

## LAUC-I Annual Reports 2013-2014

1. Office/Committee Name: Library Review Committee (LRC)
2. Membership and Terms (in order of seniority on the LRC):
  - a. Danielle Kane, Chair (2014), Reference Department
  - b. Colby Riggs (2015), Library Information Technology
  - c. Becky Imamoto (2016), Collection Development
  - d. Jackie Woodside (2016), Law
3. Standing Charge (from LAUC-I Bylaws): The Library Review Committee reviews and 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 matters. The committee shall submit an annual report to the LAUC-I membership and the report shall include a statistical analysis of the review actions.
4. Supplemental Charges/Tasks for 2013-2014 Year:
  - a. Pursue the possibility of making electronic versions of review files available for LRC.
  - b. Continue to encourage librarians and their supervisors to regularly evaluate their performance throughout the review cycle, in accordance with annual plans.
  - c. Encourage the Law School Library to follow the APP-L guidelines more closely for their librarian academic reviews.
  - d. Work with LHR on archiving diverse letter templates for various academic review actions and librarian ranks.
5. Key Accomplishments (coordinate with charges above):
  - The LRC reviewed 14 cases for academic review and 7 files for permanent appointments and 1 file for temporary appointment. Except for one academic review file, all recommendations to the University Librarian were submitted by the deadlines. The LRC requested additional information for one file, plus an extension beyond the review file deadline. Both were granted, and the LRC made its recommendation to the University Librarian on June 10th.
  - The LRC provided feedback / suggestions to changes in forms and the draft APP-L based on changes to the MOU and the new librarian contract.
  - Further improvements were made to the LRC Room setting, the temperature situation was resolved and 2 large monitors were installed so two LRC members could work on files simultaneously.
6. Recommend as a Supplemental Charge for 2014/2015:
  - Continue working with LHR to investigate the use of electronic versions of review files available for LRC use.
  - Investigate options / determine a feasible method for sharing electronic appointment documents with members of the LRC who work at the Law Library.