DARTMOUTH COLLEGE LIBRARY

COMMITTEE INVENTORY

June 2011

Library Administrative Group (LAG)

Library Management Group (LMG)

Committees & Working Groups
  Collections Action and Response Team
  Collections Management & Planning Group
  Collections Services Coordinators Group
  Dartmouth Student Advisors on Libraries and Computing
  Digital Projects and Infrastructure Group
  Diversity Committee
  Education & Outreach Committee
  Information Discovery and Access Group
  Library Assessment Committee
  Library Catalog Advisory Group
  Marketing & Communications Committee
  Preservation, Acquisitions and Cataloging & Metadata Committee
  Promotion Review Committee
  Records Retention Committee
  Staff Development Committee
  Sustainability Committee
  User Assessment Group
  User Services Group
  Web Steering Group

Task Forces & Implementation Teams
  Electronic Resources Management Implementation Team
  RMS/Archives System Group

Roundtables & Forums
  Access Services Roundtable
  Cataloging Roundtable
  Collection Development Forum
  Collections Services Coordinators
  Library Web Roundtable
  Technical Coordinators’ Roundtable
LIBRARY ADMINISTRATIVE GROUP (LAG)

Purpose: The Library Administrative Group, through a process of broad consultation in the Library and across campus, makes decisions in the areas of Library policy, program, and resource allocation.

Responsible Manager: Jeffrey Horrell, Dean of Libraries & Librarian of the College

Membership:

Jeffrey Horrell, Dean of Libraries and Librarian of the College
Cyndy Pawlek, Deputy Librarian and Associate Librarian for User Services
Elizabeth Kirk, Associate Librarian for Information Resources
David Seaman, Associate Librarian for Information Management
Lora Thompson, Director of Management Services

Communication: Email and Staffweb communication to Library staff

LIBRARY MANAGEMENT GROUP (LMG)

Purpose: The Library Management Group manages the programs and services of the Dartmouth College Library with responsibilities organized as follows:

- Budget & Grants
- Collections Access
- Education & Research
- Facilities & Operations Management
- Information & Reference Services
- Information Management & Technology
- Information Resources
- Marketing & Communications
- Staff Development & Human Resource Management

Responsible Manager: Jeffrey Horrell, Dean of Libraries & Librarian of the College

Membership:

Laura Barrett, Education & Outreach
Barbara DeFelice, Digital Resources
Pat Fisken, Music
Jim Fries, Business & Engineering
(vacant), Bio-Medicine
Ridie Ghezzi, Research & Instruction
Jeffrey Horrell, Library Administration
Wess Jolley, Records Management
Elizabeth Kirk, Library Administration
Judy Maynes, Acquisitions

Cyndy Pawlek, Library Administration
Jane Quigley, Physical Sciences,
Mathematics, Computer Science
Barb Sagraves, Preservation
Jay Satterfield, Special Collections
David Seaman, Library Administration
Jennifer Taxman, Access Services
Lora Thompson, Library Administration
Cecilia Tittemore, Cataloging & Metadata Services
Anthony Helm, Digital Media & Library Technologies

Communication: https://www.dartmouth.edu/~library/home/committees/lmg/index.html
COMMITTEES AND WORKING GROUPS

COLLECTIONS ACTION AND RESPONSE TEAM (CART)

Purpose: The purpose of the group is to develop collection disaster recovery skills among members as well as serving as an educational forum to promote awareness among library staff of situations which can place collections at risk.

The group will be responsible for the organization of the initial recovery of physical formats housed in the Library these include: books, paper, optical media, magnetic media, maps, photographs, etc. Library materials that exist electronically on a computer are not included.

Activities may include training to respond to a water based disaster; updating an online disaster manual; working with campus staff to gather needed information for the manual.

Members will be responsible for updating and educating their coworkers on disaster awareness; inventorizing their respective library’s disaster kit; keeping their local copy of the disaster manual up to date.

Responsible Managers: Barb Sagraves, Head of Preservation & Lora Thompson, Director of Management Services

Membership:
Deborah Howe (Chair), Preservation Services
Phyllis Gilbert, Rauner Special Collections Library
Wess Jolley, Records Management
Lisa Ladd, Kresge Physical Sciences Library
Kerry Lazarus, Biomedical Libraries: Dana
Owen McDowell, Biomedical Libraries: Mathews-Fuller Health Sciences Library
Brian Markee, Preservation Services
Lisa Maxfield-Feldberg Business & Engineering Library
Joanne Messineo, Baker-Berry Library
Joy Weale, Paddock Music Library
Stephanie Wolff, Preservation Services

Communication: http://www.dartmouth.edu/~library/preservation/cart.html

COLLECTIONS MANAGEMENT & PLANNING GROUP (CMPG)

Purpose: CMPG provides system-wide collections management, coordination and strategic planning to support the curricular and scholarly information needs of the Dartmouth College community. CMPG advises and reports to the Associate Librarian for Information Resources.
The group's members have a broad, system-wide perspective on collections, in-depth knowledge of the information needs of Dartmouth's academic communities as well as a broad understanding of issues and trends in scholarly communication and the tools and technologies we use to build, manage and provide access to collections.

