

March 7, 2008

LIBRARY ORGANIZATION**Units:**

Decisions and responsibility for those decisions will be made at the locatable and accountable level, i.e. at the unit level. The units presently existing in the Library, the budget numbers, unit responsibilities, and the persons now responsible for building and managing those budgets are:

2601 Library Administration**Lee Lyttle**

The Administration unit of the Library has overall responsibility for library resources and services for The Evergreen State College and for integrating these services and resources with other learning activities on campus. The Dean of Library Services formulates basic library policy and philosophy and coordinates budgeting, selection, supervision and development of personnel, inventory, and other control functions. Staff to carry out the budget and general administration functions for the library are part of this area.

2633 Interlibrary Loan**Miko Francis****Public Services**

The Interlibrary Loan unit borrows materials from libraries for The Evergreen State College Library users and lends materials from The Evergreen State College Library to other libraries.

2635 Documents**Carlos Diaz****Public Services**

The Documents unit maintains and provides access to federal government documents.

2636 Periodicals**Brian Gerheim****Public Services**

Purchases materials for the library collection ordered on a subscription or standing order basis (serials, monographic series, continuations); maintains proper accounting records of purchases in cooperation with Fiscal Specialist; keeps inventory of serial holdings; maintains and provides access to periodicals collection.

2612 Processing**Lorri Trimble****Technical Services**

The Processing area receives materials from Acquisitions, catalogs materials covered by OCLOC and physically prepares materials for shelving and circulation. The Processing area receives materials for shelving and circulation. The Processing area also repairs and restores damaged materials. When Cataloging is not available via OCLOC, processing routes materials to the Cataloging unit for original cataloging.

2611 Cataloging**Tim Markus****Technical Services**

The Cataloging unit prepares original cataloging of records to be added to the (OCLOC). The unit also upgrades existing records in the OCLOC database. Complex problems arising in the Processing area are referred to the Cataloging area for resolution and the unit is responsible for the overall quality and accuracy of cataloging records.

2613 Acquisitions**Shelley Swelland****Technical Services**

The Acquisitions unit purchases items for the library collection and receives, in addition to the purchased items, gifts and other free materials for the collection. It also maintains, in cooperation with the Fiscal Specialist, proper accounting records of purchases.

2631 Circulation**Mindy Muzatko****Public Services**

The Circulation unit checks library materials in and out to Library users, maintains the stack areas of the collection, maintains a small reserve collection, oversees operation of the book detection system, notifies and bills users for overdue or lost materials, maintains statistics and records for the operations of the unit.

2632 Reference**Convener****Public Services**

The Reference unit helps library users find information and provides instruction in library use skills. The Reference unit also maintains and provides access to college archives and special collections. Ernestine Kimbro, Sarah Pedersen, Sara Huntington, Liza Rognas, Jules Unsel, Paul McMillan, and Randy Stilson constitute the Reference team. These people are responsible for staffing the Reference desk, selecting materials for the collection and providing library instruction and program liaison. Individual Reference librarians are also designated as consultants/evaluators for specific account managers in some Public Services areas.

Media Services Administration Wyatt Cates**Media Services**

The Media Services unit provides overall coordination of Photo Services, Electronic Media (Video, Audio and Projection Services) areas of the Library. The unit provides liaison with faculty, students, and administrative staff regarding the quality of library media services and determines services needed to support academic programs. The unit is responsible for coordinating the instructional activities of the area. Media Services students, staff, faculty, and off-campus users with various work stations for: playback, recording and editing of audio; viewing motion pictures, video tapes and slides; and for producing slide shows, soundtracks, photographs (original and copystand) and graphic materials and also provides instructional assistance in the use of the equipment and teaches various workshops and courses for the college.

