

LHU Library Teams 2006-2007

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Access Services Team

Charge:

The Access Services Team will discuss and propose policies and procedures relating to circulation, stack maintenance, interlibrary loan, document delivery, reserves, and direct borrowing. The team will also provide information and training about access services issues to other public services personnel.

Members: based on position

Susan
Cheryl R.
Cathy

Ex-officio members: based on position

Brenda
Clearfield Technician

As this team takes over the work of the Collection Space Utilization Task Force, the team requests that Jamie join the team for this year.

Leadership: based on position

Cathy

Archives Team

Charge:

To support the mission and activities of the LHU Archive.

Members:

Based on position: Cathy, Bernadette (perhaps Clearfield Technician in the future)
Two to four other volunteers, one of whom should be from Technical Services.
This year's volunteers are Brenda, Lisa, Brian, and Joby

Leader:

Based on position: Cathy

Assessment Team

Charge:

Coordinate assessment activities in the Stevenson and Clearfield Libraries.

Members:

Two members by virtue of position: Jamie, Arm
One Clearfield representative: Stephanie
One or two other volunteers: This year this is Elsa
Ex Officio: Dean (Tara) and Department Chair (Brenda)

Leadership:

Jamie will lead the team this year.

Book Talk Task Force

Charge:

To put together two or three book talks this year and make recommendations for the future.

Members:

Rick, Carol, Brian

Leadership:

No designated leader, but Carol will convene the first meeting.

Computer Management Team

Charge:

Maintain a software and hardware inventory; define the needs and recommend new purchases of software and hardware; serve as liaison between Stevenson Library and the Computer Center; provide for staff development.

Members:

Four based on position: Brenda, Rick, Bernadette, Lisa

One other volunteer who serves a maximum of two years; this year the volunteer is Arm.

Our liaison from the Computer Center is also invited to attend meetings.

Leadership:

Rotates each year among the four continuous members with possibility of renewal; Bernadette was chosen as leader.

Copyright Team

Charge:

Complete a copyright policy and procedure document this year for all aspects of library, media, and Archives. Ongoing responsibility for updating our policies and procedures as new areas develop and laws change. Educate the library team and campus community about copyright, including through creation of a webpage.

Members:

Four or five volunteers: this year they are Rick, Brian, Susan, Brenda and Cheryl R. (perhaps Clearfield Technician in the future)

Leadership:

Rotates each year with possibility of renewal
Susan was chosen as leader.

Digital Reference Task Force

Charge: To define the scope of the task force's work, and to prepare a preliminary list of e-reference resources for consideration.

Members:

Two by virtue of position: Elsa and Brian

One or two other volunteers: Jamie

Leadership by virtue of position:

Elsa and Brian are co-chairs.

Disaster Team

Charge:

Keep the library prepared for disasters; update the manual; staff development. This team also deals with emergency situations in general.

Members:

Two based on position: Cheryl R. and Cynthia

Three or four volunteers each year. This year they are Sandy, Cheryl H., and Joby

Leadership:

Rotates each year with possibility of renewal;
Joby was chosen as leader.

Distance Education Team

Charge:

To coordinate services needed specifically for distance education students; to coordinate with the web team on the development of appropriate webpages; to serve as liaison with the campus Distance Education office.

Members:

Four or five volunteers each year, of whom at least two should be librarians.

This year those volunteers are: Stephanie, Jamie, Cathy, Elsa, Brenda, Bernadette.

Leadership:

Elected annually; Steph will convene the team to select a leader.

In the Dark Task Force

Charge:

To create a plan for what services we will continue to offer May 13-20 while electricity is off. To create a plan that deals with how internal operations might function during that week. To coordinate implementation of these plans. To publicize service plans. To anticipate any possible "disasters" that could result from electricity being off. To coordinate our efforts with the rest of the campus. To serve as a conduit of information about campus planning to the library team.

Membership:

One by virtue of position: Cynthia

Three or four other volunteers: Bernadette, Susan, Sandy, Joby.