As a planning group, CMPG stays current with new and emerging collections trends, and takes action on these where appropriate within the Dartmouth College environment. It develops strategies and action plans for short and long term collection development and management, including fiscal and institutional sustainability.

CMPG will charge working groups or individuals as needed to accomplish projects, to explore new areas, to develop new programs, and to facilitate information sharing, communication and problem solving.

The CMPG will coordinate its work as necessary with relevant library groups.

**Responsible Manager:** Eliz Kirk, *Associate Librarian for Information Resources*

**Membership:**
- Elizabeth Kirk, Associate Librarian for Information Resources (Chair)
- Barbara DeFelice, Director, Digital Resources Program
- Ridie Ghezzi, Head, Research & Instruction Services
- Janifer Holt, Business & Engineering Reference Librarian
- Judy Maynes, Head, Acquisitions Services
- Jane Quigley, Head, Kresge Physical Sciences Library
- Barb Sagraves, Head, Preservation Services
- Jay Satterfield, Head, Special Collections
- Margaret Sleeth, Associate Director/Information Resources, Biomedical Libraries
- Karen Sluzenski, Business & Engineering Reference Librarian
- Jennifer Taxman, Head, Access Services
- Cecilia Tittemore, Head, Cataloging and Metadata Services
- Becky Torrey, Acquisitions Specialist
- Amy Witzel, Reference Bibliographer - Anthropology, Sociology & Education

**Communication:** [https://libwiki.dartmouth.edu/twiki/bin/view/Libopen/CMPG](https://libwiki.dartmouth.edu/twiki/bin/view/Libopen/CMPG)

**Collections Services Coordinators Group (CSC)**

**Purpose:** The Collection Services Coordinators (CSC) group brings together key staff from across the Library system to coordinate work processes related to maintenance of the physical collections (“collection services”). The primary goal of the group is to learn about locally defined procedures and standards relevant to collection services activities, identify training issues and needs, and share information about collection services activities in all of the libraries. The focus is to ensure efficiency in these processes and to provide excellent service to library users.
In order to ensure awareness and consistency of collection services policies, the CSC co-chairs will identify training priorities; coordinate orientation, training, and documentation; and implement new or revised procedures. The co-chairs will develop and set bi-monthly meeting agendas (or monthly meetings when necessary) to support the work of collection services staff in all of the libraries. The co-chairs will also serve as point persons for rapid response to collection service issues in all of the libraries as these arise, including offering assistance to the design and implementation of collection services projects at start-up.

**Responsible Managers:** Judy Maynes, *Head of Acquisitions Services*; Cecilia Tittemore, *Head of Cataloging & Metadata Services*; Barb Sagraves, *Head of Preservation Services*.

**Co-Chairs:** Barb Bushor (Cataloging & Metadata Services),
Kathy Walker (Acquisitions Services)

Access Services: Mary Guerin and Kathy Kitowski
Acquisitions Services: Kathy Walker, Julie McIntyre, Donna Vinopal
Cataloging & Metadata Services: Barb Bushor, Stina McCarthy
Dana Biomedical Library: Danelle Sims, Owen McDowell, Susan Jorgensen
Feldberg Business & Engineering Library: Marilyn Priest, Lisa Maxfield
Matthews-Fuller Health Sciences Library: Kerry Lazarus, Cheryl Wheelock
Jones Media Center: James Broutzos
Kresge Physical Sciences Library: Lisa Ladd, Karen MacPhee
Paddock Music Library: Joy Weale
Preservation Services: Brian Markee, Helen Bailey
Rauner Special Collections Library: Phyllis Gilbert, Peter Nowell
Sherman Art Library: -- Joseph Wright

**DARTMOUTH STUDENT ADVISORS ON LIBRARIES AND COMPUTING (DSALC)**

**Purpose:** The Dartmouth Student Advisors on Libraries and Computing (DSALC) acts as a leading forum for dialogue between Dartmouth students and both the Library and Computing Services. DSALC provides the opportunity for students to participate in the advisory and decision-making processes that guide the development and enhancement of library and computing resources and services. The forum's goal is to provide Dartmouth's diverse student community with the best services possible through direct consult and conversation.

The areas of discussion and feedback include but are not limited to the following:

- Communication methods between the Dartmouth College Library, Computing Services and Dartmouth students.

- Student focused services, such as learning spaces, technology and equipment, research assistance, computing support, and the Library's and Computing's web presences.

