

Library Storage Project Steering Committee Meeting Friday, July 28, 2017

Present: Marco de Prosperis, Lora Lennertz, Judy Ganson, Beth Juhl, Deb Kulczak, Kathleen Lehman, Deb Cheval, Jeff Banks, Carolyn Allen, Molly Boyd.

Builder's Timeline

Marco de Prosperis distributed a timeline of the construction schedule provided by Con-Real, the builders of the Libraries Storage Facility. Con-Real will bid out the move of materials, and have asked the Libraries to define the expectations of item retrieval during the move.

The Committee discussed the expectations of item retrieval, ranging from no retrievals to business as usual. The details of this will have to be worked out with the selected moving company, as it will depend upon their methodology as well as the software chosen. [see [Appendix 1: Con-Real Construction Schedule](#)]

Scope of Moving Project

Judy Ganson presented a document titled Scope of the Moving Project, which has been submitted for the bidding process for movers. Some changes include the decision to move Government Documents that had not previously been barcoded in call number order, rather than bar code each document. The movers will sort out material in the stacks that has no barcodes and Mullins Library personnel will handle those. [see [Appendix 2: Scope of Moving Project](#)]

Collection Selection Committee

The Collection Selection Committee chair, Joel Thornton, submitted a progress report indicating they were on track with most of their duties as charged. Donna Daniels and Bridget Penrose are still working on the list of government documents that will be moved / retained. [see [Appendix 3: Collection Selection Committee Progress Report](#)]

Communications Committee

Molly Boyd presented the Communications Committee progress report. The Committee compiled a series of FAQ on LibAnswers, which can be reviewed here: <http://libraries.uark.edu/storage/storagefaqs.asp>. The FAQ are advertised on the homepage and on social media and are intended for the campus or public.

The Storage Facility Communications Committee also reformed those FAQ into an overview document of the storage facility project and distributed it to library subject selectors in June [see [Appendix 4: Storage Facility Overview](#)]. Selectors were told that they may use the information in any way that they see fit. They may contact all faculty in their departments with this update, or they can refer to it when and if they get any inquiries about the new storage facility (or materials moving from Mullins Library).

The idea behind these two communication tools is to provide a consistent message to our campus faculty in the hopes of reducing miscommunication.

The Steering Committee suggested asking University Relations to create a permanent link to storage facility updates on Newswire, maintain a photographic update on the Libraries' blog, and to promote the cross laminated timber construction, as it is likely to be of regional interest.

Processing Collections Committee

Deb Kulczak presented the Processing Collections Committee progress report. [see [Appendix 5: Processing Collections Committee Progress Report](#)]

Staffing Committee

Kathleen Lehman presented the Staffing Committee reports. The first document is a progress report from May 5, 2017. The second document is a review of committee objectives as of July 21, 2017, and the next two documents are draft position descriptions for the library supervisor and library specialist. The last document is a staffing model chart. [see [Appendix 6: Staffing Committee Reports](#)]

Software Committee

Beth Juhl presented the Software Committee report. One of the main drawbacks of moving the collections is removing the ability of researchers to browse nearby items on the shelves. The Software Committee is reviewing various options on how to make browsability more useful and user friendly through the library catalog. [see [Appendix 7: Software Committee progress report](#)]

Reporting and Sharing Documents

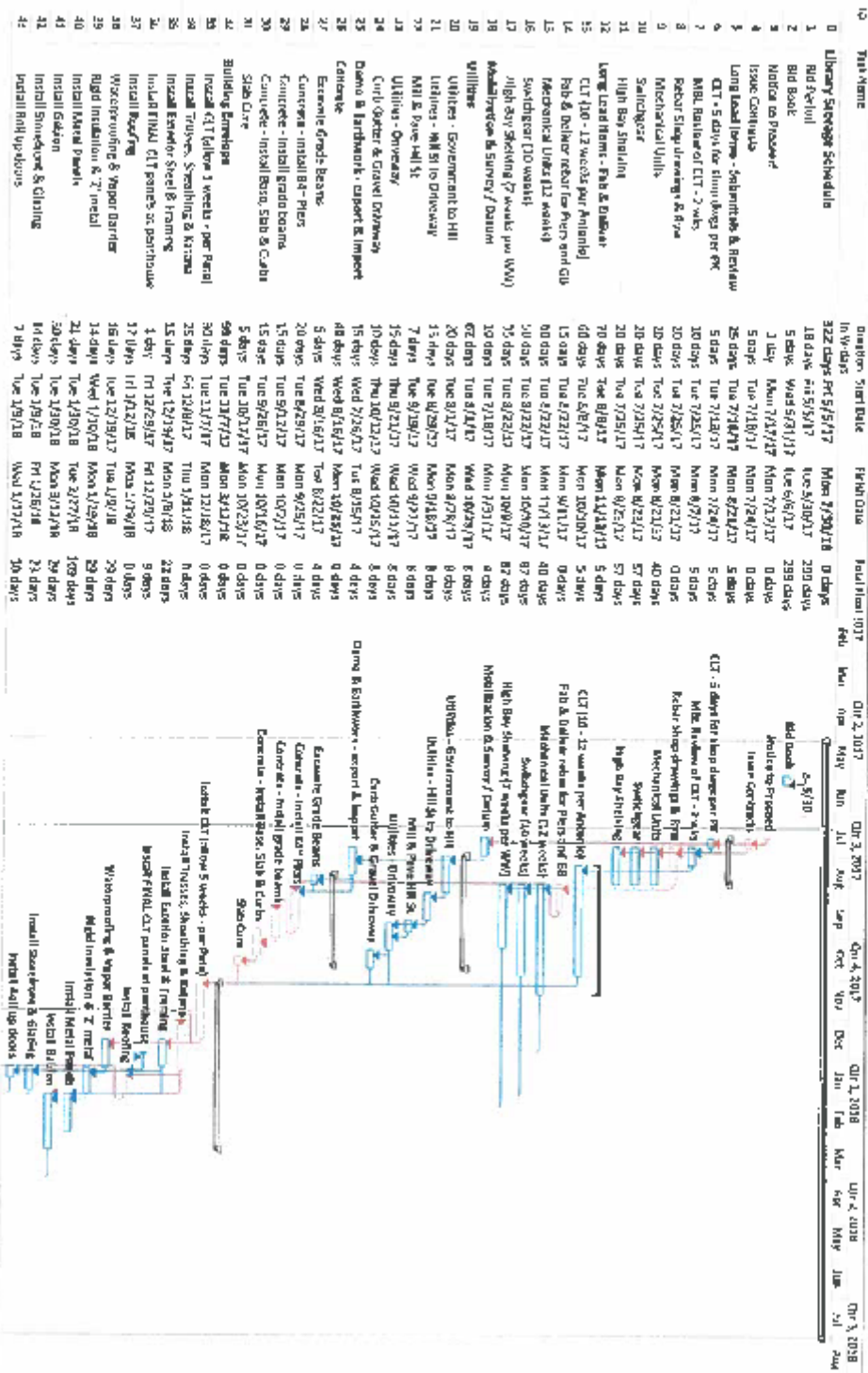
BaseCamp has been set up so that people working on the committees can share documents, minutes, updates, etc. Lora will set up sessions on how to use BaseCamp in the next week or so. All committees should send reports, minutes, etc. to post on StaffWeb as they become available for public viewing.



