

UNIVERSITY LIBRARY STANDING COMMITTEES

*(Standing Committees have a continued existence, addressing issues/recurrent needs)
(Advisory Committees are established for the purpose of obtaining advice or recommendations on issues or policies within the scope of its responsibilities)*

University Library Dean's Council

Type:

Standing, advisory, membership determined by library position held

Role:

This council was established in 2003 by the Dean of University Libraries as his main advisory group in the University Library on matters such as planning, budgeting, human resources management, automation, and other major matters that affect library-wide operations or more than one organizational division.

Members:

Dean of University Libraries

Assistant Dean of University Libraries Systems

Coordinator of Public Services

Coordinator of Collection Management

- In addition, when matters involve the archives, the MCOB Library, or Baldwin County library services, the Archivist, MCOB Librarian or Baldwin County librarian will be asked to attend. Others may be asked to attend as guests when it is appropriate to do so.

Meetings:

Held as needed at the call of the Dean of University Library

Held normally in University Library Room 148

Term:

On-going

University Libraries Dean's Council

Type:

Standing, advisory, membership determined by library position held

Role:

This council was established in 2003 by the Dean of University Libraries as his main advisory group for major decisions affecting the University Library, the Biomedical Library, USA Archives, or library services at the Baldwin County campus. Meetings are called when it is desirable to have a forum at which to consider matters of common interest or importance, including major university policies, important libraries-wide matters such as strategic planning, human resources, bibliographic control, Endeavor automation system, Banner, technology, professional development, facilities management, or other common programs or activities.

Members:

Dean of University Libraries

Assistant Dean of University Libraries Systems

Coordinator of Public Services

Coordinator of Collection Management

Biomedical Library Director

- In addition, when matters involve the archives, MCOB Library, or Baldwin County library services, the Archivist, MCOB Librarian and Baldwin County librarian will be asked to attend. Others may be asked to attend as guests when it is appropriate to do so.

Meetings:

Held as needed at the call of the Dean of University Libraries

Held normally in University Library Room 148

Term:

On-going

University Libraries Planning Committee

Type:

Standing, advisory, membership determined by library position held

Role:

To meet annually or as needed to coordinate University Libraries goals/objectives (TracDat)

Members:

Dean of University Libraries (Chair)
Assistant Dean of University Libraries Systems
Coordinator of Public Services
Coordinator of Collection Management
Director of Biomedical Library
MCOB Librarian
Archivist

Meetings:

Held annually and at the call of the Dean of University Libraries
Held normally in University Library Room 148

Term:

On-going

Public Services Council

Type:

Standing, membership determined by library position held

Advisory to the Coordinator of Public Services.

Policy interpretation

Makes decisions in procedural, library charges, scheduling, desk coverage, student assistant utilization, stack maintenance, and other matters not requiring approval by the Dean.

Role:

This council was established in 2002 by the Coordinator of Public Services as an advisory committee and a forum to discuss a wide range of library policies and procedures relevant to all public services and the division's department heads. Matters relative to circulation, faculty reserves, documents, serials, media, access to collections, electronic access, public copiers, printing stations, staffing of public service desks, and all related matters may be discussed.

Members:

Head of Reference

Head of Circulation/Reserve/IMC

Head of Documents/Serials

Head of MCOB Library

Meetings:

Held as needed at the call of the Coordinator of Public Services

Held normally in the Reference/Coordinator's conference area

Term:

On-going

Collection Development Committee

Type:

Standing, open to all bibliographers/selectors, and professional staff within the
Collection Management division
Advisory to Coordinator of Collection Management/Dean of University Libraries

Role:

Members meet as required to discuss overarching matters relative to collection
development and assessment, acquisitions, and materials budgeting.

Members:

All selectors/bibliographers, catalogers, & the media bibliographer.

Meetings:

Held at the call as needed of the Coordinator of Collection Management or Dean of
University Libraries
Held normally in University Library Room 148

Term:

On-going

University Library Faculty

Type:

Standing, advisory

Role:

Meets to discuss matters of faculty governance, library-wide policies or issues, or other matters of relevance to the University Library.

Members:

Any library faculty member appointed by the President at the rank of instructor librarian, assistant librarian, associate librarian, or senior librarian. The archivist, MCOB USABC librarians are normally included in these meetings. Others may be invited as guests as appropriate to the issues or matters being discussed.

