Evaluation of Librarian
January 1, 2011 – December 31, 2011

Librarian’s Name

Christopher W Huff
Supervisor

January 1, 2011 – December 31, 2011
Review Period

Associate Dean
Title

Additional Evaluator *

Date

* This would be a person with a substantive role in a supervisory or associate capacity for the librarian under evaluation, to be chosen with the agreement of both the librarian being evaluated and his/her supervisor.

SIGNATURES:

Librarian ___________________________Date__________________________
6/12/12

Supervisor ___________________________ Date __________________________
6-12-2012

Additional Evaluator ___________________________ Date __________________________

Additional Evaluator ___________________________ Date __________________________

After the librarian and supervisor(s) have signed this document, it should be reviewed and signed by the Associate Dean and Dean of Libraries.

Associate Dean ___________________________Date __________________________
6-12-2012

Dean of Libraries ___________________________ Date __________________________
6-15-2012

* Librarian acknowledgement:
I have reviewed this document with my supervisor. My signature indicates that I have read it and participated in these discussions, but does not necessarily imply my agreement. Any areas of disagreement are noted in my comments below (or in the attached document). I understand that I am entitled to receive a copy of the final completed form and attachments, bearing all required signatures.

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Brief Comment by Evaluator to Justify Ranking:

The included reviews provide ample justification for a ranking of very good for this year.

Evaluator signature: [Signature] 6-12-2012

Division Head signature (if relevant): [Signature] Date

Associate Dean of Libraries signature: [Signature] 6-12-2012

Dean of Libraries signature: [Signature] 6-15-2012
LIBRARIAN ANNUAL SELF-EVALUATION

REVIEW PERIOD: JANUARY 1, 2011 – DECEMBER 31, 2011

Name: _____________________________

Division: Access Services

Date completed/submitted to evaluator: March 30, 2012

Signature _______________________

THIS FORM IS TO BE COMPLETED BY THE LIBRARIAN TO DESCRIBE HIS/HER PERFORMANCE FOR THE ABOVE STATED REVIEW PERIOD.

I. Job Performance (Please describe your efforts during the past year regarding your professional, managerial and assignment-specific responsibilities included in your job performance criteria and/or job description)

Access Services: As always, I am the go-to person for faculty who need help with setting up and using their Docutek accounts, and the one who confronts and corrects faculty who are violating copyright laws. I am increasingly dissatisfied with the usability of Docutek and the inadequacy of its statistical reports, so look forward to migrating to the current state-of-the-art system (AREs) as soon as we can afford it. This will require major effort on my part and from Circ staff since AREs is much more sophisticated (steep learning curve), and I have learned from others that it’s unlikely Docutek will give us back our files (we have a hosted system); instead, we will have to operate both systems simultaneously for the first year while we capture and upload the huge number of documents we now have in Docutek and need to preserve.

Thanks to my wonderful staff, work in Access Services is going smoothly since the 1st floor renovation was completed. The move to 24/5 hours
meant having to quickly recruit, hire and train a lot of new people; and I worked together on that, and so far, we are very pleased with the hires we made (especially, a very strong, energetic and capable supervisor who will be more and more of an asset as we move forward). We and the staff already in place were very grateful for the Administration’s efforts resulting in moving the 20-hr. staff to 32 hours a week, which has relieved a lot of the pressure during the day, when the greatest number of patrons are present. Losing our main staff member charged with Reserves processing also meant that I spent a considerable amount of time training her replacement on Reserves procedures last summer.

I continue to:

- resolve personnel problems as they arise
- be the “authority” to whom dissatisfied patrons are referred
- issue Library clearances to departing employees and try to collect on debts owed to us
- serve as the main presenter at new faculty orientations
- field numerous questions from both new and old faculty about all kinds of Library issues
- function as Ingram’s ARCHE coordinator
- take note of and forward continuing ed & professional opportunities to AS staff as well as general staff when appropriate, because I believe strongly in lifelong learning
- order materials needed for Reserves
- participate in monitoring & resolution of building needs/problems on 1st Floor
- assist ILL with resolution of issues with other libraries
- visit faculty in their offices to show them how to use Library resources (upon request, referral, or perception of need)
- field questions from faculty regarding copyright matters
- work one-on-one with faculty outside my Liaison department on their research projects as requested

Distance Student Support: I provide personal research assistance by phone and email for off-campus students as requested.

Liaison to the English Department: Keep faculty informed about matters of interest to them via posts to the ENGFAC listserv; work one-on-one with faculty to help them with their research projects and/or show their grad students how to locate the materials/information they need;
meet with candidates for faculty positions in English to tell them about the Library and answer their questions; request database trials when I receive requests or learn about relevant databases; encourage faculty to request library instruction for their classes through reminders on listserv. Attend annual English Awards Ceremony on Honors Day (select book and make Thomas Strickland Memorial presentation), and attend many other departmental events. Maintained weekly office hours in 2 locations, to make myself available to English Department faculty and students in need of Library help. Kept up with trends by monitoring the Literatures in English listserv (LES is a section of ACRL to which I belong). Continue to add to my LibGuide for lit resources.