University of Arkansas
Library Storage Building



GMP Schedule, July 7, 2017

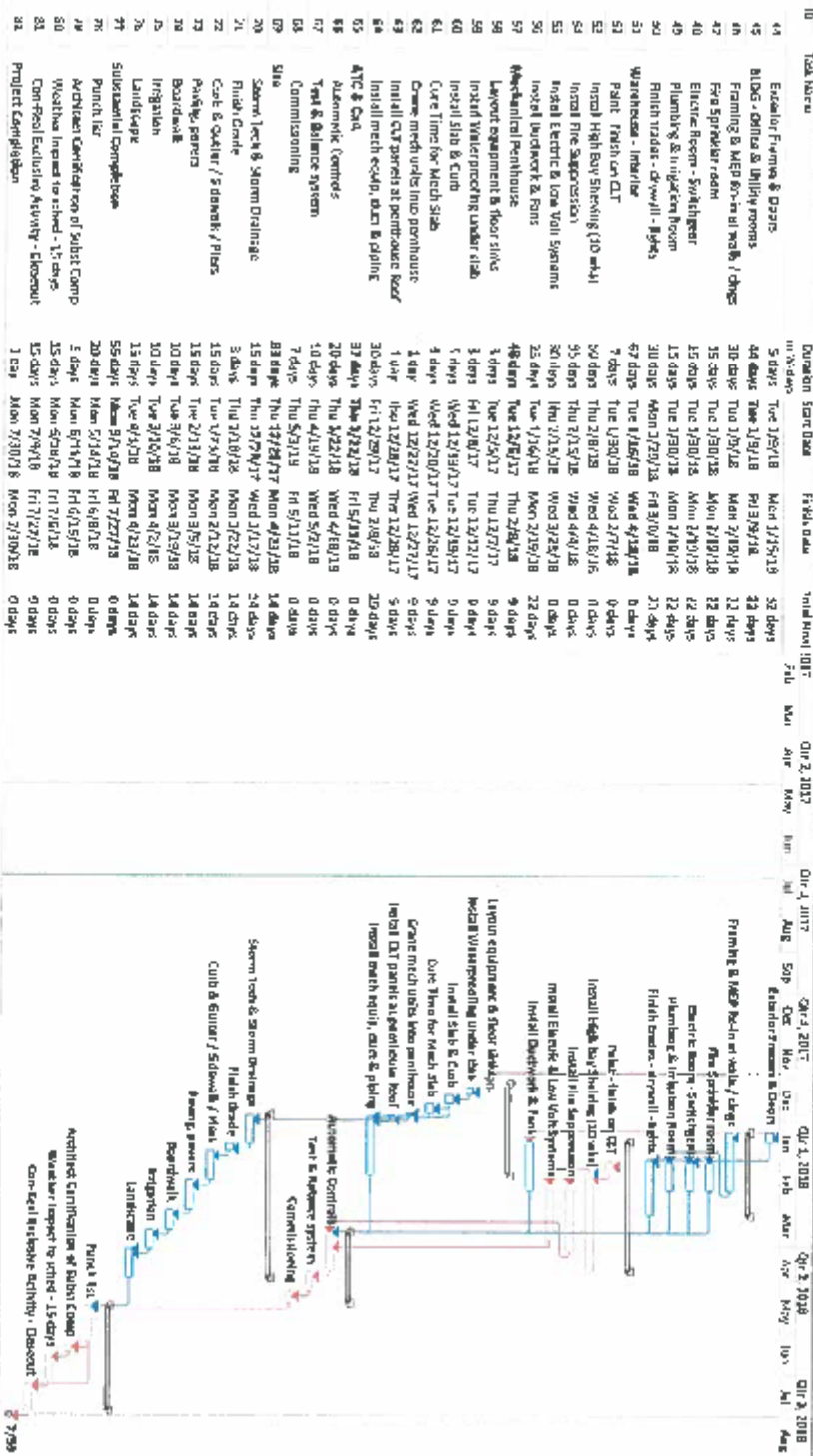


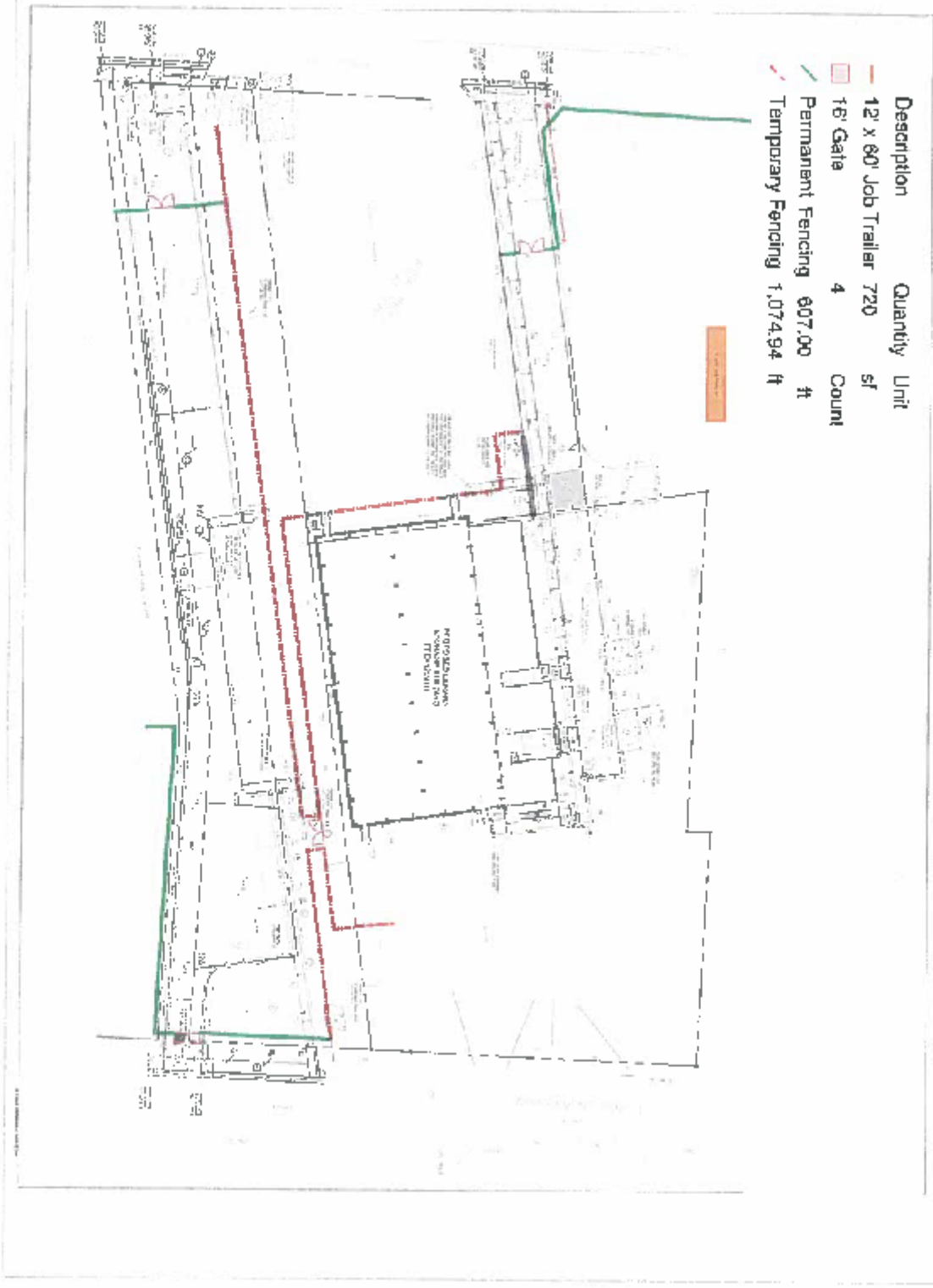


University of Arkansas
Library Storage Building



Gantt Schedule, July 7, 2017





Appendix 2: Scope of Moving Project version 4 July 12, 2017

Scope of Moving project

General Information

The libraries' collections are located in the main library (Mullins Library), in several branch libraries, and in the current library storage facility (LISA). Materials from the Mullins Library and from LISA will be moved at this time.

The general libraries' materials are inventoried in an Innovated Interfaces *Sierra* catalog. Materials are circulated through this system. In addition, requests for scanned materials are currently made through our InterLibrary Loan system, ILLiad. Library records contain information such as title, item barcode number, order record, use statistics, etc.

Special Collection materials are inventoried in the Archive Space software and may only be requested through the Special Collections department.

The libraries are seeking to move the materials listed below. In addition, we are interested in inventory software that would maintain information on the contents of the facility and which would interface with the software used for cataloging and user discovery.

Description of LISA collection and facility

The LISA facility is located at 352 Eastern Ave. approximately 1 mile from the main library facility and 1 mile from the new storage facility. A variety of materials are housed in the space and include circulating collections, special collections manuscript boxes, maps and rolled artwork, hung artwork and models. There is a loading dock which leads directly into the storage facility. All bound volumes and manuscript boxes are housed in compact industrial shelving.

There are approx. **239,000** (238,179, 2016) bound volumes in the general collection of the LISA facility. These bound volumes include journal volumes and books. These materials are cataloged and barcoded in our *Sierra* system. In addition, there are approximately **36,000** (35,679, 2016) government documents. All books, journals and documents will be processed in the same manner as identified below under Mullins facility.

Special collection materials are housed on the north end of the storage facility while main collection materials are housed on the south. The great majority of the estimated 70,000 boxes of paper collections are housed in this facility.

Description of Mullins collection and facility

The general libraries' collections which will be moving are located on four floors of the Mullins Library. The building has two main entrances on the west and the east as well as exit doors to the north and south. The library also has a loading dock that can be accessed through the lowest

level. The library contains several sub-collections (departments) which include Performing Arts and Media (including audio and video collections), Reference (paper collections, some maps), Periodicals (microformats), Government Documents (paper, bound paper, data discs, microformats, maps), Maps (government, geologic, world maps), and Special Collections (books, boxed manuscript materials, maps, hung art, rolled materials, models).

The collections that will be moving include from the Mullins collections include approx. **950,000** monographs and journals, **16,000** phonorecords, **80,000** government documents, cabinets holding collections of media, microforms and maps, and boxes of manuscript materials. The details for the latter two categories (cabinets and boxes) may be found in the *attached spreadsheet*.

