International Studies Update | 18 April 2013 | 9:00-10:00 am | Turkish American Friendship Room

Staff present: N. Llamas (Convener), S. Baker,  L. Billings,  J. Bonnet, B. Case, J. Crayne, E. Gertel, M. Gitelman, S. Go, J. Martin, L. Mbabu, S. Meesanga, I. Muchnik,  K. Nautiyal,  J. Rodgers, M. Sadeghi, F. Sayman,  W. Slater,  B. Snyder, E. Kropf (Recorder)

1. Beau Case taking on Interim responsibilities as Head, International Studies (N. Llamas)

* Beau will serve in Nerea’s stead while she is away on maternity leave, roughly 12 weeks from early-mid May through end of August or early September.

2. New reporting structure (N. Llamas)

* A new reporting structure will come into effect 1st of May. Beth, Elliot and Evyn will report directly to Nerea. Beth will continue to serve as technical services liaison with Slavic cataloguers reporting to her, as well as  Feyza who will supervise the Near East cataloguers Marjan, Marlene, and Steve. All staff will continue to work closely with subject selectors. An org chart reflecting the changes was circulated during the meeting and should be posted to the staff intranet.

3. Merit review reminder and timeline (N. Llamas)

* Despite the new reporting structure, merit review will be conducted with current (i.e. pre 1st May) supervisors. Timetable for merit review should be the same (July).

4. Space update (N. Llamas)

* Patty has visited the spaces (Oasis and room 110 / Area Reference) and will be presenting design proposals for our review.
* Issues with heating and cooling (and specifically requests for heater or fan) should be reported to Nerea.
* Leigh has moved to a new office near Steve and Walter on 1. Marjan will be moving to Steve’s old office beside Evyn on 1A. Becky is looking into the potential for improvements to our narrow stack-perimeter offices.
* Becky has offered two options for securing students' belongings in the Oasis; either lockers formerly in use in Asia Library, or lockable filing cabinets.
* Unsecured computers in the Oasis will be secured.
* Nerea will consult with Marcy Bailey on acquiring a state-of-the-art microfilm reader to be placed in the Oasis for use of all staff (though hopefully retaining the reader currently in the Oasis which works quite well). She will involve staff in the phases of testing and selection.
* Staff members needing voice mail should contact Nerea.
* Emergency lighting is being assessed throughout the building but may not be fully in place for some time. Becky will make sure that flashlights are distributed to all staff to use in the event of a power outage

5. Technical services report (B. Snyder)

* Beth reminds us that the RDA Implementation team is interested in our feedback on the document which she circulated 10th of April. We should send any comments by 10th of May.
* Jonathan noted that an issue with the new authorized form of the heading for Qur’an has arisen. Evyn will investigate further.