

Funk Library Unit Annual Report FY 2011-2012

Prepared by: Pat Allen

Biology Library merged:

- Collections and services for the now closed Biology Library have been merged into the Funk Library
- Diane Schmidt remains behind in previous space to provide embedded services to life sciences clientele
- Book reserves previously held in the Biology Library have now been incorporated into Funk reserves system
- There has been an increase in basic questions related to finding where the biology material is now located

Life Sciences Data Services Librarian hired:

- Sarah Williams began work with the Library in August, 2011.
- Her primary responsibilities are facilitating data storage and management for researchers in the Life Sciences.
- She works with a central group in the Library that focuses on data packages and services
- She is also leading our efforts in adopting new technologies and is currently redoing our web presence. This is expected to roll out in summer, 2012. The Library, as a whole, is also expected to roll out a new web presence in the same time frame.
- Sarah spent the first months of her appointment getting familiar with national trends in data management, and also becoming familiar with the research going on at UIUC.
- She has developed a web site (<http://www.library.illinois.edu/lldata/>) and expects to be working more closely with ACES and other Life Sciences researchers.

Retirements and Hiring Plan:

- There are 3 key retirements that can affect services to the Funk Library. These are the Biotechnology Librarian (Katie Newman), Biology Librarian (Diane Schmidt), and Veterinary Medicine Librarian (Greg Youngen).
- A major accomplishment during the year was justifying the need to hire BOTH a Veterinary Medical Librarian and a Biosciences Librarian. At one point in the process, it was proposed that all 3 retiring positions be combined into one position.

- We have received permission to start a search to fill the Veterinary Medicine Librarian position. It is expected that this position will also be a primary liaison to the Animal Sciences Department in addition to the existing Vet Med responsibilities. It is also planned that this position will have a major role in service activities in the developing Life Sciences (reference) Hub with both in-person and virtual involvement. Graduate assistants in the Funk Library will be available for the Biosciences Librarian to supervise in the completion of needed projects supporting her role.
- The search will begin during the summer 2012 and we may have a hire by the end of 2012.
- We have also received permission to begin a search for a newly defined Biosciences Librarian position. This search likely won't proceed until early in calendar year 2013, with no hire expected until summer 2013 at the earliest.
- This position will have major roles in service provision in all areas of interdisciplinary life sciences, with more attention paid to bioscience activities in engineering along with the traditional areas served by the old Biology Library. It is expected that this librarian will have an office in the Grainer Library, with embedded office space in Burrill Hall near the old Biology Library, which is now a computer instructional space. It is also planned that this position will have a major role in service activities in the developing Life Sciences (reference) Hub with both in-person and virtual involvement. Graduate assistants in the Funk Library will be available for the Biosciences Librarian to supervise in the completion of needed projects supporting her role.
- The Biotechnology Librarian position was paid for by a special program through the Provost, and the funds that paid for her salary will go back to the Provost and no longer be available to the Library. We have not requested to fill this position due to the special funding for the previous position. We may be able to make a case for another similar position, but want to make certain the Vet Med Librarian and Biosciences Librarian are filled first.

Planning for Life Sciences Reference Hub and embedded services:

- The administration of reference services within the University Library is changing to a more centralized role, with reference services being condensed into 4 main "hubs" for reference service. The Funk Library serves as the coordinating unit for the Life Sciences Hub. Pat Allen has been involved in a central committee (Reference Services Committee).
- The normal reference service hours for the Funk Hub are 10am-10pm 7 days per week.

- We hold weekly meetings to train and coordinate our reference activities with all staff who perform reference service
- We have developed a tiered approach to reference service, with Graduate Assistants being scheduled at our Information Desk for our scheduled reference hours (10am-10pm 7 days per week), with faculty librarians being scheduled for “on call” shifts Monday-Friday.
- We had a representative from Central Public Services come to one of our reference meetings to train us on using IM chat reference service, which is coordinated centrally. We then set up a pilot project to test how participating in IM chat reference would fit in with our operation.
- We found that our GA staff providing reference did find some value in the service, though we often felt conflicted in providing the service due to the multi-tasking nature of our typical reference assignment. We encountered complications when a person tried to be involved in an IM transaction, but was also trying to solve circulation problems for our undergraduate staff or work with in-person transactions. IM chat seems to work much better for service providers who are completely dedicated to IM chat without the distractions of multi-tasking. We will continue to offer the service, but will keep studying how it works for us.

Graduate Assistants:

- The Funk Library employed 1.50 FTE graduate assistants on state funding.
- The Funk Library employed 0.5FTE graduate assistants from gift/endowment funds specifically for the Agricultural Communications Documentation Center.
- These are pre-professional positions that focus primarily on user service, web development, database creation and maintenance (mostly ACDC), collection analysis, and other services. Graduate Assistants in the Funk Library typically are multi-tasking and do not overlap coverage, as they are the first line of reference service we use and we don’t have enough coverage currently to cover all of our reference hours.

Lobbying for more Graduate Assistant support:

- As planning for the new Reference Hub models for the Library progressed, it became apparent that the Funk Library did not have enough graduate assistant support to maintain the needed level of service hours. We could nearly cover all 84 hours of reference service offered with 2.0FTE Graduate Assistants, which is what we requested in the GA allocation proposal to the Library Budget Group.

- Though the initial allocation was for 1.25FTE graduate assistant support (same as previous year), extra support was requested and 0.25 was made available to bring the total support up to 1.5FTE. An additional 0.25 was made available from the Division Coordinator support, and this went entirely to support reference service functions.

Agricultural Communications Documentation Center:

- Joyce Wright continues as leader of the operation.
- Joyce received a Library Marketing Grant for the center.
- Documents continue to be indexed and added to the database, though this process is hampered by the outdated database structure.
- Jim Evans is still active with the center.
- Substantial progress is being made on a new database to support the center. This work is being undertaken by Library IT using Bibleaves with input from center staff. It is hoped that this project will be complete in the coming year.

Hours/Services:

- We still maintain a schedule of 8:30am – 3:00am Monday through Thursday; 8:30am – 10pm Friday; 10am – 10pm Saturday; and 10am – 3am Sunday.
- The building is used heavily, especially during the evening and late evening hours.
- We maintain official reference service hours from 10am – 10pm 7 days per week.
- Our summer hours are 8:30am-5pm Monday – Friday.

Personnel:

- Pat Allen (faculty) (100%)
- Meoldy Allison (faculty) (100%)
- Sarah Williams (faculty)(100%)
- Joyce Wright (faculty) (66%)
- Lura Joseph (faculty)(10%)
- Barb Trumpinski-Roberts (staff)(100%)
- Gennye Varvel (staff)(100%)(moved out to another unit)
- Lucy Moynihan (staff)(100%)(moved in from another unit)
- Sandra Holloway (staff)(100%)
- Kristine Arvola (staff)(100% 9 month contract for late night shift)
- We are in the process of hiring another staff member to cover the late night shift. This will be an approximately 0.5FTE, 9 month position. This hire was undertaken to eliminate the need to hire Extra Help for the late shift, as it is appropriate to

consider the duties of this position as fitting in with Civil Service categories. The interview process is under way, and 24 people will be interviewed to fill this single position.