Most of the paper materials are on fixed shelving; some materials on level one east (phonorecords and some smaller collections) are available from standard electric compact shelving. Selected media materials for the move are in media cabinets in a range of sizes. A smaller collection of CDs in government documents is on standard book shelving.

Journal and monograph materials within the general library collection are inventoried (barcode linked to *Sierra* catalog records).

Description of process

The methodology for moving materials remains the same regardless of whether the items are housed in Mullins library or within the LISA facility.

General collection

The general collection consists of books, journals, loose-leaf materials primarily from the mid-nineteenth century through to today. The materials are in a variety of enclosures – none at all, phase boxes, envelopes, magazine files, etc. The vendor will separate the materials that are to move to the new storage facility (approx. 1,190,000) from those that are to remain (appr. 375,000) using pick lists created by the libraries. It is estimated that approximately 49,000 items are not yet inventoried in our library system (*Sierra*). These items will be sorted for further processing by library staff. Items which are too damaged to move without additional preparation will be sorted for the Preservation Unit. The materials to be sent to storage will be moved, sorted into permanent trays for the storage facility, scanned into the trays and added to the storage inventory system.

Materials which are selected for retention in the library will be moved to shelving on the east side of the library.

Media, Microformats, and Maps

The library will identify media /microformat/ map cabinets which are to move into the new facility. The cabinets with their content will be moved directly into the new storage facility. Information on the cabinet sizes, types and content is available on the attached spreadsheet.

The library is also moving the LP collection which currently numbers 16,000 items. These materials will be placed on the contracted shelving using the most appropriate method for their storage.

Government Documents

The government documents collection contains a variety of paper materials, microformats, maps, and CD-ROMs. The paper materials are of a variety of sizes and may consist of one page to a fully bound item. Media materials are inventoried with other media.

For paper materials, the libraries will provide a pick list which will identify materials to retain within the libraries and to move to storage. Items that are on the list to be retained in the libraries will be sorted and marked for retention.

All items destined for storage will be retained in SuDoc call number order regardless of whether there is already a barcode on the item and will be placed in trays. Items should not be sorted by size when placed in trays. As trays are created, the trays will be linked to the inventory system with information on the call number starting and ending the tray.

Special Collections

Materials to be moved from the special collections areas include micro formats, maps, artworks and boxed collections. Media materials are inventoried with other media on the *attached spreadsheet*.

Boxed materials

Paper materials (manuscripts) from the Special Collections department are held in boxes in a variety of sizes. All boxed materials will be barcoded and linked to the Archives Space software. Approximately 70,000 boxes will be moved from locations in Special Collections and LISA. The vendor will scan the boxes into the storage inventory system and place them directly on the storage shelving. Box sizes are indicated on the *attached spreadsheet*.

Models, Trophies and Tubes

A small number of items will be moved that are not currently boxed. The details of those materials are identified in the *attached spreadsheet*.

Appendix 3: Collection Selection Committee Progress Report

Storage Facility Collection Selection Committee

Date Established March 16, 2017

Charge

The Storage Facility Collection Selection Committee is charged with identifying appropriate collections to move to the storage facility and to remain in the main library. The committee members will work with other members of the library to ensure there are opportunities for input into the design and review processes.

An estimated timeline for completion of the project is Spring 2018. Dates for items with no specific due date at this time will be identified through the steering committee. Detailed activities for the group include but may not be limited to:

- ~~1. Review draft plans for monograph/periodical selection and change as needed~~
- ~~2. Work with IRC to develop an efficient method to identify volumes for vendor use a. Due date June 15~~
- ~~3. Identify microform and map collection to be moved/retained. a. Due date June 15~~
4. Appoint a subcommittee to develop a method to identify Federal and Arkansas State documents to go to Storage.
 - a. Evaluate method developed in 2 will be valid for Documents selection
 - b. Due date July 15.
- ~~5. Identify Special Collections materials to be selected for storage~~
6. Develop policy statements on the following: future purchases and storage, departmental transfers, transfers to storage, returning collections from storage and acquisition shelving of general collections.
 - a. Policy statements due September 30

Membership

Joel Thornton (chair)
Collection Development
Advisory Committee
Kathleen Lehman
Katrina Windon
Amy Allen
Liaison librarians

Frequency of Meetings

The Storage Facility Collection Selection Committee will meet weekly, or as often as needed complete implementation.

Agendas, Minutes, and Reports

Committee communication will primarily reside within a common project management software. Agendas will be established prior to each meeting. Any handouts or other documents will be distributed to members well before each meeting to allow sufficient time for review prior to the meeting. Minutes will be posted in a timely fashion. Additional short reports and timetables will be distributed at least monthly to ensure appropriate communication with other members of the library community. All reports will have clear headers indicating a) the status of the report, b) the date of the report, c) the responsible body for the report.

Achievements/ Deliverables completed

- Developed selection criteria for serials, monographs, maps/fiche/film, and special collections to be moved/retained
 - Criteria for serials, monographs and special collections was reviewed with subject specialist
- Created preliminary list of monographs, maps/fiche/film, serials and special collections items to be moved/retained
 - Selections have been reviewed and agreed upon by subject specialist
- Subcommittee has been appointed develop a method to identify Federal and Arkansas State documents to be moved/retained.
- Subject specialist reviewed list of maps/fiche/film to be moved/retained.
- Developed selection criteria for gov docs that will be moved/retained.

THE PERIOD AHEAD

Scheduled Tasks/Activities

- Develop policy statements on the following: future purchases and storage, departmental transfers, transfers to storage, returning collections from storage and acquisition shelving of general collections.
 - Policy statements due September 30
 - Preliminary statements have been drafted. These will be reviewed with subject specialist.

TASKS SLIGHTLY BEHIND SCHEDULE

- Create a preliminary list of gov docs that will be moved/retained – due 7/15/17
 - Donna Daniels and Bridget Penrose are working on this task
 - The list is partially compiled. ~25% of the collection (2,500 linear feet) have been identified to move to storage. The move target is ~50% of the collection.

Appendix 4: Storage Facility Overview

Storage Facility Communications Committee Libraries Storage Facility Overview / Talking Points 6-22-2017

The Libraries' current storage facility (LISA) is nearing capacity and a new high-density library storage facility is the solution to a few problems.

- At a time when print use is declining and demand for space is at a premium, the Libraries has the opportunity to free up space and resources in the heart of campus by prudently managing its physical collections, thereby enabling a future renovation of Mullins Library to create more study and collaborative work space for faculty and students.
- Changes in educational technology have altered the way students learn and how research is conducted. The Libraries' ability to adapt to meet user needs is limited by the lack of space.
- The mechanical systems in the original Mullins Library (western side), which was opened in 1968, are failing. However, asbestos remediation must occur before systems can be replaced or updated. As a precaution, entire areas will be sealed off during remediation to minimize contamination risks.
- High-density storage facilities can be built and operated for about a quarter of the cost of conventional library space. Their modular plan means additional storage can be added at a lower cost when needed.
- The library storage facility's carefully controlled environment will extend the life of collections up to seven times, ensuring their availability to future generations of students and scholars.
- Mullins Library was last expanded in 1997, when the student population was around 15,000. The student population in Fall 2016 was 27,000 and is projected to continue to rise. The increase in students has resulted in higher demand for study space, collaborative space, and creative work space.

The future library storage facility is off Hill Avenue south of Martin Luther King Boulevard and will house a preservation and conservation area; a digitization and work space area for staff; a maps and microforms storage area; and one large climate-controlled storage space where books and other materials will be housed. The 27,000-foot storage facility will hold approximate 1.8 million volumes when filled to capacity.

Ground-breaking for the future library storage facility is scheduled for July, 2017. The future library storage facility will be move-in ready approximately twelve months after construction begins, July, 2018. The move, including preparation work in Mullins Library, is projected to take six months and will begin before the completion of the future library storage facility.

Staff at the future library storage facility will provide scanned copies of journal articles, book chapters, and other similar items requested by patrons electronically delivered via email within one business day, and a courier service to retrieve requested items back to the main campus area four times a day during the week and once on the weekend.

A committee of library faculty is working on selection criteria for what materials will stay in Mullins Library; therefore, the following criteria are preliminary and likely will be updated as further decisions are made.

- Print serials from the most recent five years that are unavailable electronically
- Books that have been checked out at least twice in the past 10 years
- Any materials published in approximately the last 20 years
- Some government documents, including Arkansas Extension publications and circulars
- Newspapers
- Early childhood and juvenile literature from the Learning Resource Center collection

The future library storage facility will house a dynamic collection, which means that volumes may be returned to campus libraries in response to high demand, and volumes will continue to be transferred to the storage facility from Mullins Library and the branches as collections grow.

The University of Arkansas Libraries will continue to offer the same great services, including 24-hour access to electronic journals and books and chat reference support, subject specialists, document delivery service, course reserves, and interlibrary loan. The primary difference to our users will be that it may take a little longer to gain access to some of our less frequently used print books and journals (approximately 1 business day) once the future library storage facility opens and materials are moved.

