

Vernon Peeples Learning Resources Center (VPLRC)  
August 24, 2009

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# Proposal for

VPLRC Staffing and Hendry/Glades LRC  
Collection Development

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## I. Summary

The Vernon Peeples Learning Resources Center (VPLRC) is an information research facility providing books, periodicals, newspapers, and electronic resources. Computers offer Internet access to online databases of full-text periodicals and electronic books. The VPLRC offers wireless access, student café, audiovisual stations, study rooms, course reserve materials, photocopying and Pay-for-Print machines. Professional assistance with information and research services are available for group and individualized instruction.

Supporting the purpose and mission of Edison State College (ESC), the Edison State College Libraries help students, faculty, staff, and members of the community become effective researchers, critical thinkers, and lifelong learners. By facilitating access to the resources necessary to accomplish these goals, the ESC Libraries contribute to the enrichment and intellectual activities of the Edison State College Learning Community.

## II. Needs Assessment

In efforts to continue providing resources and supporting the ESC purpose and mission, a full-time Library Associate is needed for the Charlotte Campus and a part-time Library Associate is needed

for the H/G Center. Additionally, the H/G Center is in need of a collection emphasizing prominent degrees granted in from the center in the areas of Business Administration & Management, General Education, Criminal Justice, and Pre-Med as discussed with Brooke Bruhn, Center Coordinator.

On August 26, 2009, Dr. Edith Pendleton, Dean of Learning Resources, Undergraduate Research; Brooke Bruhn; H/G Center Coordinator; and Phenessa A. Jones, Campus Director, Learning Resources-Charlotte Campus discussed needed resources.

Discussion topics included:

- Status of the Center
- Most granted degrees among H/G student population
- Review of DLA Lab
- Collection needs compatible with degree offerings in the H/G area

Additionally, Dr. Pendleton expressed concern about hiring a librarian with a faculty designation in order to comply with SACS 3.8.3 library staff standards. Via email on August 31, 2009, Dr. Pendleton also stated that "it's critical that we demonstrate the institution's commitment to providing a sufficient number of qualified staff with appropriate education or experiences in library and/or other learning/information resources to accomplish the

mission of the institution. Since Edison received a recommendation in 2001 for inadequate library staff at the Collier campus, particularly on weekends, it's imperative that we collaborate on a staffing plan that will assure compliance in 2011."

### III. Staffing Plan

Currently, the Charlotte Campus VPLRC staff consists of 4 full-time positions (Campus Director, Learning Resources and 3 Learning Resource Technical Assistants) and 2 part-time positions (1 Learning Resources Technical Assistant and 1 Learning Resources Associate). In order to be in compliance with SACS 3.8.3, a recommendation for Mary Ann Walton to be promoted from Learning Resources Technical Assistant to Learning Resources Associate is suggested. For sufficient staffing at the H/G Center, it is recommended to hire 1 part-time Learning Resources Associate and utilize the work study program to add 1 student assistant.

Based upon the proposed salary schedule from the Evergreen Classification/Compensation Study 12/08, the Learning Resources Technical Assistant, pay grade 14, is a minimum of \$25,800.00 to a maximum of \$41,280.00. The Learning Resources Associate, pay grade 16, is a minimum of \$29,354.48 to a maximum of \$46,967.16. Currently, the job description provided by ESC Human Resources is for a part-time Learning Resources

Associate working no more than 20 hours per week. There is not a full-time Reference Librarian with faculty designation job description available and a sample job description is included in the Appendices.

## IV. H/G Emphasis Collection Plan

The H/G Collection will be developed based upon the major degrees awarded at the H/G Center which include: Business Administration & Management, General Education, Criminal Justice, and Pre-Med. This collection will include reference materials, print, and non-print resources. Although the Center has sufficient access to non-print resources and participates in inter-library loan services, their print resources are limited. The closest resource is the public library branch yet it too does not provide updated materials and appeals more to the public and not academia. Initial stage in building a collection would be to purchase two five-shelf book cases, include a basic reference collection and materials for each degree area; and purchase 100 books. Materials selection criteria will be based upon degree specialization, published year less than 10 years of age, and library advisory committee recommendations.

# V. Appendices

## LRC Job Descriptions

### **EDISON COLLEGE** Learning Resources Associate

#### **Position Function**

This is professional work in providing library services and learning resources to students, faculty and staff as needed. The position is typically a part-time position filled on a semester by semester basis.

#### **Supervision**

Duties are performed under the leadership and direction of the Campus or District Director who reviews work through conferences and reports.

#### **Responsibilities**

Provides reference service and bibliographic instruction.

Insures smooth operation of library while on duty.

Oversees all aspects of the LR circulation and reference while on duty.

Assists Director in determining materials to be ordered or withdrawn from a specific collection in a subject area.

Supervises tasks of library support staff and students when on duty.

Performs related duties as assigned.

#### **Minimum Qualifications**

Bachelor's degree from a regionally accredited institution of higher education, and course credit toward an ALA (American Library Association) accredited MLS (Master's in Library and Information Studies) program.

Ability to perform duties in each area of library.

Demonstrated ability to provide outstanding customer service.

Personal and educational philosophy compatible with the goals, objectives and mission of Edison College.

**Preferred Qualifications**

Earned Master's degree from an ALA accredited institution of higher education in the field of Library science and/or media.

Learning Resources Associate (cont')

**Technology Competencies**

Demonstrated knowledge of electronic resources and library management systems.



**EDISON COLLEGE**  
Learning Resources Technical Assistant

Position Function

This is responsible, technical work in performing complex and integral library job functions requiring independent judgment and decision-making within a specialty area within the Learning Resources. Work includes assisting the professional librarian staff in the day-to-day operations of the Learning Resources to include circulation, reference, electronic access to information and other related activities. Work may include coordinating workflow within functional area and supervising student assistants.

