University Libraries Management Team
December 17, 2013

Present: Maness, Austin, Montgomery, Williams, Hayworth, Fong, Knievel, Moeller, Reynolds, Majors

In these minutes
- Dean’s Update
- Recruitment Plan Amendments

1. Dean’s Update
   a. Institutional Repository (IR) update: MT thanks Scholarly Communications Working Group (OR IS THIS SCWG) and everyone involved in the Institutional Repository selection process. Digital Commons (http://www.bepress.com/) was selected by the group as the best option for the Libraries. MT is in agreement with SPWG’s choice of Digital Commons for our new IR.
   b. Jim will meet with Susan Nevelow Mart to discuss the Law Library’s potential interest using the IR for scholarly publications. Jim will bring the information back to the team.
   c. The tool allows us to publish 5 journals without an additional cost. If we would like to publish more, we can pay for additional publications. We have not decided if/how we will use that feature.
   d. MT will review the content criteria document for the IR. (http://ucblibraries.colorado.edu/ScholarlyCommunications/ir/policy.htm)

2. Recruitment Plan Amendments
   a. Director of LIT level of appointment
      i. Pro/Con Senior Instructor or Assistant/Associate Professor faculty level discussion (OEP is off the table so we can keep faculty line)
         1. MT had a discussion regarding the rank of the Director of LIT. They discussed whether or not the position should be at the rank of Senior Instructor or Assistant/Associate Professor. MT gave feedback to ExCom prior to amending the recruitment plan.
         2. MT supports recruiting the Director of LIT at the level of Senior Instructor. This position requires flexibility to meet the demands of the Libraries and campus as a whole. There will be a decrease in research expectations and an increase in librarianship expectations.
            a. There was an in-depth conversation about the pros and cons of hiring this position as well as future positions at the rank of Senior Instructor.
               i. It was noted that we need to consider the implications of adding Senior Instructors to our organization. We also need to consider why most positions in our organization are tenure-track. If we consider hiring multiple Senior Instructors we will need a clear set of criteria for making those recruitment decisions.
               ii. If ExCom decides to recruit the Director of LIT at the Senior Instructor Level, it will be a pilot for future hires.
iii. There may be a possibility to jump from Senior Instructor to the Tenure-Track (this has happened in the past), but not vice-versa.

iv. We will expect professional engagement and research output from this position as well as other Senior Instructor positions.

v. Other units on campus (colleges and schools) have Senior Instructors.

vi. Our success as an organization has increased demand on our faculty, which has resulted in an inability to meet the ever-increasing demand for our services. Senior Instructors could help us increase our capacity to meet that demand.

vii. The demands of each position will drive the decision about rank. The position will need to meet the demands of the department and the organization as a whole, regardless of rank.

b. Serials Cataloging and Access Librarian (see proposed position description appendix 1 below)

   i. MT supports amending the recruitment plan to add the Serials Cataloging and Access Librarian position. This position will be on the amended recruitment plan as a result of Paul’s promotion to department director.

Upcoming meetings

   January 7, 2014 – Revisit the Renaissance plan; working group membership; Digital Public Library of America participation;

   January 21, 2014 -

Management team minutes are available online:  http://ucblibraries.colorado.edu/adminservices/management/index.htm
Appendix 1
Serials Cataloging and Access librarian position description

This person would be our CONSER liaison, supervise Laura, and would step in as needed with the link resolver, batchloading, or ERM issues. This person would also be able to assist with digital projects.

Serials Metadata and Access Librarian
Responsibilities

Catalogs serials in all formats according to the RDA Cataloging Rules for contribution to the CONSER database.

Creates name and series authority records for contribution to the LC/NACO Authority File.

Works collaboratively with the Libraries’ Scholarly Resources and Development Department to resolve complex access issues for print and electronic resources.

Monitors cataloging and metadata standards development and LC changes in cataloging practices/policies with regard to serials/electronic resources; analyzes impacts of these changes and makes recommendations for appropriate changes in local practice.

Contributes to the maintenance of the Libraries’ ERMS.

Assists with the maintenance of the Libraries’ knowledgebase and link resolver.

Oversees the Libraries Serials Cataloging and Serials Receiving Teams

Oversees batchloading

Assists with digital projects

Participates in the collegial administration of the Metadata Services Department.

Maintains a consistent record of contributions in the areas of research and/or scholarly activity and service.

Actively participates in faculty governance.

This position will supervise 5 paraprofessional employees.

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