Contact Lora Lennertz, Director for Academic and Research Services, at (479) 575-5545 or lennertz@uark.edu, if you have questions about the future high-density library storage facility.

June 22, 2017

Appendix 5: Storage Facility – Processing Collections Committee Progress Report
7/26/17

The following is our progress to date on the activities listed in our charge.

- 1. Complete a recommendation for the disposition of materials in the collection that are not barcoded/cataloged. Include estimate of cost of materials and staff if processing materials not cataloged and barcoded by the vendor were to occur in the library. Report due March 30th.**

The report was submitted and is available at:

<http://libraries.uark.edu/webdocs/committees/StorageFacilityProcessingCollections/Storage%20Cost%20to%20Process%20In-House%20Report.docx>

Decisions that have been made subsequently render portions of these recommendations obsolete.

- 2. Identify anticipated clean-up projects and determine appropriate sequence for their completion.**

Due to cost considerations, the administration has determined that the government documents to be moved from level four will remain in call number order in the new storage facility. They will not be barcoded. This will greatly aid in our planning process, because these documents represented nearly half of the estimated 158,823 MAIN/LISA materials requiring clean-up (73,648 items). Bridget Penrose and Donna Daniels are currently developing the list of titles to be transferred, and they will also identify materials that should be boxed prior to the move. Renee Tobin is still working to barcode Gov Ref materials and other documents likely to move, because ongoing barcode cleanup is already part of her regular duties. The ones she completes can be sent over with the other barcoded materials for random placement in the storage bins.

After its next meeting on August 1, the committee will most likely recommend to the administration that we barcode the “low hanging fruit” in LISA—NASA materials, and those materials transferred to LISA as part of the Storage B project. This represents an estimated 35,679 titles, some of which already have unlinked barcodes and Sierra item records. Mandi and Kathleen have already agreed to begin developing procedures for this clean-up, which should begin as soon as possible.

Test barcoding in the main stacks (an estimated 49,496 unbarcoded items from Lora’s sampling) demonstrated that going through the materials shelf by shelf was too time intensive for the resulting yield of unbarcoded titles. We will instead work to identify pockets of materials, and these will be processed by User Services or Technical Services staff as they are discovered, or as small-scale clean-up projects. When the movers begin work, we recommend that as they identify unbarcoded materials, they should set them aside. Technical Services staff will try to process as many as possible up front so they

can be fed back into the movers' workflow, and this will probably require a couple months of "all hands on deck" work. Those materials that can't be processed within the allotted time frame will have to be handled later. (See 4 below)

Finally, our report estimated that there are 70,700 Special Collections materials to be moved to the new storage facility from LISA and Room 186. The committee will discuss recommendations about barcoding these materials at the August 1 meeting.

3. Develop processing guidelines for vendors as needed including those for identification and handling of damaged materials – June 1st

Mary Leverance has begun work on procedures for identifying and handling damaged materials. Other processing guidelines have yet to be developed.

4. Identify methodologies (procedures, policies, space, etc.) for handling materials which cannot be processed through standard methods during the move.

Our report recommended that unbarcoded Mullins materials that couldn't be processed in time for the movers be transferred to compact shelving (or elsewhere in the building) in call number order. This would allow them to be located, and the plan was for Technical Services staff to process materials from that location using laptops. Unbarcoded materials from LISA were to be moved to the new storage facility—also in call number order—and processed there as time permits. These strategies will be discussed by the group again, and if they are still judged to be good ones, formal recommendations will be made to the administration.

5. Develop processing guidelines for future materials that are acquired or transferred to the storage facility.

The Collection Selection Committee has made preliminary recommendations for the future transfer of materials. These include:

- Serials. Serials will be retained in Mullins based upon the most recent, rolling five-year period. For print serials that convert to print + online, the print will be moved to storage. (This will be done at the time of the change.) If a serial is no longer active, then it will be moved to storage. Currently received periodicals will follow the current binding schedule.
- Monographs. Monographs will be retained based upon the most recent, rolling twenty-year period.
- Gifts. In general, we should not accept any gifts for the main collection that go directly storage.

- Transfers to Storage. Items being transferred should use the same selection criteria developed during the initial planning process. Items from the branches items designated for storage should be transferred directly to storage rather than Mullins.
- Transfers from Storage. Criteria are still in development. However, bound serials will be judged/processed at the item level and follow the same procedures as monographs for transfer back to Mullins.
- Maintenance. An inventory of items to be sent to storage will be processed annually, during the summer months.

Membership

Deb Kulczak (chair), Mary Gilbertson, Kathleen Lehman, Mary Leverance, Todd Lewis, Bridget Penrose, Mandi Smith, Katrina Windon

Appendix 6: Staffing Committee reports

Storage Facility Staffing Committee Progress Report 5/5/2017

Overview of staffing

The committee developed five potential staffing models (attached) for the new Library Storage Facility. After discussion and feedback, the committee recommends the fifth model, with the new storage facility open Sunday noon-8pm and M-F 8am-5pm. Services will be provided by three FTE (new positions – Supervisor, Specialist 1, and Specialist 2) and three hourly positions expected to work a minimum average of 17 hours/wk and up to an average 20 hours/wk (or the equivalent number of work studies). The storage facility would be closed on university holidays and otherwise mimic the hours set for Mullins Library.

Potential delivery times are currently noted on the Option 5 staffing chart. We suggest once on Sunday, four times M-TH, and twice on Friday. We should be open to the possibility that this will need to be adjusted as we learn more about use patterns.

Several possible solutions were proposed for dealing with the issue of coverage for vacations and illness. For example, Sunday duties could be covered by hourly staff assuming they have access to the building; the Sunday Mullins staff, either ILL staff or User Services Technician, could step in to assist; or, in the case of a planned absence, other full-time storage staff can adjust their schedules to provide coverage as needed.

Other details

Primary storage staff duties would include:

- Processing requests for scans of articles, papers, government documents, etc. This involves using the storage software, Sierra, ILLiad, BSCAN, and possibly other software.
- Processing requests for retrieval of physical items using the same software mentioned above except for BSCAN.
- Delivering requested items to Mullins and branches.
- It's also possible that staff in storage could assist with shipping preparation. We need to talk to Deb Cheval and Matthew Kelley about the possibility of coordinating our efforts.

Other staffing issues:

- Organizationally, new storage staff would “sit” under ILL.
- In addition to the primary staff, some staff from ILL, User Services, Preservation, and Special Collections would need access to the new storage facility. For this reason, ID-swipe entry or key-pad entry would be preferable over a keyed entry.

Software, hardware, supplies needed:

- Hour Tracker, When to Work (current account could accommodate new storage staff), Sierra, ILLiad, Adobe Acrobat Pro
- Three Bookeye scanners with BSCAN
- Small van to be used for up to four deliveries per day. Current van could be used for larger moves/by special collections, etc.
- Book carts (still need to determine number); one or two will need to be fitted for use with the lift
- Dolly and hand truck for loading transport bins and other materials
- Boxes/totes
- Large format scanner? (need of a large scanner will depend in part of what materials from Special Collections will be moved to the new facility)

Other remaining questions:

- What other supplies will be needed in the facility for staff to do their jobs?
- What, specifically, will be the duties and standards for the staff?
- What, specifically, will be the procedures and service expectations for delivery of e- and physical materials, including considering in what ways will storage facility staff interface with other library departments?
- Will storage facility staff retrieve Special Collection materials or will Special Collections staff do that?

Storage Staffing Committee Review of Committee Objectives as of July 21, 2017

- Investigate storage delivery models, develop potential staffing and service models for regular service and delivery of materials from storage (Assuming a M-F 8-6, 4 hours on Sat schedule), identify resultant service parameters – report due May 15.

Report was submitted to the Storage Facility Steering Committee on May 15th, 2017. In the report, the Staffing Committee recommends service and staffing Sunday – Friday with delivery to Mullins and the branch libraries once on Sundays and up to four times during the week days, depending on service demands. Storage Facility staff will work closely with ILL to use existing standards and work flows for fulfillment of e-requests. Storage Facility staff and Special Collections personnel will review and revise existing workflow to address any issues that arise in fulfilling requests.

- Research and report on any additional services or transportation needs related to the delivery (electronic and physical) of library resources

Electronic delivery needs mirror those of ILL (ILLiad, BSCAN, etc – detailed more fully in report mentioned above). For physical delivery of items, the staffing committee recommends that a second library vehicle be purchased that would be dedicated to this delivery service.

- Identify staffing needed to ensure appropriate scanning for document delivery needs

One Supervisor, two specialists, and 4-6 extra-help (part-time) employees; additional staffing support would be provided by ILL and User Services personnel.

- Determine appropriate access and staffing for Preservation and Special Collections processing, access, and delivery

Full-time Special Collections and Preservation personnel would have access to the Storage Facility during the facilities' open hours.

