1. Outreach/Publicity

**Chair:** Eric Ledwell  
**Co-Chair:** (elected annually)  
**Members:** Volunteers accepted with special interest and abilities in public relations and written communication.  
**Schedule:** Monthly Meetings  

**Goals:**
- Produce regular and timely general public announcements via print/electronic/radio/television media outlets i.e. Libretto.  
  - Solicit news from Library staff and departments  
- When requested, assist Library staff in highlighting their department, its personnel, its resources, and its services.  
- Create a contact list of local media outlets (inside and outside ASU), including their various requirements, deadlines, and instructions for submissions.  
- Develop and implement a staff development activity for team or staff in general  
- Produce a statistical assessment report with analysis.

2. Budget

**Chair:** Kevin Walker  
**Co-Chair:** Freddie Siler  
**Members:** All department Heads, subject specialists, access services, media services, acquisitions staff, curriculum, serials, National Center, and Title III departments.  
**Schedule:** Monthly Meetings  

**Goals:**
- To hold monthly meetings to evaluate expenditures by line items and to plan annual budget  
- To prepare status reports on all budgets to be submitted at monthly meetings  
- To insure that library budget is spent prior to the end of the fiscal year  
- To produce *monthly* spreadsheets and reports of library and media expenditures to be distributed to library director as part of monthly departmental report.  
- To streamline the process for accounting  
- Devise a means to expedite the approval process  
- Prepare institutional handouts for how to complete budget forms  
- Produce a statistical assessment report with analysis  
- Develop and implement a staff development activity for team or staff in general
3. Planning

Chair: Janice R. Franklin  
Co-chair: (elected annually)

Members: All department Heads, representatives from curriculum, media, serials, LASO, professional librarians and one elected member.

Schedule: Monthly Meetings

Goals:
- Develop think tank approach for long range planning
- Manage long and short range planning
- Assess library for quality control
- Revise, evaluate departmental goals and objectives
- Review library planning documents (vision, mission statements)
- Review and update library’s five year plan
- Engage in strategic planning
- Discuss/resolve library issues
- Plan goals/objectives for achieving Accreditation Standards
- Evaluate statistical reports for departments and teams.
- Produce a statistical assessment report with analysis
- Develop and implement a staff development activity for team or staff in general

4. Assessment

Chair: Freddie Siler  
Co-Chair: Neil Foulger

Members: Will meet as needed to prepare statistical reports. All department heads, serials, media, and curriculum, circulation, and ILL representatives.

Schedule: Meetings Based on Need

Goals:
- To compile and maintain various statistics needed to track library holdings for print, non-print, and electronic materials.
- To compile and maintain various statistics needed to track library holdings for print, and electronic materials
- To complete any updates required for the departmental accreditation reports in FY2008 for the National Council for Accreditation of Teacher Education (NCATE), the National Association of Schools of Music (NASM), and the Council on Social Work Education (CSWE)
• To complete the Association of College and Research Libraries (ACRL) Statistical Survey for FY2008
• To continue coordinating with LASO to finalize use of the intranet as a reporting tool of all library SACS information
• To administer the LibQUAL + Survey and to disseminate the LibQUAL+ Post Survey results
• To work with the planning team to review statistics of various departments and discuss trends
• Develop and implement a staff development activity for team or staff in general
• Produce a statistical assessment report with analysis.

5. **Orientation** (students and selected activities for new staff)

**Chair:** Robert Calloway  
**Co-Chair:** Elected annually

**Members:** Committee assignments and volunteers are welcomed. Information Literacy Librarian may be asked to attend when planning orientation for students.

**Schedule:** Meetings are based on goals: All Orientations should be completed before the end of the first month of each semester.