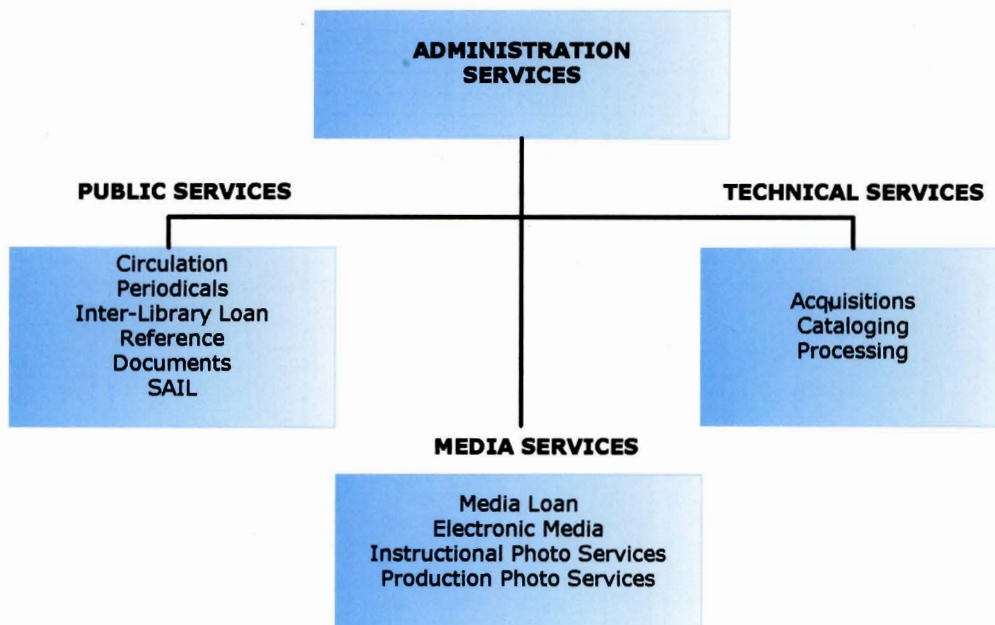
2621	Media Loan	Wyatt Cates	Media Services
<p>Media Loan circulates portable media equipment, including such equipment as 16mm film projectors and production equipment, cassette recorders, public address systems, black and white and color video production equipment, and 35mm cameras. The unit checks the equipment in/out, maintains a reservation system and long term loan system, administers proficiency tests and workshops for academic programs, and maintains statistics and records on the circulation of all the equipment using an on-line computer system.</p>			
2627	Photo Production Services	Steve Davis	Media Services
<p>Photo Production Services provides services to all campus areas and community members requiring photographic production services. Photo Services also serves other libraries, schools, and state agencies on a charge-back basis.</p>			
2628	Instructional Photo Services	Hugh Lentz	Media Services
<p>Instructional Photo Services supports student darkrooms and photographic instruction across the curriculum.</p>			
2624	Electronic Media	Peter Randlette	Media Services
<p>The Electronic Media unit consists of audio production, television production, projection services, media systems in the Communications Lab Building (COM Building) and the library, and facilities design and operation. Audio production activities include studio and remote recording and sound reinforcement of the human voice, music and sound; the mixing, editing, transferring, and dubbing of same into a finished product; and the mixing of sound tracks for 16mm motion picture productions. Television production activities include studio and remote recording of public events, instructional presentations, and theatrical productions, and the editing and dubbing of same into a finished product. A substantial part of both production functions involves formal and informal instruction for students and faculty in the proper and effective use of equipment and basic production techniques. The unit also assists the Facilities Office and Electrical/Mechanical Maintenance and Engineering with media systems design, testing and modification of facilities, procurement of equipment and its installation, design of production systems, and scheduling of staff, facilities and equipment.</p>			

The Projection Services part of Electronic Media provides audio-visual services is in the Lecture Halls.

The SAIL unit provides film, slide and audio access to the library's collections and books rental films, and answers questions from Library users concerning the content and application of non-print resources.

Service Areas:

There are four service areas in the library. They are: Administration, Media Services, Technical Services and Public Services. Those decisions that cannot be made at the unit level may be made at the service area level - for example, if the folks in the Media Production Center have a problem they cannot solve within the unit and the problem only involves Media Services, an attempt will be made to solve the problem that can be solved with the help of Periodicals, the two units will attempt to solve the problem between themselves without involving either other Media Services or other Public Services units. Any problem that can be solved by Administration, Media Services, Technical Services, or Public Services, or by any combination of those without the involvement of all, will be solved in that way. The other service areas will be informed of problems being solved or decisions being made within or among areas as a matter of information. Administrative Services, especially, will inform other service areas of decisions or problem-solving going on in that area which may have repercussions for other areas - either in the Weekly Report, or in a formal memo to the Library Group.



Our current evaluation processes are:

Classified Staff: The Assistant to the Dean of the Library will take responsibility for notifying supervisors of classified staff when annual evaluations are due. Classified staff members may choose to be evaluated only by their supervisor or by a group of people with whom they work closely. They may choose to do a self-evaluation followed by an evaluation session with their supervisor, or they may choose to have the supervisor evaluate them.

Faculty Librarians: Library faculty librarians will be evaluated pursuant to the guidelines outlined in the Faculty Handbook and their covenant.

Communications

It is the responsibility of all library employees to foster good communications through one-on-one discussions, memos or items in the Library Group Meeting Minutes when all or many people are to be informed of issues or changes, and arranging meetings when issues need discussion.

Meetings

Public Services, Technical Services, Media Services, and Administrative Services are encouraged to hold meetings as needed to share information among units within the areas, to identify major problems, and to serve as a forum for solving problems. Reports of issues of interest should be shared with other areas.

Librarians Meetings: Librarians should meet regularly to discuss items of mutual concern to them.

Resource Selection Committee: This group should meet as needed to discuss issues of collection development. The Dean collects agenda items, the Reference Library Specialist schedules, and facilitation of the meetings shall rotate among the RSC committee members.

Library Group Meetings: Library Group meetings will be held regularly to discuss issues of concern to all of us. Any library group member can call a library group meeting or suggest that the Dean call a library group meeting. Currently, Library Group meetings are scheduled for the first Monday and third Tuesday of each month. Any changes to regular scheduled meetings will be published in the Weekly Reader.

Account Managers of Supervisors Meetings: Shall be called as needed by any member of the group to discuss budget issues, workstudy allocations and the like.

Consultative meetings called by the Dean: These will be announced in the Weekly Reader and will be open to all interested parties. The Dean may ask for volunteers, or may ask that specific people with special knowledge, expertise, or willingness to work on the issue be involved.

Grievances

The grievance procedure outlined in the COG (Committee on Governance) Document shall be our

guideline for handling grievances. See WAC 174-108-06003 - WAC 174-108-06005.

Organization Chart

Ask for a current organization chart if you do not find one attached. The Dean and the Assistant to the Dean will be responsible for keeping it updated. Library Group members will be informed of changes in the organization chart as changes are made.