

LAUC-I Annual Reports 2007-2008
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1. Office/Committee Name: Library Review Committee (LRC)
2. Membership and Terms (in order of seniority on the LRC):

Christina Woo, Chair (2008), Langson Reference Dept.
Wanda Jazayeri, Past Chair (2008), Cataloging Dept.
Jackie Dooley (2009), Special Collections & Archives
Dan Tsang (2010), Collection Development Dept.

NB: Incoming Chair Jackie Dooley has resigned from the Libraries, effective November 1, 2008, and will remain on the LRC as a member October 31, 2008. Dan Tsang will become the 08-09 LRC chair on September 1, 2008. The 2008-09 LAUC-I Executive Board will appoint someone to serve the rest of Jackie's term, which ends on August 30, 2009.

3. Standing Charge (from LAUC-I Bylaws): The Library Review Committee (LRC) advises the University Librarian on personnel actions, as applied to the Librarian series, including but not limited to matters concerning appointment, merit increase, and promotion. The LRC reviews non-confidential matters regarding librarian review processes and advises the LAUC-I Executive Board and general membership on these. Each year's LRC shall submit an annual written report to the LAUC-I membership by the end of the fall quarter in the following year; the report shall include a statistical analysis of the review actions.
4. Supplemental Charges/Tasks for 2007-2008 Year:
 - Encourage more staff to attend interview sessions and also submit comments.
 - Work with Library Human Resources (LHR) to document the mundane procedures that were not appropriate for inclusion in the APM documents. The LRC Chair will work with the LAUC-I Executive Board to determine where this documentation should reside.
 - Investigate with LHR the possibility of making electronic versions of review files available for LRC use.
5. Key Accomplishments (coordinate with charges above):
 - The LRC reviewed 12 cases for academic review, 8 files for permanent appointments, and one file for a temporary, 6-month assignment. Except for one academic review file, all recommendations to the University Librarian were submitted by the deadlines. The LRC requested additional information for that file, plus an extension beyond the March 31 deadline. Both were granted, and the LRC made its recommendation to the University Librarian on April 22.
 - The LRC and LHR conferred on ways to increase participation in candidate interview meetings and presentations. LHR will continue to instruct search committee chairs to encourage participation at the candidate presentations when they email announcements of those open meetings. LHR will also continue to send out periodic email thanking staff for participating in those meetings. LHR suggested that when interviews are announced,

LAUC-I will also send a brief email reminder to encourage participation. The LAUC-I EB proposed that at one LAUC-I General Membership meeting each year the LRC lead a discussion of value of comments submitted about interview candidates.

- The LRC and LHR also conferred on the mundane procedures that describe the day-to-day work the LRC does to accomplish its charge. This document, which is not confidential, will be kept on a new site on the LAUC-I home page for all to read. Future LRCs, in consultation with the LAUC-I EB and LHR, will update and edit these guidelines as needed. LHR staff attended meetings and demos of MyData software from Digital Measures, which the library and other relevant campus units will consider adopting. LHR has asked the LRC to initiate meetings with Kathryn Kjaer to explore this further and possibly set up an open meeting at which librarians—including review initiators and other librarians—and LHR staff can see the ways in which the software is used in a review system like ours, its privacy features, etc..

6. Recommendations for the coming year

Recommend as a Supplemental charge for 2008/2009 that the LRC continue working with LHR to investigate the use of the My Data software as a means of making electronic versions of review files available for LRC use.