

LAUC-B Affiliated Libraries Fall Assembly

9 November, 2010

8:30-10:00 a.m.

Goldberg Room, Boalt Hall

Meeting Minutes

Scribe: Jennifer Nelson

I. Welcome and introductions

II. Announcements

1. Ramona Martinez: LAUC-B Fall Assembly will be held on Tuesday, 16 November, 2010, from 8:30-10:00 a.m. in the Morrison Library. The speaker will be Brewster Kahle.

2. Rita Evans, TALAG report.

- Continuing Education of the Bar (CEB) no longer reports to UCOP and is administered by UCLA. There is a librarian at CEB in Oakland but she reports to UCLA.
- WRCA is relocating to UC Riverside. Linda Vida and Paul Atwood have been offered positions at UCR beginning December 1. The collection itself is moving in January. Linda is pleased with the space in the Orbach Science Library where the collection will be housed. A very limited part of the collection will go to CSU San Bernardino but the integrity of the collection will be maintained.
- The Giannini Foundation of Agricultural Economics Library is essentially closed following the departure of Susan Garbarino. One part-time staff member is providing faculty with limited access to materials.
- Visual Resources Library is no longer a separate entity. Jason Miller reports to Waverly Lowell in the Environmental Design Archives.
- The Affiliated Libraries are well represented on campus library committees and councils.

3. Ramona Martinez: Rita Evans will finish out Paul Atwood's term on CAPA.

III. Committee Reports

1. Committee on Appointment, Promotion, and Advancement (CAPA)

- CAPA and the Committee on Professional Development held a successful program on the Academic Review process for LAUC-B members on Tuesday, 26 October 26, 2010.
- Full report below

2. Distinguished Librarian Award Committee

- A reception honoring Gary Handman and Barclay Ogden, recipients of the 2010 Distinguished Librarian Award, will be held on Wednesday, 1 December, 2010, from 4-6 p.m. in the Morrison Library

3. Committee on Diversity:

- Continuing job shadowing and staff mentorship programs
- Full report below

4. Nominations and Elections Committee

- Full report below

5. Committee on Professional Development

- CAPA and the Committee on Professional Development held a successful program on the Academic Review process for LAUC-B members on Tuesday, 26 October 26, 2010.
- Workshop coming up on 17 November, 2010, from 10-11 a.m. in 303 Doe, titled “Effective Tips for Getting Published.”
- Full report below

6. Committee on Research

- Had a more than 50% response to their survey.
- People want to do research but the biggest concern is time.
- Workshop on research to be held Wednesday, 10 November, 2010, from noon-1:00 p.m. in 251 Moffitt. Speakers will discuss the Townsend Fellowship, LAUC research grants, and presentation grants.
- Librarians can pursue research that is of general interest to them; project does not have to be statistical or directly related to your job. Grants are there to support creative scholarship of its members.
- Full report below

IV. Affiliated Libraries Fall Assembly speaker: Gary Handman, Director of Moffitt Library’s Media Resources Center.

Our colleague, Gary Handman, is a published author who has come to speak about tips for taking research from the idea stage to a finished product.

He has published in various venues and on various topics such as media, media librarianship, and film studies. He has written articles on such topics as media collection, management, and bibliographic processing; position papers and white papers on media access and copyright issues; reviews of books and of electronic databases.

More intensive and demanding projects have included editing and authoring two editions of a book on media collection and management and contributing chapters in other books on the same topic

Decision to publish and paths to publication are unique and can depend on individual opportunities, individual ambition, and even luck.

General observations:

Hurdle I: Time

There are no simple answers or formulas. At some point in your career you have to set personal and professional priorities and go after the things that make you feel satisfied and amused.

Axiom 1: There will never be enough time, and you have to just do it. Set priorities and go after them. Keep yourself amused and engaged.

Axiom 2: Professional activities don't exist outside of your career. They are not hobbies and they don't usually pay money. They are a central part of your job, not an ancillary activity. Thus it is sensible and right to be able to devote some time at your job towards these projects. Formally scheduling time each day to do this works well.

Axiom 3: Set realistic goals. Scaling back projects is good way to get something published.

Hurdle 2: The fear that everything has been written about before, and either everybody knows it or nobody cares. Easy to lose track about how complex and multifaceted your individual experience is. Small stuff, even your failures, can be grist for an article or a presentation.

Axiom 4: you know more than you think you do.

Axiom 4a: Never assume others know what you know or that it has been published already. Library literature is not the only game in town. There are many kinds of journals out there. If you think creatively you don't have to always publish in the usual suspects.