- Programs and policies initiated by the Library and Computing Services.
• Tours and presentations for student advisors that highlight specialized resources and services of particular interest to them.
• An annual joint meeting with either the Council on the Libraries or the Council on Computing to share perspectives and priorities.

**Responsible Managers:** Laura Barrett, Director of Education and Outreach; Ridie Ghezzi, Head of Research and Instruction Services; Amanda Albright, Senior Instructional Technologist, Computing; and Anna Lyn Doster ’12.

**Membership**
The Library’s goal is to represent as many diverse areas of the undergraduate and graduate student body as possible in DSALC’s membership. Members will be appointed for one year, with an opportunity to renew. DSALC will meet twice a term during Fall, Winter, and Spring, resulting in a 4 hour/term time commitment for members. All interested students are encouraged to contact library.e&ou@dartmouth.edu.

**Communication:** [http://www.dartmouth.edu/~library/leo/dsalc/](http://www.dartmouth.edu/~library/leo/dsalc/)

**Digital Projects and Infrastructure Group (DPIG)**

**Purpose:** DPIG coordinates and promotes information technologies, standards, and best practices to create, preserve, and use materials digitized by the Library, alone or in partnership with others. It has management oversight and responsibility for the Library’s digitization projects, including the digital publishing program and partnerships with faculty, publishers, and others. Such information production and management projects make resource demands on multiple departments, and need common oversight to ensure success; these initiatives also require careful workflow management, including resource allocation, and DPIG provides guidance for these elements of project design.

**Responsible Managers:** David Seaman, *Associate Librarian for Information Management.*

**Membership:**
David Seaman, Associate Librarian (Chair)
Pamela Bagley, Education and Outreach
Anthony Helm, Jones Media Center/DLTG
Peter Carini, Archives
Barbara DeFelice, Digital Library
Wess Jolley, Records Management
Eliz Kirk, Associate Librarian
Paul Merchant, Digital Library Technologies Group
Barb Sagraves, Preservation
Cecilia Tittemore, Cataloging and Metadata Services

**DPIG LIAISONS**
Helen Bailey, Preservation Services
Diversity Committee

**Purpose:** To develop and implement the Library's annual Diversity Plan/Program. Mission - The Dartmouth College Library Diversity Committee seeks to educate and deepen awareness of library personnel to the needs of all Library patrons. We seek to foster understanding to all aspects of individual and social identity through classes, reading groups, presentations, and discussions. Our goal is to create an environment of inclusion and equality for all Dartmouth library users.

**Responsible Manager:** Lora Thompson, *Director of Management Services*

**Membership:**
- Jamie Dalton (Chair), Library Administration
- Art Hanchett, Jones Media Center
- Marilyn Milham, Dana Biomedical Library
- David Sandberg, Matthews-Fuller Health Sciences Library
- Lora Thompson (ex officio), Library Administration

**Communication:** Email and Staffweb communication to Library staff

Education & Outreach Committee (E&O)

**Purpose:** The Education & Outreach program (E&O) provides collaborative leadership to help faculty integrate the Library into the curriculum and to guide students in learning the research process and developing information literacy.

Members of E&O specialize in teaching and outreach, and provide support for the Education & Outreach program. This team identifies the information needs of the Dartmouth community and implements initiatives to meet these needs. In addition, E&O supports the Library's current ongoing education efforts.

**Responsible Manager:** Laura Barrett, *Director of Education & Outreach*

**Membership:**
- Laura Barrett, *Director of Education & Outreach* (Chair)
Pamela Bagley, Information & Education Services Librarian, Biomedical Libraries
Laura Braunstein, English Language and Literature Librarian
John Cocklin, Government Documents and Law Librarian
Anne Esler, Business & Engineering Reference Librarian, Feldberg Library
Bill Fontaine, Philosophy & Religion Reference Bibliographer
Dennis Grady, Web Support and Graphic Arts Specialist
Noah Lowenstein, Physical Sciences Librarian, Kresge Library
Jay Satterfield, Special Collections Librarian
Sarah Tischer Scully, Media Services Librarian

Communication: http://www.dartmouth.edu/~library/leo/

INFORMATION DISCOVERY AND ACCESS GROUP (IDAG)

Purpose: The Information Discovery and Access Group (IDAG) is charged with the management and ongoing development of the Dartmouth College Library’s integrated information discovery environment. The team has responsibility for the Library’s various tools and systems involved in presenting a coherent, seamless and innovative gateway for the discovery and delivery of information to users.

