This document presents general committee charges along with specific tasks for the remainder of the academic year. The specific charges are subject to change based on changing library and user needs.

**ASSESSMENT COMMITTEE**

**Overall:** To assist the Library Leadership Team and appropriate University Libraries committees in carrying out the ongoing evaluation of library services, collections, access, and facilities. To recommend to the LLT specific assessment and data collection activities aimed at improving the quality of library programs. To plan and administer the annual user survey normally each spring semester and provide a written report to the LLT within sixty days of the completion of the survey. To periodically conduct standardized surveys, such as LibQUAL. To support the strategic plan through assessment activity, in particular through the annual survey.

**Specific to 2010-11:** Conduct a mini-survey of library departments to determine current assessment activities and/or desired evaluations that the committee can help with. Work with Library Leadership Team to analyze, report on, and determine actions from the results of the LibQual survey.

- **IC Assessment Subcommittee:**
  Advise and assist the IC Director with assessment initiatives as they pertain to the daily operation of the Klarchek Information Commons and the determination of new services or features to be added. Assist in the development of new assessment endeavors. Normalize the collection and analysis of statistics. Review, analyze, and discuss data for projects or in response to specific questions.

**COLLECTION MANAGEMENT COMMITTEE**

**Overall:** To select monographic materials in print and electronic formats and monitor monographic fund expenditures. To recommend periodical and electronic research database purchases to the ERPC. To serve as liaisons to the academic departments. To evaluate the comparative strengths of the University Libraries’ collections in all formats. To monitor changing trends in academic library collection development.

**Specific to 2010-11:** By no later than August 2010, update and make current LibGuides for all subject areas. Work with departmental liaisons to include library module on Blackboard pages for classes. Assist with the implementation of the University Libraries Strategic Plan.
COLLECTION DEVELOPMENT STEERING COMMITTEE

Overall: To work with the Collection Management Committee in continually seeking ways to strengthen the University Libraries’ collections in all formats through discussion, research, and planning. To monitor changes in the university curriculum and the corresponding impact on library collection use. To identify under-represented areas of the book, periodical, and online resource collections, and to recommend collection enhancement strategies to the Library Leadership Team. To monitor budget expenditures and determine appropriate uses of funds, based on budgeting realities and academic needs.

Specific to 2010-11: By August 31, 2010, update the five-year plan to bring our collections budget to 50% of parity with our peer group (in time for submitting the FY12 budget). Following the assessment provide recommendations to address gaps in the Libraries collections and address both for the short and long term. By July 2010 identify issues related to the Health Science Library’s print and electronic resources, along with response.

ELECTRONIC RESOURCES AND PERIODICALS COMMITTEE

Overall: To monitor developments in the field. To evaluate and recommend e-resources. To set up and monitor trials of databases and other full-text resources. To work with the appropriate library staff and units to ensure user-friendly, effective access to online materials. To accelerate the transition from print to electronic format for the Libraries’ serials subscriptions. To conduct annual value assessment of electronic resources, preferably by December of each year.

Specific to 2010-11: Assist with the implementation of WorldCat Local, especially with regards to full-text access. Identify additional print periodicals for conversion to electronic format. Increase electronic book use by evaluating vendors, adding records to the catalog, and determining other options, report to LLT by December 2010 on status of e-book collections and use.

EMERGING TECHNOLOGIES COMMITTEE

Overall: To stay abreast of new hardware, software, and devices that could be applicable to use in the Library by staff or patrons; to keep up-to-date on Web 2.0 tools and their possible application by the University Libraries. To host an annual meeting of all staff in which the committee makes a presentation on new tools being used by libraries.

Specific to 2010-11: Implement phase two of the “23 Things” beginning with a series of workshops for Loyola University in the summer and fall of 2010. Lead and support implementation of a mobile library website for cell phones and smart phones by the spring of 2011.

EXHIBITS COMMITTEE

Overall: To plan and set up exhibits at both Lewis and Cudahy Libraries and the Information Commons. While the emphasis should be on promoting library services and
collections, occasional displays may also focus on broader topics of interest to the University community. **Specific to 2010-11:** Continue to develop the Libraries’ exhibit schedule. Investigate the possibility of using student art work to enhance the Cudahy main floor space. Work more closely with the PR Committee to promote library events and activities through exhibits.

**FACULTY SCHOLARSHIP COMMITTEE**

**Overall:** To recognize and celebrate faculty scholarship annually and to give faculty as a whole an opportunity to be informed about and to celebrate the scholarly, creative, and professional achievements of colleagues. **Specific to 2010-11:** To sponsor the fall 2010 program celebrating faculty scholarship. Investigate the possibility of collaborating with the College of Arts and Sciences.

**LEARNING COMMONS COMMITTEE**

**Overall:** To explore new ways for the University Libraries to collaborate with faculty to meet the changing and emerging needs of teaching and learning at Loyola University Chicago. The committee will bring together stakeholders to consider the following questions:

- How can the University Libraries work with faculty to promote student learning and research?
- How can the University Libraries support the learning styles of current and future college students?
- How can the University Libraries work with faculty to support their teaching and research needs?
- What type of partnerships, programs and services will foster learning and research?
- How can innovative learning spaces, such as the Klarchek Information Commons, and future Information Commons, enhance these programs?
- Which campus units might be involved, and how might they work together?
- How should we measure the Initiative’s success?
- In what ways can programs and services be extended “cross campus?”
- What resources are necessary for these initiatives?

**Specific to 2010-2011:** To undertake an analysis based on the aforementioned questions and to make recommendations for new services and programs to the Library Leadership Team that will move the information Commons toward a learning Commons model. Ideally, a report should be submitted to the LLT by March of 2011.

**MENTORING PROGRAM COMMITTEE**

**Overall:** To develop, implement, monitor and evaluate a mentoring program that provides sufficient structure and support for new hired library faculty and to make them
feel welcomed and socialized within the library community. To encourage participation in the mentoring program. To facilitate communication between individuals at different levels within different departments of the libraries.

**Specific to 2010-2011:** To expand current Mentoring Program to include newly hired library staff. To assist eligible library faculty with their applications for promotion in 2010.

**NEWSLETTER COMMITTEE**

**Overall:** To publish a vibrant and vital monthly internal newsletter to effectively communicate relevant events and developments that would be of general or professional interest to library staff. To publicize staff achievements and accomplishments. To foster a sense of community among the Loyola University Chicago Libraries’ staff.

**Specific to 2010-2011:** Investigate, with help of Systems Department, user friendly means of searching older editions of the newsletter. Include committee updates in the monthly newsletter. Explore ways to include library student workers in the newsletter readership, and or participation.

**PUBLIC RELATIONS AND OUTREACH COMMITTEE**

**Overall:** To promote library services, collections, and programs to the University community. To recommend to the Library Leadership Team policies and procedures in support of such activity. To disseminate news and information regarding the libraries and their collections, activities, and staff. To ensure consistency and quality in the presentation and release of information and promotions. To manage and promote the libraries’ blog. To produce the annual “What’s New” flyer to be distributed at the start of each academic year. To plan and participate in Discover Loyola/First Year Experience through developing/designing posters, recommending promotional items and representing the libraries at the resource fair; to have a representative on the Exhibits Committee to improve collaboration and consistency.

**Specific to 2010-11:** To work with the reference librarians to develop a plan to promote libraries services for faculty by December 2010, beyond the use the liaison brochure, implementing the plan in time for the Spring 2011 semester. To promote WorldCat Local and to develop a strategy in advance of applying for the John Cotton Dana award.

**SAFETY AND DISASTER PREPAREDNESS COMMITTEE**

**Overall:** To devise, implement, and update procedures related to safety of library users, staff, and collections. To continually revise and update the library disaster plan and phone trees. To educate and train library staff on safety and disaster preparedness issues. To assist with the Libraries’ involvement in University disaster planning. To monitor new developments in these areas and make recommendations to the Library Leadership Team as appropriate.