Maxims:

1. Colleagues are not necessarily going to come beg you for an article. You have to be aggressive about going after opportunities. Pitch books and/or articles. Make a pest of yourself. Believe in the value of what you have to say and then go after it.
2. When in doubt, try reviewing. You end up learning a lot of things when you are reviewing a book or a database.
3. Publishers don't love you, and you have to take control of your property. In dealing with academic or association publishers you have to take control over your own publication. Fight to retain your digital and reprint rights. Even if they end up saying no, make an effort to retain as many rights as possible. Don't be timid about self-publicity and self-promotion. Let your colleagues and faculty know that you are published. Academic librarians tend to be modest, not visible, and under-esteemed. Show your

faculty that you are an academic equal. See if you can get a notice in departmental announcements and newsletters.

4. Think twice about collaborating with a good friend or colleague. Writing under deadline puts a lot of pressure on professional and personal relationships. Ask the person for writing sample before you agree to collaborate. On the other side, if you are confident in your collaborator, working together can be a way of getting into publishing faster and jump-starting projects.

5. It's worth the effort.

Q&A

Suggestions for first-time reviewers: *Choice* is a good venue to review for. They ask for short reviews, 175 words. Look for introductory works to review so that you can approach the review from the point of view of someone who is trying to learn something, i.e. the audience to whom the book is pitched. You can also contact directly the publishers of the literature in your field; ask them ask for books on whatever area that is. The more you review works, the easier it becomes, because you can reference other works you have reviewed.

Don't offer to review too many books! Deadlines are short and you have to be careful not to take on too much.

Reviewing electronic resources is becoming more prevalent and interesting. Consider reviewing one of these (i.e. an image database).

Regarding the suggestion to aim at publishing outside of the usual library journals: It is appealing to a publisher to have a different perspective on things.

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Reports

The Affiliated Libraries Administrative Group (**TALAG**) – Rita Evans, Chair

TALAG focuses on ensuring the Affiliated Heads are aware of news and developments in our varied administrative settings.

TALAG's report will be presented by Rita Evans in person at the Assembly. To see the approved minutes from prior meetings, please go to <http://lib.berkeley.edu/Staff/talag/>

Committee on Appointment, Promotion, and Advancement (**CAPA**) – Nick Robinson, Affiliated Representative

CAPA Members:

- [Lynn Jones](#), Chair (2010)
- [Paul Atwood](#) (2012—Rita Evans to serve out the rest of Paul's term)
- [Jim Church](#) (2012)
- [Brian Quigley](#) (2011)
- [Jane Rosario](#) (2011)
- [Nick Robinson](#) (Affiliated representative) (2010)
- [Virginia Shih](#) (2011)

The CAPA report will be posted to the LAUC-B website with the minutes from the Assembly.

Additional CAPA Information: CAPA - <http://www.lib.berkeley.edu/LAUC/capa>

Distinguished Librarian Award Committee

The DLA Committee is proud to announce that the 2010 Distinguished Librarians are Gary Handman and Barclay Ogden.

Please see the announcement on the LAUC-B blog at

<http://blogs.lib.berkeley.edu/laucb.php/2010/10/14/announcing-the-lauc-b-2010-distinguished-librarian-awards>

To celebrate the achievements of our new Distinguished Librarians we invite all library staff to join Chancellor Birgeneau, University Librarian Tom Leonard and the Librarians' Association at a reception, which will take place on December 1, 4:00 to 6:00 p.m. in the Morrison Library.

The DLA Committee members are:

Elizabeth Byrne (Environmental Design)
Marlene Harmon (Law)
John Kupersmith (Doe/Moffitt)
Corliss Lee (Doe/Moffitt; chair)
George Oster (Professor of Cell and Developmental Biology)

Committee on **Diversity**

FY 2010/11 Roster:

John Berry (2012)
Debbie Jan, Chair (2011)
Jenna Kreiss, Staff representative (2012)
Jeffery Loo (2012)
Adnan Malik, Statewide representative (2011)
Susan Wong, Ex-officio, LHRD representative

FY 2009/10 Roster:

Barbara Bohl, Chair (2010)
Mia Jaeggli, Staff representative (2010)
Debbie Jan (2011)
Adnan Malik, Statewide representative (2011)

FY 2009/10 Activities:

The committee was asked by LAUC-B ExComm to continue the activities started by the LAUC-B Task Force on Library Staff Mentoring.