- Identify access needs of staff for the facility, vehicle, software, etc.

In addition to full-time Facilities, Special Collections, and Preservation staff, access would be needed for ILL and User Service department heads as well as the staff assigned to assist with request processing. Vehicle and software needs noted above and in the May 15th report. As suggested in committee recommendations from May, ID-swipe entry or key-pad entry would be preferable over a keyed entry.

- Describe the roles of personnel hired for the storage facility as well as the organization structure for storage personnel as they relate to other areas of the library (ILL, stacks, etc.)

Draft Position Descriptions for the Library Storage Supervisor and Specialists have been developed and are included as separate attachments with this objectives review. The committee's original recommendation is that the Storage Facility Staff would organizationally "sit" under ILL, but the final discussion is left for the administration.

- Work with Library HR to develop appropriate job tasks for new employees.

Some aspects of the Position Descriptions have been done in consultation with HR but they have not yet been submitted to HR for a full review.

POSITION DESCRIPTION

State Title:	Library Specialist	Type of Position:	Classified
Working Title:	Library Storage Facility Specialist	Dept (BU) Code:	MULN
Position #:		Supervisor Position #:	
Work Schedule:	Sunday noon-8pm and M-R 8am-5pm, OR M-F 8am-5pm		
Bldg/Dept Name (e.g., Mullins Library, Cataloging):	Storage Facility		
Department Users with Access (List reporting chain through division director plus all LHRO staff.)	Jeff Banks, Kathy Riggle, Elsie Nguyen		

Summary of Job Duties (for position posting): Has primary responsibility of verifying citations and processing requests from Special Collections, RazorRush, and Lending via ILLiad, Sierra, and other appropriate software or systems. Responds to resend requests, cancellations, and conditional messages. Answers user questions regarding the status of their requests. Assists users with requesting system. Retrieves item requests and delivers to Mullins and the branch libraries. Directs users to appropriate departments or people. Acts as lead worker when necessary. In cooperation with the unit supervisor, evaluates, trains, and supervises hourly and work-study employees. Reports to the Library Storage Facility Supervisor.

Minimum Qualifications: These will be populated automatically for classified staff positions.

Preferred Qualifications:

Knowledge, Skills, and Abilities:

Appointment Percent: 100%

Does this position require any license(s)/certification(s)? X Yes No

If Yes, please specify: Valid Driver's License

JOB DUTIES

% of Total Time	Duty Area	Is this an Essential Duty?	Responsibility/Duty (listed in order of importance)
40	1	Yes	<p>Duty: Screens incoming requests using ILLiad, Sierra, and/or other tools to determine local ownership. Forwards locally-owned items to the ILLiad Document Delivery module where appropriate. Verifies location of the item using Sierra or other appropriate tools. Processes retrieval slips and retrieves items from storage facility stacks. Screens and verifies requests from other libraries using the ILLiad Lending module and other appropriate software or systems. Answers user queries via email, telephone, or other means. Communicates with other libraries about their requests. Responds to ILLiad Special Messages.</p> <p>Standard: Requests are correctly screened and verified using ILLiad, the library catalog, and/or other tools as appropriate. Special Messages are responded to correctly. User queries are replied to correctly and within specified time limits. Tasks are completed with no more than 1 errors or valid complaint per year.</p>

			Method of Measurement: Supervisory work review and observation.
25	2	Yes	<p>Duty: Retrieves items from storage stacks. Deliver requested materials to branch locations. Scan and send requested materials to library users.</p> <p>Standard: Safely operates item picker and library vehicle at all times. Maintain the gas level, using the library p-card to replenish the gas tank whenever it drops below ½ full. Physical items are retrieved from stacks and correctly sorted and delivered to the appropriate library.</p> <p>Materials are appropriately scanned (no blurring, pages missing, or cut-off edges). Scans are delivered using the appropriate method within 24 working hours of verification. Items are correctly reshelfed after fulfilling requests. Request statuses are correctly updated using the correct software as items are processed. Physical items are properly prepared for shipment. Tasks are completed with no more than one error and/or valid complaint per year.</p> <p>Method of Measurement: Supervisory work review and observation.</p>
20	3	Yes	<p>Duty: Process requests for retrieval of Special Collections materials.</p> <p>Standard: Accurately retrieves requested Special Collections materials from storage facility stacks. Uses careful handling when transporting Special Collections materials. Delivers requested materials to Special Collections. Returns Special Collections materials to correct shelving in the storage facility. Communicates effectively with Special Collections personnel to resolve questions or problems related to requests.</p> <p>Method of Measurement: Supervisory work review and observation.</p>
15	4	Yes	<p>Duty: Provides reports and acts as lead worker. Participates in library committee work. Participates in record maintenance projects.</p> <p>Standard: When requested, produces reports regarding RazorRush and other requesting activity. Acts as lead worker in the absence of the supervisor. Serves on library committees and/or task forces as assigned. Assists in record maintenance projects (ex. Creating item records; barcoding items).</p> <p>Method of Measurement: Supervisory work review and observation.</p>
	5		<p>Duty:</p> <p>Standard:</p> <p>Method of Measurement:</p>
<p>NOTE: FOR EACH DUTY, SIGNIFY IF THIS IS AN “ESSENTIAL DUTY”, AS DEFINED BY THE AMERICANS WITH DISABILITIES ACT, BY PLACING AN X BY THE DUTY NUMBER, FOR ADDITIONAL INFORMATION ON ESSENTIAL DUTIES SEE GUIDELINES FOR IDENTIFYING “ESSENTIAL JOB FUNCTIONS”, FORM VI-C-2.</p>			

COMMUNICATION SKILLS

Select the level of language (ability to read, write, and speak) needed to successfully accomplish the essential duties of this position. Please select all that apply.

- Read, write, and comprehend simple instructions, short correspondence, and memos.
- Read and interpret safety rules, operating/maintenance instructions, and procedure manuals.
- Write routine reports and correspondence, and speak effectively before both internal and external groups.
- Read, analyze, and interpret business manuals, technical procedures, and governmental regulations.

- Read, analyze, and interpret scientific and technical journals, financial reports, and legal documents.
- Prepare and/or present written communications that pertain to controversial and complex topics.

PERSONAL CONTACTS

The organization is defined as the University of Arkansas, Fayetteville campus.

Internal Contacts:

- Contact with employees or others primarily at a routine level involving basic information exchange.
- Contact with peers and others involving explanation of information (these contacts may be within or outside your unit, department, or division), and the gathering of factual information. May include the communication of sensitive or confidential information.
- Contact across units, departments, or divisions with employees involving persuasion of others, absent formal authority, to conform to a policy interpretation or recommended course of action.
- Contact that requires a high degree of authority in securing understanding and cooperation of multiple departments or interests.

External Contacts:

- No contact with people outside the University of Arkansas.
- Limited external contact to gather information, answer queries, or solicit assistance.
- Frequent external contact to gather information, answer queries, or solicit assistance.
- External contact involving a requirement to maintain a continuing external working relationship with individuals, or organizations.
- External contact involving the initiation and maintenance of relationships that can have a significant effect on the success of the University of Arkansas.

RESPONSIBILITY

Supervisory Responsibility:

- Level 1** No supervisory responsibility; may explain work instructions to others.
- Level 2** Involves general instructing, scheduling, and reviewing the work of others performing the same or directly related work. Acts as “lead worker.” This level involves functional supervision only.
- Level 3** Recommends personnel actions (hiring, termination, pay changes). Involves scheduling, supervision, and evaluation of work of employees who perform similar work assignments.
- Level 4** Involves scheduling, supervision, and evaluation of work as a “manager” of the first line supervisors; or performs supervision of workers who perform distinct and separate blocks of work.
- Level 5** Involves scheduling, supervision, and evaluation of work as a superior of “managers.” Administers through subordinate managers, departmental multi-function programs or operations.
- Level 6** Involves scheduling, supervision, and evaluation of work as a superior of those in level 5.

Indicate Title, PSB numbers of employees supervised, and number of employees supervised under this title. If no employees are supervised, indicate “NONE.”

Lead worker for hourly staff

Decision Responsibility:

- Requires very little analytical thought or independent decision-making. The work has limited overall impact.
- Regularly makes decisions involving how an operation will be done or carried out (i.e., sequence or method), and generally from an available set of alternatives or precedents.
- Regularly makes decisions of responsibility, involving evaluation of information. Decisions may require development or application of alternatives or precedents.
- Regularly makes significant decisions and final results, typically affecting the entire department. Available guides or precedents are limited. Has authority over the allocation of resources.
- Significant responsibility for decisions and final results, affecting more than one department or a department with multiple units. Substantial analysis is required and many factors must be weighed before a decision can be reached.
- Major responsibility for decisions and final recommendation, which may result in the formulation of strategic plans of action to achieve the broad objectives of the University of Arkansas.
- Primary work responsibility involves the long range future of the University of Arkansas. Decisions determine the scope, direction, and goals of the University of Arkansas.

