Check it Out

The Preservation Committee would like to invite you to peruse our new display located in the Colonnade area for the month of January.

Can you figure out “whodunit” from the scene of the crime? Examine the clues and help our hero and heroine, the Archivist and the Conservator, catch the nasty culprits and stop them from striking again.

New Appointment

I am pleased to announce that the position of Senior Librarian, Rare Books and Special Collections Department has been offered to and accepted by Alla Barabtarlo.

This position reports to the Head of the Special Collections, Archives, and Rare Books (SCARaB) Division and entails development and preservation of the collections; reference duties; outreach to faculty, students, donors and friends groups; and participation in digital library development. The SCARaB Senior Librarian functions as lead librarian and acts as department head in the absence of the Division Head.

Alla holds two Master's degrees, one in Russian Literature from Moscow University (Russia), and one in Library Science from University of Illinois at Urbana-Champaign. She and her family immigrated to the United States in 1980 and Alla has been a citizen of the United States since 1986.

Alla begins her new full-time appointment on January 23, 2006.

~Jim Cogswell
MU Libraries Staff Development Committee Presents...

To better address staff training needs and offer dynamic, timely, and informative presentations, workshops, and discussions, the Staff Development Committee (SDC) has developed a new programming theme to ring in the new year:

*Working Well Together in a Changing Library Organization*

Our goals are to help staff develop skills that enable them to improve their teamwork abilities; adapt to change; and engage in an environment that encourages learning, risk taking, and innovation. Possible topics we will cover include:

- Change
- Communication skills
- Customer service
- Problem solving
- Customer service
- Business meeting skills
- Teamwork
- Assessment and goal setting

As with the rest of life, our work environment is not static. Changes occur due to internal factors such as changes in budgets, staffing, organizational structure, technology, and external factors such as changes in the university budget and staffing, societal changes, and changes due to new technologies. While life might become boring if everything remained the same year after year, change can bring confusion, stress, and frustration.

SDC will begin the new year by focusing on the topic of *Change*. Our venue for the months of January and February includes:

- Jan. 18 – Historical View of Changes at the MU Libraries: Panel of library staff with discussion
- Jan. 25 – Organizational Development and Change: Report of a workshop and discussion led by Leo Agnew
- Feb. 9 – Informed Citizens in the Global Information Commons: Presentation by Geoff Swindells, with discussion (A version of this presentation was first given at 2005 IFLA)
- Feb. 15 – Diversity in American Libraries/Webcast, comments by Denice Adkins (Asst Prof, ISLT), and discussion
- Feb. 13-17 – Library lunch gatherings (coordinate groups of people who'd like to go out to lunch with a new group of people - six to a group)

For up-to-date information on these and other programs, see the SDC program calendar at: [http://mulibraries.missouri.edu/sdc/program.html](http://mulibraries.missouri.edu/sdc/program.html).

We look forward to your participation in these events and welcome your ideas and comments to anyone on the Staff Development Committee.

~Roger Knouff, Chair
~Felicity Dykas
~Paula Roper
~Geoff Swindells
~Brad Winter
~Mary Wood
~Leo Agnew, *ad hoc appointment for Administration*
Personnel Updates

Hello and welcome to Noreen Santisteban, LIS I, Veterinary Medicine Library. Noreen has an Associate's Degree from Orange Coast College in General Studies and Certification in Medical Technologies. She spent the last five years as a Serials Assistant/Government Documents Coordinator at the Whittier Law School Library at Costa Mesa, California.

Something New!

A “New Books List” feature was added to the Libraries Website last month (http://mulibraries.missouri.edu/). This list includes new books, DVDs, and videotapes added to Ellis Library on a weekly basis.

This new feature for Ellis Library books joins the “New Library Acquisitions” feature which has been available for some time on the Health Sciences Library website at the following URL: http://www2.muhealth.org/~library/services/newacqs.html.

Historical View of Changes at the MU Libraries: Panel of Library Staff & Discussion

Wednesday, January 18th, 2:00 pm – 3:30 pm, Instruction Room 1, 4th floor, Ellis Library

The Staff Development Committee invites you to attend a panel discussion on ‘past changes’ in the MU Libraries. With a proposal for organizational change in the works, we thought it would be enlightening to examine past changes in the Libraries. This program will be purely historical in nature, and won’t attempt to address any impending changes. The panel will focus on: How were the libraries structured in the past? What changes involving the libraries have been most significant?

Come and listen to our colleagues discuss how things have changed and evolved from their unique perspectives. The list of panelists include: Judy Maseles, June Deweese, Karen Eubanks, Michael Bland, and Mary Ryan. The panel discussion will be an hour long in duration. The final half-hour of the program has been set aside for your questions and comments, so please plan to attend. RSVPs not required. Release time available with supervisor approval.