Supervision:

Work is performed under the general direction and supervision of a librarian or campus director who reviews work through conferences, reports and results obtained.

Responsibilities:

In technical/public services, assists faculty, students and other patrons with general orientation and use of the equipment for non-print retrieval, assists student aides and LR assistants in the check-out desk; coordinates and participates in reshelving; provides equipment troubleshooting for Learning Resources user areas and reports problems to Academic Computing; operates automated system of circulation and assists in training in this area as requested by supervisor. Assists professional staff in helping users with electronic indexes and other reference sources. Compiles daily, monthly, and annual reports on activities within the Learning Resources.

In acquisitions/cataloging/interlibrary loan, operates automated system for acquisitions, maintains inventory control for total software collection; coordinates processing/preparation procedures for all formats relative to cataloging and use; receives materials, books, serials, and CD's; checks materials against invoices, processes invoices on-line and routes to the Business Office for payment; catalogs materials to and withdraws materials from OCLC, and LINCC; labels and distributes materials; assists with on-going upgrading and changing of on-line catalog; receives and processes interlibrary loan requests for materials not available in the Learning Resources, verifies eligibility of students for interlibrary loans, uses various computer databases to locate requested materials; maintains logs of copyrighted materials, orders, and materials when returned to owning library.

## **Learning Resources Technical Assistant (con't)**

In Electronic Learning Facility and Distance Learning, provides equipment troubleshooting for all electronic devices in the Learning Resources/classroom technology; coordinates maintenance and repair of equipment and materials directly related to electronic research and learning within the Learning Resources/classroom technology, including computers, copiers, and classroom equipment; assists in training faculty and staff in the use of electronic media, especially Internet access to information; works with professors and Learning Resources staff in facilitating electronic instruction; delivers one-on-one assistance to students in all aspects of Internet access to information and other forms of library research. Assists the Learning Resources Director in scheduling classroom technology and the Electronic Learning Facility; and in inventory of Learning Resources/classroom technology.

### Minimum Requirements:

Any combination of training and experience equivalent to an associate's degree in library, media or other related field. Special emphasis on Internet research is preferred. Technical training and/or experience comparable to the above may be substituted on a year-for-year-basis.

Ability to perform independently within the assigned job function.

Adaptable to servicing non-print formats and relates to community college and community needs in automated modes of operation.

Ability to assist patrons in providing Learning Resources library services.

Ability to establish and maintain effective working relationships with employees and the Learning Resources patrons.

Ability to communicate effectively both orally and in writing.

Ability to follow and understand both oral and written instructions.

May perform other duties relating to this classification level in other functional areas of Learning Resources as required.

### Preferred Qualifications

Knowledge of Learning Resources policies and procedures.

Knowledge of library science, procedures and practices and of a pre-professional method used in cataloging, reference and acquisition phase of a library.

## **Learning Resources Technical Assistant (con't)**

### Technology Competencies

Ability to use computers and software such as MS Office.

Ability to use library-specific databases.

**INDIAN RIVER STATE COLLEGE**  
Sample Reference Librarian Job Description

**Position:** Reference Librarian

**Number of  
Positions 1  
Available:**

**Compensation:** \$52,239 per year - 11 month contract - tenure track (Fund II)

**Job Description:** Essential Job Functions and Responsibilities: The essential job functions and responsibilities for this position entail engendering a spirit of collegiality and teamwork; providing a full range of access, information and instruction services as a Reference Librarian; participating and collaborating in a program of collection management; and performing a variety of responsibilities in support of the mission of the library and the college. Specific Duties and Responsibilities: The specific duties and responsibilities for this position include, but are not limited to: answering reference queries and assisting with research requests; developing and managing library collections, particularly for the baccalaureate programs; maintaining a safe and effective library environment; performing select Reference team shared responsibilities (i.e., government documents, special collections, outreach, interlibrary loan, and archives); teaching credit and non-credit classes; and developing curriculum and learning objects for library instruction classes, particularly for the baccalaureate programs. The responsibilities for this position also include cooperating with the library team to prepare an annual budget; completing yearly inventory reports, library strategic plans, and shared departmental curriculum; integrating both learning styles and technology; participating in departmental projects and programs; and performing other duties and responsibilities as assigned. Faculty members must serve on at least one College committee, participate in department, division, general faculty meetings, applicable college committee activities, and involve themselves in other forms of college service. Service to the community is also required.

**Education /** This position requires a graduate degree from an ALA-approved  
**Qualifications:** program.

Qualifications, Knowledge, and Skill Requirements: The qualifications and skill requirements for this position include a Masters degree in Library Science from an accredited institution; library experience in a post-secondary institution is preferred. Other qualifications, knowledge, and skill requirements include: excellent communication skills – both oral and written; the ability to interact successfully with both internal and external colleagues and patrons; the ability to recognize and respond to students from culturally diverse backgrounds as well as the willingness to make students active partners in the teaching and learning process; proven experience with traditional library resources, online library resources, the Internet, and Microsoft Office and Windows applications; the capacity to assist

students in developing information literacy skills; the capability to function within a team environment; and an apparent enthusiasm for providing library services to the college community. This position requires input into library services, instruction, and resources necessary at the baccalaureate level. All instructors must meet the appropriate credentialing requirements for the Southern Association for Colleges and Schools (SACS).

**Location:** Indian River State College, Miley Library  
3209 Virginia Avenue  
Fort Pierce, Florida 34981

Approved: 9/29/03, Revised 10/23/06

# VPLRC Organizational Chart