Budgetary Responsibility:

- Little or no responsibility in the area of budgets or departmental resources.
- Limited responsibility for financials, budgets, or other resources. May be responsible for entry of financial data into spreadsheets and/or databases for use by others. Accuracy of work is monitored by supervisor.
- Responsibility for compiling financial reports, creating annual program budgets or biennial budgets. May make oral or audio/visual presentations.
- Responsibility for interpretation and analysis of program and financial data. May determine departmental needs, research available alternatives, and develop departmental recommendations.
- Responsibility for oversight of others who carry out the entry, reporting, and presentation of financial data. Makes routine decisions regarding use of financial and other resources on the department's behalf.

COMPLEXITY, JUDGMENT, AND PROBLEM SOLVING

- Work of a relatively routine nature. Requires the ability to understand and follow instructions.
- Structured work, following a limited variety of standard practices.
- Generally structured work, but involving a choice of action within limits of standard policy and procedures.
- Generally diversified and moderately difficult work. Requires judgment in the adaptation and interpretation of established practices and procedures to meet problems and situations to which the application is not clearly defined.
- Typically difficult or complex work. Generally governed by broad instructions and objectives usually involving frequently changing conditions and problems.
- Work requires the ability to plan and perform work in light of new or constantly changing problems, work from broad instruction, deal with complex factors not easily evaluated. Decisions require considerable judgment, initiative, and ingenuity in areas where there is little precedent.
- Work requires the ability to act independently in the formulation and administration of policies and programs for major division or functions.

WORKING CONDITIONS

Please indicate the level which appropriately describes the work environment of the position. In selecting the appropriate level, a judgment should be reached regarding the most disagreeable conditions that are a normal and recurring factor of the job.

Physical Conditions:

Does this position qualify for hazard pay?* YES NO

*Note: No library positions qualify for hazard pay.

Schedule:

Routine shift hours. Infrequent overtime, weekend, or shift rotation.

- Considerable irregularity of hours because of frequent overtime, weekend, or shift rotation.
- Work demands and irregularity of hours create considerable inconvenience for home and social life, such as regular and frequent on-call availability.
- Nature of work frequently requires highly irregular and unpredictable or particularly long hours, such as attendance and participation at evening meetings, covering double shifts, etc.

Does this position qualify for a shift differential? YES NO
 If yes, which shift? Evening (3:00 P.M. to 12:00 A.M.) Graveyard (11:00 P.M. to 8:00 A.M.)

Demands / Deadlines:

- Little or no stress created by work, associates, or public.
- Occasional stress due to deadlines or workload because of intermittent or cyclical work pressures, or occasional exposure to distressed individuals within the immediate work environment.
- High volume and variable work demands and deadlines impose strain on routine basis or considerable stress intermittently; OR regular direct contact with distressed individuals within the immediate work environment, AND/OR exposure to demands and pressures from persons other than immediate supervisor.
- Work requires frequent, substantive contact with people in highly stressful situations; delicacy and predictability of contacts routinely creates considerable strain or heavy stress regularly.

Working Environment

Please indicate the level which appropriately describes the work environment of the position. In selecting the appropriate level, a judgment should be reached regarding the most disagreeable conditions that are a normal and recurring factor of the job.

The conditions the worker will be subject to in this position. (Please check all blocks that apply)

<input type="checkbox"/>	The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from temperature changes.
<input type="checkbox"/>	The worker is subject to outside environmental conditions. No effective protection from the weather.
<input type="checkbox"/>	The worker is subject to both environmental conditions. Activities occur inside and outside.
<input type="checkbox"/>	The worker is subject to extreme cold. Temperatures typically below 32 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
<input type="checkbox"/>	The worker is subject to extreme heat. Temperatures above 100 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
<input type="checkbox"/>	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.
<input type="checkbox"/>	The worker is subject to vibration. Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
<input type="checkbox"/>	The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.
<input type="checkbox"/>	The worker is frequently in close quarters, crawl spaces, shafts, manholes, small enclosed rooms, small sewage and line pipes, and other areas that could cause claustrophobia.
<input type="checkbox"/>	The worker is required to function in narrow aisles or passageways.
<input checked="" type="checkbox"/>	None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).

Physical Activities:

Please identify the physical activities that would ordinarily occur in the performance of the essential job duties listed for this position:

Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	Not Applicable
Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	Occasionally
Crawling. Moving about on hands and knees or hands and feet.	Not Applicable
Crouching. Bending the body downward and forward by bending leg and spine.	Occasionally
Driving. Maintaining control and operation of a motor vehicle.	Frequently
Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	Not Applicable
Manipulate items with fingers, including keyboarding. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	Constantly
Grasping. Applying pressure to an object with the fingers and palm.	Constantly
Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to distinguish sound.	Occasionally
Kneeling. Bending legs at knee to come to a rest on knee or knees.	Not Applicable
Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	Frequently
Pulling. Using upper extremities to exert force in order to drag, haul or tug objects in a sustained motion.	Frequently
Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	Frequently
Reaching. Extending hand(s) and arm(s) in any direction.	Frequently
Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.	Frequently
Sharps. Handling of sharp tools or equipment.	Occasionally
Sitting. Continuous period of being seated, especially when engaged in a particular activity.	Frequently
Standing. Particularly for sustained periods of time.	Frequently

Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	Frequently
Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	Occasionally
Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	Frequently

The physical requirements of this position. (Please check only one block)

<input type="checkbox"/>	Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly. Sedentary work involves sitting most of the time.
<input type="checkbox"/>	Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of force is greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
<input checked="" type="checkbox"/>	Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy work. Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very heavy work. Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

The visual acuity requirements including color, depth perception, and field vision. (Please check all that apply)

<input checked="" type="checkbox"/>	The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; and/or visual inspection at distances close to the eyes.
<input checked="" type="checkbox"/>	The worker is required to have visual acuity to perform an activity such as: operates machines where the seeing job is at or within arm's reach; performs mechanical or skilled trades tasks of a non-repetitive nature, such as carpenters or technicians.
<input checked="" type="checkbox"/>	The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment.
<input checked="" type="checkbox"/>	The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, etc).

PRE-EMPLOYMENT CHECKS

MVR Check: X YES NO

Background Check:

The only positions in the Libraries which require background checks are Dean of Libraries, Associate Dean of Libraries, Director for Administrative Services, and Library Budget Officer.

BUDGET INFORMATION

Cost Center #:	<input type="checkbox"/> 0102-04090-41-0000 Mullins Library	<input type="checkbox"/> 0102-04095-41-0000 Library Development
	<input type="checkbox"/> 0102-04097-41-0000 Special Collections	
	<input type="checkbox"/> Other; please specify below:	
	<input type="text"/>	

Provisional Position: YES NO

NOTE: If Yes, then the following is REQUIRED:

Purpose of the Grant/Contract/Program:			
Grant No.:		Grant Name:	
Funding Amount:		Funding Agency:	
Date Grant Awarded / Renewed:		Grant End Date:	
Additional Information:			

POSITION DESCRIPTION

State Title:	Library Supervisor	Type of Position:	Classified
Working Title:	Library Storage Facility Supervisor	Dept (BU) Code:	MULN
Position #:		Supervisor Position #:	
Work Schedule:	Monday – Friday 8:00am – 5:00pm		
Bldg/Dept Name (e.g., Mullins Library, Cataloging):	Storage Facility		
Department Users with Access (List reporting chain through division director plus all LHRO staff.)	Jeff Banks, Kathy Riggle, Elsie Nguyen		

Summary of Job Duties (for position posting): This position is responsible for management of the Library Storage Facility. Hires, trains, evaluates, supervises and motivates two classified staff members and several hourly and work-study employees. Ensures that items requested from the storage location are either scanned and sent electronically to the user (articles, book chapters, etc.) or are physically retrieved and delivered to the appropriate campus location. Ensures that lending requests (requests from other libraries) are responded to within established guidelines and consortial/reciprocal turnaround time agreements. Manages equipment maintenance and software upgrades. Reports building issues to the appropriate department/person. Produces monthly statistical reports and other reports at the request of the department head. Interprets policies and procedures for students, faculty and staff and librarians and staff at other libraries. Works with the department head, ILL Coordinator, and Special Collections to develop new procedures and services. Together with the department head, the ILL Coordinator, and Special Collections, monitors and evaluates workflows with an eye towards reduction of steps and increasing ease of use for library users. Reports to ?

Minimum Qualifications: These will be populated automatically for classified staff positions.

