

## 1996 ASSET AWARDS Program Outline

Opening Reception	9:30 - 10:00	
Welcome and General Remarks		William G. Potter Director of Libraries
Introduction		John Wilcox, Chair ASSET Awards Committee
Presentation of Awards	10:00 - 11:00	
Closing Remarks		John Wilcox



### 1995 ASSET Awards Committee

J. Virginia Benjamin	Administration
Jimmy A. Brown	Technical Services
J. Gordon Bryant	Administration
Anthony Burdette	Branches
Lucille Davis-Jeter	Public Services/Collection Development
Florence E. King	Ex officio
Joel S. Rudy	Branches
Nancy J. Van Cleve	Technical Services
John G. Wilcox, Chair	Public Services/Collection Development

## LONGEVITY AWARDS

Recognition for continuous service in five year increments as a regular employee of the University of Georgia Libraries.

### FIVE YEARS

Bettini, Alice E.  
Llewellyn, Richard  
Trap, Diane

Bush, Melissa  
Nielsen, Kristin A.  
Wiggs, Annette M.

Keyes, Lanelle W.  
Stanley, Byron E.  
Wilcox, John G.

*Presented by*  
Jimmy A. Brown

### TEN YEARS

Coscarelli, William F.

Hubbard, Guy E.  
Lovern, Vivian A.      Park, Wonie S.

Hughes, Neil R.

*Presented by*  
Lucille Davis-Jeter

### FIFTEEN YEARS

Hope, Ann J.

Kelso, Gregory A.  
Matthews, D. Eric      Wheeler, Carol L.

Kobres, Robert E., Jr.

*Presented by*  
Nancy J. Van Cleve

### TWENTY YEARS

Ayers, Peggy M.  
Landrum, Susan

Cote', Joseph A.  
Luchsinger, Arlene E.  
Sutherland, Johnnie D.

Fox, Betty M.  
Patterson, Andrea H.

*Presented by*  
J. Gordon Bryant



## RETIREMENTS

John McDuffie

*Presented by*  
Joel S. Rudy

## PROMOTIONS

### Classified Staff

Classified staff who have applied for and been selected to a position of a higher classification.

<b>Name</b>	<b>Title promoted to:</b>
Elisa Grossman	Library Assistant II
Marlee E. Dorn	Library Assistant III
Robin Fay	Library Assistant III
Steven E. Johnson	Library Assistant III
Pamela D. Mitchell	Library Assistant III
Christine A. Packwood	Library Assistant III
Sue E. Polnaszek	Library Assistant III
Linda M. Seguin	Library Assistant III
Janet E. Solorsh	Library Assistant III
Dorothy B. Dale	Library Technical Assistant
Vicki L. Jenkins	Library Technical Assistant
Edward Johnson	Library Technical Assistant
Ian S. Thomas	Library Technical Assistant
Wendy L. Crist	Library Associate II
Anne C. Meyers	Library Associate II
Wonie S. Park	Library Associate II
Laura Pelletier	Library Associate II

*Presented by*  
Teresa J. Taylor  
*Personnel Specialist*

### Librarian/Archivist

Libraries' Faculty promotions approved by the Board of Regents and effective July 1, 1996.

Yan Li	Librarian II
Molly B. Howard	Librarian IV

*Presented by*  
Kay Nagel, Chair  
*Libraries' Faculty Committee on Promotion*

## COMMUNITY/UNIVERSITY SERVICE

Many individuals in the Libraries are working diligently to foster communication and participate in broader University activities beyond their regular work responsibilities. Others participate in research or publishing activities that bring recognition to the University and the Libraries or are involved in activities which help carry forth the University's service to the community, or that in some way enhance the image of the University to the community at large. These efforts will be recognized by an announcement of individuals who have been involved in community or university service activities.

John Prechtel, *Government Documents* and  
Wilson Page, *University Archives*

UGA Libraries Litter Crew  
Have attended every scheduled clean-up day in three years.

Jenifer Marquardt  
*Cataloging*

\*UGA Libraries Litter Crew  
\*Provided an introduction to the assignment of LC subject headings to the Head of the School of Environmental Design Library

Glorian Sipman  
*Cataloging*

\*Volunteer, Southeast Pug Rescue and Adoption  
\*Co-compiler, "Annual Bibliography: Georgia History in 1994," published in the summer 1995 issue of Georgia Historical Quarterly  
\*Compiler, "A Selected Bibliography of Recent Publications on Library Education," published in the summer 1995 issue of Southeastern Librarian

*Presented by*  
J. Virginia Benjamin



## EARNED DEGREES OR CERTIFICATES

This is to recognize all regular employees who have received a degree, certificate, or other form of academic achievement in the past year.

Dr. Judith J. Kelly  
*Reference*

Ph. D., University of Georgia, 1995  
Education (Instructional Technology).

*Presented by*  
John R. Yelverton  
*Associate Director for Collection Development and Public Services*

## LIBRARY SCHOOL RECOGNITION

This is to recognize staff who have made application and been accepted or who are currently attending an ALA-accredited library school.

Nicholas M. Graham <i>Periodicals/Binding</i>	University of North Carolina Fall 1996
Sarah Lockmille <i>Photographic Services</i>	University of South Carolina Anticipated graduation, August 1996
Nelson Morgan <i>Hargrett Library</i>	University of South Carolina Anticipated graduation, August 1996

*Presented by*  
Barry B. Baker  
*Assistant Director for Technical Services*



## BEST COMMITTEE OR GROUP COLLABORATION

Recipients for this award are chosen based on the type of project assigned, the effectiveness of the committee or group's process, the communication of its progress, and/or the timeliness and effectiveness of the results or recommendations.

### Nominees

**Ad hoc Committee to Study the Effectiveness of the Approval Plan:**  
Deanna Britton, Bill Coscarelli, Molly Howard, Bill Loughner, John Yelverton (coordinator), and all the Libraries' bibliographers and selectors

### Nomination Excerpt

"This is a group which in many ways formed itself in response to an extremely difficult situation in one of those areas of librarianship which is at the core of what we do as an institution.

The committee grew out of the awareness, at first anecdotal and isolated, that the approval plan was not proving to be as successful an instrument for building a basic research library collection as originally hoped--a collection which would be most appropriate to the needs of the University of Georgia. Members of the group doubled and tripled their work, checking catalogs, slips, on-line sources, as the numbers of examples grew. A general study was developed and undertaken in the fall of 1995, and clearly documented the level of effectiveness in each of the broad subject areas.

The work of this group has had a major, positive result: thorough re-thinking of the approval plan. The work of the group will provide lasting benefit long after its own time has passed. The Libraries and the University have been well served."

