Reference Service Implementation Team  
Meeting: Thursday, April 7\textsuperscript{th}, 1-2pm  
230b Library  

Present: Frances Jacobson (chair), Scott Walter, David Ward, Pat Allen, Nancy O’Brien, Sarah Shreeves, Sue Searing and Merinda Hensley  

1. Charge #4: Name of the unit: Research and Scholarly Services. Note that this is the name of the unit, not the name of the physical reference desk.  
2. Charge #5: Position description for new unit head: The group discussed whether or not to include language specifying if the candidates should have a social science and/or humanities background. The argument presented was that this might limit the candidate pool. The decision was to leave out this preferred qualification based on emergent areas of research could be helpful in leading the new department. Draft job description is completed and will be included in the final report.  
3. Charge #6: Charge and composition of Reference Services Committee: The group discussed a concern that representation from the current divisional structure could inhibit the decision-making process. A draft is in the process of being written and will be sent to the group for review by 4/11/2011.  
4. Charge #2: Staffing model: The group discussed using the READ scale levels as indicators instead of the Tiers model in the original NSM report. A description of the virtual desk will be added to the document as well as language outlining reference participation from a range of library staff.  
5. Charge #3: A draft document was sent to the group via email for approval.  
6. Charge #8: Location of the physical desk: Complete.  
7. Charge #7: Assessment methods: A rough draft has been written and is pending a LAWG meeting next week.  
8. Next steps: A draft report will be completed by 4/15/2011 and submitted to EC for review. It will also be posted to the NSM website. Hensley/Allen/Shreeves will work on a timeline for implementation, with input from the AUL for Services.