

DECISION-MAKING LEVELS LIBRARY

ALL STAFF DECISIONS

- Capital outlay requests
- Managing budget increases and reductions
- Changes in staffing
- Major exhibits
- Arrangement of equipment and furniture in common areas
- Content of new staff orientation
- Policies, principles, and mission
- Content of library-wide publicity
- Enhancement and reduction of services
- Library system
- Staff in-service
- Library staff association funds

LIBRARIANS COUNCIL DECISIONS

- Subject/format allocation of materials budget
- Selection/renewal/withdrawal of periodical subscriptions, electronic resources, and trial databases; addition and withdrawal of reference materials and other items (over \$100)
- Oversees design and functionality of online catalog
- Oversees design and functionality of library website
- Content of librarians retreat
- Online tutorials and handouts
- Content and schedule of faculty publications

INDIVIDUAL FACULTY LIBRARIAN DECISIONS

- Expenditure of subject allocations and reference (under \$100)
- Selection and withdrawal of materials within assigned subject areas
- Content of research guides
- Content of special projects
- Content of class instruction
- Liaison relationships with other faculty

INDIVIDUAL EMPLOYEE DECISIONS

- Use of sick leave and personal leave
- Report problems with facilities
- Process by which work assignments are completed
- Content of staff web pages, blogs, etc. on college web properties

WORK UNIT DECISIONS

- Arrangement of furniture and equipment within the work unit
- Development and implementation of work unit training
- Best practices and procedures
- Work unit service improvements
- Plan for emergency coverage at service desks

SPECIAL SUB-COMMITTEE DECISIONS

- Publicity and social media
- Annual assessment of hardware/software needs and budget
- Publications
- Displays
- Programs
- Shared Integrated Library System (SILS)
- Other special projects as assigned

DIRECTOR DECISIONS

- Travel/training requests
- Recommendations for hiring
- Personnel evaluations and disciplinary actions
- Coverage of employee leave requests
- Work schedules
- Implementation of bargaining agreements
- All other management duties as assigned by the College