Three Heads are Better than One: Organizational Changes in Collection Management Leadership

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Assistant Dean Position

- Budget
- Negotiations
- Approval plan
- Gifts and donations
- Development
- Resource for selectors
- Other duties as needed...
Need for...

- Training
- Statistics
- Resource person for selectors
- Exploring new initiatives
- Coordination between departments
Collections Team

• Three-person team

• One-year term

• Representatives for social sciences, STEM sciences, and humanities
Duties and Initiatives

- Coordinating collection activities
- Recommending new collection initiatives
- Acting as a bridge between selectors and technical services
- Cultivating a culture of assessment
- Managing collections and materials budget
- Working with development
Coordinating Collection Activities

- Intranet website and blogs
- Libguide as gateway
Coordinating Collection Activities

Meetings and Deadlines

Policies and Expectations

Gift Policy

All gift offers should be refereed by specialists to determine if appropriate for the library. Questions about acceptance should be directed to Subject Specialists.

Collection Management Guidelines

Examples are provided but not prescriptive; other comparable activities may be used to qualify as exceeding expectations or exemplary performance.

Meets Expectations

- Works with technical services staff in a timely fashion, both in processing and response to inquiries/notifications
- Responds to journal price increases in excess of 25%
- Communicates regularly with faculty about library resources and services
- Responds to purchase requests from faculty, staff and students
- Evaluates gifts in subject areas and writes thank you letters for endowments and gifts when appropriate
- Sets up trials of resources within subject areas
- Contacts lib_cat help for basic catalog corrections and linking problems
- Cultivates expertise in assigned subject areas
- Works with development personnel
- Demonstrates collegiality
Acting as a Bridge Between Selectors and Technical Services

• Negotiating
• Interpreting
• Coordinating

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Cultivating a Culture of Assessment
Managing Collections and Materials Budget

- Making sure funds are spent on time
- Evaluating one-time purchase requests
- Advising on materials budget make-up

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Working with Development

• Working with Development Officer by:
  • Providing data
  • Coordinating subject specialists
  • Working with gifts, endowments & donors
  • Presenting to interested groups
Recommending New Collections Initiatives:

- ReadCube Nature Journals
- SCOAP3 open access physics journals
- PDA/DDA program
- Knowledge Unlatched open access scholarly books – pilot & round 2
- New Formats and Payment Models
Collections Initiatives –

Getting a Handle on Gifts

Preparing Collections for a construction project

Writing (Successful) Funding Proposals
Benefits to Team Approach

• Balance
• Differing strengths
• Established relationships
• Shared load
Challenges with Team Approach

- Division of responsibilities/Carving out individual responsibilities
- Communication
- Time!!!
Suggestions/ Lessons Learned

• Learn all you can
• Never assume
• Know that mistakes happen
• Be as transparent as possible
• Be as flexible as possible
• The last word
Questions?

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