Barbara DeFelice, Director, Digital Resources Program
Bill Ghezzi, Cataloging and Metadata Services Librarian
Lucinda Hall, Reference Bibliographer-Geography & Maps
Dave Izzo, Manager of Computing & Media Services
Joe Montibello, Library Systems Manager
Mark Mounts, Business & Engineering Reference Librarian, Chair
Becky Torrey, Acquisitions Specialist

LIBRARY ASSESSMENT COMMITTEE (LAC)

Purpose: The role of the Library Assessment Committee (LAC) is to encourage the use and implementation of assessment methods to assure effective library programs, collections and services.

LAC achieves this through the following:

• Encourages the development of a culture of assessment through regular communication and educational programming. Shares information about assessment activities underway across the library system in the areas of services, instruction, resources, access, staff, facilities and budget.

• Recommends ways that measurement and evaluation can be integrated into existing library management practices. Provides advice and expertise regarding quantitative and qualitative data collection to departments and groups involved in assessment activities.
• Develops an assessment plan, including a sustained assessment cycle/schedule, based upon the library's mission statement and goals. Recommends this plan to the Library Management Group, and coordinates implementation.

• Serves as a primary library contact to the Office of Institutional Research. Develops an understanding of existing Dartmouth data sources and seeks opportunities to integrate library assessment into other Dartmouth surveys and data collection activities.

• Monitors developments in assessment techniques within the broader library community with an eye to their application at Dartmouth. Takes into consideration standards established by ACRL and other professional library and educational organizations.

**Responsible Manager:** Eliz Kirk, *Associate Librarian for Information Resources*

**Membership:**
John Cocklin (Chair), Reference & Instruction Services
Eliz Kirk, Library Administration
Janifer Holt, Feldberg Business & Engineering Library
Stina McCarthy, Cataloging and Metadata Services
Barbara Sterling, Acquisitions Services

**Communication:** [https://libwiki.dartmouth.edu/twiki/bin/view/Libopen/DCLAC](https://libwiki.dartmouth.edu/twiki/bin/view/Libopen/DCLAC)

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**LIBRARY CATALOG ADVISORY COMMITTEE (LCAC)**

**Purpose:** The Library Catalog Advisory Committee is charged to make recommendations for on-going improvements to the Library Catalog. LCAC reports to the Associate Librarian for User Services. The Committee’s charge has two facets: to advance the on-going development of the OPAC (Online Public Access Catalog) product from Innovative Interfaces, Inc. (III), and to cultivate the full capabilities of the Library Catalog as a Digital Library finding/discovery tool.

The advisory group should include individuals from the following departments or roles:

- Access Services
- Acquisitions Services
- Cataloging and Metadata Services
- Digital Library Technologies Group
- OPAC Coordinator
- Research & Instruction Services
- Education & Outreach

**Responsible Manager:** Cyndy Pawlek, *Associate Librarian for User Services*

**Membership:**
Mark Mounts (Chair), Digital Library Technologies Group
Bill Fontaine, Research & Instruction Services
Peter Nowell, Rauner Special Collections Library
MARKETING & COMMUNICATIONS COMMITTEE (MCC)

**Purpose:** The purpose of the Marketing & Communications Committee is to promote awareness of the Dartmouth College Library among the various user groups within the Dartmouth community and to gain greater recognition for the library’s initiatives and innovations with a broader external audience. The MCC develops expertise and ideas to assist the various components of the library in marketing products and services.

**Responsible Manager:** Cyndy Pawlek, Associate Librarian for User Services

**Membership:**
- Laura Barrett (Chair), Education & Outreach
- Andrea Bartelstein, Research & Instruction Services, & Rauner Special Collections Library
- Brenda Delaney, Library Administration
- Christina Cortland, Jones Media Center
- Anne Esler, Feldberg Business & Engineering Library
- Sarah McBride, Acquisitions Services
- Greg Potter, Baker-Berry Research and Information Desk Coordinator

**Communication:** [http://www.dartmouth.edu/~library/home/committees/mcc/](http://www.dartmouth.edu/~library/home/committees/mcc/)

PRESERVATION, ACQUISITIONS AND CATALOGING & METADATA COMMITTEE (PACC)

**Purpose:** The Preservation, Acquisitions and Cataloging & Metadata Committee (PACC) is responsible for the overall design and coordination of inter-departmental activities, products, and services that we provide in support of Library services. PACC examines and improves work processes in Acquisitions Services, Cataloging and Metadata Services, and Preservation Services to best meet library goals and needs. PACC will discuss plans and identify priorities that cross the three departments. The goal of the group is to provide a forum for sharing timely information about each department, to discuss changes and innovations to work processes and procedures, to implement those changes, to coordinate work processes that involve multiple areas within these departments, and to identify future needs and innovations.
Responsible Managers: Judy Maynes, Head of Acquisitions Services, Cecilia Tittemore, Head of Cataloging and Metadata Services, Barb Sagraves, Head of Preservation Services