**Goals:**

• Prepare orientation programs for student assistants each semester  
• Host Workshops in Customer Service skills for student workers  
• Prepare/update a handbook for student workers  
• Prepare/update staff handbook for new employee’s orientation (see managers of new staff for their input in orientation process)  
• Plan and implement holiday activity for student assistants before the Fall semester final exams  
• Develop and implement a staff development activity for team or staff in general  
• Produce a statistical assessment report with analysis

6. **Technology**

**Chair:** Cedric Davis  
**Co-Chair:** Randy Curtis

**Members:** Department heads are encouraged with other volunteers having expertise in computer technologies; media staff represented; subject specialists

**Schedule:** Meetings are quarterly and may be more often as needed
Goals:

- To evaluate and update technologies required to access information (statistical use also maintained)
- To update strategic technology plan to include library and media
- To implement all modules and upgrades of Endeavor
- To assure that news for library is reflected on library webpage updated regularly
- To assure that library furniture and hardware enhance access to computer technologies
- To develop policies, maintain, evaluate, and update the web page for library and National Center
- To assist staff for report generation using LMS, spreadsheet, or other statistical software
- To maintain and train staff to use the intranet for library
- To plan and continue digitization programs
- To develop and implement a staff development activity for team or staff in general
- To provide online forms for library applications and surveys
- To assess future technology needs of library and analyze use of current technologies for their return or investment
- Replace older computers with current technologies
- Implement media servers for access to multimedia information
- Develop and implement a staff development activity for team or staff in general
- Produce a statistical assessment report with analysis

Sub-team: Website Portal Group (WPG)

Sub-team Chair: Elected and sub-team appointed from within committee by technology chair.

7. Access

Chair: Jian Zhang
Co-Chairs: Patricia Singleton, Peng Mu

Members: All professional librarians (note LASO may be asked to attend as needed); Circulation team will be included with Access: Other members are: Cedric Hicks, Robert Calloway, Tamela Brewer, Jason Trawick, and Assistant Circulation Librarian

Schedule: Meetings based on goals

Goals:

- To develop policies/procedures for access to resources including fees for access
  - To evaluate and update policies/procedures of Circulation
  - To evaluate and recommend policies/procedures of resource sharing which include regional and nationwide issues
  - To develop policies/procedures for access to digital collections (Metadata design, copyright issues, etc.)
  - To manage and implement the policies/procedures of the Montgomery Higher Education Consortium
Library Teams 2007-2008

- To evaluate and improve signage of electronic resources on the home page to provide maximum intellectual accessibility to our library resources
- To evaluate and recommend new software (federated search, etc.) for access to library resources
- To evaluate and improve arrangement of collections in the library to provide maximum physical accessibility to our library resources including materials in storage areas.
- To evaluate and improve remote access to our library resources
- To review issues relating to access in online catalog, authority records, and the updating of LMS web page to assure the accuracy and currency
- To review issues relating to the implementation of the statewide UB
- To evaluate the numbers and capabilities of computers in the Library for access to electronic resources
- To increase online access to materials of library collections (Media, Archives, Curriculum, etc.)
- To evaluate security levels
- To implement the lost/missing items procedures
- To conduct the library annual survey
- Develop and implement a staff development activity for team or staff in general
- Produce a statistical assessment report with analysis

8. Collection Development

<table>
<thead>
<tr>
<th>Chair:</th>
<th>Neil Foulger</th>
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<tr>
<td>Co-Chair:</td>
<td>Freddie Siler</td>
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Members: All professional librarians; representatives from curriculum, serials, and LASO may be asked to attend as needed.

Schedule: Meetings based on goals

Goals:
- To evaluate information resources and technologies for their access
- To compile and update directory of all electronic products in the library
- To prepare guides and updates regarding databases and print materials
- To evaluate and negotiate contracts
- To compile and evaluate usage statistics from online resources
- To update the library’s homepage reflecting current electronic holdings and resources in a timely manner
- To review collection building procedures resulting from lost and missing books
- Evaluate and assess collection for quality to include a review of serials subscriptions by subject specialty
- Survey patrons’ usage and satisfaction with library resources and suggest actions to resolve any concerns
- Develop and implement a staff development activity for team or staff in general
- Produce a statistical assessment report with analysis.
Serials Sub-Committee will meet as needed as part of the collection development team.

Includes all department heads and access committee
Will meet as needed to review issues of serials control, evaluation, and management.

Goals will expand but will include:

– Select and evaluate alternative formats for journals
– Evaluate methods of access to electronic journals; their management
  --Provide information literacy training for serials to university community
  and library staff
– Evaluate serials subscriptions and formats
– Provide management of serials information in OPAC
– Publicize new serials holdings

9. Information Literacy

Chair: Natasha Jenkins
Co-Chair: Inga Moten

Members: All subject Specialists should be team members; reference librarians,
circulation librarians, access service librarians, and collection development
librarians should attend.

Schedule: Meetings based on goals

Goals:

• To insure that instruction in how to use electronic resources are available in both print
  and electronic formats
• Develop and implement a staff development activity that incorporates team teaching
  fellow staff via staff workshops or activities
• Identify, organize, and host literacy tours for the non-ASU community
• Instruct student assistants in the use of basic information resources to assist library users
• Develop methods of evaluation for information literacy activities
• To coordinate information literacy instruction for ASU academic community
• Integrate library instruction into campus living and learning centers, as well as other
  non-traditional methods of communications (i.e. athletics, small business development
  center, Facebook, MySpace, etc.)
• Develop and implement a staff development activity for team or staff in general
• Produce a statistical assessment report with analysis.
10. **Personnel**

**Chair:** Patricia Singleton  
**Co Chair:** Freddie Siler  
**Members:** Rebecca Mohr, Freddie Siler, Jian Zhang, Janice Franklin, Cedric Davis  

**Schedule:** Meetings based on goals  

**Goals:**
- To assist with the recruitment of all library staff vacancies  
- To correspond with all applicants during the application and hiring process as to the status of their application  
- To request applications (in writing) from Human Resources each month during the hiring process  
- To review all applicant’s employment materials  
- To interview and recommend selected applicants for potential employment  
- To check references and recommendations of applicants to verify information  
- Develop and implement a staff development activity for team or staff in general  
- Produce a statistical assessment report with analysis  

11. **Title III**

**Chair:** Cedric Davis  
**Co Chair:** (Elected Annually)  
**Members:** Freddie Siler, Patricia Singleton, Jian Zhang, Natasha Jenkins  

**Schedule:** Quarterly meetings with additional Meetings based on goals of activity.  

**Goals:**
- To administer the Title III Grant  
- Insure that quarterly reports are submitted according to deadlines  
- Inventory equipment on a quarterly basis  
- Produce Plan of Operation annually  
- Insure that Time and Effort reports are submitted monthly to Title III Office  
- Insure that stats reports are submitted monthly as part of library “How Goes It” Report  
- Prepare committee for annual review  
- Develop and implement a staff development activity for team or staff in general  
- Produce a statistical assessment report with analysis
14. **IT: (Information Technology) computer and Media Technical Staff**

**Chair:** Cedric Davis  
**Co Chair:** (Elected Annually)  

**Members:** Fred Brown, Walter Davis, Randy Curtis, Christina Mims, Digitizing technician, (Janice Franklin, Patricia Singleton and Freddie Siler as needed), other staff may be assigned to this committee as needed.

**Schedule:** Weekly Meetings

**Goals:**
- Plan and produce media monthly reports, budget reports to Director
- Evaluate media services and report results of evaluations annually
- Record stats of activities in media department
- Update forms for department as needed
- Publicize services
- Assist in managing distance learning operations as needed
- Greater utilization of the LMS media scheduling software
- Plan storage and control of media software for archiving purposes
- Procedures for showing films housed in Special Collections
- Procedures for duplicating and referring films to Special Collections
- Planning for transferring formats of film on outdated media devices
- Procedures for filming oral histories
- Plan procedures for circulating and controlling media equipment and materials
- Evaluate media procedures adhering to copyright and licensing regulations
- Procedures for uploading productions to website/internet
- Procedures for serving campus media services and DE applications/laboratories
- Manage Digitizing Projects
- Develop and implement a staff development activity for team or staff in general
- Produce a statistical assessment report with analysis

15. **Student Library Club**

**Chair:** Clarissa Broughton; assisted by all librarian assistants: Tamara Brewer, W. P. Flowers, Charlotte Daniels, Edna Foxhall, Jason Trawick, Yolanda Smith-Evans, Min Pan, Robert Calloway