## BEST COMMITTEE OR GROUP COLLABORATION (con't)

Nominees	Nomination Excerpt
<p><b>Disaster Management Task Force:</b> Bobby Bowden, Mary Ellen Brooks, Steven Brown, Claire Colombo, Lucille Davis-Jeter, Pam Hackbart-Dean, Bob Henneberger, Nan McMurry (chair), Fred Wendt, and Becky Wortham</p>	<p>"People said it couldn't be done," but thanks to the Disaster Management Task Force, the University of Georgia Libraries has a completed disaster plan in place. The value of this policy is immense. The policy lays out a plan to make staff familiar with the necessity of having to make a series of interrelated decisions promptly and of understanding the effects of any particular course of action on subsequent ones. This is the best kind of preparation for major emergencies or problems. With a well-organized plan, cost of salvage and restoration of materials as well as the proportion of outright losses will be reduced.</p> <p>The plan has already been extensively used (and praised) in our efforts to lend assistance to the Business School after the Brooks Hall fire. Perhaps the Libraries will never have to endure a similar experience, but the new plan helps us to be much better prepared.</p> <p>The Disaster Management Task Force worked well together to research and compile a thorough procedural policy. Evidently, each committee member cared about the project and was determined to develop the best plan possible. Their work and dedication to this project is truly an asset to the Libraries."</p>
<p><b>GALILEO Programming Group:</b> Brad Baxter, Sheri Bracewell, Denise Glasscock, and Darren Griffis</p>	<p>"Brad Baxter, Sheri Bracewell, Denise Glasscock, and Darren Griffis have accomplished extraordinary feats in less than one year. A year ago GALILEO was just a dream and yet today it is a fully functioning family of databases that can be searched through a uniquely intuitive interface. Using ingenuity and innovative design this team has worked together to overcome the deficiencies in the SiteSearch software to create a gem of a search system. The search screen, limit screen, pull down boxes, and menus are a joy to use. They have been embraced throughout the State quickly and praised by novice and experienced users alike.</p>
	<p>This team has overcome the traditional communication barrier between programmers and their customers, in this case, librarians and library users. They have demonstrated an unusual receptivity by listening to what reference librarians have suggested regarding indexing and access points. Dealing with a bewildering array of codes for field labels, many of which they did not understand, this team has shown patience and a willingness to learn about diverse disciplines and their literature.</p> <p>The team has had to overcome many vexing problems with the tapes that were sent to them. Balancing the desire to have files up quickly with the demands that the files be as usable as possible, this has been navigated skillfully to bring an astonishing number of databases to the University System. Devoting many long hours to tedious interpretation, coding, and programming this group deserves accolades from the entire academic library community in the state."</p>

## BEST COMMITTEE OR GROUP COLLABORATION (con't)

**Nominees**  
**Georgia Documents Scanning Project:**  
 Brad Baxter, Susan Field, Bob Henneberger, Lanelle Keyes, and Susan Tuggle  
 (please note that many other staff members were involved in this project at various times, but the above staff members have been the primary ones involved)

### Nomination Excerpt

"Since the 1970's, the Government Documents Department has been actively acquiring and classifying Georgia state documents for the Libraries collection. On July 1, 1993, a law passed by the Georgia General Assembly went into effect which designated the Director of the University of Georgia Libraries as the coordinator of the Georgia state documents depository system. This law gave the Director and his agent, the Government Documents Department, the authority to require state agencies to send their documents to the Libraries to be added to its collection of Georgia documents.

Over the years, discussions have been held by several interested librarians in the state concerning the best way for libraries to acquire as many state documents as possible, what could be done to provide proper bibliographic records and control for them, and how to coordinate a depository system which would make the documents readily available to the public. The 1993 law provided the mechanism for the Government Documents Department to acquire documents from the state agencies on a regular basis. When state agencies began to comply with this law, the quantity of documents sent to the Government Documents Department increased dramatically (from 1,222 in FY94 to 4,193 in FY95). Now that many more documents were being added to the collection, it seemed the appropriate time to consider measures that would make the full text of these documents and the information they contained readily available to the public.

Bill Potter applied for a federal grant in 1994 that would have provided funds for staff and equipment to electronically scan the Georgia state documents, allowing the Libraries to mount them on a server and provide the full text of each document on the Internet. This grant was not awarded. However, this rejection did not end the hope for the project as Bill next made this part of the proposed University System Chancellor's Initiative for FY95. This time the funds were approved, and the project was started.

During the fall of 1995, the Libraries acquired the equipment and staff needed in order to electronically scan the Georgia state documents."

**UGA Libraries Music Staff:**  
 Jimmy A. Brown, William F. Coscarelli, Joseph Dawsey, Donna H. Dorsey, Neil R. Hughes, L. Diane Johnson, Greg Kelso, and Kevin O. Kelly

"Over the past ten years both Music Collection Development and the Music Unit of Nonbook Cataloging have been fortunate to experience relatively stable staffing. Two thirds of the staff in both units have been with the Libraries for ten plus years. This has enhanced the efforts of each area to develop expertise and skills that are then applied to a wide variety of routine tasks and special projects.

Special cataloging and recon projects beginning around 1990 involved approximately 6,000 scores and 4,000 LP sound recordings whose only previous access was limited to dilapidated author or title printouts generated using the TSO function on the UGA mainframe during the late 70's. Another project now in the final stages of completion is the cataloging of an additional 3,500-4,000 LP sound recordings from the Music Office backlog. The major benefit of completing these projects will be that nearly 100% of all book and non-book materials of the Libraries music collections will be accessible through GALIN, providing a means to assess new gift collections and process materials from the Music Library in the new School of Music. The completion of these projects is a major achievement for any academic library and will be a great benefit to the music community locally and throughout the Southeast.

To facilitate these projects the Music Librarian and Music Cataloger came to an agreement on the level of cataloging which would be applied so that access to these older materials could be provided and yet not interfere with the cataloging of new acquisitions. During the course of these projects the Music Office on several occasions lent student assistants to Nonbook Cataloging during the summer months so that these projects could continue without interruption when their student budget was running tight. The Music Office staff assisted with locating missing scores or recordings, helped to

identify derivative works from larger compositions by consulting thematic indexes or other sources, and processed the additional items from binding which the projects generated.

To coordinate and complete such massive retrospective projects which involved around 14,000 items in a six year time span while continuing to keep current with new acquisitions needs is impressive. It shows that when a clear goal is established, and when there exists a spirit of willing and helpful cooperation between departments, things can be accomplished."

**Vision/Program  
Review**

**Committee:**

Barry Baker (chair),  
Claire Colombo,  
Cynthia Flack, Ann  
Hope, Florence  
King, Nan McMurry,  
and Kristin Nielsen

"Research libraries are undergoing a period of rapid and profound change. Planning, always important, is critical as libraries are faced with making the best of limited resources while taking advantage of new and developing technologies. With the appointment of the Vision/Program Review Committee the Libraries began a major planning effort. The committee was composed of staff from throughout the Libraries in order to bring perspectives from all areas. The committee had the complex task of investigating environmental factors and influences for the first part of its activities which consisted of preparing a vision statement and guiding principles for the Libraries. The group was dedicated to its task and worked diligently to study and discuss the future of the Libraries always considering the broader perspective. While the group was a diverse one it worked well together, holding frank and in-depth discussions at each meeting. Each person contributed to the success of the effort by giving priority to work of the group and preparing in advance for meetings. This enabled the group to be focused and intense in its effort. The result was a concise, well written, and significant document which will provide direction to the Libraries' future activities. This piece of work would have been enough to qualify the group for a nomination for this award but even more important work for the group was to come. That was the Libraries Program Review effort. The Committee was charged with leading a review of the Libraries' activities and services. This was truly a Herculean effort as the Committee worked against the deadline to compile, summarize and synthesize the documents which were prepared by the divisions and departments. It took a tremendous effort to read, digest, organize and summarize these documents and to do this keeping to the firm deadline. The work of the group was again very intense as the group frankly and openly discussed concerns and issues brought forth by these documents. Again, the members of the committee made the work of the group their highest priority, preparing for meetings in advance and working to achieve the goals of each meeting. It certainly could be said that the group lived and breathed program review documents especially during the last few weeks as draft after draft was prepared and discussed in great detail. Although there were intense discussions in which differing points of view were raised, the group worked very well together throughout. The Program Review documents provide an excellent overview of the Libraries' areas of strength as well as those areas needing attention. It too will be important in the Libraries' planning effort.

For their important and significant work in producing two exceptional reports, the Vision/Program Review Committee is nominated for the Best Committee/Group Collaboration Award."

*Presented by*

Florence King, *Chair*

**Merit Review Committee**

*1995 ASSET Award Recipient*

## INNOVATION IN DEPARTMENTAL OR DIVISIONAL OPERATIONS

Awarded for developing and implementing, or causing to be implemented, a program, procedure, or plan that significantly improved the operations of a department or division.

