International and Area Studies Implementation Team  
Working Group on Staffing Summary  
March 2, 2010

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

1. The Working Group members met to discuss the organizational structure in the proposed IAS Library. The first part of the discussion focused on the role of the head of the IAS Library in relation to the other librarians. It was agreed that the IAS Library Head needs to have responsibilities for collection development, reference, and other professional duties in order to fully understand the work and culture of international and area studies personnel.

In a discussion of how the IAS organization might be structured, Nancy suggested that coordinators of functional areas such as reference, Web/IT management, and so on were a model to consider. After extensive discussion there was little support for this model. Another model proposed was to have teams for each of these functional tasks within the IAS Library. A third model was to have coordinators based on language/subject expertise rather than operational function. It was ultimately suggested that the Head of the IAS Library should work on developing a model for handling these types of functions as the library evolves.

Terri suggested that it would be effective to have an office manager (likely to be drawn from the classified staff) to manage daily operations, such as equipment, notification of absences, facilities issues, and so on. There was strong support for this idea.

2. In discussing the role of current librarians it was understood that their responsibilities for collections and services would continue. There was a brief discussion of uniform titles for subject/language librarians in the IAS Library since there are currently a few inconsistencies. It was suggested that titles such as African Studies Librarian, Latin American and Caribbean Studies Librarian, and so forth were more appropriate than “Bibliographer.” The Library Executive Committee is also addressing the question of titles throughout the Library, so this issue may need to be referred to that body.

3. Nancy volunteered to draft a brief position description for the IAS Head that would include responsibilities and terms of appointment. In general the group believed that an internal interim head would need to be appointed for a specified time, to be followed by an external search for this position.

4. The meeting adjourned at noon; the next meeting date is March 9.