International and Area Studies Implementation Team

Working Group on Staffing Summary

March 9, 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 previously distributed position description for the IAS Library head. Several changes were suggested. These include adding the term “Interim” to the position description; indicating a three year term appointment; adding communication responsibilities to the list of duties; and, clarifying additional duties. Nancy will make the suggested changes and send out the revised description for further comment.

2. In a general discussion of staffing it was suggested that space allocation in the Room 321 complex should include staff from all areas, not just staff from one of the former libraries.

Helen Sullivan noted that in addition to the staff listings provided previously, Title VIII provides funding for additional graduate assistants or hourly staff. Currently there are five individuals working under this arrangement. Facilities will need to be notified to add an additional 1.5FTE to the list of staff space needed in order to accommodate the number of people simultaneously present from this group.

Everyone agreed that language in the Final Report needed to be strengthened in regard to the critical need for expertise in Middle Eastern, Japanese, and Latin American and Caribbean studies.

It was also noted that the distressing conditions in Room 323A urgently need to be dealt with. The plaster and paint are crumbling from the north wall in this location. This space needs to be repaired immediately once the current project to fix the overhead gutters has been completed.

3. In a discussion of comments received from various library constituents who were concerned about loss of a separate Asian library, it was suggested that placing a study table or two in the Main Stacks in the area occupied by the Asian collections (classified with Library of Congress call numbers) might address some of these concerns. It would allow for library users of Asian material in the Main Stacks to work more comfortably, and to contact the Asian Library via text, email, or phone if questions arose.

4. In discussing the need to evaluate the IAS Library Head position after three years, it was also noted that the Implementation Team’s recommendation to evaluate the entire IAS Library program after one year should appear prominently in the Final Report.

5. The meeting adjourned at 12:05pm.