<b>Nominees</b>	<b>Nomination Excerpt</b>
<p>Brad Baxter <i>Library Automation Group</i></p>	<p>“Brad Baxter deserves recognition for many of his contributions to the Libraries. However, his development of the GALILEO usage statistics program merits special attention.</p> <p>He succeeded in creating an easy to use interface which makes it possible to create immediate reports, tailored to the interest of the requester, on the use of the GALILEO databases. Using this program, one may view usage statistics for specified periods of time. It is also possible to select specific institutions, specific databases, and additionally to specify types of searches that have been done. Being able to manipulate the data in the ways Brad has made available to us provides essential (and just plain interesting!) information for further development of the system and for assessing its impact and success at our institution and around the state.</p> <p>The University of Georgia Libraries is fortunate to have Brad on staff. His work shows the creativity possible beyond the mechanics of programming.”</p>
<p>Tim Murray and Richard Shedenhelm <i>Periodicals</i></p>	<p>“During the past year, Tim Murray and Richard Shedenhelm have been learning how to extract data from the GALIN Processing System and create much needed management reports to facilitate the work of the Periodicals Department. In Fall 1995, Tim began working with Brian Lee of the Library Automation Group to learn how to use the existing database management program and files to create reports. Richard has successfully manipulated data files extracted by Tim to generate several useful reports, including: duplicate periodical records in GALIN. The reports generated by Tim and Richard have allowed staff in the Periodicals Department to more systematically investigate and resolve problems with GALIN data and thus improve the quality of the GALIN Online Catalog. As Tim and Richard gain more technical expertise, and more data files become available, additional customized reports will be generated to facilitate a more efficient workflow and improve the overall accuracy of data in GALIN. Staff in the Periodicals Department are busy compiling their ‘wish lists’.”</p>

*Presented by*  
Pam Hackbart-Dean, Chair  
Disaster Policy Manual for Hargrett and Russell Library  
*1995 ASSET Award Recipient*



## EXCELLENCE IN SERVICE TO THE PUBLIC

Awarded for exemplary and sustained performance in fulfilling the responsibilities of his/her position in service to the public.

<b>Nominees</b>	<b>Nomination Excerpt</b>
<p>Mary Ellen Brooks <i>Hargrett Library</i></p>	<p>“Mary Ellen Brooks has given tirelessly of her time and talents to the UGA Libraries. Though there are numerous examples of her efforts in the field of public outreach, the single best example of this dedication in the past year has been Mary Ellen’s extensive involvement with the Libraries’ exhibit at the Southeastern Flower Show in Atlanta. From the initial design conferences through the post-event cleanup, Mary Ellen was integral to every phase of this demanding project. In addition to staffing the booth for the entirety of the show, she prepared and delivered a well-received lecture to the attendees. Her performance in this project merely confirms Ms. Brooks as one of the hardest working and most effective assets at the UGA Libraries.”</p>

## EXCELLENCE IN SERVICE TO THE PUBLIC (con't)

Nominees  
Melissa Bush  
*Hargrett Library*

### Nomination Excerpt

"Melissa Bush exemplifies this category. Whether dealing with patrons in person, on the phone or through the mail Melissa always strives to provide service which goes beyond that expected. Her eagerness to assist patrons frequently results in favorable comments. One person recently remarked that she had never worked with a more pleasant or helpful staff member in any library in her years of research. Comments of this type are not unusual. Melissa is never satisfied with the easy answer, and works diligently to provide researchers with information which fulfills and even exceeds their original expectations. Her combination of superior knowledge of our collections, her pleasant demeanor, and her desire to assist patrons makes her an invaluable member of the Hargrett Library."

John Campbell  
*Reference*

"Year after year, John Campbell works with dedication to provide University of Georgia Library users the highest level of reference service. His extensive knowledge of the collection sets a high standard to which others aspire. Not one to rest on his laurels or depend solely on his extensive store of "old" knowledge, John keeps up with and incorporates new information resources into his repertoire to assure library users of getting the best possible answers to their questions.

He is the undisputed expert in the large, heavily used, and complex realm of business reference. He handles the majority of user education classes, particularly for advanced courses, in the field of business. His expertise in this area is shared with the library community at large through his contributions on ALA's BRASS (Business Reference & Services Section) Committee and the publication of book reviews in American Reference Books Annual and elsewhere. Within the Libraries, John's contributions extend beyond the Reference Department. He has an extensive track record of committee service and volunteers two hours each week to serve the public at the Government Documents reference desk.

It is not unusual for John to receive letters of thanks from faculty members on the value and thoroughness of his instructional presentations. John's consideration for others along with his professionalism, thoroughness, and dedication to excellence make him an invaluable employee who well deserves recognition for his service to the public."

Susan Curtis,  
*Science Reference*  
and Judy Kelly,  
*Reference*

"Susan Curtis and Judy Kelly were given the responsibility to organize and design the public screens for the databases on GALILEO. The GALILEO system, only a concept in March, 1995, was to debut in early fall state wide. The importance of having user-friendly screen designs that would be effective for all levels of users from the most computer literate sophisticates to those with only rudimentary knowledge was obvious. But this posed tremendous challenges as well. Additionally, Susan and Judy were faced with what to others might have been an unworkable deadline of just a few short weeks. In addition to their own regular job duties as head of the two Reference Departments, Susan and Judy spent substantial parts of their workdays and their own time to work and re-work the screens that would greet the public when they began using the new state wide system. To a substantial degree, the success of GALILEO was linked to the quality and added value afforded by the careful work that Susan and Judy performed on this project.

These two have virtually single-handedly carried the burden for the state wide reference aspects of the system, working tirelessly with administrators on the choice of databases, and working many hours with programmers and others in the state on the very important development of interfaces for the public. Decision-making for many of these choices has rested with them, and the success of the system and its ease of use is due in large measure to their efforts. Furthermore, they have borne the burden of keeping reference librarians throughout the state informed of changes and new developments in the system, and also of the solutions to difficult problems which occur from time to time.

Both of these people have every reason to be proud of the effort they exerted, with the results benefiting not only the University Libraries' patrons but everyone across the state who accesses the GALILEO system for their information needs. No other effort in 1995 could have been of greater

|| service to the public.”

**Main Library  
Reference  
Librarians &  
Reference Desk**

**Volunteers:**

Carolyn Bowen,  
John Campbell,  
Nadine Cohen, Jay  
Evatt, Eric Griffith,  
Molly Howard, Anne  
Hurst, Janet  
Lawrence, Nan  
McMurry, Kay  
Nagel, Kristin  
Nielsen, Diane  
Trap, and John  
Wilcox

“1995 was a watershed year. Far reaching developments took place bringing an incredible array of new information resources within reach of UGA Libraries’ users. As if a large, research library weren’t already more than enough to cope with, patrons are now confronted with ever expanding choices, database options, user interfaces, and frontiers of cyberspace.

Who’s there to recommend, assist, instruct, and provide moral support? - the librarians serving the public at the reference desk! With skill and good humor, the reference librarians help library users plot their initial courses along the information superhighway.

Electronic resources have not supplanted printed materials. Reference librarians must continue to have a command of traditional reference sources in addition to the new ones. Not only must the reference librarians be the experts on the many databases with their idiosyncratic search techniques, they must help patrons negotiate the additional complexities of printing, downloading, and e-mailing the results of their searches.

The growing resources of GALILEO and the World Wide Web make this an often frustrating, but never boring, time to be a reference librarian. Those on the front line, dealing daily with the challenges and reward of public service, deserve special recognition for their success at meeting the exceptional demands of the past year.

No matter the weather, the reference librarians give surfing lessons daily!”

*Presented by*

Carol Wheeler

*1995 ASSET Award Recipient*



**EXCELLENCE IN TECHNICAL EXPERTISE**

Awarded for exemplary and sustained technical expertise in fulfilling his/her responsibilities and contributing to the Libraries service mission.