**Specific to 2010-11:** To bring the library disaster plan up to date by incorporating changes in contact persons, phone numbers, etc. by December 2010. To plan and host a
staff workshop to review the highlights of the plan so that all staff, especially those hired in recent years, will be up to date on how to respond.

SOCIAL COMMITTEE
Overall: To plan and carry out parties, picnics, and other social events; to set up the Library Christmas tree. To send flowers and cards to staff members who are ill or who have had a death in the family. To inform staff about marriages, births, deaths, and other significant events in the life of our library family members. To collect funds or gifts for the Loyola Gives holiday charity project. To organize an annual all-library service project to help a charitable organization or school in the Rogers Park/Edgewater communities.
Specific to 2010-11: Recommend by December 1 two or three service projects to the Library Leadership Team, with one being carried out in the spring of 2011. To organize an annual staff potluck around Mardi Gras, for example.

SPEAKER SERIES COMMITTEE
Overall: To encourage and stimulate interest in the Loyola University Library, develop, design and promote programs and cultural events that showcase talents of Loyola faculty, prominent Chicago authors, and other special guests. To work closely with Alumni Affairs, Development, and Library Administration to identify and develop a potential donor and/or supporter base of current Loyolans, alumni and the surrounding community. To participate in event related activities such as, attending programs, greeting audiences, distributing and collecting evaluations and/or registration forms, monitoring room arrangements, assisting with AV, and other hosting duties as appropriate.
Specific to 2010-11: To develop and promote the 2010-2011 slate of programs and host one major speaker for spring of 2011. Incorporate Speaker Series into the activities of the Friends of the Loyola Chicago Libraries.

STAFF DEVELOPMENT COMMITTEE
Overall: To seek staff input on training needs and to plan regular staff development programs, and to plan an annual In-Service Day. To develop and promote the periodic departmental presentations.
Specific to 2010-11: To plan and host at least two staff development opportunities in both fall and spring semesters. To plan the annual staff in-service day program.

SUSTAINABILITY COMMITTEE
Overall: To raise awareness among the staff of the importance of sustainability in our work lives (and beyond). To encourage library staff to be good stewards of the resources we possess. To promote sustainability to our students, faculty, and staff through adopting policies and practices which demonstrate our own commitment to conserving resources. To plan and promote staff or public programs or projects on sustainability, either independently or in collaboration with CUERP, colleagues in the IC, the Staff Development Committee, or other groups.
Specific to 2011: To recommend methods to increase duplex printing capability in public and staff areas. To improve access to recycling bins throughout the libraries. To investigate ways to reduce junk mail to the libraries.

VOYAGER STEERING COMMITTEE
Overall: To coordinate the use and maintenance of the Ex Libris integrated library system (ILS). To evaluate new releases of the Voyager software and recommend to the LLT if and when to implement them, including a timeline and necessary resources.

WEB TEAM (INFORMATION COMMONS)
Overall: To provide access to Information Commons’ resources and services through the web by creating and maintaining the Information Commons web pages, and investigating and recommending new products and services related to the web site.
Specific to 2010-11: To move towards a more unified web presence for the IC and University Libraries. Conduct focus groups on the usability of the web site; this should include a group of faculty. Look for ways to simplify the web site in the spirit of Web 2.0 and Google.

WEB TEAM (LIBRARY)
Overall: To provide access to University Libraries’ resources and services through the web by creating and maintaining the University Library web pages, and investigating and recommending new products and services related to the web site. To maintain and develop the library staff web pages.
Specific to 2010-11: To move towards a more unified web presence for the IC and University Libraries. Conduct focus groups on the usability of the web site; this should include a group of faculty. Simplify and update the library website no later than May 31, 2011. The homepage should follow the University template.