International and Area Studies Implementation Team

Working Group on Staffing Summary

February 2, 2010

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

1. The Working Group members met in the English Library to review the space available for services and staff. The space currently devoted to gift collections would make an excellent seminar room with natural light, once it had been refurbished with paint and furniture. The periodicals room is sizable and offers a pleasant seating and study area. The stacks area is extensive and can be used to provide space for reference material and/or journals depending on the final recommendations of the IAS Implementation Team. Three sizable staff offices offer opportunities for shared office space or for office space and a dedicated room for scanning, copiers, and other public service equipment.

Some discussion of how journals might be organized in the new IAS space occurred, with the most likely options being by title of the journal or by call number (Dewey and Library of Congress).

As a follow-up to the tour of the English Library, the group then toured the Asian Library space. The current crowded conditions for staff in that space were noted. Also noted were the extensive reference and journal collections. Using the space currently designated for Stacks in the English Library may accommodate these sizable collections, along with judicious weeding of less frequently used items and/or acquisition of electronic versions when possible.

2. In a follow-up discussion of staffing, it was noted that the relocation of Asian cataloging staff could be achieved more easily than the relocation of Asian acquisitions personnel. Acquisition of Asian language material is problematic for the Library’s central acquisition unit, since it does not lend itself to the computer programs currently in use. In addition, many of the individuals working with Asian acquisitions have multiple assignments that would make relocation problematic. It was generally agreed that centralized acquisitions services for Asian materials would not be immediately feasible. In discussions of relocating cataloging personnel from Asian, the concept of having a cohort in proximity to one another with adequate space was essential to make this a successful transition.
Other issues related to Asian language material included the need for knowledgeable staff to work with binding of journals as well as check in of serials since a variety of languages and terminology for issues, numbers, and volumes are used. If serials are checked in accurately, binding does not necessarily require language proficient staff since the marking on the individual issues should make it clear as to what should be bound for each volume.

3. Helen Sullivan reported that despite a freeze on federal government spending, funding had been allocated for Title VIII already for October 2010 through October 2011. No rescissions are anticipated.

4. As the meeting concluded, an observation was made that the decisions made in the IAS implementation process should be evaluated at a specified time in the future. Decisions should be revisited as needed after the implementation since these organizational changes are meant to be fluid and to provide added benefits.

5. The meeting adjourned at noon; the February 9 meeting was cancelled. Future meeting dates are February 16; March 2, 9.