**Nominees**

Renee Blakey  
*Periodicals*

**Nomination Excerpt**

“Renee Blakey continues to be an exemplary member of the Libraries staff, fulfilling her responsibilities and adding new ones in an outstanding manner. No only does she manage the Science Periodicals unit at Science Library, but this year she has also been able to aid Main Periodicals with the problematic material awaiting resolution. Few in the Libraries have as broad a base of understanding, experience, and technical expertise. Her skills and competence are evident in her expertise and mastery of many databases. She is proficient in searching and interpreting OCLC bibliographic records. The Libraries’ vendor databases are also in her repertoire of work tools, as she easily utilizes the bibliographic, subscription, and order information in Ebsco’s database EBSCOnet, Blackwell’s Internet database, Connect; and Faxon’s database. Her depth of understanding of the MARC bibliographic and holdings formats in GALIN enables her to guide the input of summary holdings to GALIN.

Renee is alert to problems with cataloging records in GALIN and unfailingly anticipates and provides the Serials Cataloging Section the correct documentation for serial problem resolution. This anticipatory thought process is also evident in her asking, time and time again, “preventive” questions. Her continued growth and learning is evidenced by the fact that she keeps abreast of the newest and ever changing rules which haunt serial publications. Her ability to weed out the problematic material to actually prevent problems before they occur is a tremendous asset, not only to her Department, but to the Libraries as a whole and to the patrons who use it. Renee has a firm

grasp of the nebulous and troublesome ins and outs of serial cataloging rules and practices, although her characteristic modesty would cause her to downplay that fact.

Throughout it all, Renee makes it all look effortless and works with a smile. Surely she is an example for us all."

Georgia Harper  
*Collections and  
Branch Services*

"Georgia is a long-time employee of the Libraries, starting in Technical Services in the Acquisitions Department and moving to the Science Collections Department two years ago. Georgia brought a wealth of knowledge with her when she transferred, knowledge of OCLC searching and interpretation, acquisitions policies and procedures, and the GALIN processing system. Georgia is an unusually thorough and competent searcher who goes the extra mile daily in locating and checking information that is vital to the ordering process.

In the Spring of 1995, the Acquisitions Department was faced with a shortage of staff at a critical time in the budget cycle for receiving materials, especially monographs. Georgia volunteered to rearrange her job responsibilities, assessing priorities, and spend several days receiving books and reviewing invoices. Her technical abilities were invaluable and could never be taught to a neophyte on such short notice. Georgia was quick to volunteer when asked, and she was a willing and cheerful participant in the short-term, but extremely important, project. Georgia brings much knowledge and ability to her job, but perhaps more importantly, she shows that technical expertise with a variety of systems and processes is something that can and should be shared."

Stephen Marquardt  
*Science  
Administration*

"While only with us part of each day, Stephen Marquardt facilitates the implementation of new equipment and software at the Science Library with remarkable efficiency. He is very attentive to the need for repairs and adjustments required on both public and staff machines. He makes a concerted effort to maintain contact with developments at Main so that he can apprise the Science Library staff about upcoming changes and inform the System Support staff about needs at Science. He works closely with the Science Reference Department to ensure that the most current edition of each product is mounted on the workstations. He also devotes countless hours to the DeBrahm server and other products in the Map Room. Stephen maintains a calm manner despite the many harried calls of distress which besiege him. His contributions enable all of the rest of us at Science to do our jobs!"

Gloria Kiser  
*Records  
Management*

"Gloria Kiser's technical expertise in computer applications supplies the driving force by which the department of Records Management successfully operates. Her skill facilitates: 1.) The accessioning of 1,000 cubic feet of archival material per year; 2.) The destruction of 2,500 cubic feet of transitory material per year; 3.) The rapid resolution of 2,500 reference requests per year; 4.) The description of 25,000 cubic feet of archival information. (Please Note: Were one to lay linearly 25,000 cubic feet of material, he or she would produce thereby a line longer than 83 football fields.) In addition, the overall technical expertise of this employee enables her department to function effectively in the absence of the department head. This "Above And Beyond" technical and administrative capability insures always that the University is not "in harms way" regarding internal information."

*Presented by  
Betty Fox*

*1995 ASSET Award Recipient*

### **EXTRA MILE/ABOVE AND BEYOND**

Awarded for frequently and consistently going above and beyond normal expectations to make a difference; or performing in adverse conditions but continuing to provide quality service.

**Extra Mile/Above and Beyond  
ADMINISTRATION**

Nominees	Nomination Excerpt
Bill Clayton <i>Systems</i>	<p>“There are many who have gone the “extra mile” during the past year, but none have logged more miles than Bill Clayton. His command of the intricacies of the different systems (GALIN in both the processing and the public systems; Libra: GALILEO, Site Search, Web-Z, and beyond) is incredible. He is often the link between various constituencies within the Libraries, explaining system possibilities and constraints, clarifying needs and requests, and communicating the news (good and not so good). Without his dedication, systems development at the UGA Libraries would not be as advanced as it is today.</p> <p>His work is essential to virtually all aspects of library operations. Bill Clayton more than deserves special recognition for the exceptional accomplishments he has facilitated during the past year.”</p>
<b>GALILEO Programming Team:</b> Brad Baxter, Sheri Bracewell, Lori Cronin, Denise Glasscock, Darren Griffis	<p>“When thinking of significant accomplishments of the past year, one project leaps to mind: GALILEO. The GALILEO programming team deserves special recognition for the extraordinary amount and quality of work they have devoted to making this ambitious project a reality.</p> <p>As a statewide system, library users and staff throughout Georgia benefit from the fruits of their labors. While the cutting edge may seem bloody at times, the work of the GALILEO programmers is responsible for the success of the project and the growing nationwide recognition it is gaining.”</p>
Guynelle McElroy <i>Business Office</i>	<p>“The Business Office has a tradition of being a top-flight operation. This is due in large part to the supervision and commitment of Guynelle McElroy.</p> <p><b>Resource person:</b> Ms. McElroy is one of the most knowledgeable and capable individuals that work for the Libraries. She is the “watch-dog” for all of the budget processing which emanates from the Libraries. Without her watchful eye and attention to detail, the Libraries would not have the reputation for accuracy that we have with the University. It is due to her commitment that the UGA Libraries book budget is NEVER overspent. Ms. McElroy is a fount of information regarding university policies and procedures. She is a resource person both internally in the Libraries and on the University campus for her in-depth and long-term knowledge and she generously shares her wisdom and advice.</p> <p><b>Job knows no limits:</b> Ms. McElroy has an incredibly in depth and thorough knowledge of all business operations. She is able to operate very effectively within the intricate web of campus business processes. Ms. McElroy is not only able to remember small details about how things were handled over the last 23 years, but she can also be depended on to maintain awareness of changes and current trends of university policies and procedures and to apply those smoothly to the current operation of her job.</p> <p><b>Always ready and willing to help:</b> Ms. McElroy is <b>always</b> ready, willing and able to take on new tasks whether or not they fall within the scope of her day-to-day operations. Ms. McElroy cheerfully accepts any special requests or work on specific projects, and can be counted on without fail to provide this extra work or additional information in record time.</p> <p>Her working relationships are extremely effective and she quickly earns the respect of her colleagues. Ms. McElroy is universally well-liked and respected by Libraries’ staff which is evident by the fact that she was elected Staff Association President for 1996! Ms. McElroy is an individual who goes above and beyond as an everyday occurrence and has for her entire tenure at the University of Georgia Libraries.”</p>
Lori Cline and Stephen Mielke <i>Russell Library</i>	<p>“As a result of Hurricane Opal and a drenching rainfall, several departments within the Main Library were affected from a leak in the roof that had water running down an interior wall. The Russell Library was one of those areas.</p>

With a copy of the Russell Library disaster manual and an in-house disaster recovery workshop under their belts, Stephen Mielke and Lori Cline began the necessary steps to ensure that original documents could be salvaged. After assessing the situation, Mielke and Cline notified the department head of the situation and began to set up a triage area to recover damaged documents. Realizing that time was critical for mold recovery, Mielke and Cline removed documents from the affected area. Because of the health concern due to allergies suffered by the staff, a mycologist was contacted to identify the mold spores that were present, and conservationists were called to verify proper procedures in removing mold from infected papers.

