International and Area Studies Implementation Team

Working Group on Staffing Summary

February 16, 2010

Present: Terri Barnes, Helen Sullivan, Nancy O’Brien (Convener and Note-taker), Marek Sroka, Karen Wei

1. The Working Group members discussed specific services to occur in the new IAS Library that require staffing and/or designated spaces. These include reference services; collection development; instruction; journals display; scanning and copying services; collaborative work spaces; carrels or other space for visiting scholars; collection maintenance, e.g., binding, shelving, etc.; public computers; and, consultation with researchers.

Marek mentioned that other types of collaborative activities should be considered as well. For example, collaboration with the Mortenson Center could lead to receptions or events highlighting an “Africa Day” or “Caribbean Day” that would include events, food, exhibits, and so on. Other suggestions included lectures by visiting Mortenson scholars and reading groups.

Prior to the start of the meeting Karen pointed out that even in a non-circulating collection, there will be instances where some items circulate with limited loan periods, such as journals, so that equipment and policies for these instances will be needed.

2. The group reviewed the floor plan of the proposed IAS Library space with the goal of making some suggestions about where services and staff should be placed in the new facility. To aid this discussion, Nancy provided a revised draft of staffing assignments in the new IAS Library that indicated the number of offices needed. A basic assumption is that all offices other than that of the IAS Library Head will be shared. While still preliminary, the following assignments were suggested:

- Room 317: Slavic Reference Service staff (4 people)
- Room 313: Shared librarian office (2 people)
- Room 311: Private Office for IAS Library Head
- Room 321: 1-2 staff desks behind IAS service desk; scanning and copying equipment; microfiche; public computers; possibly carrels
- Room 309: Journals Display area (reconfigured for better sight line)
• Room 319A: Seminar Room
• Room 319: Reference Display with tables and carrels
• Room 329: Shared staff space for 3-4 IAS staff (with different furniture arrangement)
• Room 337A: Shared librarian office (2 people)
• Room 337: Shared librarian office (2 people)
• Room 323: Shared librarian office (4-6 people)
• Room 331: Shared graduate hourly/assistant space (3-4 people) with reconfigured entry to other offices)
• Room 335: Space for visiting scholars
• Room 323A: Space for visiting scholars
• Room 325: Staff entry space with mailboxes
• Room 333: Staff sink and similar amenities

As part of the discussion of assigning offices, it was suggested that additional student wages should be requested to provide support during nights and weekends. It was also suggested that the decision about shared offices and who was to share office space may need to be made by the Associate University Librarian for Services or the University Librarian. Lotteries or voluntary agreements are also possible ways to determine shared offices.

Each librarian office should include space for visitors to sit and discuss research and other assistance that might be needed.

A question about the organization of the unit with a new head and staff reporting lines raised the question of to whom staff would report. There were different views on this matter, so it needs further discussion.

The meeting adjourned at 12:05pm. Future meeting dates are March 2, 9.