**Co Chair:** (Elected Annually)

Chairs for this committee will rotate annually unless current chair is re-assigned

**Members:** Volunteers are encouraged
Schedule: Library Club will set meeting dates.

Goals:

- Communicate activities of Library Club to library managers and publicity committee
- Sponsor activities for “Connection Day” to represent the library
- Develop and implement a staff development activity for team or staff in general
- Produce a statistical assessment report with analysis
- To participate in selected ASU campus events and activities as possible.
- To continue to provide quality community service to ASU surrounding community
- To promote the use of the library and its resources.
- To participate in Library activities and events
- To promote reading among student Library club members and ASU Student body
- To plan club fundraisers and social events

16. Steering Committee for the National Center for the Study of Civil Rights and African-American Culture

Chair: J. R. Franklin
Co-Chairs: Howard Robinson; Gwen Boyd

Members: Appointed by the University President; Volunteers welcomed for subcommittee assignments or for special activities; Center’s staff

Schedule: Meetings are weekly (each Wednesday); subcommittees meet as needed.

Goals:

- To plan and implement activities in support of the mission of the National Center for the Study of Civil Rights and African-American Culture
- To set policies/procedures for management of the National Center
- To assist in efforts to fund-raise and publicize the National Center
- To plan activities/objectives for the patrons of the National Center
- To review, update the National Center’s website
- Produce a statistical assessment report with analysis.
### 17. Archives/Special Collections

**Chair:** Howard Robinson  
**Co-Chair:** Linda Harvey  

**Schedule:** Meetings should be held quarterly and more often as needed. Members should include: Ms. Patricia Singleton, Ms. Freddie Siler, and Ms. Gwen Boyd (as needed). Team is composed of managers of these departments; other staff will serve as needed only.

**Goals**

- Inventory and catalog materials in archives and special collections
- Acquire new collections in all formats of information
- Increase the number of oral history collections
- Determine strategies for preservation of materials
- Maintain statistics in department
- Develop policies and procedures for use of areas
- Continue to work on the metadata for images associated with the Cornel Grant
- Plan and implement programs as outreach to academic community
- Digitize select collections for local and remote access and develop policies and procedures for digital collections
- Develop criteria for rare book designation
- Investigate offsite storage opportunities
- Produce student publications
- Preserve and process Board of Trustees minutes on tape (audio/video)
- Determine strategies for preservation of photographs
- Develop and maintain website
- Work to assist research from doctoral students including digitizing dissertations
- Develop Brown Bag Series
- Develop and implement a staff development activity for team or staff in general
- Produce a statistical assessment report with analysis.

### 18. Exhibits Committee

**Chair:** Evelyn Bowen  
**Co-Chair:** Christina Mims  

**Schedule:** Meetings scheduled as needed. Members should include Fred Brown, Randy Curtis, Charlotte Daniel, Min Pan, Jason Trawick and Special Collections staff.

**Goals:**

- To create bulleting boards/decorations for events to include the following: academic events such as Founder’s day, seasonal events; holidays and celebrations that include Christmas, Black History Month, Homecoming, welcome events for new students and
Library Teams 2007-2008

- guests to the campus or other special informational displays.
- To create displays throughout the Library on designated floors
- To set timetables for rotation of displays
- To work with the Publicity, Archives, and National Center Teams to produce displays
- To incorporate class studies into the displays (tentative goal)

19. **Courtesy**

**Chair:** Walter Davis  
**Co-Chair:** Evelyn Bowen

**Members:** Selected annually/ Members include: L. Harvey, R. Curtis, M. Pan

**Goals:**
- To provide courtesy activities for and to LLRC staff members.
- Work in conjunction with the exhibits, special events, publicity and other teams as needed.