Membership:
Helen Bailey, Preservation Services
Barb Bushor, Cataloging and Metadata Services
John DeSantis, Cataloging and Metadata Services
Bill Ghezzi, Cataloging and Metadata Services
Judy Maynes, Acquisitions Services
Stina McCarthy, Cataloging and Metadata Services
Julie McIntyre, Acquisitions Services
Mina Rakhra, Cataloging and Metadata Services
Barb Sagraves, Preservation Services
Cecilia Tittemore, Cataloging and Metadata Services
Kathy Walker, Acquisitions Services

Communication: https://libwiki.dartmouth.edu/twiki/bin/view/Libopen/PACC

PROMOTION REVIEW COMMITTEE (PRC)

Purpose: In accordance with guidelines described in “Dartmouth College Library: System of Professional Ranks and Promotion Review Process”, the Promotion Review Committee reviews the qualifications of candidates for promotion in rank and recommends promotion or denial of promotion to the Dean of Libraries, who makes the final decision. The Committee conducts all reviews in a confidential manner, with all information and documentation assessed carefully, thoroughly, and objectively.

Responsible Manager: Jeffrey Horrell, Dean of Libraries and Librarian of the College

Membership: Eliz Kirk (chair), Ann Perbohner, Jennifer Taxman

Communication: Email and Staffweb communication to Library staff

RECORDS RETENTION COMMITTEE

Purpose: The purpose of the Records Retention Committee is to provide institutional review and final approval of all of Dartmouth's records retention and disposition policy decisions. The group ensures that the College as a whole reviews and stands behind the decisions made within individual departments, and by the Records Manager. In addition, since 1986 the Committee has evolved into an expanded role, and now acts in an advisory capacity on broader institutional records policy issues. Most critically, this includes strategies for approaching digital records issues.
**Responsible Manager:** Wess Jolley, Records Manager

**Membership:**
Ellen L. Arnold, Office of the General Counsel
[currently vacant seat], Risk Management
Peter Carini, Archives
Michael P. Hogan, Computing Services
Kathleen C. Martin, Development
Cheryl M. Josler, Human Resources
David Seaman, Library
[currently vacant seat], College Controller
Wess Jolley, Records Manager (Chair)

**Communication:** Blitzmail and [http://www.dartmouth.edu/~library/recmgmt/retention.html#3b](http://www.dartmouth.edu/~library/recmgmt/retention.html#3b)

**STAFF DEVELOPMENT COMMITTEE (SDC)**

**Purpose:** To advise Library Management Group and the Director of Management Services on staff training and development needs of Library staff, with special attention to new staff orientation, cross-training, ongoing staff enrichment, and skills development in new/emerging areas

**Responsible Manager:** Lora Thompson, *Director of Management Services*

**Membership:**
Lisa Ladd, (Chair), Kresge Library
Dennis Brown, Access Services
Barbara Bushor, Cataloging and Metadata Services
Brenda Delaney, Library Administration (ex-officio)
Jeremy Klockars, Matthews-Fuller Health Sciences Library
Ann Perbohner, Kresge Library
Lora Thompson, Library Administration, (ex-officio)
Jennifer Cocklin, Human Resources (ex-officio)

**Communication:** [http://www.dartmouth.edu/~library/home/committees/sdc/members.html](http://www.dartmouth.edu/~library/home/committees/sdc/members.html)

**SUSTAINABILITY COMMITTEE**

**Purpose:** To advance the Libraries efforts to become sustainability leader on campus by working with LAG and the Dartmouth Sustainability Initiative to develop practices and programs to promote energy efficiency and recycling and to reduce waste. The Sustainability Committee advises LAG on practices and programs designed to make the Libraries more sustainable by promoting energy efficiency, recycling and waste
management. The committee seeks input from library staff and patrons and responds to queries and suggestions related to sustainability.

**Responsible Manager:** Lora Thompson, *Director of Management Services*

**Membership:**
Lora Thompson (Chair), Library Administration  
Jamie Dalton, Library Administration  
Barbara DeFelice, Digital Resources Program  
Mary Donin, Rauner Special Collections Library  
Lisa Maxfield, Feldberg Business & Engineering Library  
Ann Perbohner, Kresge Physical Sciences Library  
Barbara Sterling, Acquisitions Services  
Joy Weale, Paddock Music Library

**Terms of appointment:**
Chair, 2 years beginning in Nov. 2006; term expires Nov. 2008  
Original members, 2 years beginning Nov. 2006; terms expire Nov. 2008  
New members from Paddock and Biomedical Libraries, 2 years beginning Sept. 2007; terms expire Nov. 2009

**Communication:**
[https://libwiki.dartmouth.edu/twiki/bin/view.Libopen/SustainabilityCommittee](https://libwiki.dartmouth.edu/twiki/bin/view.Libopen/SustainabilityCommittee)

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**USER ASSESSMENT GROUP (UAG)**

**Purpose:** The User Assessment Group is charged with ongoing assessment of user expectations and experiences with the Library.

