

Librarian Professional Profiles

WHAT

The LAUC-I Professional Development Committee (PDC) and LAUC-I Executive Board invite all LAUC-I members to create a Professional Profile using the UC Irvine Faculty Profile System.

Our urgency in asking members to create profiles ASAP is that LAUC-I's Ad Hoc Website Committee on Librarian Activities will mine these profiles for content to publish on a new public website highlighting professional life at the UCI Libraries. We hope to have this site available in time for any upcoming librarian recruitments. NB: If you wish to have your activities included on our new website, but cannot create a profile by the end of Fall Quarter '04, please contact Secretary Liza Vick at lvick@lib.uci.edu.

See guidelines below or feel free to contact John Sisson, Steve MacLeod, Collette Ford, or Katherine Harvey if you have any questions about creating a profile.

WHEN

We would request that all LAUC-I members create a profile by December 31, 2004.

WHY

With this information in the system:

- It is easier to find out who is a member of which professional organization and committee they are involved with.
- Librarians and faculty when they have a research idea to identify other librarians to work with who are also interested in the topic.
- It increases the visibility of librarians on campus and increases the faculty's knowledge of what we do.

HOW

The faculty profile system is at: www.faculty.uci.edu

It is very easy to create a profile (although you might want a copy of your factual resume and "Biography for Academic Personal" to refer to):

1. Click on "for Faculty" (upper right)

2. Click on "New Profile"
3. Put in your last name and your UCI Employee ID number.
2. Fill in the blanks and save it.

Examples of existing profiles you can look at are:

Judy Ruttenberg- http://www.faculty.uci.edu/profile.cfm?faculty_id=5088&term_list=

John Sisson- http://www.faculty.uci.edu/profile.cfm?faculty_id=5118&term_list=

Liza Vick- http://www.faculty.uci.edu/profile.cfm?faculty_id=5116&term_list=

Since many people have questions about what information to put in the profile the LAUC-I Executive Board has also created a document to help members fill out the form. Their guidelines are below and also at:

\\TeamDrive\LAUC-I\2004-2005\Faculty_Profile_Guidelines.doc

TO: LAUC-I Membership
FROM: LAUC-I Executive Board
RE: Guidelines for Librarians Using the Faculty Profile System
DATE: 11-22-04

Background and Context

The UCI Irvine Faculty Profile System (<http://faculty.uci.edu/>) is a database of individual faculty members and their research interests, publications, and professional activities. The System is open to Librarians and the LAUC-I Executive Board and the LAUC-I Professional Development Committee are encouraging all LAUC-I members to create and maintain a profile in this database. This document provides guidelines on how to populate that profile. The guidelines are meant to be helpful and to facilitate your participation. They are not to be interpreted as mandatory, inflexible or prescriptive.

The Faculty Profile System is an ongoing resource for UCI Faculty and Librarians. However, our urgency in asking members to create profiles ASAP is that LAUC-I's Ad Hoc Website Committee on Librarian Activities will mine these profiles for content to publish on a new public website highlighting professional life at the UCI Libraries. We hope to have this site available in time for any upcoming librarian recruitments. NB: If you wish to have your activities included on our new website, but cannot create a profile by the end of Fall Quarter '04, please contact Secretary Liza Vick at lvick@lib.uci.edu.

Profile Guidelines: General

Once you create a profile, please keep it as current as possible. Start by entering the specific elements (publications, activities, e.g.) that you most want people to discover about you and about working at the UCI Libraries. The profile can grow over time.

Profile Guidelines: Fields

NAME

IMAGE: Recommended. Ask around -- several librarians have digital cameras and are willing to help you create a digital image to include.

TITLE: Use the title you use on your business card or on your signature file (e.g. Research Librarian for ...).

EDUCATION: Please list all institutions attended and degrees held, including dates.

PHONE

FAX

EMAIL

RESEARCH INTERESTS: A few keywords or phrases, or a short sentence that describe your professional interests. (e.g.: collection development and assessment, information literacy, information technology, reference and user services, assessment of library services, etc.) Note: This section should be very brief; fuller description of interests may be included in Research Abstract section below.

PUBLICATIONS: Please list in reverse chronological order. This list can include peer reviewed and non peer reviewed articles, book chapters, books, internal library publications (UCI Libraries Update, e.g.), etc.

GRANTS: Please list past and present grants in reverse chronological order. Include title, granting agency, amount and date awarded.

WEBSITE: This is an opportunity to link to a personal page (on the sun3 server) if you wish. That sun3 page can list instructional pages, subject guides, meeting reports or any other activities you wish to make public. Example: <http://sun3.lib.uci.edu/~jruttenb/>

PROFESSIONAL SOCIETIES: Please list any professional memberships, with bullets for committees and offices held. To promote the visibility of LAUC, please list the Librarian's Association of the University of California as one of those associations,

including local and systemwide offices or senate responsibilities. This list can be hyperlinked by inserting html code:

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<a href="http://ucop.edu/lauc/">Librarian's Association of the  
University of California</a>
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In order to include bullets, please insert the office or committee on a separate line (immediately following the line you are bulleting) using the following html code:

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<li>LAUC-I Chair, 2004-2005</li>
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OTHER EXPERIENCE: Librarianship is a second career for many of us. This field is an opportunity to list other professional or career experiences or other types of library careers.

RESEARCH ABSTRACT: This field should be a narrative (1-2 paragraphs) that captures the following. Keep in mind that this database is searchable by keyword.

- Subject areas you cover as a bibliographer or liaison
- Areas of professional interest
- Aspects of your Criteria 1-4 activities that merit highlighting
- Research projects you are currently working on
- Editorial Boards you are on. NOTE: This is not currently a separate field in the database, but we are interested in making that recommendation to the Faculty Profile System programmers – as this would be enormously valuable for the libraries to capture for our faculty. FOR NOW, please list editorial boards in a separate paragraph in the Research Abstract, with a bold heading:

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<b>Editorial Boards</b><br>
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ACADEMIC DISTINCTIONS: List awards, honors, etc.