All Doe/Moffitt Instruction and Reference Exchange (ADMIRE)

The All Doe/Moffitt Instruction and Reference Exchange (ADMIRE), co-hosted by the Heads of Instructional Services and Reference Services, serves as an information-sharing and discussion forum for issues related to reference and instructional services in the Doe/Moffitt Libraries. Membership is comprised of all staff who work at the Doe/Moffitt Reference Desks or the Research Advisory Services; all staff who participate in the library's instructional programs in the Teaching Library and/or as departmental liaisons; the AUL/Director of Doe/Moffitt; and members of the Doe/Moffitt Advisory Group (DMAG).

The co-hosts develop agendas based on action items from DMAG, current projects, and suggestions from staff. Topics discussed include but are not limited to: staffing, training, facilities, resources, services, evaluation and assessment. Each meeting also includes an open announcement period.

ADMIRE's focus is on discussion, consensus-building, and shared responsibility for improving services; action items identified during ADMIRE discussions are addressed by forming task forces and working groups which are charged by the AUL/Director of Doe/Moffitt. All staff who work at the Doe/Moffitt Reference Desks or the Research Advisory Service, or who participate in the Library's instructional programs in Instructional Services and/or as Library Liaisons to academic departments and programs should attend ADMIRE meetings. Staff from Circulation Services and Interlibrary Services are welcomed and encouraged to attend meetings when there are agenda items related to their work or interests.

ADMIRE meets every 1st Tuesday, 2pm-3pm in 303 Doe Library. Action items from ADMIRE meetings will be tracked on the Doe/Moffitt Staff Site (http://www.lib.berkeley.edu/Staff/doemoff/) beginning in 2007.

January 10, 2007
Abalos/McDaniel