**Responsible Manager:** Eliz Kirk, *Associate Librarian for Information Resources*

**Members:**
Pat Fisken, Paddock Music Library (Chair)  
Heather Blunt, Biomedical Libraries  
Don Fitzpatrick, Biomedical Libraries  
Lucinda Hall, Research & Instructional Services  
Janifer Holt, Feldberg Business & Engineering Library  
Jeremy Seidling, Jones Media Center

**Communication:** [http://www.dartmouth.edu/~library/home/committees/uag/](http://www.dartmouth.edu/~library/home/committees/uag/)
USER SERVICES GROUP (USG)

Purpose: The User Services Group (USG) is charged with meeting library user needs through the planning, development, implementation and assessment of a coordinated service program across the Dartmouth College Library including the areas of: access services, marketing and communications, web management, education and outreach, media services, reference and information services and space planning (related to public services). To meet this charge, USG develops and manages system-wide planning, defines policies, and shares information about public services activities across the libraries.

USG advocates for the library user by developing a library staff and system dedicated to exemplary customer service. Through a cycle of assessment and planning, USG identifies needs, assesses public service innovations, strategies and trends, and implements both new and continuously improved library services for the Dartmouth community. It communicates plans, policies and priorities to the user communities and all library staff.

The Group advises the Library Administrative Group and the Library Management Group, and may charge working groups as needed. It offers guidance and acts as a resource to other library committees and working groups.

Responsible Manager: Cyndy Pawlek, Associate Librarian for User Services

Membership: Associate Librarian for User Services, heads of library services departments (Access Services, Communications and Web Management, Education and Outreach, Jones Media Center, and Research and Instruction Services), heads of Feldberg, Kresge, Paddock, and Rauner libraries, and the associate directors for the Health Sciences Library and Education and Information Services of the Biomedical Libraries. Chair/Vice-Chair roles rotate amongst the members.

Communication: https://libwiki.dartmouth.edu/twiki/bin/view/Libopen/USG

Members:
Laura Barrett, Education and Outreach
Pat Fisken, Paddock Music Library
Jim Fries, Feldberg Business & Engineering Library
Ridie Ghezzi, Research & Instruction Services
Cyndy Pawlek, Library Administration
Jane Quigley, Kresge Physical Sciences Library
Jay Satterfield, Rauner Special Collections Library
Peggy Sleeth, Biomedical Libraries
Cindy Stewart, Biomedical Libraries
Jennifer Taxman, Access Services
WEB STEERING GROUP (WSG)

Purpose: The Web Steering Group (WSG) provides leadership for the continuing oversight and development of the library's web presence, both our public web pages and the staff intranet ("Staffweb").

The Web Steering Group works with the Web Roundtable and the Library Management Group to define and prioritize projects for the Library website. The Web Steering Group is the committee in which management decisions concerning the web will be defined, while the Library Web Roundtable informs the WSG of needs, and implements decisions within their sites. The Web Steering Group defines new features, tools, and design elements for the Library website based on ongoing needs. The Web Support Team and DLTG implement site-wide content and functionality.

Responsible Manager: Cyndy Pawlek, Deputy Librarian, Associate Librarian for User Services
Membership:
Jane Quigley (Chair), Head, Kresge Physical Sciences Library
Christina Dulude, Web Services
Ridie Ghezzi, Head of Research & Instruction Services
David J. Izzo, Manager of Computing & Media Services
Paul Merchant, Jr., Senior Programmer
Cynthia Pawlek, Deputy Librarian and Associate Librarian for User Services
Ann Perbohner, Physical Sciences Librarian
Sarah Tischer Scully, Media Collections Specialist
Karen L. Sluzenski, Business & Engineering Reference Librarian

Communication:
http://www.dartmouth.edu/~library/home/committees/web-steering-group/index.html

TASK FORCES & IMPLEMENTATION TEAMS

ELECTRONIC RESOURCES MANAGEMENT IMPLEMENTATION TEAM (ERMIT-2)

Purpose: The Electronic Resources Management Implement Team (ERMIT-2) is a collaborative cross-departmental team continuing where the ERM Investigation Team (ERMIT-1) ended. While there was no formal charge for this group, team goals for ERMIT-2 include the following:

- Build an infrastructure to test and implement features of the Innovative Electronic Resources Management Module;
- Establish basic record structures for Resource, Contact, and License records;
- Document and maintain procedures for e-journal and e-book coverage loads;
- Investigate opportunities presented by ERM to display more accurate e-journal holdings in the Library Catalog;
• Create and evaluate OPAC displays for resource and license record data;
• Develop and implement the Millennium ERM database Search-by-Subject web module;
• Evaluate ERM's ability to collect and organize cost-per-use statistics and monitor recent developments for improved functionality;
• Investigate the viability for use of ERM to track and manage product trials and offers;
• Establish basic workflow and maintenance procedures; and,
• Recommend next steps for further implementation and/or investigation.