Meetings:

Called as appropriate by the Dean of University Libraries
Held normally in University Library Room 148

Term:

On-going

University Libraries Faculty

Type:

Standing, advisory

Role:

Meets to discuss matters of faculty governance, libraries-wide policies or issues, and other matters of relevance to all libraries faculty and or staff. Agenda items may be brought to this forum by the Dean, or through the Dean at the request of the Director of the Biomedical Library, the university administration, or the libraries' representatives to the Faculty Senate.

Members:

Any library faculty member appointed by the President to the University Libraries at the rank of instructor librarian, assistant librarian, associate librarian, or senior librarian.

Meetings:

Called as appropriate by the Dean of University Libraries
Held normally in University Library Room 148

Term:

On-going

Circulation Policy Committee

Type:

Standing, advisory to the Dean of University Libraries

Role:

To review/formulate/amend circulation policies for University Library and Biomedical Library. Agenda items may be brought to this forum by the Dean, Director of the Biomedical Library, or other members of the committee.

Members:

Coordinator of Public Services – UL
Assistant Director for Public Services – Biomedical Library
Head of Circulation/Reserves/IMC – UL
Head of Documents/Serials – UL
Asst. Coordinator of Collection Management
MCOB Librarian

Meetings:

Called as appropriate by the Chair of the Committee.
Held normally in University Library Room 148

Term:

On-going

Safety & Emergency Committee

Type:

Standing, advisory to Dean of University Libraries

Role:

Establish and update written procedures for safety and emergency actions for the University Library

Members:

Representatives from all library departments, public and technical. When a committee member leaves library service or is transferred to another department, a new member is appointed for the department which has lost representation (usually by the department head in consultation with Dr. Wood)

Meetings:

On an 'as needed' basis

Term:

Ongoing

Members for 2007/08

Kathy Jones, Chair
Bea Thompson
Mary Ann Graham
Ginger Edgar
Barbara Jackson
Debbie Cobb
Keidrick Pettaway

University Libraries Public Relations Committee

Type:

Standing

Role:

The role is to assess all University Libraries' publications, signage, public correspondence, and activities or programs that provide faculty, students, staff & extended community with information promoting the services & resources of the University Libraries. The committee also makes recommendations concerning how to enhance the visual image of the University Libraries.

Members for 2007/08:

Paula Webb (Chair)
Muriel Nero
Ellen Wilson
Dennis Guion
Clista Clanton
Beverly Rossini

Meetings:

As needed

Term:

Ongoing

Student Assistants Training & Orientation Committee

Type:

Standing

Role:

The committee is to develop an orientation for student workers that would give them the basics of library research as well as an introduction to library culture.

Members for 2007/08:

Dennis Guion, Chair

Amy Prendergast

Meredith Johnston

Michelle Brown

Cubie Joor

Joyce Thomas

Rexann Warren

Meetings:

To be determined

Term:

Ongoing

Promotion and Tenure Document Review Committee

Type:

Standing

Role:

Appointed by the Dean of University Libraries as outlined in 1.10 of Criteria and Procedures for Appointment, Reappointment and Tenure.

Members for 2007/08:

Vicki Tate (Chair) (*Government Documents/Serials*)

Kathy Wheeler (*Reference*)

Dennis Guion (*Circulation*)

Jie Li (*Biomedical Library*)

Meetings:

Convened by the Dean of University Libraries as outlined in 1.10 of Criteria and Procedures for Appointment, Reappointment and Tenure.

Term:

Ongoing

Tenure Review Committee (*Libraries' Committee*)

Type:

Standing

Role:

Appointed by the Dean of University Libraries as outlined in 1.9.1 et al of Criteria and Procedures for Appointment, Reappointment, and Tenure.

Members:

All tenured members of the Libraries Faculty, whatever their rank, excluding members of the Library Administration

Meetings:

Convened by the Dean of University Libraries as outlined in 1.9.1 et al of Criteria and Procedures for Appointment, Reappointment, and Tenure.

Term:

Ongoing

Promotion Review Committee (*Libraries' Committee*)

Type:

Standing

Role:

Appointed by the Dean of University Libraries as outlined in 1.9.2 et al of Criteria and Procedures for Appointment, Reappointment, and Tenure.

