

## **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  
Head of Cataloging & Processing  
Head of Collection Development  
Director of PETAL

- 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 (UL)

Head of Cataloging & Processing (UL)

Head of Collection Development (UL)

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  
Head of Cataloging & Processing (UL)  
Head of Collection Development (UL)  
Director of Biomedical Library  
MCOB Librarian  
Archivist

Meetings:

Held 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 (UL)**

### Type:

Standing, open to all bibliographers/selectors

Advisory to Head of Collection Development (UL)/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.

### Meetings:

Held at the call as needed of the Head of Collection Development 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 University Library faculty member appointed by the President at the rank of instructor librarian, assistant librarian, associate librarian, or senior librarian. The archivist, MCOB and 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  
Head of Cataloging & Processing  
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 2010/11

Kathy Jones, Chair (Librarian representative)  
Bea Thompson (Collection Management representative)  
Anita Lovelady (Circulation/IMC representative)  
Rexann Warren (Administration representative)  
Tania McPherson (Documents/Serials representative)  
Debbie Cobb (Reference representative)  
Gary Pugh (Systems representative)

## **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 2010/11:

Paula Webb (Chair)  
Muriel Nero  
Elizabeth Rugan  
Paul Hendrix  
Andrea Wright  
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 2010/11:

Amy Prendergast (Chair)

Paula Webb

Vangie Farrington

Cubie Joor

Joyce Thomas

Rexann Warren

Paul Hendrix

Elizabeth Rugan

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 2010/11:

Jie Li (*Biomedical Library*)

Muriel Nero (*Collection Management*)

Clista Clanton (*Biomedical Library*)

Amy Prendergast (*Reference Department*)

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 2010/2011:

Ellen Wilson (*Reference*)

Vera Finley (*Collection Management*)

Amy Prendergast (*Reference*)

Meetings:

Convened by the chair (named by the dean) meets in February with decision by March 10<sup>th</sup>. The award is normally presented during National Library Week in April.

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:**

Kathy Jones (chair)  
Mary Engebretson  
Kathy Wheeler  
Jie Li  
Justin Robertson  
Robert Britton

**Meetings:**

Called as appropriate by the chair (Kathy Jones) or 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)*

**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: Amy Prendergast, Paula Webb, Ellen Wilson,  
Mary Engebretson (Ex Officio)

## **TEAMS**

### **Cataloging & Processing Department Team**

Management Team consists of the following:

Head of Cataloging and Processing and Team Leaders. Nominally one additional librarian or staff member from Public Services is assigned by the Coordinator of Public Services.

Members 20010/11:

Vera Finley, Chair  
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

## **CATALOGING & PROCESSING DEPARTMENT 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.

20010/11 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.

2010/11 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.

2010/11 Members:

Vera Finley, Chair  
Vangie Farrington  
Paul Hendrix  
Kathy Jones