**Responsible Manager:** Eliz Kirk, *Associate Librarian for Information Resources.*

**Membership:**
- Judy Maynes (Chair), Acquisitions Services
- Barbara DeFelice, Digital Resources
- Marianne Densmore, Acquisitions Services
- Anthony Helm, Digital Library Technologies Group
- William Ghezzi, Cataloging and Metadata Services
- Jan Peltzer, Acquisitions Services
- Mina Rakhra, Cataloging and Metadata Services
- Cecilia Tittemore, Cataloging and Metadata Services
- Becky Torrey, Acquisitions Services

**Communication:** Email to members, Wiki - [https://libwiki.dartmouth.edu/twiki/bin/view/Libopen/ERMImplementation](https://libwiki.dartmouth.edu/twiki/bin/view/Libopen/ERMImplementation)

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**RMS/Archives System Group**

**Purpose:** Develop a set of recommendations and an action plan for the replacement of the aging RMS (Records Management System) for the control of physical records. Simultaneously, examine options for implementing an Archives Management system. The group will develop a list of required features for the two systems, and examine product offerings that could address the two sets of overlapping needs. A particular requirement for the group will be to address the growing need for a digital records solution for both departments (and the institution as a whole), and locate all recommendations inside the context of Dartmouth's larger need for digital content, collaboration, and information management. After evaluating product offerings, the group will formulate a set of recommendation on how to proceed, including product recommendation(s), timelines, and other implementation issues.

**Responsible Managers:** Peter Carini, College Archivist
- Wess Jolley, College Records Manager

**Membership:**
- Peter Carini (Chair), Archives
- Wess Jolley (Chair), Records Management
Eric Bivona, Digital Library Technologies Group
Jon Hall, Systems Administration
Barbara Krieger, Archives
Josh Lascell, Archives
David Lester, Systems Administration
Steve McAllister, D2I (Dartmouth Digital Information Steering Committee)
Diane Preston, Records Management
Joshua Shaw, Archives and Digital Library Technologies Group

**Communication:** E-mail, Wiki:
https://libwiki.dartmouth.edu/twiki/bin/view/Libopen/RMSArchives

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## Roundtables & Forums

### Access Services Roundtable (ASRT)

**Purpose:** The Access Services Roundtable (ASRT) coordinates Library system-wide access services areas including circulation, reserves, resource sharing, stacks maintenance, and Storage transfers and use. ASRT meets monthly to discuss workflow, policies, and issues related to access services. ASRT makes system-wide policy suggestions and ensures awareness and consistency of access services policies.

**Responsible Manager:** Jennifer Taxman, Head of Access Services

**Membership:** Access Services Librarian (Chair); Access Services representatives from each of the libraries, as well as staff from other departments, depending on the agenda.

**Communication:** [https://libwiki.dartmouth.edu/twiki/bin/view/Libopen/ASRT](https://libwiki.dartmouth.edu/twiki/bin/view/Libopen/ASRT)

### Cataloging Roundtable

**Purpose:** The Cataloging Roundtable will bring together people from various departments to talk about cataloging issues. The goal of the meetings is to provide training opportunities and to disseminate new information in an organized fashion. The agenda for the meetings may include CSB (Cataloging Service Bulletin) updates, highlights from OCLC Technical Bulletins, changes to MARC coding, approaches to cataloging complex items, etc. Occasionally speakers from other libraries may be brought in to address specific issues.

**Responsible Manager:** Cecilia Tittemore, Head of Cataloging and Metadata Services

**Membership:** The Cataloging Roundtable is coordinated by Cataloging and Metadata Services. Membership is comprised of library staff members directly involved in
cataloging. Meeting announcements are sent to all staff in Cataloging and Metadata Services, Acquisitions Services, and Patti Houghton, Rare Books Cataloging Specialist.

**Communication:** Email and Staffweb communication to Library staff

**COLLECTION DEVELOPMENT FORUM (CDF)**

**Purpose:** The Collection Development Forum provides an opportunity for information sharing, education and input regarding collections across the library system. Project ideas and action item recommendations may arise from these meetings and will be referred to the CMP. However, there is no direct reporting relationship.

**Responsible Manager:** Eliz Kirk, Associate Librarian for Information Resources

**Membership:** All subject specialists or bibliographers with collections responsibilities; Associate Librarian for Information Resources, Head of Acquisitions Services, Head of Cataloging and Metadata Services, Head of Preservation Services; Head of Access Services, staff with collections responsibilities. In addition to the Forum members, who are expected to attend Forum meetings, any other staff members with an interest in collections issues are encouraged to attend if the topics presented and discussed at the meetings are relevant to their work.