Two of these activities were offered during FY 2009/10:

Job Shadowing Program and Staff Mentorship Program.

An informal brown bag was held on November 16th as a Q & A opportunity to discuss the two programs.

The Job Shadowing Program was an opportunity for Library and Affiliated Library staff to spend 2 hours interacting and observing a librarian or professional library staff member in a field of the staff member's interest for career or professional development. The program had 15 matches.

The Staff Mentorship Program was a longer-term program. It offered the opportunity for Library and Affiliated Library staff to be mentored by a librarian or professional library staff member. The program obligation was for 1 academic year. The program had 6 matches.

Nominations and Elections Committee Report to Spring Affiliated Libraries Assembly

2009/10 and 2010/11 members of the LAUC-B Nominations and Elections Committee:

Myrtis Cochran, Outgoing Co-Chair, Doe/Moffitt (2010)
James Eason, Bancroft (2012)
Manuel Erviti, Music Library (2012)
John Gallwey, Co-Chair, Inst. of Transportation Studies, Affiliated Rep. (2011)
Jianye He, Co-Chair, East Asian Library (2011)
Jason Schultz, Outgoing Co-Chair, Doe/Moffitt (2010)

1. The committee conducted LAUC-B and LAUC Statewide elections and made recommendations for appointments to local and statewide committees.

The following LAUC-B members were elected to office:

VC/Chair Elect: Nick Robinson
Secretary: Shannon K. Supple
Library Representatives: Kathleen Gallagher
Monica Singh
Affiliated Representative: Jennifer Nelson

The following members appointed to LAUC-B and LAUC Statewide Committees:

LAUC-B Committee on Diversity:
John Berry, Affiliated Rep. (2012)
Jeffrey Loo (2012)

LAUC-B Committee on Professional Development:
Dana Jemison (2012)
Teresa Mora (2012)

LAUC-B Committee on Research:
William Benemann, Affiliated Rep. (2012)
Jennifer Dorner (2012)
Paul Hamburg, Townsend Fellow Rep. (2012)

LAUC-B Nominations and Elections Committee:
James Eason (2012)
Manuel Erviti (2012)

LAUC-B Representative to Staff Development Committee:
Corliss Lee (2012)

LAUC Statewide Committee on Professional Governance: Lynn Jones (2012)

LAUC Statewide Research & Development Committee: Judy Bolstad (2012)

2. The 2010 LAUC-B Elections were conducted completely online for the first time ever. The Nominations and Elections Committee used SurveyMonkey software to conduct Berkeley and statewide elections, using separate online ballots for The Library and Affiliated Libraries. The election was successful, greatly reducing paper, labels and envelopes needed for mailing ballots as well as time needed for the committee to count ballots.

The Nominations and Elections Committee strongly suggests all future LAUC-B elections be conducted online. While the SurveyMonkey software worked fine, the committee will investigate other online polling software that is more secure, not allowing for duplicate voting.

3. The Nominations and Elections Committee held its turnover meeting on Thursday, October 28, 2010 at the East Asian Library.

Committee on **Professional Development**

Submitted Kendra Levine

Committee Members:
[Kendra Levine](#), Chair (2011)
[Imad Abuelgasim](#) (2011)
[Dana Jemison](#) (2012)
[Teresa Mora](#) (2012)

Committee Activities:

The Professional Development Committee hosted the CAPA review workshop on October 26, which was well attended. We will also host a workshop titled, "Effective Tips for Getting Published" by James Walther, November 17 in 303 Doe.

Committee on **Research**

Roster:

- Lisa Rowlison de Ortiz, Co-Chair, (2011)
- Kai Stoeckenius, Co-Chair, (2011)
- Lily Castillo-Speed (Affiliated representative) (2011)
- William Benemann (Affiliated representative) (2012)
- Jennifer Dorner (2012)
- Paul Hamburg (Townsend Fellow representative) (2012)

As noted in the Committee's spring report, the past year saw no proposals for LAUC Research Grants, and no applications for the Townsend Center Librarian Fellowship. That report also noted the Committee's collective concern over the absence of applications, and summarized their discussion of possible causes for the lack of interest. Since then the Committee has taken several initiatives to both further explore the reasons why librarians are not taking advantage of this support for research, and to promote and publicize these opportunities.