-Staff Development Committee
Organization Development Network Presentation

Wednesday, February 25th, from 2:00 pm – 3:30 pm, in Room 159 Ellis (Reference Conference Room)

The Staff Development Committee invites you to a presentation by Leo Agnew on his participation at the Organizational Development (OD) Network National Conference in November 2005. The topic of the institute was “Advancing the Theory and Practice of OD.” The OD Network’s annual meeting serves to bring current and new practitioners of organization development together for training, networking, etc.

Likely topics include a brief discussion on the origin of the field of Organization Development, notes from keynote presentations made by leaders in the field of OD, a review of a case study or two where OD was applied successfully, and, finally, a discussion of how OD principles could be applied at the MU Libraries. RSVPs not required. Release time available with supervisor approval.

~Staff Development Committee

Head, Journalism Librarian Update

The search committee for the position of Head, Journalism Librarian has identified a candidate to interview. Victoria McCargar will be on-site February 2nd and 3rd. Ms. McCargar currently serves as the Senior Editor, Technology, for the News Operation Unit of the Los Angeles Times.

Ms. McCargar will give a presentation on February 2nd to library employees on a topic of her choice, followed by a question and answer session (time and location to be determined). Her resume, cover letter, interview itinerary, and evaluation form will be distributed to staff closer to the interview period.
Office Support Staff III – 100% FTE, M-F 8-5, $9.55 per hour, MU Libraries Administration & Reference Services.

Duties: Provide office support for two departments within the MU Libraries (work 40 hours total with 20 hours/wk in each dept.). This is a general office support position requiring effective interpersonal skills and excellent customer service skills.

For MU Libraries’ Administrative Office, function as primary receptionist mornings, M-F. Respond to inquiries, solicit information from callers and visitors, exercise discretion when routing calls, etc. Perform a variety of office support tasks in support of the entire Administrative Office. Requires ability to multitask and plan for efficient use of time. Requires ability to ask questions for task clarification and deadline. Duties include but are not limited to: fax; word processing; open and distribute mail; report and log maintenance problems; photocopy; order all supplies for the MU Libraries and maintain Administrative Office supply cabinet; sign for packages delivered to Administrative Offices; and file various forms. Perform basic math computations. Work under direct supervision and meet speed and accuracy goals as determined by the department. Other duties as assigned.

For Ellis Reference Services, provide office support for the Head of Reference and three Coordinators, and Reference Administrative Office. Serve as the first point of contact for the Ellis Reference Services Administrative Office. Specific duties include typing letters, reports, minutes, memos, Library Research assignments and other departmental correspondence for the Head Reference and three Coordinators. Use a variety of computer software programs such as Word, Excel and Publisher. Update Ellis Library Web pages. Prepare brochures, electronic resources guides, handouts and signs for unit. Collect, tabulate and maintain reference statistics for Ellis Reference Services and completes monthly, annual and other statistical reports for the Head of Reference and three Coordinators. Maintain a schedule for various classrooms, conference rooms, tours and other events. Photocopy material for Ellis Reference Services. Maintain and photocopy library publications supplies for public information racks. Maintain timesheets, supervise student assistant, sort and route mail, and perform other duties as assigned.

Minimum Qualifications: A high school diploma or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired is necessary. Two years responsible office experience or two years related education or training beyond high school. The ability to type may be necessary depending upon the position available.

Preferred Qualifications: The ability to efficiently support the work of several supervisors is necessary. Requires excellent telephone skills and effective interpersonal communication skills. Proficiency in Word, Outlook and Excel and accuracy in typing and data entry a must. Ability to handle a fast paced office environment with high volume of visitors. Requires ability to work well with others, attention to detail, organization and initiative.

Library Information Specialist I – Ellis Library A full description of the position may be found at the following address: https://www.missouri.edu/~hrswww/application/vacdetails.php?vac=1001900

Head, Journalism Libraries-University of Missouri-Columbia - A full description of the position may be found at the following address: http://mulibraries.missouri.edu/admin/job_postings/J_Librarian.mht.

Web Development Librarian MU Libraries - A full description of the position may be found at the following address: http://mulibraries.missouri.edu/admin/job_postings/Web_Libr_mht.mht.

NOTE: Depending on candidate qualifications, this position will be filled at the academic level of Librarian II or III, or as an Education Technologist (a non-academic title). The Education Technologist title is listed at MU’s Human Resources’ website: https://www.missouri.edu/~hrswww/application/

Please submit articles to Kathy Lowery, News Notes editor, at loweryka@missouri.edu by noon, Thursdays.