**Communication:** [https://libwiki.dartmouth.edu/twiki/bin/view/Libopen/CDForum](https://libwiki.dartmouth.edu/twiki/bin/view/Libopen/CDForum)

**COLLECTIONS SERVICES COORDINATORS (CSC)**

**Purpose:** The Collection Services Coordinators (CSC) group brings together key staff from across the Library system to coordinate work processes related to maintenance of the physical collections (“collection services”). The primary goal of the group is to learn about locally defined procedures and standards relevant to collection services activities, identify training issues and needs, and share information about collection services activities in all of the libraries. The focus is to ensure efficiency in these processes and to provide excellent service to library users.

**Responsible Managers:** Judy Maynes, Head of Acquisitions Services, Cecilia Tittemore, Head of Cataloging and Metadata Services, Barb Sagraves, Head of Preservation Services

**Membership:** All staff who are responsible for the maintenance of the Millennium record for the physical collections within their library. The appointment is made by the department head, and carries with it a responsibility to work with CSC colleagues to coordinate Core Processes (see below).
**Co-Chairs:** Barb Bushor (Cataloging and Metadata Services) and Kathy Walker (Acquisitions Services)

Access Services: Mary Guerin and Kathy Kitowski  
Acquisitions Services: Kathy Walker, Julie McIntyre, Donna Vinopal  
Cataloging and Metadata Services: Barb Bushor, Stina McCarthy  
Dana Biomedical Library: Danelle Sweeney, Owen McDowell, Susan Jorgensen  
Feldberg Business & Engineering Library: Marilyn Priest, Lisa Maxfield  
Matthews-Fuller Health Sciences Library: Kerry Lazarus, Cheryl Wheelock  
Jones Media Center: James Broutzos  
Kresge Physical Sciences Library: Lisa Ladd, Karen MacPhee  
Paddock Music Library: Joy Weale  
Preservation Services: Helen Bailey, Brian Markee  
Rauner Special Collections Library: Phyllis Gilbert, Peter Nowell  
Sherman Art Library: Joseph Wright

**Communication:** [https://libwiki.dartmouth.edu/twiki/bin/view/Libopen/CSC](https://libwiki.dartmouth.edu/twiki/bin/view/Libopen/CSC)

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**LIBRARY WEB ROUNDTABLE (LibWebRT)**

**Purpose:** The Library Web Roundtable (LibWebRT) is a communications and skill-sharing venue for those responsible for the content and design of the Library web subsites. Each member of LibWebRT is responsible for the maintenance of a public subsite section, and may also be responsible for any staffweb/intranet for their departments. LibWebRT meets monthly to discuss web site maintenance, OmniUpdate, and any other topics related to the library web site.

**Responsible Managers:** Dennis Grady, Web Support and Graphic Arts Specialist and Joshua Shaw, Special Collections Technology Coordinator

**Membership:** Dennis Grady and Joshua Shaw (Chairs); primary website maintainer from each of the libraries and each department or group which has a web presence.

**Communication:**  

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**TECHNICAL COORDINATORS’ ROUNDTABLE (TeCoR)**

**Purpose:** TeCoR representatives are responsible for communicating information to the rest of their departments. This information might include news about computing on campus, changes in services offered by computing, software updates, supported hardware and software information, and virus information. Much of the information that comes via the mailing list may be appropriate for dissemination to other members of your
department. This can be done in email messages or in regular staff meetings at the discretion of the department head.

**Responsible Manager:** Lora Thompson, *Director of Management Services*

**Membership:** Jamie Dalton (Chair), TeCoR is a group of library employees whose job descriptions include the directive to help their departmental colleagues solve computer problems, as well as maintain computer equipment for their own departments.

- Jamie Dalton (Chair), Library Administration
- Ross Blain, Baker-Berry Access Services
- David Bowden, Paddock Music Library
- Bill Fontaine, Research & Instruction
- Art Hanchett, Jones Media Center
- Dave Izzo, Biomedical Libraries
- Kathleen Kidd, Cataloging and Metadata Services
- Julie McIntyre, Acquisitions Services
- Marcia Pirone, Kresge Library
- Joshua Shaw, Rauner Library
- Christine Simms, Feldberg Business and Engineering Library
- Barbara Sterling, Acquisitions Services
- Bruce Wiedrick, Baker/Berry Shipping & Receiving

**Website:** [https://libwiki.dartmouth.edu/twiki/bin/view/Libopen/TeCor](https://libwiki.dartmouth.edu/twiki/bin/view/Libopen/TeCor)