Survey on librarian research

The committee designed and carried out a survey of LAUC members, in an attempt to gauge their attitudes toward and awareness of LAUC sponsored support for librarian research. Approximately half of the LAUC-B membership responded to the survey. The results confirm that many members feel they do not have sufficient time to devote to a research project apart from their regular jobs; the fact that release time from regular job duties is usually not granted contributes to this feeling. Other reasons cited were denial of a previous application, and unfamiliarity with the process for proposing and carrying out research.

The survey was distributed in August 2010. A summary of the results is attached to this report.

Kai Stoeckenius and Lisa Rowlison de Ortiz reported on the survey results at the LAUC-B Executive Committee meeting on Oct. 14, 2010. Lisa Rowlison de Ortiz will also report on this at the Affiliated Libraries Fall Assembly on Nov. 9, 2010.

CAPA Workshop on Academic Review

Kai Stoeckenius and Paul Hamburg gave a brief presentation on LAUC-B support for research at the annual CAPA workshop on academic review held Oct. 26, 2010.

Workshop on librarian research.

The Committee held a workshop on librarian research for all LAUC-B members on Nov. 10, 2010. The event was intended to promote the various kinds of support available for librarians to do research, and to elucidate the application process for the Townsend Center Fellowship and LAUC Research Grants.

Letter to review initiators.

The Committee is drafting a letter to be sent to all administrators who are review initiators for librarians asking for their support of librarian research and advocating the value of independent research both for the professional development of the individual and for the Library as a whole.

Statewide LAUC Research, Presentation, and Mini Grants

The 2010-2011 LAUC Research Grant Proposal Call and Calendar was distributed to the LAUC-B membership on Oct. 27, 2010. The deadline for proposals to be submitted to the Committee Chairs is January 12, 2011. As of this writing, no proposals have been received.

Townsend Center Library Fellowship

The Committee has persuaded the Townsend Center to extend the deadline for applications for the Library Fellowship to Dec. 12, 2010. We know of at least one prospective application, although none had been received at this writing.

LAUC-B Web Documentation for the Committee on Research

The Committee is working on updating our web-page on the LAUC-B site with current information for the Townsend Fellowship and LAUC Research grants. We are also working with the Townsend Center to incorporate information on the Library Fellowship on the Center's own web-site.

Committee on Appointment, Promotion and Advancement
Chair's Report
Fall Assembly 2010

CAPA Members:

Lynn Jones, Chair (2010) outgoing Library Rep
Nick Robinson (2010) outgoing Affiliated Rep
Brian Quigley (2011) incoming Chair
Jane Rosario (2011)
Virginia Shih (2011)
Jim Church (2012)
Paul Atwood (2012) resigning
Rita Evans (2012) completing Atwood term as Affiliated Rep
Kathi Neal (2013) incoming Library Rep
Jennifer Nelson (2013) incoming Affiliated Rep

Summary of CAPA activities for the period 4/13/2010 – 10/20/2010

1. Position Descriptions Reviewed - 2

- Emerging Technologies Librarian (Bioscience & Natural Resources Library)
- Reference and Instruction Librarian (Doe/Moffitt Libraries)

2. Candidate Interviews - 14

- University Archives 75% Processing Archivist -- 3 candidates
- Institute of Transportation Studies Library, Research, Outreach and Web Services Librarian -- 3 candidates
- The Bancroft Library, Two-year 100% San Francisco Examiner Project Archivist -- 2 candidates
- Bioscience Resources Library, Emerging Technologies Librarian -- 3 candidates
- Doe/Moffitt Libraries, Two-year 50% Reference & Instruction Librarian -- 3 candidates

3. Librarian Reviews

- 39 completed Library reviews
- 9 completed Affiliated reviews
- 6 career status
- 6 promotion
- 1 accelerated
- 1 distinguished
- 1 special

University Librarian agreed with CAPA recommendations 44/48 times [92%], disagreed 4/48 times. In all cases of disagreement, UL's decision was more lenient than CAPA's.

- 9 new Librarian VIIs
- 4 new Librarian VIs
- 2 new Librarian Vs
- 5 new Librarian IVs
- 4 new Librarian IIIs
- 4 new Librarian IIs
- 5 new Librarian Is
- plus 15 associate librarians (II through VII)

4. News

- Fall Peer Review Workshop held on October 26, 2010
- Affiliated librarians' review letters from AVP Zedeck very delayed- Jones and Quigley met with APO staff to discuss and improve
- electronic submission of dossiers; Jones met with Heather Archer, Head of APO; librarians will be folded in after faculty pilots are assessed. 2 years?
- New CAPA page on the LAUC-B website—thanks to Nick Robinson