

# LHU Library Teams 2008-2009

## Access Services Team

Charge:

Coordinate daily workflow and update policies and procedures relating to circulation, stack maintenance, interlibrary loan, document delivery, reserves, and direct borrowing. Provide information and training about access services issues to other public services personnel.

Members: Based on position: Susan, Cheryl R., Cathy, Sandy

Ex-officio members based on position: Systems Librarian (Brenda) and Clearfield Technician

Leadership: based on position

Cathy

## Archives Team

Charge:

To support the mission and activities of the LHU Archive.

Members:

Based on position: Cathy, Bernadette, Brian, Frannie

Two to three other volunteers, one of whom should be from Technical Services.

This year's volunteers are Brenda and Joby

Leader:

Based on position: Cathy

## Assessment Team

Charge:

Coordinate assessment activities in the Stevenson and Clearfield Libraries.

Members:

Three members by virtue of position: Jamie (Elsa subbing for Jamie this year); Assistant to the Dean (Gwen); MATS

One Clearfield representative: Stephanie

One or two other volunteers: This year this is Brenda and Carl.

Ex Officio: Dean (Tara) and Department Chair (Rick)

Leadership:

Elsa will lead the team this year.

## Book Talk Task Force

Charge:

Put together two or three book talks this year.

Members:

Rick, Bernadette, Brian

Leadership:

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

### **Computer 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; do long- and short-term planning for computer needs.

**Members:**

Five based on position: Brenda, Rick, Bernadette, Lisa, MATS  
One other volunteer who serves a maximum of two years; this year no volunteers.  
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 will convene to choose a leader.

### **Copyright Team**

**Charge:**

Update our policies and procedures as new areas develop and laws change. Educate the library team and campus community about copyright, including through update of the webpage.  
Coordinate with any state level copyright initiatives.

**Members:**

Four or five volunteers: this year they are Rick, Cathy, Susan, Brenda and Cheryl R.

**Leadership:**

Rotates each year with possibility of renewal  
Susan will convene to choose a leader.

### **Disaster Team**

**Charge:**

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

**Members:**

Three based on position: Joby, Cheryl R. and Gwen  
Three or four volunteers each year. This year they are Susan, Brian, and Cheryl H.

**Leadership:**

Rotates each year with possibility of renewal;  
Joby will continue 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, Carl, Elsa, Brenda, Cathy, Brian.

**Leadership:**

Elected annually; Steph will convene to choose a leader.

### **Ideal Collection Size Task Force**

**Charge:**

To conduct research and bring a recommendation to the library department and Dean about an ideal print collection size for Stevenson Library.

**Members:**

Rick, Lisa ???

**Leadership:**

Lisa will convene to choose a leader.

### **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, Carl, and Brenda

**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 will convene to choose a 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

Rick 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., MATS  
Two or three other volunteers, one of whom should be a liaison with Technical Services: this year they are Joby, Carl, and Cathy.

**Leadership:** based on position

Rick

### **Paging System Task Force**

Charge:  
To investigate the feasibility of getting a paging system in Stevenson Library.

Members:  
Gwen, Bernadette, Brian, Cheryl R., Rick  
Ex-officio: Tara

Convener:  
Bernadette

### **Publicity Team**

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

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

Leader:  
Selected annually by the team; Gwen will convene to choose a leader.

### **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, Gwen, Cheryl R., Susan and Bernadette.

Leadership:  
Elected each year by the committee members;  
Susan will convene to choose a leader.

### **Serials and Electronic Resources Team**

Charge:  
To meet regularly to discuss aspects of serials and electronic resources management. To make a recommendation at the end of the year about whether this team should continue and what its charge and membership should be relative to existing teams.

Members:  
By virtue of position: Brian, Joby, Cheryl H., Steph, Tracie  
Two or three volunteers: Carl and Bernadette.

Leadership:  
By virtue of position: Brian.

### **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 Carl, Susan, Bernadette, Brian, and Joby.

**Leadership:**

Rotates each year with possibility of renewal.

Bernadette will convene to choose a leader.

### **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: Tracie, Joby, Lisa, Cheryl H.

One or two volunteers: This year that is Carl.

**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 and Elsa

**Leadership:** based on position

Brenda