Operational Working Group Minutes

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Operational Working Group  
Friday, March 31, 2017 (Pooler)  
Notes  
Submitted by Jessica C. Garner

Attending: Bede Mitchell (FA co-chair), Doug Frazier (FA co-chair), Clement Lau (OWG co-chair), Aimee Reist (OWG co-chair), Fred Smith, David Lowder, Debra Skinner, Jessica C. Garner, Beth Burnett, Ann Fuller, Judith Garrison, Caroline Hopkinson.

Consolidated Mission statement
Beth Burnett, Aimee Reist, and Ruth Baker of the OWG will combine the two library mission statements. Area of focus in the new mission statement will include:

Technology  
Library Environment  
Meets the scholarly needs of the University and the general public

The following sentences were highlighted as being very important from the current mission statements:

“…Meets the scholarly needs of the University and the general public.
“By adopting technological innovation in information delivery, we continually strive to improve the experience of patrons.”
“…seek to create a welcoming, functional environment, both physically and virtually, that encourages intellectual inquiry and serendipitous discovery.”

 Consolidated Strategic Goals
The OWG will use the Lane Library Goals as a template for creating a new consolidated list of strategic goals. All committee members may review and comment on this document electronically. Those comments will be compiled and incorporated into the new consolidated Strategic Goal by Bede and Doug.

Comments are due by noon on Wednesday, April 5th, 2017.
The OWG will finalize and approve the combined strategic goals on Thursday, April 6, 2017 @ 3:15pm.

Consolidated organizational structure
After discussion of organization structure, it was agreed upon that the University of Washington Libraries Organizational Structure could serve as a model for the consolidated libraries moving forward.

The OWG brainstormed what could become shared services:
Bindery Shipment  
Systems: ALMA and patron management  
Library Technology  
Acquisitions  
E-team: Georgia Southern has a system in place for reporting problems within the catalog, online resources, website, etc. that is maintained by the Collection & Resource Services Department. The e-team Help Tickets are sent to the correct faculty/staff person to correct. An FAQ is maintained that all faculty & staff can review.
Website
Virtual Reference
Institutional Repository
ILL
Circulation (shared policies)
Learning Commons—rebranding

Establish subgroups, subgroups leads, and subgroup charges

Website sub-working group
Co-chairs: David Lowder & Doug Frazier
The website sub-working group will examine the websites of the libraries that have already been consolidated. This group will draft a report and develop recommendations for our consolidated website.

IT sub-working group
Co-chairs: Doug Frazier & David Lowder
The IT sub-working group is charged with reaching out to the appropriate University OWG. They will use this information to draft a report or recommendation for the consolidated libraries.

Business Arrangement sub-working group
Co-chairs: Doug Frazier, Debra Skinner
Jessica Minihan
The Business Arrangement sub-working group will examine the subscriptions and contracts of each library. This sub-working group will make a recommendation or report about the best way to combine library resources.

Reference sub-working group
Co-chairs: Ruth Baker & Judith Garrison
The Reference sub-working group is charged with developing recommendations for consolidating Reference and Instructional Services. This sub-group will also make a report about the differences in the two institutions’ “Learning Commons” and how those differences may be reconciled in consolidation. Those suggestions included rebranding the Georgia Southern Learning Commons.

Access Services sub-working group
Co-chairs: Ann Fuller & Fred Smith
Jessica C. Garner
The Access Services sub-working group will be divided into two groups: Circulation and Interlibrary Loan. The circulation sub-working group is tasked with reviewing circulation policies and making recommendations to reconcile the two policies. The Interlibrary Loan sub-working group is tasked with reviewing Interlibrary Loan policies and making recommendations to reconcile the two policies.

Institutional Repository sub-working group
Co-chairs: Debra Skinner and Beth Burnett
Jeff Mortimore
The Institutional Repository sub-working group is charged with developing a report for how to incorporate Lane Library faculty & staff into the process of creating and supporting an Institutional Repository at Lane Library.
Special Collections was discussed generally, but no actions were proposed.  

*Government Documents sub-working group*  

Lori Gwinett and Judith Garrison  

This sub-working group was charged with developing a plan to consolidate the Government Documents services at the two libraries.  

**Parking Lot Items**  
Collection Development Policy  

**Future Meetings:**  
Wednesday, April 26, 2017 recommendations and reports from the sub-groups are due  
Friday, April 28, 2017 OWG will meet at the Lane Library to approve and discuss the recommendations and reports from the sub-working groups  
Wednesday, May 3, 2017 share the recommendations with Lane & Henderson Library faculty & staff  
Monday, May 8, 2017 Library Day Operational Working Group