Photographs were the first items to be rescued, cleaned and air-dried. Paper materials were spread out and air dried. Books were interleaved with unprinted newspaper to sponge up moisture (being changed every so often). In order to stabilize the environment, fans and dehumidifiers were brought in. Other members of the Russell staff were, at the same time, scrubbing the flooded area and killing mold spores with strong disinfectants. Although it was a staff effort to salvage original materials from serious mold damage, Mielke and Cline spearheaded the recovery that ultimately saved 51,000 items of original source material. Grace under pressure in a stressful situation, Mielke and Cline went the extra mile to achieve a high level of success in rescuing the majority of documents damaged. Their dedication emphasized the importance of teamwork and a willingness to go beyond the requirements of their duties."

*Presented by  
Eric Matthews  
1995 ASSET Award Recipient*



### Extra Mile/Above and Beyond BRANCHES

#### Nominees

Steven Brown  
*Circulation and  
Document Delivery  
Services*

#### Nomination Excerpt

"Circulation/Document Delivery's year was characterized by changes in work flow, new technology, and staff shortages. Steven Brown kept juggling all the balls which encompassed his diverse responsibilities while encouraging his staff to embrace new routines and equipment. His skill at cheerleading as the department embarked on the GALILEO scanning project, the rush document delivery by fax test, and the massive shifting projects in the stacks kept his staff at peak performance despite severe shortages in manpower.

His ability to be an articulate spokesman for staff concerns earned him the respect of his coworkers and staff throughout the year. Steven understands the stress and intellectual demands which public service work requires and is supportive of his people as they face ever-increasing activity levels.

One cannot describe Steven's abilities without mentioning his superb wit. His agile mind is quick to turn a phrase into a joke or pun. He is able to bring levity to even the most serious discussions and thereby relieve the tension. This facility enables everyone to put the issues into perspective and focus on the most pressing needs. I believe that Steven's perseverance, concern for his staff, and tenacity have furthered the goals of the Branches Division immeasurably over this past year."

Lauren Fancher  
*Circulation and  
Document Delivery  
Services*

"Lauren frequently must go the "extra mile" in her own unit. Being responsible for supplying Science books and articles in response to requests received by Interlibrary Loan, Lauren has seen her workload escalate along with the workload of that department. The extra mile grew even longer in 1995 with the launching of the GALILEO rapid document delivery project. In addition to working out procedural details for her unit, Lauren has mastered the use of the new Minolta scanner. This has allowed her to take an active role in aiding Minolta in developing the product.

Lauren is an excellent example of cross-divisional support; going the extra mile in sharing her skills in helping the Main Circulation Department develop their statistical project. The goal of the project is for each of the Circulation units to keep statistical information on prepared EXCEL worksheets which compare last year's and this year's totals. These daily statistics from each unit then feed into monthly and annual totals and comparisons. When asked for some technical direction, rather than offering a few suggestions, Lauren embraced the challenge and volunteered to help. Many times, Lauren volunteered to come to Main to work on the project. When problems and challenges surfaced between meetings, Lauren offered advice, always in a friendly and helpful manner. There is no personal or professional advantage for Lauren to go above and beyond her daily responsibilities; it is only dedication to the Libraries and service to her colleagues that motivated her valuable contribution. Lauren has reminded me that achieving goals in an organization is a product of cooperation."

*Presented by*  
Anthony Burdette  
*1996 ASSET Award Committee Member*



### Extra Mile/Above and Beyond COLLECTION DEVELOPMENT

**Nominees**  
Nelson Morgan  
*Hargrett Library*

#### **Nomination Excerpt**

"Nelson Morgan in his work in the Hargrett Library consistently demonstrates his belief that proper service means going the extra mile. His attitude is in evidence when working with patrons, when working with materials, and when interacting with his co-workers. Nelson works extremely hard to ensure that our patrons are satisfied not only with his work, but also with the efforts of the Hargrett Library. This is especially evident in his handling of the Arbitron and Linguistic Atlas Collections which are housed at the Repository. Though inconvenient, Nelson is always willing to drive his own vehicle to the Repository to retrieve materials if necessary.

Further, Nelson always demonstrates extreme care when handling materials. This is especially important when working with photographs where a stray fingerprint can mean the loss of an important image. Here, Nelson is not only vigilant in his own handling of images, but also when working with patrons who might not understand the delicate nature of the items.

Finally, Nelson goes the extra mile when relating to other staff members. He is quick to volunteer to work on Saturdays if a given Saturday is inconvenient for other staff members, and always volunteers to do the dirty work no one really wants to do. Recently, he participated in the placing of eight map cases on top of our other map cases. This entailed lifting the heavy cases to eye level and then putting them in place. Nelson's desire to go the extra mile is evident every day in his work and his work ethic. He is an invaluable member of the Hargrett Library staff."

*Presented by*  
Bill Coscarelli  
*1995 ASSET Award Recipient*



### Extra Mile/Above and Beyond PUBLIC SERVICES

Nominees  
Susan Tuggle  
*Government  
Documents*

#### Nomination Excerpt

"In 1995 the volume of Georgia documents received in the Government Documents Department multiplied several times since a law was passed making the University of Georgia Libraries the official state depository. At the same time, a decision was made by the Chancellor to scan the documents into the new GALILEO system. Through persistent efforts, Susan Tuggle got the state agencies to comply with the law. When she had achieved nearly universal compliance, she then had to cope with the greatly increased number of materials received (with the full cooperation of Janet Bray, then the LAlll in the Department's Processing Section). Susan assisted in devising new workflow patterns, guided the work of staff members and student assistants, and refined methods to claim these documents. She proceeded to work closely with Library Automation and Photographic Services to coordinate the scanning of materials into GALILEO which involved cataloging new documents, close reviewing of pieces and supervision of new staff. Susan has efficiently and meticulously undertaken these new duties. At the completion of the initial facets of the project and with the ongoing work in progress, she has not only made available to the public a greater number of Georgia documents not previously held, but continues to oversee a new on-line collection which will greatly enhance statewide utilization of this important resource."

*Presented by  
John Prechtel  
1995 ASSET Award Recipient*



Extra Mile/Above and Beyond  
**TECHNICAL SERVICES**

Nominees  
Caroline Killens  
*Acquisitions*

#### Nomination Excerpt

"The Blackwell North American/B.H. Blackwell Approval Plan had a tremendous impact on the Libraries. It made major changes in the way that materials are acquired and processed. While not all parts of the plan worked as well as hoped, the technical part of receiving and processing approval materials worked very well due to the exceptional efforts of Caroline Killens. The start-up of an approval plan is not without problems and our plan was no exception. Ms. Killens worked with both the Systems staff and BNA technical staff to set up the interface with BNA to receive bibliographic and invoice data which has been so successful that it significantly reduced processing time for approval plan materials in Acquisitions. Ms. Killens also worked with BNA staff and Collection Development staff on the profile part of the plan, ceaselessly working to solve problems and concerns. This occurred when Ms. Killens had several personnel vacancies in key positions in the department, which meant that Ms. Killens had to cope with the duties of those positions as well as complications from the approval plan. Because of Ms. Killens' willingness to take on this additional workload at a critical time, working long hours in the process, the approval plan from a technical processing and fiscal perspective has worked well. That would not have occurred without Ms. Killens' Herculean efforts. It was truly an effort deserving of the Extra Mile/Above and Beyond Award not only in Technical Services but for the Libraries as a whole."

Tim Murray  
*Periodicals*

"Tim actively seeks innovative and efficient methods to improve his work. If he needs to learn a new skill to accomplish his goal, he looks for opportunities which will not only help him, but which will be of wider benefit to the Libraries. During the fall quarter 1995, Tim was interested in learning how to create custom reports for the Periodicals Department using the capabilities available in TSO. His difficulty lay in the fact that he needed a small enough project to be able to experiment with the programming while not taking too much time away from his normal duties or too much computing time. During this same period, the various people working with the literary authors reclassification project were trying to discover how many titles needed to be reclassified in order to plan for the best use of both personnel and material resources. Tim discussed the possibility of attempting a database search to identify records for the literary authors project. After gaining approval to try the experiment,

Tim consulted with Systems and Technical Services personnel to construct a search strategy and report form. The initial report was very useful and the final forms gave the several departments involved in the project helpful data for future planning. The two aspects of Tim's work which places it in the **Above and Beyond** category are (1) it was done during the busiest time of the year for Periodicals Department (pre- and post-Christmas); and (2) it was not done for his home dept. Technical Services and Public Services both gained through Tim's desire to improve information flow in his own department."

John Riemer  
*Cataloging*

"John Riemer is a "professional's professional" among librarians. He holds himself to exacting standards that serve as an example to others in his department. John's stewardship of the Cataloging Department's participation in national-level programs such as CONSER (Cooperative Conversion of Serials) and NACO (Name Authority Cooperative) is an example of how John regularly extends himself far beyond the requirements of his job in a manner that has brought national recognition to and praise for the UGA Libraries.

John has conducted a series of training workshops in which he imparted essentially the same training he received at Library of Congress to other catalogers in Technical Services, following the "train the trainer" mode espoused by NACO. This has increased the level of awareness among librarians in Cataloging of the exacting requirements for doing name-authority work to an international standard.

In addition to their invaluable contribution to superior bibliographic control for serials, John's CONSER connections have given him access to policy information from the Library of Congress earlier than the Cataloging Department could have had if John had not pursued CONSER participation. This has permitted us to respond to issues--some of them controversial--in a manner that LC has found useful.

John's leadership and commitment to the principle that "optimum cataloging = optimum access" has been a driving force behind this national influence and recognition from which we and our users all benefit.

Finally, John makes an effort to be aware of the issues and concerns of his fellow colleagues in Cataloging. We are all better librarians in the Cataloging Department because of John's commitment to principles and to those theoretical foundations of our profession too often ignored in our daily rush to solve the crisis of the moment or to meet the next deadline or production quota."

Irene Seagraves  
*Cataloging*

"Throughout the year, Irene Seagraves, Marking Unit Supervisor in the Cataloging Department, handles a large volume of material to be processed prior to being available for patron use. During the current fiscal year, the usual river of books, serials, etc., has become a never-ending DELUGE with the onslaught of the approval plan books! With her customary skill, accuracy, tact, and cheerful outlook, she has managed to keep the greatly increased amount of material flowing through the Unit with no additional staff, while continuing to cope with special project items and the usual transfers and re-marks. She can be relied upon to take the unexpected in stride, be open to considering new ways of doing things, and to "keep on keeping on" under adverse conditions. The conditions of this year have certainly exemplified the value of all these characteristics.

She is incredibly knowledgeable about GALIN fundcodes, holdlibs, etc. As the final quality check before the books hit the shelves, she detects and resolves a great number of discrepancies before books leave Technical Services.

What makes Irene so special is not only that she manages to mark all this material in a timely manner (and believe me a bottleneck would be noticed real quick!), juggling all the priorities, it's that she manages to do so with a positive attitude and gracious manner. She is always willing to help individuals coming to her with questions about the status of a book...even helping to search her book truck for items that need to be rushed. She has the knack of making co-workers feel comfortable about coming to her with questions and requests, and with the volume of work and the pressure to move the books, that is sometimes very hard to do.

Irene Seagraves is a long-term exemplary employee who has handled the vicissitudes of an increased workload with fortitude and patience. Her hardworking example is a model for all of us."

*Presented by*  
Renee Blakey  
*1995 ASSET Award Recipient*



## ROOKIE OF THE YEAR

Awarded to a classified and a contract employee who have exhibited exceptional job performance, attitude, interpersonal working relationships, etc. and great potential for future service to the Libraries. Nominees must have completed their six month probationary period by May 1, 1996. Employees who were hired between November 1, 1994 and October 31, 1995 are eligible for nomination for this award.

### CLASSIFIED

**Nominees**  
Kellianne Walsh  
*Periodicals*

#### Nomination Excerpt

"Since Kelli joined the Science Periodicals Unit in July 1994, she has repeatedly demonstrated her commitment to do whatever is needed to help meet the goals, not only of the Unit, but also of the Department and the Libraries. Kelli seeks opportunities to learn and is able to apply the knowledge she gains to a variety of tasks. She is well organized and she makes effective use of her time. During the past 8 months, Kelli has: (1) capably trained and supervised the student assistants in the Unit; (2) managed the Science Periodicals claims process; (3) completed the Science Library CPR relabelling project; (4) volunteered to help Science Circulation shelve a backlog of materials; and (5) worked on a holdings conversion 'pilot project'. In addition, since February 1996 Kelli has worked several hours each week in the Main Periodicals Unit assisting with a variety of tasks including receiving daily mail, creating bibliographic records for new subscription requests, processing superseded periodical issues; researching duplicate GALIN bibliographic records. and researching and resolving 'snag' material (material sent to Periodicals for no known reason). The Science Periodicals Unit, the Periodicals Department, and the Libraries have all benefited from Kelli's 'can do'

attitude.”

Heather Howard  
*Circulation and  
Document Delivery  
Services*

“Since Heather had already established herself as one of the most notable and dependable members of the circulation student assistant team, it was not a surprise that she became a fully functioning member of the circulation staff within days of starting her probationary period. She rapidly settled into her new work, handling carrel accounts and providing staff-level service at the circulation desk. She instantly made the transition from being perceived as a “rookie” to being perceived as an “expert” who could be called upon by other members of the Unit. On her own initiative she took on the responsibility of making sure desk statistics were properly gathered and delivered on time.

When Heather began her probation, because of staff vacancies, normal clerical tasks had to be shared among other staff. Heather readily and skillfully took on the task of processing new books, work normally done by the stacks supervisor. Heather’s probationary period became further loaded with duties when the Head of Circulation found it necessary to take extended leave. Heather absorbed work normally handled by the head of the unit, in particular taking on the tasks associated with retrieving materials from the Repository. During the same period much of the responsibility for opening the building fell on her shoulders. Two new staff members began their work during the period and Heather joined other staff members in training them in procedures. We had full confidence in her ability to do so.

Only an employee with Heather’s knowledge-base, focus, flexibility and initiative could have been asked to take on such a variety of tasks during her probationary period. Few would have so rapidly moved from trainee to trainer, from novice to advisor.

*Presented by  
Laura Pelletier  
1995 ASSET Award Recipient*



**ROOKIE OF THE YEAR  
CONTRACT**

**Nominees**  
Bucilla Hawks-  
Bradley  
*Reference/Data  
Services*

**Nomination Excerpt**

“Datasets, round tapes, codebooks, logical record length, ICPSR, JCL, and TSO are not part of the traditional education of a librarian. Yet, shortly after receiving her MLS degree, Bucilla Hawks-Bradley stepped into the position of Data Services Librarian and quickly gained familiarity with these terms, procedures, and issues. She made a concerted effort to educate herself in the field of data librarianship through reading, workshops, and discussions with experts in the field. She also recognized the need to make the data collection more accessible to university faculty and initiated projects to achieve this goal. Dataset codebooks are now being cataloged and data is being inventoried and transferred to a more acceptable storage format.

In short, Bucilla has demonstrated exceptional job performance, a positive attitude, and excellent interpersonal working relationships during her first year on the job. Her efforts have not only contributed to the improvement of public service in the Libraries but they have also helped to bring Data Services into the mainstream of the Libraries’ activities. Data Services has the potential to be a highly regarded collection on campus. Bucilla’s goals for the coming year will bring attention to the collection and undoubtedly increase the need for her skills as a guide to Data Services. There can be no doubt that Bucilla holds great potential for future service to the Libraries.”

**ROOKIE OF THE YEAR  
CONTRACT**

*Presented by  
Yan Li*

*1995 ASSET Award Recipient*



## TRAINER OF THE YEAR AWARD

Awarded to the trainer or mentor who has demonstrated excellence in teaching, nurturing, or providing professional guidance to others. Depth of knowledge, outstanding communication skills, awareness of current trends in instruction, use of innovative teaching methods, and/or special alertness to the needs of trainees may distinguish this exceptional teacher. Employees who train other staff, provide instruction to Libraries' patrons, or who mentor one or more colleagues are appropriate for nomination in this category.

<b>Nominees</b>	<b>Nomination Excerpt</b>
<p>Ed Johnson <i>Circulation and Document Delivery Services</i></p>	<p>"Even against the background of a well-trained circulation staff Ed is in a class by himself. Ed is the best trainer I have ever had, for any job.</p> <p>Ed possesses a great gift for teaching. He is able to restate explanations until they become clear. His instructions are always orderly and easy to understand. He starts at the beginning and continues to present each piece of information in its proper order until the process is made plain. He has infinite patience and seems to radiate calm. His supportive demeanor reduces anxiety and makes it easy to learn. I consider myself to be very fortunate to have been trained by Ed Johnson."</p>
<p>Greg Kelso <i>Cataloging</i></p>	<p>"Greg Kelso has had a remarkable year as a trainer of student assistants in the Music Unit of Nonbook Cataloging. Three new students were trained in 1995, not only in the various ongoing daily routines (like searching OCLC for cataloging copy for scores and sound recordings) but also in the minimal-level cataloging procedures used to assist the unit to complete the "LP project", which entailed copy cataloging over 6000 analog long-playing music sound recordings over the past 3.5 years. At this writing the project's completion is anticipated by the end of March, 1995, more than five months ahead of schedule.</p> <p>Greg's training of the students is thorough and effective. He makes highly use of summary training and procedures documents which he updates regularly in consultation with his supervisor. Each student has his/her personal copy of each document and is well-grounded in its proper use; most carry the documents around for use as "crib sheets" when they encounter an infrequently-met cataloging situation. Greg insures that each student receives appropriate authorizations to work in LIBRIS, GALIN and OCLC, and that each student is properly trained in the varied functional areas he/she needs to carry out searching, marking, and minimal-level cataloging activities. Greg has demonstrated excellent communication skills in dealing with the students, who all know what is expected of them within a very short time of their hiring; they can all come in and function independently without assistance when necessary. Part of this independence comes from understanding the reasons <u>behind</u> what they are doing, which Greg imparts to them to an appropriate degree. The students work well individually and as a team, both among themselves and in their interactions with full time Cataloging Department staff, achieving high productivity under less-than-optimal working conditions.</p> <p>By the end of February 1996 the Unit's production level had hit a record high to date, and we are presently more than 21% above where we were by the end of February 1995. Much of this is due to Greg's superior training abilities, which are an asset to his Unit, Section, and Department."</p>

## TRAINER OF THE YEAR AWARD

*Presented by*

Richard Shedenhelm

*1995 ASSET Award Recipient*



## SUPERVISOR OF THE YEAR

Awarded to the supervisor who is recognized to have that unique blend of technical skills, human relations skills, and knowledge of the organization coupled with the ability to apply problem-solving and communications skills to the successful management of the unit or department. This person is able to successfully balance the goals of the Libraries with the individual goals of the employees in the work unit.

Nominees	Nomination Excerpt
<p>Teresita Pages <i>Government Documents</i></p>	<p>“Ever since I joined the Government Documents department in November of 1995, I have been impressed with the supervisory skills of Teresita Pages. On my first day she treated me to lunch, and her warm welcome made me feel that my transfer to Government Documents had indeed been a good decision. Since then I have continued to enjoy her cheery manner.</p> <p>Tere is very informed about all aspects of Government Documents and shares this knowledge in her training. Not only does she supervise four full-time staff, she is responsible for communicating the needs of the Government Documents librarians to these staff and acts as a mediator when necessary. It is much a matter of balancing different needs, and she is very capable at this. When necessary, she steps in to perform whatever help is needed. Tere has “kept up with the times” and is skilled at working with the computers. As new developments arise, she is conscientious in incorporating them into her work, and encourages us to do so as well.</p> <p>Tere really cares about the people she supervises. She can be strict when necessary, but tempers this with an understanding of our personal needs. I am very grateful to have her for a supervisor and to benefit from her expertise.”</p>
<p>Lucy Rowland <i>Collections and Branch Services</i></p>	<p>“Lucy values her employees, and co-workers, opinions and suggestions. She encourages us to come up with ideas on how to change the department for the better whether it involves switching furniture around for smoother work flow, changing a procedure to eliminate redundancy or modifying a form to make it more relevant. Lucy allows her staff the freedom to make our own decisions concerning our work which make us feel trusted and valued. However, even with all her meetings, committee work and day-to-day duties, Lucy is always willing to stop what she's doing to answer a question or solve a problem. Although we're always busy with various tasks and duties, the department still has a relaxed atmosphere which truly makes it a pleasure to come to work.</p> <p>Lucy supervises her department in a competent and resourceful way without the micromanagement that can drive supervisors crazy. She provides direction and counsel and trusts her employees to get it right. Any necessary correction is delivered in a calm and non-threatening manner. It is a joy and pleasure to work for and with Lucy, and it has always been a wonder to me over the years how few of the people in this department have had occasion to complain about her behind her back - and that includes me!</p> <p>Her supervisory skills are exceptional. She recognizes that we are trustworthy adults, until we show otherwise. She also recognizes that we have a life outside of work. She sets a good example by being on time and taking timely breaks and lunches. Even after 20 years of service with the University she still strives to do her very best at her job, always keeping staff as well as patrons in mind when making supervisory decisions. Lucy encourages all of us to participate in any or all University programs/classes that will enhance our work or personal skills, recognizing it will help us become better employees. She also has chocolate on hand and doles it out generously at the first sign of mood swings or periods of afternoon fatigue.”</p>
<p>Nancy Van Cleve <i>Cataloging</i></p>	<p>“Under Nancy Van Cleve's management this year, the Monographs Original Cataloging Unit's production has almost equaled that achieved when the unit boasted one additional librarian position. Much of the credit for this accomplishment can be attributed to Nancy's earnest approach to her job</p>

and her achievement of a successful balance in many important areas of management. She maintains the necessary volume and type of incoming materials, continues to keep abreast of changing cataloging standards and tools and informs staff accordingly, and is always available to Unit and other library personnel for consultation. She has admirably dealt with a rapid turnover in the Unit's student positions, thereby insuring consistent inputting and searching support for the Unit's catalogers. Smooth handling of her management duties allows the other Unit catalogers to concentrate almost exclusively on performing quality cataloging in a timely manner. In addition to her management responsibilities, Nancy still finds time to catalog her share of titles. This not only contributes to the Unit's production totals and sense of working as a team, but also allows Nancy to keep her own cataloging skills sharp. Recently, Nancy has added to her already numerous responsibilities the task of creating name authority records for the national authority file. Once she is fully trained, Nancy will then be responsible for training the rest of the Unit's catalogers to add their own contributions. Together with other sections of the Cataloging Department, this presents the Libraries with an important opportunity to contribute expertise at a truly national level.

Nancy takes time with the members of her staff. This attention is an important mark of a successful supervisor. Nancy always takes the time to explain complex issues and is able to put the Unit's work into not only a departmental/library-wide perspective, but also a national perspective. Nancy is truly interested in us, values our opinions and balances our needs and concerns with unit responsibilities. Nancy remembers that we are individuals, with our own strengths and weaknesses. She listens to our concerns and questions and is willing to consider ways in which we would like to grow professionally. Nancy is particularly adept at knowing the appropriate time to release us from revision and instilling in us a confidence in our own professional judgement. However, never are we made to feel that we cannot ask questions, and she is always willing to revisit issues with us if we feel the need for additional explanation. In other words, she is well aware that a fully-trained cataloger will always need guidance as new challenges appear. She is sensitive and supporting of us in both our work and personal lives. Nancy's success as a supervisor is mirrored in the success of the Unit and its staff this year."