Preferred Qualifications:

Knowledge, Skills, and Abilities:

Appointment Percent: 100%

Does this position require any license(s)/certification(s)? X Yes No

If Yes, please specify:

Valid Driver's License

JOB DUTIES

% of Total Time	Duty Area	Is this an Essential Duty?	Responsibility/Duty (listed in order of importance)
60	1	Yes	<p>Duty: Manage the Library Storage Facility.</p> <p>Standard: Staff and students are trained in unit procedures, software, and technology. Proactive customer service and good work habits are promoted through training and modeling of appropriate behaviors. Adequate personnel records for the unit staff are maintained and performance issues are reported to the department head. Performance evaluations are accurate and submitted by the deadline. Staff and student workers are scheduled appropriately. Turnaround time commitments are met. Equipment is</p>

			<p>maintained according to schedule. Equipment failures are handled quickly and appropriately. Software upgrades are completed in a timely manner. Building issues are reported correctly and promptly. User and staff concerns are resolved correctly and in a timely manner, and the department head is consulted when necessary. Accurate reports are produced when requested. Statistics are accurate and completed when requested. Cooperates with the ILL Coordinator and Special Collections to ensure department goals are met. The department head is kept informed of challenges and opportunities for service improvement. Duties are performed with no more than one valid complaint per year.</p> <p>Method of Measurement: Observation by department head. Review of patron comments. Monitoring of turnaround time by department head. Review of relevant documents by department head.</p>
20	2	Yes	<p>Duty: Process requests for retrieval.</p> <p>Standard: The appropriate software and procedures are used to conduct daily delivery and Lending activities according to established turnaround times. OCLC Lending special messages are responded to on a daily basis. Difficult requests are processed daily. Library users are assisted appropriately with questions regarding their requests and are trained in the use of the online request system, or directed to Special Collection personnel for assistance as appropriate. Problems are resolved quickly and correctly. Problems are promptly reported to the department head. Duties are performed with no more than one valid complaint per year.</p> <p>Method of Measurement: Direct observation by department head. Checking daily activity levels by department head. Monitoring of turnaround time by department head.</p>
20	3	Yes	<p>Duty: Deliver requested items. Participate in assigned library committee and/or task force work. Engage in continuing education.</p> <p>Standard: Acts as backup delivery driver when needed. Training programs are successfully completed as assigned. Appropriate email discussion lists are monitored, and relevant information is shared with unit or department staff. Skills are kept up to date and new applications beneficial to the department are learned through attendance at appropriate workshops and/or classes. Library committee work is completed when assigned. Duties are performed with no more one valid complaint per year.</p> <p>Method of Measurement: Observation by department head. Department head review of information about classes, workshops, and committee work.</p>
	4		<p>Duty:</p> <p>Standard:</p> <p>Method of Measurement:</p>
	5		<p>Duty:</p> <p>Standard:</p> <p>Method of Measurement:</p>
<p>NOTE: FOR EACH DUTY, SIGNIFY IF THIS IS AN "ESSENTIAL DUTY", AS DEFINED BY THE AMERICANS WITH DISABILITIES ACT, BY PLACING AN X BY THE DUTY NUMBER, FOR ADDITIONAL INFORMATION ON ESSENTIAL DUTIES SEE GUIDELINES FOR IDENTIFYING "ESSENTIAL JOB FUNCTIONS", FORM VI-C-2.</p>			

COMMUNICATION SKILLS

Select the level of language (ability to read, write, and speak) needed to successfully accomplish the essential duties of this position. Please select all that apply.

- Read, write, and comprehend simple instructions, short correspondence, and memos.
- Read and interpret safety rules, operating/maintenance instructions, and procedure manuals.
- Write routine reports and correspondence, and speak effectively before both internal and external groups.
- Read, analyze, and interpret business manuals, technical procedures, and governmental regulations.
- Read, analyze, and interpret scientific and technical journals, financial reports, and legal documents.
- Prepare and/or present written communications that pertain to controversial and complex topics.

PERSONAL CONTACTS

The organization is defined as the University of Arkansas, Fayetteville campus.

Internal Contacts:

- Contact with employees or others primarily at a routine level involving basic information exchange.
- Contact with peers and others involving explanation of information (these contacts may be within or outside your unit, department, or division), and the gathering of factual information. May include the communication of sensitive or confidential information.
- Contact across units, departments, or divisions with employees involving persuasion of others, absent formal authority, to conform to a policy interpretation or recommended course of action.
- Contact that requires a high degree of authority in securing understanding and cooperation of multiple departments or interests.

External Contacts:

- No contact with people outside the University of Arkansas.
- Limited external contact to gather information, answer queries, or solicit assistance.
- Frequent external contact to gather information, answer queries, or solicit assistance.
- External contact involving a requirement to maintain a continuing external working relationship with individuals, or organizations.
- External contact involving the initiation and maintenance of relationships that can have a significant effect on the success of the University of Arkansas.

RESPONSIBILITY

Supervisory Responsibility:

- Level 1** No supervisory responsibility; may explain work instructions to others.
- Level 2** Involves general instructing, scheduling, and reviewing the work of others performing the same or directly related work. Acts as “lead worker.” This level involves functional supervision only.
- Level 3** Recommends personnel actions (hiring, termination, pay changes). Involves scheduling, supervision, and evaluation of work of employees who perform similar work assignments.
- Level 4** Involves scheduling, supervision, and evaluation of work as a “manager” of the first line supervisors; or performs supervision of workers who perform distinct and separate blocks of work.
- Level 5** Involves scheduling, supervision, and evaluation of work as a superior of “managers.” Administers through subordinate managers, departmental multi-function programs or operations.
- Level 6** Involves scheduling, supervision, and evaluation of work as a superior of those in level 5.

Indicate Title, PSB numbers of employees supervised, and number of employees supervised under this title. If no employees are supervised, indicate “NONE.”

Supervisor for two full-time Specialist staff and several (~4-6) extra-help staff.

Decision Responsibility:

- Requires very little analytical thought or independent decision-making. The work has limited overall impact.
- Regularly makes decisions involving how an operation will be done or carried out (i.e., sequence or method), and generally from an available set of alternatives or precedents.
- Regularly makes decisions of responsibility, involving evaluation of information. Decisions may require development or application of alternatives or precedents.
- Regularly makes significant decisions and final results, typically affecting the entire department. Available guides or precedents are limited. Has authority over the allocation of resources.
- Significant responsibility for decisions and final results, affecting more than one department or a department with multiple units. Substantial analysis is required and many factors must be weighed before a decision can be reached.
- Major responsibility for decisions and final recommendation, which may result in the formulation of strategic plans of action to achieve the broad objectives of the University of Arkansas.
- Primary work responsibility involves the long range future of the University of Arkansas. Decisions determine the scope, direction, and goals of the University of Arkansas.

Budgetary Responsibility:

- Little or no responsibility in the area of budgets or departmental resources.
- Limited responsibility for financials, budgets, or other resources. May be responsible for entry of financial data into spreadsheets and/or databases for use by others. Accuracy of work is monitored by supervisor.
- Responsibility for compiling financial reports, creating annual program budgets or biennial budgets. May make oral or audio/visual presentations.
- Responsibility for interpretation and analysis of program and financial data. May determine departmental needs, research available alternatives, and develop departmental recommendations.
- Responsibility for oversight of others who carry out the entry, reporting, and presentation of financial data. Makes routine decisions regarding use of financial and other resources on the department's behalf.

COMPLEXITY, JUDGMENT, AND PROBLEM SOLVING

- Work of a relatively routine nature. Requires the ability to understand and follow instructions.
- Structured work, following a limited variety of standard practices.
- Generally structured work, but involving a choice of action within limits of standard policy and procedures.
- Generally diversified and moderately difficult work. Requires judgment in the adaptation and interpretation of established practices and procedures to meet problems and situations to which the application is not clearly defined.
- Typically difficult or complex work. Generally governed by broad instructions and objectives usually involving frequently changing conditions and problems.
- Work requires the ability to plan and perform work in light of new or constantly changing problems, work from broad instruction, deal with complex factors not easily evaluated. Decisions require considerable judgment, initiative, and ingenuity in areas where there is little precedent.
- Work requires the ability to act independently in the formulation and administration of policies and programs for major division or functions.

WORKING CONDITIONS

Please indicate the level which appropriately describes the work environment of the position. In selecting the appropriate level, a judgment should be reached regarding the most disagreeable conditions that are a normal and recurring factor of the job.

Physical Conditions:

Does this position qualify for hazard pay?* YES NO

*Note: No library positions qualify for hazard pay.

Schedule:

- Routine shift hours. Infrequent overtime, weekend, or shift rotation.
- Considerable irregularity of hours because of frequent overtime, weekend, or shift rotation.
- Work demands and irregularity of hours create considerable inconvenience for home and social life, such as regular and frequent on-call availability.
- Nature of work frequently requires highly irregular and unpredictable or particularly long hours, such as attendance and participation at evening meetings, covering double shifts, etc.

Does this position qualify for a shift differential? YES NO
 If yes, which shift? Evening (3:00 P.M. to 12:00 A.M.) Graveyard (11:00 P.M. to 8:00 A.M.)

