University Libraries Management Team  
August 21, 2012

In these minutes:

Recruitment plan
Unit head vs. Manager
Definitions: Working Group, Advisory Group, Task Force
Space issues

Our recruitment plan has been approved. The priority order is: Japanese, Scholarly Communication, Social Science, Digital Archivist, and Humanities. Jennifer mentioned UT’s model of having one standing search committee for all positions, which might offer major efficiency. While this is an interesting idea, it belongs at a faculty meeting, not the MT, due to the procedures covered in the handbook.

There have been some questions in some discussion of the organization chart, as the value/hierarchy of unit Head/unit Manager has been seen as unclear. In February, the hierarchy below was decided on by the MT. The Head or Manager level is determined by the particular Director, and the terms are of equal weight in general but vary according to department due to the discretion of the relevant Director. The perceived difference is the crux. Jack said that in Engineering, he used Head is to Advisory group and Manager is more equivalent to Working Group, to explain the difference in Engineering.

Unit heads / Unit managers

DEAN (of Libraries)
ASSOCIATE DEAN (of Libraries)
DIRECTOR (Department) (of OR, Dept)
HEAD (Unit or Library or Collection) or MANAGER (team)

Directors will make these designations for their departments.

Management Team felt it was important to define the various groups that have been created:

Working Group: Standing, reports to MT. Operational in nature and deals with time-sensitive issues. Example: Service Points Working Group is responsible for research desk training.

Advisory Group: Standing, reports to MT. Focus on strategic and ongoing planning and coordination of broad issues. Example: Collections and Access Advisory Group advises several departments on developing and providing access to information resources.

Task Force: Temporary, reports to MT. Project-based. Example: Wayfinding TF studied and made a recommendation on digital wayfinding solution for Norlin and then disbanded. Student Budget is another example.

Note that some groups report to another working or advisory group. There has been a suggestion of a glossary of the terms and their current meaning in light of Reorg, but then the question is where to post or otherwise distribute such a list.
The MT discussed a variety of space issues including the Dean’s Office Suite, the West Lobby, a reduction of Science Stacks, the future of the Periodicals Collection, and preliminary concept for East Asian Reading Room and Stacks. All are still at the conceptual level and as plans become more concrete, appropriate meetings will be scheduled to share details.

The MT reviewed a conceptual drawing of the West Lobby. Our goal is to spruce up the west lobby while making it more functional, improving the air lock, and to make it less embarrassing for the Libraries and the Campus. The air lock is necessary because of western winds. The lobby is not impressive to tours, visitors, etc. Current doors would be replaced with taller doors, ideally 4 panel glass doors to match the original doors seen at the base of the stairwells. The wood and glass vestibule would be replaced by a glazed glass one, almost transparent, better for the impression of openness and safer for security viewing. The goal for this is next summer.

The reduction of the Science stacks was discussed. Current periodicals and reference collections are being analyzed for use to see what can be cancelled in print. The departments affected have been contacted about this project, and four of those departments will discuss this in their faculty meetings. Reductions are proposed to go to about 40-50%, low circulation will be moved to PASCAL, usual justifications, usual pushback (need it now, no notice - with the shift to e-books, the immediate access is there in many cases now.) At that point, Access Services will prepare lists and run the process. Having this done by the end of the year may be optimistic, depending on when the process starts. Faculty has brought up the desire to get departmental delivery of materials, rather than picking up their items at the Library. For the disgruntled faculty, we emphasize the need for space for students to study, in collaboration with each other and the faculty.

The south side of the building is some of the most beautifully naturally lit space in the Norlin Building, and should be put to better use. The Periodicals Collection, per Brice, has 65,764 items of which 64,491 (98%) were not used for 18 months, per circulation and reshelving. 1140 items (1.8%) were used once, and 133 (.2%) were used 2 or more times.

Jina Wakimoto reviewed the Data Management Task Force report in great detail, and has a powerpoint available on request.

Upcoming meetings

- September 4 -- CANCELLED
- September 18