II. Professional Growth (Describe events of significance to your Professional Growth during the past year)

Access Services Conference @ Georgia Tech, November 9-11 (Served as member of Sponsorship Committee and Facilitator at several sessions)

Editorial Board, *The Journal of Access Services* (Book Review Editor and manuscript reviewer)

Immediate Past-Chair & active member of Distance Education Interest Group of GLA, led group at GLA MidWinter Planning Session to work on program plans for next COMO Conference. Member, GLA Access Service Interest Group.


Create a Vibrant Facebook Page for Your Library (web course from University of Wisconsin Library School), August 1-12, 2011. Earned 1.40 CEU.

Moving Library Cooperation to Web Scale (webinar by OCLC), February 24, 2011.
EDUCAUSE copyright webinar, September 8, 2011

UWG Library representative on ARCHE ILU-ILL Committee

ARes online seminar (Atlas Systems), November 2-3, 2011

Active participant/contributor on several listserves devoted to concerns related to my job

III. Service
(Describe the most significant service projects in which you have engaged during the past year)

Volunteer instructor for 1 section of LIBR 1101
Represented Library at UWG Preview Days (April 10 and November 6, 2011)
Member of Ad Hoc group revising UWG Promotion/Tenure Guidelines
Participated in evening Orientation Tours for new UWG students
SACS Compliance Document for Library:
Faculty Secretary & Treasurer for the Honor Society of Phi Kappa Phi
Parking Appeals Committee (met every week to review appeals, and worked on Parking Code changes)
Institutional Studies & Planning Committee*, 2010-2012
  *renamed Strategic Planning Committee at beginning of FY2012
  Member, QEP Subcommittee
Member of committee planning for Author Tim O'Brien campus visit
Penelope Melson Society member
  Member of Nominating Committee, and staffed Library after-hours during a Melson Society event on December 9, 2011.
Library Services Advisory Committee, University of the People
Chair, Library Promotion Committee for Jean Cook
Library Post-Tenure Review Committee
Collected & submitted Library's Student Tech Fee proposals
  (wrote, defended and received one for state-of-the art microform scanners)
Participated in overnight staffing of Library during Final Week (June 1, 2011)
Attended dinner meetings with all IS candidates (June 3, June 13, June 20,
  July 12, July 13, July 15, July 18, July 19
Prepared New Faculty Library handout
Organized Baby Shower for long-time employee

IV. Academic Achievement
(Describe progress toward additional degrees, credit or non-credit courses completed, etc.)
V. Goals for 2011 (Describe your progress toward meeting your goals for the past year, results achieved and any extenuating circumstances which might apply if you were unable to achieve some of your goals.

1. To continue to work with ITS on developing an online payment system

Still have not accomplished this; an interface with BANNER seems to be the impossible dream. I have learned about a self-check add-on to our new 3-M machine that would at least allow users to pay fines with a credit card at the self-check machine instead of the Circ Desk, and I am trying to get pricing from 3-M on that.

2. To find more and better ways to educate the faculty about copyright

Created and publicized a LibGuide on Copyright

3. To complete an evaluation of ARes in time for the LLT to consider it and if the evaluation is positive and the LLT wishes to proceed, to prepare a Tech Fee proposal to possibly pay for it

I have determined that switching to ARes is in our best interest, however we (those working on the Tech Fee proposals) decided that in view of our very serious needs from Tech Fees, this would not be a good year to make that request. I did get pricing and it is fairly reasonable, so I am hoping that the Library will find the money to pay for it anyway.

4. To continue office hours in the English Department, try to engage with more students, and to devise a way to evaluate its impact

My non-scientific evaluation of the impact of Liaison office hours in my department, is that it was not a very successful effort, despite my attempts to establish it; very disappointing. I got the most response from the time I spent in Pafford among the adjuncts, but the Department had to give up the workroom in which I had been meeting with them, and there is now no place for me to be over there.
5. To finish the online Circ Department manual I began in 2008, so that training new Circ staff is easier

This project has been delegated to the night staff under the supervision of , they are rapidly bringing it to completion.

VI. Goals for 2012  (Describe your plans/projects for the coming year)

1. To make a determined effort to find out if we can have some kind of online payment system—I really hate to give up on this.

2. To work with the SGA on funding a program to provide student textbooks in high-risk classes for Library Reserves

3. Hope to get funding for ARs and bring it up.

4. To do a substantial revision of my LIBR 1101 class during the summer, to solve some repeating issues that students have had and eliminate the need for a textbook

VII. Supporting Documentation (attach a current copy of your vita, and a representative sample or summaries of teaching evaluations by students)
CREATE A VIBRANT FACEBOOK PAGE FOR YOUR LIBRARY
08/01/11 - 08/12/11

S-Satisfactory (work examined)
CEU*EARNED: 1.40