Leadership:

By virtue of position: Cynthia

Instruction Team

Charge:

Investigate new trends, theories, and methods in library instruction and decide what to bring to the Department for broader inclusion in our program. Attend to the professional development of librarians in terms of instruction.

Members:

One by virtue of position as Instruction Coordinator: Elsa

Two or three other volunteers: Stephanie, Cathy

Leadership:

By virtue of position: Elsa

LDDE

Charge:

To oversee librarian evaluations and librarian orientation/training/mentoring

Members:

All tenured library faculty.

Leadership:

Elected each year with possibility for renewal; Elsa was chosen as leader.

Library Department

Charge:
Discuss and recommend actions on issues relating to the academic mission of the library, including but not limited to library instruction, liaison services, collection development, and reference services.

Members: based on position
All librarians

Leadership: based on position
Brenda was elected department chair

Media Services Team

Charge:
Coordinate all aspects of media collections, equipment, facilities, and services in Stevenson Library.

Members:
Five by virtue of position: Rick, Sandy, Jamie, Cheryl R., Arm
Two or three other volunteers, one of whom should be a liaison with Technical Services: this year they are Lisa, Bernadette, and Brian.

Leadership: based on position
Rick

Publicity Team

Charge:
Come up with creative ways to market library services and collections.

Members:
Two by virtue of position – Tara, Cynthia
Two or three other volunteers. This year they are Joby and Rick.

Leader:
Rick was chosen as leader.

Public and School Library Outreach Task Force

Charge:
To initiate contact with Clinton County and Keystone Central librarians to explore areas of mutual interest, especially information literacy.

Members:
Tara, Susan, Carol, Elsa

Convener:
Carol

Public Services Support Team

Charge:
Provide service to students, faculty, staff and the community; ensure public services coverage; address public services issues; schedule staff coverage; recommend library hours to the Dean; relevant staff development

Members: based on position
Cheryl H.
Sandy
Susan
Bernadette
Cheryl R.
Librarian who works Thursday night or reference desk coordinator: this year Elsa will be the rep.

Leadership: based on position

Bernadette

Scholarship Team

Charge:

To select and acknowledge recipients for the award or to recommend deferral of the annual award.

Members:

Four or five volunteers each year.

This year: Rick, Cynthia, Cheryl R., Susan and Bernadette.

Leadership:

Elected each year by the committee members;

Susan was chosen as leader.

Signage Task Force

Charge:

To design a look for library signs and create proposals for sign additions and changes.

Members:

Three or four volunteers: this year they are Brian, Bernadette, Cheryl R. and Cynthia ????

Leadership:

No specific leader; Brian will convene the group.

Sister Library Task Force

Charge:

To initiate contact with a potential sister library and to work with the Office of International Studies on setting a future direction for the initiative.

Members:

Three or four volunteers: this year they are Brian, Cynthia, Rick, Cheryl R.

Leadership:

No specific leader; Brian will convene the group.

Social Team

Charge:

Collect and dispense the Sunshine Fund; organize the Holiday Party; coordinate social events

Members:

Three to five volunteers; about half should be staff and half librarians

This year's volunteers are Cheryl H, Bernadette, Brian, Joby.

Leadership:

Rotates each year with possibility of renewal.

Bernadette and Cheryl H were chosen as co-leaders.

Technical Services Team

Charge:

To acquire, catalog and prepare for use all library materials selected to be placed in the Stevenson Library collection, and to do so in a timely and efficient manner utilizing human resources and technology effectively. Keep all workflow in technical services efficient and effective; policy and procedure development

Members: based on position

Carol

Joby

Lisa

Cheryl H.

Leadership: By virtue of position: Joby

Web Team

Charge:

Support and maintain the Stevenson Library and Clearfield Library web sites.

Members:

Three based on position: Brenda, Stephanie, and Bernadette

Two to four volunteers; this year they are Cathy, Elsa, Brian, and Arm

Leadership: based on position

Brenda