Members:

- a) All tenured Senior Librarians for consideration of promotions to the Senior level.
- b) All tenured Associate & Senior Librarians for consideration of promotions to the Assistant and Associate levels.

Meetings:

Convened by the Dean of University Libraries as outlined in 1.9.2 et al of Criteria and Procedures for Appointment, Reappointment, and Tenure.

Term:

Ongoing

Excellence in Librarianship Award Committee (*University Library*)

Type:

Standing

Role:

To consider nominations for the Excellence in Librarianship Award and make recommendation to the Dean of University Libraries.

Members:

Appointed by the Dean of University Libraries, & includes winner of previous year's award. Consists of three or more UL faculty.

Members for 2007/08:

Vicki Tate (*Documents/Serials*)

Kathy Jones (*Reference*)

Paul Haschak (*Collection Management*)

Meetings:

As needed, in accordance with the guidelines established by the Committee.

Term:

Ongoing

University Libraries Electronic Resources Committee

Type:

Standing, advisory

Role:

Meets to discuss all matters relative to electronic licenses, including the IOLS and serials management software, that are jointly funded by the University Library and Biomedical Library. Recommendations regarding the licensing of new products, assessment of current resources, cost sharing arrangements, and cuts that may be necessary due to budget limitations are made to the Director of the Biomedical Library and Dean of University Libraries.

Members:

Paul Haschak (chair)

Mary Engebretson

Kathy Wheeler

Jie Li

Justin Robertson

Judy Burnham (until Collection Development/Electronic Resources librarian is appointed)

Meetings:

Called as appropriate by the chair (Paul Haschak) and Dean of University Libraries. Held normally in University Library Room 148.

Term:

Ongoing

AD HOC UNIVERSITY LIBRARY/LIBRARIES COMMITTEES

(Established to accomplish a particular purpose & cease to exist once that purpose has been served)

Library Search Committees

Appointed by the Dean of University Libraries or Director of the Biomedical Library in consultation with department head where the vacancy is located.

Search Committees for Faculty Appointment

Appointed/convened by the Dean of University Libraries or Director of the Biomedical Library as outlined in 1.2.2 et al of Criteria and Procedures for Appointment, Reappointment, and Tenure

Homepage Committee

Group within Public Services established to organize, update and evaluate the University Library homepage. Held as needed in the Reference Dept. conference area.

Chair: Kathy Wheeler

Members: Jan Sauer, Amy Prendergast, Paula Webb, Ellen Wilson,
Mary Engebretson (Ex Officio)

TEAMS

Collection Management Team

Management Team consists of the following: Coordinator of Collection Management (CCM), Assistant Coordinator of Collection Management (ACCCM), and Team Leaders. Nominally one additional librarian or staff Member from Public Services is assigned by the Coordinator of Public Services.

Members 2007/08:

Paul Haschak, Chair
Vera Finley
Muriel Nero
Kathy Jones
Nancy Trant

Its function is to:

Coordinate work of established teams
Set broad goals & policies for the division
Create work teams & special purpose teams as needed

COLLECTION MANAGEMENT WORK TEAMS

Monographic Team:

Charge: Monitor & manage all operations involved in the ordering & processing of monographs. Create and/or change policies & procedures as needed to implement & maintain work flow. Review recommendations both inside & outside the Library that may effect operations and policies.

2007/08 Members:

Muriel Nero, Chair
Kathy Jones
Kitty Brock
Bea Thompson
Joyce Thomas
Brenda Hunter

Serials Team:

Charge: Monitor & manage all operations involved in the ordering & processing of serials. Create and/or change policies & procedures as needed to implement & maintain work flow. Review recommendations both inside & outside the Library that may effect operations and policies.

2007/08 Members:

Vera Finley, Chair
Vicki Tate
Joyce Thomas
Nancy Trant
Maureen Sacramona

Kathy Wheeler
Leigh Vandillon

IMC Team:

Charge: Monitor & manage all operations involved in the ordering & processing of Audio/visual items. Create and/or change policies & procedures as needed to implement & maintain work flow. Review recommendations both inside & outside the Library that may effect operations and policies.

2007/08 Members:

Vera Finley, Chair
Vangie Farrington
Dennis Guion
Kathy Jones