**Business Information Services Implementation Team**

This team will create an implementation plan for a new model of service supporting research and learning in business and related disciplines. Rather than being defined as a distinct physical collection and separate space, this new model will be defined by some services that are embedded in the primary departments served and others that are integrated into broader library service programs that provide support for scholars and students throughout campus using business information. Thus, librarians will continue to provide embedded services to the students and faculty in the School of Labor and Employment Relations, the Business Instruction Facility and through a newly established office in Wohlers Hall. As part of the Main/UGL reference hub, Library personnel supporting business and economics will also contribute service hours in person and virtually, cross-train other reference personnel and work collaboratively with Funk-ACES, Grainger and other library programs to support business-related research across campus.

Librarians serving the College of Applied Health Science, the College of Education, geography and the social sciences will be engaged in a parallel process to propose an implementation plan for an integrated library service program in the east wing of the first floor of the Main Library.

**Charge**

1. Define a service profile that would best meet the needs of students and faculty in the College of Business, the Economics Department and the School of Labor and Employment Relations, as well as others involved in research, teaching and learning related to these areas, including Law.

   Consideration should be given to how embedded services fit within the overall service profile and whether existing embedded services should be expanded, relocated, retired or reimagined. The proposed service program should also include participation in shared reference services across the library, including:
   - Defining the overarching vision for business reference across hubs, including the relationship and referral paths among the various service points where business, economics, and labor questions are received;
   - Determining the appropriate in-person, virtual, and collaborative business and economics-related reference services to offer across the Main/UGL, ACES, and Grainger reference Hubs, as defined in the Reference Services Implementation Report. This might include providing consultations and access to specialized databases through the Scholarly Commons;
   - Considering whether services and liaison responsibilities for economics, which is not currently served by any embedded programs in the Business and Economics Library, should be aligned with the proposed Social Science, Health and Education Library.

   Promoting and integrating online research guides across service hubs, and developing a cross-training and referral program for relevant reference staff throughout the Library.

2. Propose a staffing model that includes detailed descriptions of the roles and responsibilities for all librarians and support staff involved in the new model and identifies which staff functions (circulation, supervision of undergraduate students) should be relocated elsewhere in the Library.

3. Work with the Assistant Dean of Library Facilities to determine the optimal location of offices for BEL personnel in the Main Library.

4. Working collaboratively with colleagues throughout the Library, recommend locations for physical collections, including any remaining print reserves, reference materials and special collections. For
special collections, the Team should follow the process laid out in the Special Collections Guidelines for Library Moves or Closures and work with the Special Collections Division Coordinator to determine the disposition of administrative records, rare books, and maps.

5. Collaborate with the NSM Coordinator and the Assistant Dean of Library Facilities and Library Administration to develop timelines and schedules for implementation, including:
   • a timeline plan for transferring collections
   • a table of staffing and resource needs for each phase in the transition
   • a plan for communicating the transition to the new services profile to campus and library constituents.

6. Recommend a plan for assessing the effectiveness of the new configuration of collections and services.

7. Provide a report of the Team’s discussions and recommendations to the University Librarian and Dean of Libraries by October 15, 2011.

Proposed Membership:
All BEL Librarians:
BEL Staff member:
Common member with social/applied health science team:
Someone from RRGIS and/or the Scholarly Commons:
Someone from UGL:
Team Leader and Administrative Liaison: