

University of Arkansas Libraries, Fayetteville, Arkansas

Admin Group meeting

Thursday, September 27, 2012

Present: Carolyn Allen, Jeff Banks, Molly Boyd, Judy Ganson, Dani Porter-Lansky, and Juana Young.

Personnel Update

- Jeff Banks reported that the search committee for the Cataloging Librarian would meet the first time on Friday, September 28.
- The final interviewee for the University Archivist's position, Ms. Jennifer Wochner, will be on campus Tuesday and Wednesday, October 2-3.
- The Library 2.012: The Future of Libraries in the Digital Age Worldwide Virtual Conference will be held online October 3 - 5. The [School of Library and Information Science \(SLIS\)](#) at San José State University is the founding conference sponsor. Jeff has reserved 472B for the three days; however, since the conference includes some overlapping sessions, users may also log in to individual sessions they choose from their own computers.

Diversity Goals Statement

The Diversity Committee produced a document to indicate their progress toward meeting university diversity goals. The university is in the process of developing new goals, which may be released at any time, so the Libraries' diversity goals may need to be changed when those are reviewed. The document is a combination of two types—a report on progress toward goals, and a statement of measurable, achievable goals. Jeff will revise to create two documents: one, a report on this year's progress toward goals, and two a goals statement for the future. The goals document should be more expressive and dynamic; for instance, take out the statement "Continue support of Diversity Fund," since funding this collection is now a routine part of the collections budget, and instead substitute a statement such as "Use the Diversity Fund to broaden our scope of collections to include underrepresented groups, including groups we have not collected before" or "Build collections to reflect diversity in the University's academic programs." It should be a focused plan that defines what the main objectives are, that maintains visibility, and that tracks progress toward goals. It must also align with the University's Office of Diversity, as the University's goals are our goals; the two cannot be separated. Add measurable outcomes and deadline dates. For instance, update and codify the search committee guidelines on diversity and add to employee manual by X date. Once the goals have been formulated, they will be added to the existing working goals document for the Libraries.

University Recreation Traveling Trainer

The University Recreation announced a new Traveling Trainer program, wherein trainers will come to departments on campus and lead sessions on exercises that you can do at your desk, healthy nutrition and recipe ideas, and what you need to know when starting an exercise plan. The Admin Group agreed this would be an excellent opportunity for library employees. Jeff will contact University Recreation to set up some sessions.

Graduate Assistant Position for Distance Education

The Admin Group reviewed the position description for the Graduate Assistant for Distance Education. The assistant must be knowledgeable enough to resolve whatever issues arise with distance education students and faculty. The assistant will receive basic training in reference and remote access. Judy will ask Beth Juhl to review the document and provide feedback, and will talk to both Beth and Donna Daniels to determine who will supervise this new employee. Before the position description is posted, it

will be sent to Javier Reyes, Vice Provost for Distance Education, for review, as they are providing the funding for the position.

Two Millionth Volume

The Admin Group reviewed the recommendation from Selectors for the two millionth volume purchase. The Selectors recommended a rare book. Dani Porter-Lanski will pursue donor opportunities to fund the purchase of this volume, but it will not take priority over the other titles on the desirables list.

Science Direct Renewal Agreement

Judy Ganson updated the Admin Group on contract negotiations for Science Direct renewals with Elsevier that affects the six campuses of the University of Arkansas system.

Laptops and iPads for Checkout

The laptops and some of the iPads that are available for checkout at Mullins Library were originally purchased by UITS with funds from the Technology Fee. Judy and Carolyn will schedule a meeting with UITS to discuss the age of the equipment and the possibility for future purchases.

Bookeye 4 Scanners

Tess Gibson of Interlibrary Loan submitted a proposal to purchase two additional Bookeye 4 scanners, one for Periodicals and one for LISA to enable faster and more efficient digital processing of requested materials. The scanners are available in models capable of reproducing at 300 dpi and 600 dpi. If Special Collections materials will be scanned, they need the 600 dpi option, but their materials for scanning requests are located in Mullins, not LISA. The Admin Group will consider these scanners as part of the essential equipment needed for the proposed Digital Center. The administration will include these scanners in next year's budget request.

Reports and Updates

The provost sent an email outlining a new emergency notification protocol. After personnel have received, and after they have followed, the instruction given in a RazAlert email or text notifying personnel of an on-campus emergency, all personnel should send a text or email to their supervisor alerting him or her of the employee's state of safety. This text / email tree will culminate with the deans reporting to the provost about the status of employees under their supervision. The provost recommends that all direct reports' telephone numbers be programmed into an employee's phone. This new policy will require the building of a text / email tree and a briefing of supervisors on procedures.

Judy Ganson shared floor plans and photographs of the recent renovation to San Francisco State University's Library, which has many features in common with the architect's plan for renovations of Mullins Library, including an automatic retrieval system for books, with selected titles remaining in browsable stacks.

Juana Young reported that Facilities Management has contracted with a company to install a new roof on the east side of Mullins Library, work that may begin as early as next week. The contract states the work will run through January 1, 2013 and will involve five buildings on campus, including the Agricultural Building next door. The new roof will be bitumen and will involve the same noxious smell as

traditional tar roofs. The roofing project will involve additional fencing to protect pedestrians, but it is unclear where they will be located and whether or not foot traffic through the east or north side of Mullins will be re-routed. The contractors will work in sections, and have promised to replace any removed roofing with new roofing materials the same day; however, during the period of the re-roofing, we should all be vigilant for leaks and report any immediately to Sheri Gallaher of Facilities. The contractors have agreed to access the roof from the exterior; however, in access from the interior is required, which is not foreseen, workers will use the fire exit located in Technical Services.

Molly Boyd reported that the Libraries have recently submitted two Institute of Museum and Library Services (IMLS) grants. The first grant is a collaboration with San Jose State University's School of Library and Information Sciences to provide a residency focused on emerging technologies for a recent library school graduate. Ten host libraries in addition to the University Libraries are collaborating with San Jose State on this project, six public and five academic libraries. The second grant is a proposal spearheaded by Martha Parker, librarian in residence, called Arkansas's Future Starts Now. This grant will fund the recruitment of seven students representing diverse groups from the state of Arkansas to attend library school online at the University of North Carolina at Greensboro. After completing library school, the librarians will intern at libraries in the state of Arkansas and direct diversity programs.

The Libraries will collaborate with the Multicultural Center in hosting a representative from the [Room to Read](#) program aimed at expanding educational opportunities to children throughout the developing world.