Helen Wilkes  
*Periodicals*

"Helen has a vast and detailed knowledge of GALIN. She is consistently willing to field our questions and problems, even if she is right in the middle of a project. Her knowledge of the library's organization aids us in not conflicting with the responsibilities/efficiency of other sections of the library.

She is very precise about the accuracy, completeness, and economy of the department's activity. When explaining any point, she will always "back up", to give the wider perspective which gives rise to the point.

She sets a good example to the department. In the years that I have been under her indirect/direct supervision, I have become convinced that Helen is a fundamentally moral, benevolent, and good-natured person. She truly represents an asset to the Libraries."

## SUPERVISOR OF THE YEAR (con't)

Nominees  
Becky Wortham  
*Circulation*

### Nomination Excerpt

"Becky supervises a Library Technical Assistant and twenty to twenty-five student Security Assistants. She is responsible for maintaining security at the Main Library, the Science Library, and the Libraries Repository. She does this using a primarily student work force. Under her skillful, knowledgeable supervision, an untrained student is taught basic security procedures, emergency procedures, and public relations/services skills.

Becky trains new employees in Library Security procedures and communicates them in a clear, effective manner that enables them to understand, feel comfortable with, and assume their duties quickly and easily. She has a superior understanding of the Libraries, Hargrett, Russell and the Repository, and uses her workers to the program's best advantage. She has a superior understanding of the many alarm systems in the Libraries and is the Libraries representative in dealing with Public Safety and Student Judiciary. She sets an example for us all by her continued pursuit of job knowledge. She searches out the latest security and safety information via books, newspapers, the net, contacts with other security personnel at other universities, and her willingness to attend technical conferences. She continually tries to improve the Security Program, to do the best job she possibly can, and to train her people to provide the best service possible. She has compiled this knowledge into workable training manuals for Security personnel. The information is readily available, concise, easy to understand and comprehensive of any problem that might arise. The Security Assistants are taught everything they need to know from how to monitor the gate properly and assure the security of the collections to what needs to be done to protect books if the roof is leaking. They are trained in emergency situations...fire, tornado, earthquake, flood. The Security Assistants know how to open the Main Library in the morning and how to close it at night. Becky also works to provide safety training opportunities to library staff. She is very aware that Security has a highly visible position in the Libraries and that we are usually the first to be approached by patrons in need, whether that be an actual security/safety problem or simple directions. She is very familiar with the Libraries and University's organization and imparts this knowledge to her Security personnel as part of the training program so Security can provide patrons with the best customer service possible.

Becky has genuine concern for people, and those that she supervises are no exception. She is understanding of her student workers' needs and is encouraging and supportive of them. She is an innovative problem-solver, and a good listener who is always available to assist one when needed. She has come up with creative scheduling ideas to allow students to get off work for school-related activities and many times volunteers to work herself. She makes personal sacrifices of time and is always available to her personnel to answer any questions or fears they might have. There have been several occasions when she has been telephoned at midnight with a question or concern, and she was ready, willing and able to assist. She comes in very early in the morning, stays late in the evening and has been called in very late at night. Becky is always there for you both professionally and personally."

*Presented by  
Danny Bridges  
1995 ASSET Award Recipient*

## DIRECTORS' AWARD FOR OUTSTANDING CONTRIBUTION TO THE LIBRARIES

Awarded for consistent performance at the highest level in regard to dedication to the job which includes frequent and positive committee and group interaction, service to the public, contributions to the Libraries, and service within the larger context of the University and/or the community that reflects positively upon the Libraries. The recipient must have shown outstanding knowledge of job responsibilities as well as consistent and long standing dedication to the mission of the Libraries and must be held in high esteem by his or her colleagues.

Presented for the  
Director, Associate Director and Assistant Directors by  
William G. Potter



## Past ASSET Award Recipients

1992 ASSET Awards Program May 20, 1992

1993 ASSET Awards Program May 12, 1995

1994 ASSET Awards Program May 11, 1994

1995 ASSET Awards Program May 24, 1995

### Best Committee or Group Collaboration

1992 | **Preservation Planning Program Study Team.**

Nan McMurry, chair, Tom Camden, Bob Henneberger, Susan Morris, Lucy Rowland Sheryl Vogt.

1993 | **Faculty Hiring Practices Committee**

Ann Hope, chair, Arnold Balk, Angela Dixon, Judy Kelly, Florence King, Nan McMurry, Johnnie Sutherland, Nancy Van Cleve, Carol Wheeler

1994 | **GALIN Serials Check-In Committee**

Bill Clayton, Chair, Renee Blakey, Sheri Bracewell, Susan Field, James Garner, Brian Lee, Tere Pages, Paul Van Wicklen, Helen Wilkes

1995 | **Merit Review Committee**

Florence King, Chair, Clarie Colombo, Lauren Fancher, Ann Hope, Molly Howard, Neil Hughes, Kay Nagel, Diane Roberts, Lucy Rowland

### Innovation in Departmental or Divisional Operations

1992 | Helen Wilkes

1993 | Bill Loughner

1994 | Steven Kirby

1995 | Disaster Policy Manual for Hargrett and Russell Library

Pam Hackbart-Dean, chair, Linda Aaron, Chuck Barber

### Extra Mile/Above and Beyond

1992 | Phyllis McLanahan

1993 | Category changed to include one per division.

### Extra Mile/Above and Beyond /Administrative Services

1993 | Bob Trotter

1994 | Mona Washburn

1995 | Eric Matthews

### Extra Mile/Above and Beyond/Branches

1993 | Cynthia Flack

1994 | Elizabeth Bloemer

1995 | Robert Willis

### Extra Mile/Above and Beyond/Collection Development

1993 | Mary Ellen Brooks

1994 | Gloria Kiser

1995 | Bill Coscarelli

### Extra Mile/Above and Beyond/Public Services

1993 | Daron Mitchell

1994 | **Interlibrary Loan Department**

Susan Morris, Head, Donna Dorsey, Virginia Feher, Cindy Flom, Genevieve Esquivie-Smith, Annette Wiggs, Ted Willi, and Jay Wilbanks

1995 | John Prechtel

### Extra Mile/Above and Beyond/Technical Services

1993 | Tim Murray

1994 || Bob Henneberger and Bob Kobres  
 1995 || Renee Blakey

#### Excellence in Service to the Public

1992 || Marie Ellis  
 1993 || Did not have category  
 1994 || Marie Ellis  
 1995 || Carol Wheeler

#### Excellence in Technical Expertise

1992 || Marty Tanner Hughes  
 1993 || Did not have category  
 1994 || Helen Wilkes  
 1995 || Betty Fox

#### Rookie of the Year

1992 || John Wilcox/contract  
           || Carrie Sullins/classified  
 1993 || John Prechtel/contract  
           || Martha Rapp/classified  
 1994 || Debbie McAnallen/contract  
           || Linda Seguin/classified  
 1995 || Yan Li/contract  
           || Laura Pelletier/classified

#### Trainer of the Year

1992 || Julia Vereen  
 1993 || John McDuffie  
 1994 || Jacquie Houston  
 1995 || Richard Shedenhelm

#### Supervisor of the Year

1992 || Neil Hughes  
 1993 || Susan Landrum  
 1994 || Claire Colombo  
 1995 || Danny Bridges

#### Library School Scholarship/Recognition

1992 || Laura Greene and Rene Shoemaker  
 1993 || Bucilla Hawks-Bradley and Claire Oslund  
 1994 || Anna Hulseberg, Sarah Lockmiller, and Nelson Morgan

#### Directors' Award for Outstanding Contributions to the Libraries

1992 || Bill Clayton and Fred Wendt  
 1993 || Mary Ellen Brooks  
 1994 || **Repository Implementation Team**  
           || Steven A. Brown, Claire A. Colombo, and Ann J. Hope  
 1995 || Laura Burress