so we will switch to the Internet Archive service in October for archiving websites.
Judy noted that in the recently revived law regarding archival copies, it indicates that all state institutions send 20 copies of their publications to the University of Arkansas for distribution. The dean advised that she contact Randy Massanelli to inquire about how to start the process of getting the outdated law changed for the digital era.

Amy McGohan finished her graduate degree and took a job at Harding University as electronic serials librarian.

Marco de Prosperis announced that the construction on the third floor study rooms was complete. The dean plans to meet with Javier Reyes, Miran Kang, and others to plan a roll out event. We should invite staff from the Teaching Support Center. We will need to schedule training for librarians and staff on the equipment in the room. We still need written instructions on how to use the equipment and signage.

Judy asked Lora to remind Circulation staff about the food policy. Students should be asked to limit their savory food consumption, such as pizza and sandwiches, to the west entry area round tables and not to take food to the stacks.