20. **Digitization Team**

**Chair:** J. Franklin/Cedric Davis  
**Co-Chair:** Jian Zhang

**Members:** Cedric Hicks, Howard Robinson, Patricia Singleton, Freddie Siler, Walter Davis, Jason Trawick and Christina Mims; other members may be assigned

**Schedule:** Monthly Meetings

**Goals**
- Plan policies and procedures for digitizing collection
- Select projects for digitization initiatives
- Implement digital collections
- Set timetables for implementing digital initiatives
- Develop and implement a staff development activity for team or staff in general
- Produce a statistical assessment report with analysis
21. Special Events Team

Chair: Yolanda Smith-Evans  
Co-Chairs: Linda Harvey, Eric Ledwell

Members: All staff members are eligible to serve. Team should include the chair of the outreach team, chair of the exhibits team, media, media secretary, senior secretary, and information literacy chair. Others may select to participate.

Schedule: Meetings as needed to host events.

- Host activities for special days in the library to include the following:
  - National Library Week
  - Founders Day
  - Other special days
  - Staff Development Fridays
  - Brown Bag Programs

- Plan and implement special events for the library.

22. Grant Writing/ Fundraising Team

Chair: Inga Moten  
Co-Chair: Natasha Jenkins

Members: Howard Robinson, Eric Ledwell, Inga Moten, Linda Harvey, Interim Education Doctoral Librarian, Gwen Boyd, Cedric Davis  
Other members may participate.

Schedule: Quarterly meetings suggested

Goals:

- To discuss opportunities for library development
- To pursue grant opportunities
- To investigate fundraising opportunities for the library
- Develop and implement a staff development activity for team or staff in general
- Produce a statistical assessment report with analysis.
Ad Hoc Teams

1. **Awards** (Library Staff and other special Awards)

2. **Building/Facilities** (Prepare for upgrade of facilities and report building needs)

3. **Committee on Committees** (Includes all chairs of committees)

4. **Disaster/Emergency Planning** (Plan is reviewed annually)

5. **Grants** (Investigate possible grant writing opportunities to pursue)

6. **Grievance/Mediation**

7. **Inventory** (evaluation of library collections)

8. **LibQual** (Assessment, analysis & implementation of survey)

9. **Managers/Librarians Roundtable**
   a. Team Members discuss trends, problem solving, and policies.

10. **National Library Week** *(Subcommittee of Publicity Team; Chair should be elected at beginning of team’s work to plan in advance of the week’s activities)*

11. **Patrons Group Representatives**
    a. Selected annually to represent the library staff in activities of Patrons organization; required to attend Patrons meetings.

12. **Serials Team** *(presently inactive; issues will be referred to the collection development and access teams)*

13. **Special Events** (Founder’s Day and University Inaugurations)

14. **Staff and Library Assistants Roundtable**
    a. Team Members discuss trends, problem solving, and policies.

15. **Staff Development Fridays**
    a. Staff will be asked to make presentations and host workshops for staff development or outside consultants may be invited for staff development purposes.
REMINDERS FOR TEAMS

1. Vice-Chairs, Secretaries, and Timekeepers can be elected in cases where they are not assigned, remain active and officer’s names should be reported in the first minutes forwarded to the administrative office.

2. Meetings should not last over one hour except for special occasions.

3. Scheduled meetings should be conducted by the Co-Chair in the extended absence of the Chair.

4. Chair persons assigned should arrange the first meeting as soon as possible for elections of officers. Should the Chair assigned be exempted from serving, a new Chair may be appointed or elected with prior approval by the Library Administration.

5. The number and schedule for meetings will vary. The only requirement is that minutes be taken, submitted to the administrative office, and that objectives are achieved.

6. Teams will resume activity in October.

7. Meetings can be held via E-mail or other conferencing technology as needed or when desks cannot be covered.


9. Every staff member is required to serve on at least one team.

10. Minutes are required and should be submitted to members and to the Dean’s Office.

11. Teams that wish to meet in the conference room should notify Ms. Bowen in advance to prevent scheduling conflicts.

12. All members and chairs are required to evaluate committee activities and the work of team members and also team chairs. Please note that team leaders should lead by example.

13. Although all goals must be addressed in the fiscal year, priorities may be established based on resources available. In some cases, goals may be added but not deleted by teams unless approved in advance by the library’s administration together with the committee on committee group.

14. Documentation for progress of teams, minutes, etc., should be maintained on the library’s intranet.

15. All teams are required to meet at least once per semester and should satisfy goals established or report on progress, as part of annual reports.