

Library Assembly

Annual Report

2013/2014

Respectfully submitted by

Sheena Waggoner

July 21, 2014

LIBRARY ASSEMBLY

2013-2014-Updated

Elected Representatives

Department	Representative	Term
Access Services	Tammy Green <i>Vice Chair</i>	2013-2016
Acquisitions	Libby Myre	2011-2014
Administration	Sheena Waggoner <i>Chair</i>	2012-2015
Cataloging	Jack Batterson	2011-2014
Collection Services	Ruth Feldkamp	2013-2014
Digital Services	Adrienne Arden	2013-2014
HSL/Vet Med	Shelly McDavid <i>Recorder</i>	2013-2016
Engr/Math/Jour	Wendy Batson	2012-2014
LTS	Dustin Hoffman	2013-2016
Reference	Rachel Brekhus <i>Staff Website</i>	2012-2015
Security	Marcia Strong	2013-2016
Special Collections Archives	Karen Witt(Archives & Special Collections were combined after the first meeting and Karen Witt continued as representative)	2011-2014

Ex-Officio Members

Jim Cogswell	LMT
Ann Riley	LMT
Deb Ward	LMT
Michael Holland	LMT
Rebecca Graves /Kate Anderson	MULAC

Accomplishments

Library Assembly Guidelines

The Assembly guidelines were revised to address representatives that changed departments & additional department added in Access, Collections, & Technical Services. Special collections and Archives were combined for the purpose of representation. Karen Witt continued as representative.

Library Staff website

Rachel Brekhus is currently overseeing the Library Staff website and she will work with Shelly McDavid who will make necessary changes to our Library Assembly webpage when corrections are implemented. Rachel will work with Matt on any broken links that need to be repaired.

Library Policies

Link to General MU Libraries Policy Manual, Procedures and Guides:

<http://mulibraries.missouri.edu/staff/policies/toc.htm>

Discussion about proper flow for effecting policy change – consulted General Policy Manual

Targeted question: What more can be done to ensure all policies are current?

- The General Policy Manual dictates the chain of command for dictating or effecting policy change protocols
- It is currently assumed that each Library Assembly member shares the policies with his/her department when Library Assembly is considering policy revisions

Should the review period be extended for staff to have more opportunities to review the procedures in Policy #1?

- It was decided that the current review process provides enough opportunity for staff feedback.

Effecting Policy changes

- If there is a credible need to change or update a policy; Jim Cogswell states departments should contact Mike Holland first
- Mike Holland is the new point person for initiating the process of policy change, and the steps outlined in the policy will be followed.
- When a policy is changed and signed by Jim Cogswell, the updated signed version is published in News Notes by Mark Ellis

Celebration of Service

At the Library Director's invitation, Library Assembly members helped present the Top Ten list at the annual event. (May, 2014)

Guests

August 27, 2013- Pat Jones, Head of Library Security and Facility Coordinator. Pat was invited to discuss Ellis Library renovations to 4D11 & 4D12. For more extensive notes, please see minutes for August Library Assembly meeting minutes.

October 22, 2013- Felicity Dykas, Head of Digital Services who discussed the need for representation for the new added department under Access, Collections, & Technical Services along with Jackie Blonigen, Head Collections Services, Interim agreeing to send a representative for her department as well. Jeanette Pierce, Associate Director for Research and Information Services, gave the committee an overview of what her accomplishments has been thus far in her new position. For detailed information, please see October Library Assembly meeting minutes.

November 26, 2013- Shannon Cary, Communication Officer presented the Library Assembly with an update on Staff Representative Committee (SRC), stating no one has shown interest in chairing or co-chairing this committee. Michaelle Dorsey, Library Information Specialist, discussed preservation of books providing several examples of how books are damaged, and how they are restored. Matt Gaunt, Director of development iterated how important Friends of the Library are to the Library as well as Adopt a Book. For more explicit notes, please see November Library Assembly archives meeting's minutes.

April 29, 2014-Heiddi Davis, Campus Space Planning Director discussed the schedule of Renew Mizzou move to the Library, which would be only those from Admissions, Financial Aid, Cashiers, and Registrars offices that directly deals with students. Please see details listed in April archive Library Assembly meeting minutes.

May 27, 2014- Sheryl Cullina, MU Libraries HR Manager, attended meeting to discuss the Global Grading System new titles, and those that were affected by an income change. Sheryl shared a link where employees could review more in-depth information along with a video presentation. For more information on this topic, please see May Library Assembly meeting minutes.

The Library Assembly was established in 2010 as a communications group and forum to share information across units. Topics of discussion in the 2013-2014 Assembly included:

- Library Director's announcements (monthly)
- Policy Changes
- Meeting at Other Venues on Campus
- Upcoming Agenda Items
- Branch Representation
- Renew Mizzou
- Posting of Open Positions
- Reorganization of Access, Collections & Technical Services
- UMLD Mold (multiple updates)
- Library Subcommittee Guidelines
- Library Budget
- Celebration of Service
- Anniversary Date Posted in News Notes
- Meet & Greet with Renew Mizzou guest

Meetings were cancelled in December 2013, because of the Holiday (Christmas).