Demands / Deadlines:

- Little or no stress created by work, associates, or public.
- Occasional stress due to deadlines or workload because of intermittent or cyclical work pressures, or occasional exposure to distressed individuals within the immediate work environment.
- High volume and variable work demands and deadlines impose strain on routine basis or considerable stress intermittently; OR regular direct contact with distressed individuals within the immediate work environment, AND/OR exposure to demands and pressures from persons other than immediate supervisor.
- Work requires frequent, substantive contact with people in highly stressful situations; delicacy and predictability of contacts routinely creates considerable strain or heavy stress regularly.

Working Environment

Please indicate the level which appropriately describes the work environment of the position. In selecting the appropriate level, a judgment should be reached regarding the most disagreeable conditions that are a normal and recurring factor of the job.

The conditions the worker will be subject to in this position. (Please check all blocks that apply)

<input type="checkbox"/>	The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from temperature changes.
<input type="checkbox"/>	The worker is subject to outside environmental conditions. No effective protection from the weather.
<input type="checkbox"/>	The worker is subject to both environmental conditions. Activities occur inside and outside.
<input type="checkbox"/>	The worker is subject to extreme cold. Temperatures typically below 32 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
<input type="checkbox"/>	The worker is subject to extreme heat. Temperatures above 100 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
<input type="checkbox"/>	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.
<input type="checkbox"/>	The worker is subject to vibration. Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
<input type="checkbox"/>	The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.
<input type="checkbox"/>	The worker is frequently in close quarters, crawl spaces, shafts, manholes, small enclosed rooms, small sewage and line pipes, and other areas that could cause claustrophobia.
<input type="checkbox"/>	The worker is required to function in narrow aisles or passageways.

<input checked="" type="checkbox"/>	None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).
-------------------------------------	---

Physical Activities:

Please identify the physical activities that would ordinarily occur in the performance of the essential job duties listed for this position:

Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	Not Applicable
Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	Occasionally
Crawling. Moving about on hands and knees or hands and feet.	Not Applicable
Crouching. Bending the body downward and forward by bending leg and spine.	Occasionally
Driving. Maintaining control and operation of a motor vehicle.	Occasionally
Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	Not Applicable
Manipulate items with fingers, including keyboarding. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	Constantly
Grasping. Applying pressure to an object with the fingers and palm.	Constantly
Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to distinguish sound.	Occasionally
Kneeling. Bending legs at knee to come to a rest on knee or knees.	Not Applicable
Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	Frequently
Pulling. Using upper extremities to exert force in order to drag, haul or tug objects in a sustained motion.	Frequently
Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	Frequently
Reaching. Extending hand(s) and arm(s) in any direction.	Frequently
Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.	Frequently
Sharps. Handling of sharp tools or equipment.	Occasionally
Sitting. Continuous period of being seated, especially when engaged in a particular activity.	Frequently
Standing. Particularly for sustained periods of time.	Frequently

Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	Frequently
Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	Occasionally
Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	Frequently

The physical requirements of this position. (Please check only one block)

<input type="checkbox"/>	Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly. Sedentary work involves sitting most of the time.
<input type="checkbox"/>	Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of force is greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
<input checked="" type="checkbox"/>	Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy work. Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very heavy work. Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

The visual acuity requirements including color, depth perception, and field vision. (Please check all that apply)

<input checked="" type="checkbox"/>	The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; and/or visual inspection at distances close to the eyes.
<input checked="" type="checkbox"/>	The worker is required to have visual acuity to perform an activity such as: operates machines where the seeing job is at or within arm's reach; performs mechanical or skilled trades tasks of a non-repetitive nature, such as carpenters or technicians.
<input checked="" type="checkbox"/>	The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment.
<input checked="" type="checkbox"/>	The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, etc.).

PRE-EMPLOYMENT CHECKS

MVR Check: X YES NO

Background Check:

The only positions in the Libraries which require background checks are Dean of Libraries, Associate Dean of Libraries, Director for Administrative Services, and Library Budget Officer.

BUDGET INFORMATION

Cost Center #:	<input type="checkbox"/> 0102-04090-41-0000 Mullins Library	<input type="checkbox"/> 0102-04095-41-0000 Library Development
	<input type="checkbox"/> 0102-04097-41-0000 Special Collections	
	<input type="checkbox"/> Other; please specify below:	
	<input type="text"/>	

Provisional Position: YES NO

NOTE: If Yes, then the following is REQUIRED:

Purpose of the Grant/Contract/Program:			
Grant No.:		Grant Name:	
Funding Amount:		Funding Agency:	
Date Grant Awarded / Renewed:		Grant End Date:	
Additional Information:			

Appendix 7: Software Committee Progress Report

7/25/17

The following are our action items from the last quarter:

- (1) Meet with Lane Roberts (ITS) to provide him an overview of the Sierra system with particular reference to APIs and SQL.
Done.

- (2) Meet with ILL, User Services, and the ARS Director to discuss the ideal requesting workflow. Currently returnables / physical copies and scans are 2 different workflows in two different departments and 2 different software solutions. Is there a way to make that process more seamless for users.

Done. We have added new “Request a Chapter Scan” and “Request an Article Scan” buttons to the library catalog to make the requests for a scan parallel to requests for holds.

These additions allow us to use the ILLiad service to manage scan requests and the Sierra system to manage requests for physical items, thus leveraging the capabilities of each service.

Limit search to items available for checkout

Previous record Next record

Author West, Elliott, 1945-

Title The contested plains : Indians, goldseekers, & the rush to Colorado / Elliott West

Publisher Lawrence, Kan. : University Press of Kansas, c1998

Copies/Volumes

LOCATION	CALL NUMBER	STATUS
MAIN	F591 .W4527 1998	AVAILABLE Map It!
MAIN	F591 .W4527 1998 c.2	AVAILABLE Map It!
LAW LIBRARY	F591 .W4527 1998	AVAILABLE

Description xxiv, 422 p. : ill., maps : 25 cm

Bibliography, etc. Includes bibliographical references (p. [383]-406) and index

Subject Indians of North America -- Great Plains -- History
Human ecology -- Great Plains
Great Plains -- History

Request this Item
Request a Chapter Scan

- Add to My Lists
- Save Record
- MARC display
- Cite this
- Text Location
- Email Link
- Permalink

Contested Plains
Indians, Goldseekers, and the
Rush to Colorado
Elliott West

- (3) Meet with Special Collections to review requesting workflows and how ArchivesSpace can interface with storage software. Examine Aeon as a requesting platform.

Done; most of this work has been conducted by Katrina Windon and Amy Allen. Special Collections is implementing ArchivesSpace now.

- (4) Investigate Inventory Software solutions that can interface with Sierra, ArchivesSpace, and other library systems.

Progress: held Caiasoft demo and received a preliminary price quote. Working with Iron Mountain to schedule a demo of their service.

- (5) As a sidebar, looking at SMS Text messaging services with User Services as a means to provide more timely notices to users. Once we are retrieving items from storage multiple times a day, we want the notifications to be in a format that is best serves busy patrons.

Progress: User Services staff have investigated the ShoutBomb service, which interfaces well with Sierra. Proposal to purchase forthcoming.

Next Actions:

1. Inventory Software

This work depends on mover bids / scope of work but hope to complete vendor evaluation and make a recommendation.

2. Requesting

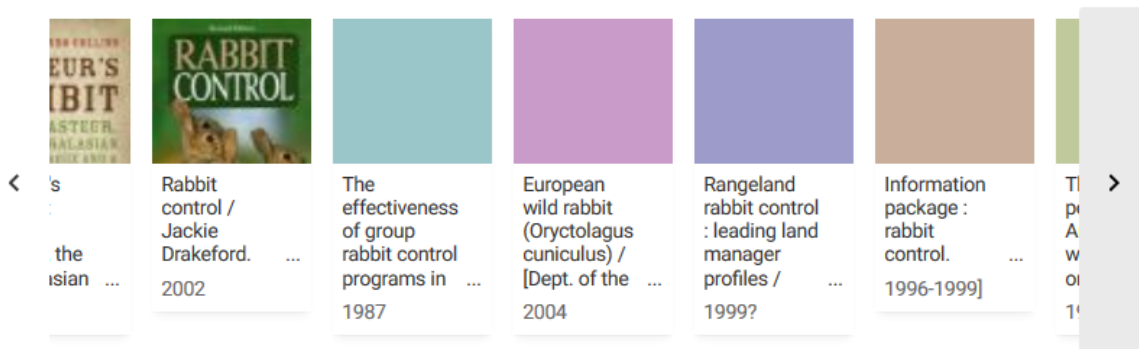
Revisit moving ILLiad to single sign on / LDAP to make the user login consistent with Sierra requesting.

Since we cannot assume that a service such as Aeon will be in place immediately, investigate improvements in Special Collections requesting.

3. User Experience

Investigate virtual browsing solutions such as NCSU's [Virtual Shelf Browse](#) or LibraryThing's Book Display Widget (example from U Queensland, below)

Virtual browse



Respectfully submitted,
B. Juhl